

Wapsie Valley
Activities Department



W A P S I E V A L L E Y

Activities/Coaches
Handbook

Board approved: July, 2022

This booklet contains information, which may be useful to the coaches in the performance of their duties. This booklet also addresses the coach/administrator relationship.

These guidelines will be reviewed annually and modified when necessary. However, as long as a policy or regulation is in effect, the members of the athletic department are expected to support them.

The Mission:

Wapsie Valley High School Mission Statement

The mission of the Wapsie Valley Community School District is "Guaranteed Learning For Every Student."

The Wapsie Valley Community Athletic Department supports the mission of the Wapsie Valley Community Middle/High School and expects all coaches to follow our guidelines to success on and off the athletic field. The principles of teaching, leadership, collaboration, and respect can be applied in extra curricular activities as well as in the classroom. These activities will teach life long lessons for students to take with them as they leave our school and pursue additional challenges in life.

We are very proud of our students, fans, and support groups that are present at Wapsie Valley Community Middle/High School. It is important to remember that you, the coach, are representing our school and to always act appropriately and support all of our activities at Wapsie Valley Community.

The expectation of our coaching staff at Wapsie Valley Community is to demonstrate the same amount of care for all members of your teams, not just successful ones. This helps build collaboration among the team members. The best groups are the ones with the best practices. You must strive to show all members of the organization that they do matter.

All of our coaches should have the expectation of success in everything they do. In order to instill success in players or participants, a coach needs to demonstrate a caring environment. It is important for a coach to listen to all of the players and communicate effectively with them.

Athletic Department Objectives:

To provide an attractive program for the student-athlete:

- Provide the student-athlete with an enjoyable and rewarding experience.
- Make player safety and welfare our highest priority.

To give quality instruction in the fundamentals of each sport offered:

- Specific athletic skills and strategies.
- Sportsmanship, ethical conduct and fair play.

To be an integral part of the secondary school curriculum:

- Inspiring all athletes to give their highest effort in the classroom, as well as, on the playing field.
- To stress the importance of self-discipline in both the classroom, the community, and on the field.
- Teach our athletes that dignity, self-worth and self-esteem are achieved through hard work.
- To create a positive school climate that is enhanced when student-athletes and remaining student population work together as a team to represent their school in interscholastic competition.
- Develop concepts of goal attainment through hard work and rigorous self-discipline, and to provide a vehicle for the development of interest in curricular school programs and for post secondary educational opportunities

To make the athletic program a source of both school and community pride:

- Help each athlete to interact positively with faculty, community and fellow students.
- Make the team a positive influence on all who come in contact with it.
- To demonstrate the social competence of operating within a set of rules, thus gaining a respect for the rights of others, and an understanding that penalties follow rule violations.

AN OPEN LETTER

Dear Coach, Sponsor, Director,

You have chosen to be a member of a profession that demands a great deal of your time, your dedication, your energy, and quite often your patience; yet in spite of this, leading our youth is a tremendously rewarding profession. We all dream of developing and coaching the super talented, yet relatively few of our students involved will have the opportunity to participate beyond high school. You as a leader are in the position to influence numerous young people who will become productive members of our society, the leaders of tomorrow.

The way you treat a student should be the way you would want your child treated. You are working with young and impressionable adults and you are charged with assisting in their development. Each individual is important and each must be understood and worked with to the best of your ability. Your patience and understanding may be critical to the future of an individual who looks to you for guidance or just a friendly ear.

Competition and involvement is the backbone of the interscholastic experience. It is an experience whose reward is measured differently by each individual. This reward may range from simply making the team and getting a uniform, to making the first team; from simply having a winning season, to winning a championship. Winning has been and always will be emphasized as the only measuring stick by many in our society, however, the true measure of our success often extends far beyond the final score of any contest. We cannot forget that long after the dust of competition has settled, what lives on and lasts are the lessons learned. These lessons must be positive and should include character, hard work, determination, and teamwork. It should be about relationships and skill building. If you don't keep those two things first and foremost, the wins will be far and between anyway.

Remember, our programs are an extension and an integral part of the educational process, and it is imperative we keep this in mind when we work with our students. As an extra curricular or co-curricular leader, you are a highly visible representative of the Wapsie Valley Community School District. You must assume the responsibility that comes with the respect for that position. It is imperative that you be an ambassador for all activities of the Wapsie Valley CSD. You must communicate effectively so that you can promote and sell your activity, your campus, even the entire school district each and every time you have an opportunity.

The level at which you coach has little to do with the degree of respect you receive from students and parents. How you respond to them with honesty, patience, and understanding will determine your success over the years. My challenge to you is twofold but simple; be a positive role model and make a difference in the lives of your athletes forever.

Head Coach- Job Description

General State of Responsibility: The head coach of each sport has the responsibility of carrying on the sport in the best interests of the school district by adhering to the policies and regulations of the school as well as the practices and procedures of the school's administration. Each head coach should have a working knowledge of the individual practices as outlined by the NICL Conference, the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.

Head Varsity Coaching Duties:

1. Serve as liaison between the coaching staff and the Athletic Director.
2. Has a thorough knowledge of the rules and by-laws of the Iowa High School Athletic Association, the Iowa Girls High School Athletic Union, the NICL Conference and the Wapsie Valley Community School District as they pertain to his/her sport, including the clearance of all staff members and student-athletes.
3. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Establishes the fundamental philosophy, skills, and techniques to be taught by the staff. Designs conferences, clinics, and staff meetings to ensure staff awareness of the overall program.
5. Trains and informs staff and encourages professional growth by promoting clinic attendance.
6. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
7. Maintains discipline, mediates grievances, and works to increase morale.
8. Assists the Athletic Director in scheduling, providing transportation needs, and requirements for all games, tournaments, and special sports events.
9. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times.
10. Coordinates facility needs/repairs with maintenance and school employees.
11. Provides proper safeguards for eminence and protection of assigned equipment.
12. Recommends policy, method or procedural changes to the Athletic Director.
13. Monitor the grades and conduct of his/her athletes.
14. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from off-campus events.
15. Completes paperwork on all disabling athletic injuries on proper forms and submits to the Athletic Director by the next school day.
16. Directs student managers, assistants and statisticians.
17. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary, and contacts parents when a student is suspended, dropped or becomes ineligible.

18. Participates in the budgeting process with the Athletic Director by submitting needs for the next season.
19. Recommends/selects equipment and uniforms within budget appropriations.
20. Is accountable for all equipment in his/her program and submits notification to the Athletic Director for any equipment lost, damaged, not returned, or returned after the due date.
21. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.
22. Properly marks and identifies all equipment before issuing or storing.
23. Secures all doors, lights, windows and locks and stores all equipment before leaving the building or area. Supervises locker room area before and after practice.
24. Instills in each player a respect for equipment and school property its care and proper use.
25. Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.
26. Responsible for reporting scores and information after every home contest to the designated press outlets. Statistics required by local media, league representatives and athletic unions will also be the responsibility of the head coach. These duties may be delegated.

Assistant Coach- Job Description:

General Statement of Responsibility: The duties of assistant coaches are to carry out the program planned by the head coach; to be of whatever assistance is required, and to perform delegated duties set forth by the head coach of that sport.

Assistant Coach Duties

1. Has a thorough knowledge of the rules and by-laws of the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union, the NICL Conference, and the Wapsie Valley Community School District as they pertain to his/her sport, including the clearance of all staff members and student-athletes.
2. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
3. Maintains discipline and works to increase morale and cooperation within the school sports program.
4. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility usage times.
5. Coordinates facility needs/repairs with maintenance and school employees.
6. Provides proper safeguards for maintenance and protection of assigned equipment.
7. Provides assistance, guidance and safeguards for each participant by being present at all of his/her practices, games, while traveling and when returning from off-campus.
8. Is accountable to the Head Varsity Coach for all equipment. Assists with issuing and collecting of equipment and submits to the Head Varsity Coach annual inventory.
9. Recommends to the Head Varsity Coach budgetary items for next year in his/her area of the program.
10. Secures all doors, lights, windows, locks and stores all equipment before leaving areas. Supervises locker room area before and after practice.
11. Instills in each player a respect for equipment, school property, and their proper use.
12. Assist the Head Varsity Coach in carrying out his/her responsibilities.
13. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
14. Works within the basic framework and philosophy of the Head Varsity Coach of the sport.
15. Attends all staff meetings and carries out scouting assignments as outlined by the Head Varsity Coach.
16. Never criticize, admonish or argue with the Head Varsity Coach or any staff members within ears or eyes of players and parents.
17. Strives to improve skills by attending clinics and using resources made available by the Head

Varsity Coach.

18. Responsible for arranging with the Principal's secretary for substitutes because of athletic events. The Athletic Director may be contacted in an emergency.

19. Understands that drivers must meet district requirements to transport student-athletes and must be at least 21 years of age.

20. Guarantees that all district equipment including district vehicles are used only for official school business and are operated safely.

21. Performs other duties that are consistent with the nature of the positions and that may be requested by the Head Varsity Coach.

GUIDELINES FOR VOLUNTEER COACHES

Volunteer coaches must follow certain state regulations. **A volunteer coach as defined by the state of Iowa is a non-paid person who holds a coaching authorization endorsement and who is acting under the direction of an employed coach and with the knowledge and approval of the school administration.**

Volunteers who do not have coaching authorization/endorsement can act only as an aide. Aides can in no way be engaged in the diagnosis, prescription, evaluation, assessment or direction of student learning during practice sessions. An aide is like a student manager.

Volunteers for the Wapsie Valley Community Activities Department will also be required to go through an interview process with the head coach/director and administration. Background checks are to be administered just as a regular employee. Formal recognition is to be given in writing by the activities director and forwarded to the superintendent to be put on record.

Interested parties seeking more information regarding coaching authorization or endorsement should contact the Wapsie Valley Community Activities Director.

Wapsie Valley High School Volunteer Coach Agreement

Name _____ Sport _____ Year _____

The Athletic Director will use the following procedures for approving a volunteer assistant:

1. The supervising high school head coach must submit this agreement on behalf of the volunteer coach applicant to the Athletic Director AND the volunteer coach must be approved **prior** to coaching. Coaching includes any organized team activities to include conditioning, practices or contests.
2. The applicant must complete all Wapsie Valley Human Resources requirements for volunteer coaches **prior** to coaching. The applicant must be a high school graduate. **Hold a valid Iowa coaching authorization.**
3. The applicant must complete the NFHS Concussions in Sports training. This agreement is for one season is not renewable and must be completed at the beginning of each season. The volunteer agrees to the guidelines below without expectation of any compensation or benefits, monetary or otherwise.

VOLUNTEER COACHING GUIDELINES

1. The applicant must be willing to make a commitment to the team on a regular consistent basis, including attendance at practices, meetings and contests.
2. A volunteer shall not be used in lieu of an approved, paid coach.
3. The applicant shall be selected by a recommendation of the head coach to the Athletic Director.
4. The conduct of volunteer coaches shall be exemplary for the growth and developmental needs of all students.
5. The supervising head coach will be responsible for providing proper guidance to volunteer coaches in relation to coaching ethics, Wapsie Valley and school policies, eligibility regulations, practice and game attire, and coaching duties.
6. Volunteer coaches shall not be assigned nor assume any disciplinary responsibility.
7. Volunteer coaches agree not to in any way undermine the decisions or authority of the supervising head coach, Athletic Director, or the Principal, including comments made to students, parents, or community members. Violation of this will result in immediate termination as a volunteer coach.
8. The volunteer may be removed/dismissed at any time by a recommendation of the supervising head coach, Athletic Director, and/or Principal.

SIGNED...

Volunteer Coach _____ Date: _____

Supervising Head Coach _____ Date: _____

Athletic Director _____ Date: _____

Administrator _____ Date: _____

School Board Approval Date: _____

An Effective Coach Should:

- Sell his/her program
 - Sell yourself to your athletes
 - Sell your athletes on one another
- Promote good media relations
 - Promote your players for recognition and scholarships
 - Make yourself available for public appearances
 - Project a positive image
 - Be positive
- Be an effective communicator
 - Think before you speak
 - Develop your oral and written skills
 - Be a good listener
 - Be honest and sincere
 - Accept and value the opinion of others
- Be a disciplinarian
 - Have clearly defined rules, expectations, and consequences
 - Be fair and consistent
 - Teach the importance of making good decisions
 - Be positive
 - Reward good discipline
- Be a motivator
 - Realize that motivation has to come from within
 - Have players write and discuss personal goals
 - Teach your athletes to think positively
 - Use inspirational stories, books, tapes, speakers, etc.
 - Solicit leadership
- Be organized and set goals
 - Establish the importance of goal setting
 - Define your goals and put them in writing
 - Sequence goals (short term, intermediate, long term)
 - Evaluate progress
 - Keep good records and files
 - Know your strengths/weaknesses
 - Script and post your workout schedule
 - Use a clock and stick to your schedule

Preseason Checklist

1. Coaches Meeting with all levels

Head Coach should set expectations for their program. Outline your plan and coach your assistants to be ready to go day one. Communicate with the strength and conditioning staff at the school to discuss your season needs for weight room training. All Wapsie Valley coaches are expected to encourage students athletes to participate in weight room activities in and out the sports seasons.

2. Hold a Team Sign-Up.

3. Complete a Roster

Include all active team members. Don't forget Managers. Provide roster to School Nurse and Attendance Secretary, Activity Director. Include Name, Number, and Position if known. **Input and keep up current roster on Bound.**

4. Team Meeting/Parent Meeting

Provide participants with practice schedule, game schedule, and expectations. Stress that Physicals, E-Cards, Concussion Forms must be completed before 1st Practice. **Parent Meeting** See Appendix for template. Feel free to use your own.

5. Jerseys/Clothing Stores

All varsity level competition jerseys will be through Game-One and be Under Armour branded jerseys. All preseason fan apparel clothing stores will be through Game-One. Any t-shirt only business can be at the discretion of the coach but the school preference will be through Game-One. Please approve artwork with the athletic director prior to approving. The WV logo is the official logo of Wapsie Valley.

6. Team Rules-Guidelines

Discipline Procedures. (Send Copy to A.D.)

7. Collect Phone Numbers/Mass Communication Abilities

Have a way to mass communicate with your team, i.e. Text, Email, App.

8. Practice Schedules to Participants and Activities Department

Pre-season practices are permissible by governed rules and regulations of the boys and girls associations. Pre-season practice must not conflict with in-season practice of another sanctioned sport. As a reminder, athlete attendance in the weightroom is encouraged for all sports and is not an organized team/sport activity. Communication between activity coaches and the athletic department is an easy way to avoid this issue.

9. Eligibility Checks- Check with A.D.

10. Purchase Orders- ALL DONE IN ADVANCE.

Do Not Purchase anything without a purchase order already approved. Purchasing without prior approval or without a purchase order could result in no reimbursement for the purchase.

11. Pictures

Pictures need to be scheduled and picture order forms need to be handed out to athletes.

12. Fill Out Transportation Request(s) Before Season.

Figure out where you're going, have the requests in and ready before your season starts. Then Double Check to be sure it's accurate before the day of the event.

13. Must Have All Following Forms to Practice:

- a. Physicals- Students may not practice without this!!
- b. Concussion Forms- See Attached Procedure.

- c. Parental Permits
- d. Insurance- Usually done at Registration.
- e. Health/Emergency Cards

In-Season Checklist

1. Go over all Safety and Inherent Risk Discussion on day 1.

Be sure to read any equipment warnings to the kids.

2. READ Good Conduct Code on Day 1.

See Appendix A

3. Be sure to provide proper supervision including locker rooms.

Coaches need to be the last ones out. Set a time to get them out of the building.

4. Equipment- Proper use and care.

We work hard to pay for our equipment, protect it.

5. Philosophy- Playing Time/Line-Ups/Lower Levels.

Know your philosophy; check that you are coaching your philosophy. Be sure you communicate to lower levels your expectations on playing time, underclassmen opportunity, and program expectations.

6. Keep Rosters Current.

7. BE POSITIVE!

8. Have Practice Planned and execute your plan.

They should be in writing and available to all coaches at your practice.

9. Be Prepared by and for Game Day.

Plan practices to peak on game day. Assume nothing, leave no stone unturned.

10. Report all Scores at Varsity Level to the Media Outlets listed in handbook.

See pg. 22.

Postseason Checklist

1. Must check in all equipment at the end of the season. (Keep good records to avoid hassle)

2. Prepare an End of Year Report and turn in to AD and AD secretary.

3. Schedule End of the Season Awards Night.

4. Attend year-end evaluation meeting with AD.

ACADEMIC ELIGIBILITY RULES

The language of the new "scholarship" rule, as adopted by the State Board on March 2, is (new language is in italics):

36.15(2) Scholarship rules. ...

a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.

b. All contestants must be under 20 years of age.

c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or "hour" or the equivalent thereof, at all time. To qualify under this rule, a "subject" must meet the requirements of 281-Chapter 12. Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student's school program deviates from the traditional two-semester school year.

(1) Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, "grading period" shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

(2) If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.

d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student's individualized education program.

e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances such as health, may be the basis for an appeal to the executive board which may extend the eligibility of a student when the executive board finds that the interest of the student and interscholastic athletics will be benefited.

f. All member schools shall provide appropriate interventions and necessary academic support for students who fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.

g. A student is academically eligible upon entering the ninth grade.

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization's sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule].

i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers

Frequently Asked Questions

Definitions

What is passing?

There is no statewide definition of passing; this is a locally controlled decision. In the absence of a local rule to address this, passing means any grade that is other than "F."

If a school has an option whereby students may take a course "pass or no pass," a grade of "no pass" is a failing grade.

How about Incompletes? Withdrawals?

Again, this is left to local control. But, LOCAL CONTROL means taking affirmative action to clarify for students just what an "I" or "W" means. In the absence of a local rule to address this, an "I" or "W" will be considered failure.

May an Incomplete be changed to a passing grade?

Depends on local policy. If a school has a policy that an "I" is a failure, the "I" may not be changed to a passing grade for purposes of avoiding ineligibility.

What is a grading period?

A "grading period" is the period of time at the end of which a student receives a final grade and course credit is awarded for passing grades. Each school determines its own grading periods.

What is a final grade?

A final grade is that grade that goes on the student's transcript. If a school offers block scheduling, a final grade might occur at the end of nine weeks if the grade is recorded on the student's transcript. A final grade is NOT the grade on the progress report that goes to students and their families.

What is credit coursework or a credit subject?

If the student's transcript includes a letter grade (other than "F," "I," or "W") for the subject or course, this is credit coursework. The most typical example of *non-credit coursework* is Driver Education. It is a local decision (to be made about the course as a whole, and not to be made on an individual student basis) whether a certain subject or course is one for which credit is awarded.

Why is a definition of "compete" now included in the rules?

There have been instances where member and associate member schools inadvertently played ineligible students, forcing the executive board to determine an appropriate penalty to impose against the school. For instance, in one case, a transfer student (ineligible for 90 consecutive school days from varsity competition) played J.V. football and practiced with the varsity as a member of the scout team. No problem so far. Unfortunately, he was allowed to dress in full pads and uniform and to be on the sidelines with the rest of the varsity team on game nights. During one game, his team had enough of a lead that the coach yelled "scout team go in." You guessed it; the ineligible player ran in with the rest of the scout team and played a couple of downs before the error was caught. Adding a definition of "compete" and including dressing in full uniform and taking part in pre-game warm-ups is meant to assist member and associate member schools to know what is and is not acceptable.

COMMON CAUSES OF COACHES' LIABILITY

1. Failure to supervise an activity in a reasonable manner.
2. Negligently entrusting a duty to an under qualified or unqualified individual.
3. Failing to properly teach skills.
4. Failing to teach protective skills.
5. Failing to provide and maintain a safe coaching and playing environment.
6. Failing to inspect, repair, or recondition equipment properly.
7. Failing to teach athletes to inspect their own equipment.
8. Failing to provide proper effective equipment
9. Failing to have athletes play an activity properly
10. Failing to create safe policies and procedures for an activity.
11. Failing to follow and enforce such policies and procedures.
12. Failing to adopt safety standards of pertinent administrative organizations.
13. Failing to warn of inherent dangers of the activity.
14. Failing to keep adequate and accurate records.

LIABILITY REMINDER

1. Inform athletes and their parents of the inherent dangers and risks of your activity. When teaching skills and techniques, inform the athletes of the consequences of failing to perform that task properly.
2. Do not allow athletes to participate without a physical or concussion form.
3. Inspect equipment as to its safety. If faulty, be sure student access is non-existent until replaced or repaired.
4. Supervise your area and activity from the start to the finish. Do not allow athletes access to equipment or facilities without your presence, especially locker rooms, the weight room, wrestling room or gymnasium.
5. Following injuries fill out an injury report form and turn it into the Activities Director.
6. Keys: Coaches are held responsible for all keys issued to them. The loaning of keys to students for use in an unsupervised activity or any other purpose is prohibited.

PREVENTION AND CARE OF ATHLETIC INJURIES GUIDELINES

The head coach of each athletic activity is responsible for seeing that all known injuries that occur during practices and games are cared for properly.

Use this procedure as a guideline.

1. Determine the extent of the injury as major until finding otherwise.
2. If the injury requires medical care, obtain the services of a doctor in attendance. If no doctor is available, call the ambulance/or rescue unit.
3. A school official should accompany the student to the hospital when possible.
4. As soon as possible, contact the student's parents or guardian.

5. File an injury report form in the athletic office providing all required information.

ATHLETIC TRAINER

The Athletic Trainer hired by Wapsie Valley Community will be on hand at all Home Varsity Contests. They will also travel to all away varsity football contests. They are also available at select lower level activities as well. The trainer will also have posted "Training Room" hours available. Please utilize the trainer in diagnosis and treatment of minor injuries. They will also recommend further treatment plans. All Head Coaches will introduce the athletic trainer at parent meetings.

HOSPITALS:

Injuries suffered by athletes on out-of-town trips often develop into difficult problems. Fees by hospitals and doctors usually exceed our protection schedule and usually the home doctor ends up with 90% of the treatment and 10% of the fee. In addition to the problem of fees, the treatment administered does not always coincide with the home doctor's methods.

When a player is injured, we want him/her to have the best care possible. However, the attending physician should be informed that we wish to have the treatment given at home if possible. In most cases, by immobilizing and protecting the area, a boy/girl may be transported home where X-rays and treatment by a local physician is to be at all times respected. Check with parents if possible.

Local Hospitals:

UnityPoint Waterloo – 1825 Logan Ave, Waterloo, IA 50703 – (319) 235-3941

Mercy One - 3421 W 9th St, Waterloo, IA 50702- (319) 272-8000

Ambulance: 911

Athletic Trainer: Rock Valley –Erin Johnson – 515-227-2597

SECURITY:

Sheriff's Office – (319) 352-5400

Highway Patrol – (319) 283-5521

SCHOOL ANNOUNCEMENTS

When adverse conditions make it necessary to close or adjust plans for school, the school district will first send out information (phone calls, text messages, email) using the district office. Please be sure your family information (phone numbers, email addresses) are updated on Infinite Campus. Please contact our Registrar, Jen Matthias, if you need assistance with your family information in Infinite Campus. Secondly, we will post school late-starts, early out or closing due to inclement weather or other situations on the following TV stations: KWWL. The Infinite Campus Voice Link will also have the latest information regarding school cancellations or delays. The information will be provided as soon as it is determined that there will be no school or that school will be delayed or dismissed early. The decision whether or not to hold school rests with the Board of Education who delegate this authority to the Superintendent.

OVERNIGHT TRIP – POLICY SUGGESTIONS

Keep in mind, these trips are extensions of the school day and guidelines already in place govern actions and habits of both students and supervisors. No smoking, no alcoholic beverages, conduct as per usual school day.

Have a defined itinerary to give to parents and students including time schedules, activities, money, and other needs (what to bring).

List of all students, supervisors, parent/guardian, with phone numbers (home and work) also include a secondary phone number of a close relative.

List of all administrators with phone numbers (home/work).

Assign rooms, separating students from normal peer groups.

Supervisor rooms are to be alternated between student rooms. One supervisor for every 8 students would be adequate. Students are never to be in any room other than those designated for the entire group. No one other than our group members are to be in our rooms unless given direct permission from the head sponsor.

The number of supervisors/sponsors will be determined by the Head Sponsor, Activities Director and the Principal. Expenses for spouses are not reimbursable unless acting as a supervisor/sponsor.

Behavior contract signed by students including the following: expected rules of conduct, parental permission, parent phone numbers, doctor, medical needs/awareness, disciplinary measures to be taken (parents to come immediately and pick-up any student who is violating trip rules).

Prior to departure, luggage checks, limitations on amount of luggage per individual, review of overnight policy with all members, collection of all behavior contracts/parent permission, make sure these items are carried by the head supervisor.

Room checks regularly, room curfews, lights-out time limits, room blocks on ordering videos, adult movies, long distance calls supervisors are to be very aware of the importance of following through with the policy statements.

On return, plans for student pick-up at school.

State Athletic Travel Guidelines for Coaches and players

When **participating ONLY** you are allowed **(\$15)** per day for a full day of activities. Amounts will be adjusted accordingly depending on time of competitions. Special fundraising for state events can supersede the below guidelines but must first be approved by school administration.

Meal Responsibilities:

1st meal: Hotel continental breakfast. (which is included in the hotel stay.)

2nd Meal: The school is allowing a meal per day at \$15 per coach or competing athlete (must have a receipt/tax removed if possible)

3rd Meal: Participant/Coaches responsibility

Meal guidelines: A meal constitutes as a drink and an entrée. Please do not allow for extra specialty items: such as; desserts, appetizers, drinks (other than pop, water, lemonade). Any unallowed purchases will be charged back to the team's fundraising account (head coach responsibility)

Once a competitor's tournament or meet has ended, all meal subsidies end as well.

Sponsored Meals:

If you have contacted a donor to pay for one meal, make sure you get the dollar amount that they will be paying and label that receipt (donor meal) so that a bill can be sent to them for us to get reimbursed.

STAFF DEVELOPMENT/CLINIC POLICY

The following are guidelines for coaches and sponsors in regard to attending clinics related to professional development.

1. Sponsors/coaches are encouraged to attend professional development activities associated with their respective assignments.
2. Expenses for one overnight activity will normally be paid for by the general activity account.. Expenses for more than one overnight activity (by a Head Sponsor/coach) will only be paid by the school district at the discretion of the Activities Director and/or principal.
3. Assistant/middle school sponsor/coaches will be limited to one clinic per sport supported by the activity account; other activities will need to be covered by the sponsor/coach.
4. Clinics/professional activities, which involve absence from teaching duties, require advance approval by the administration.
5. If the coach/sponsor is the only one attending a clinic he or she is responsible for referring any new information to the other coaches and sponsors of that sport/activity.
6. Out of state clinics are at the expense of the attending coach/ sponsor unless approved by the principal and athletic director.
7. Additional expenses for spouses are not reimbursable.

BUS GUIDELINES

The following rules and regulations are an accumulation of past and present recommendations for co-curricular and extra-curricular bus trips. The purpose of addressing this issue is to clarify and define for staff, students and parents/guardians guidelines for the safe transportation of all those involved.

1. All passengers are to be seated while the bus is moving.
2. The bus driver has a final decision regarding travel in all types of weather conditions and mechanical operations of the bus and also in routes taken to arrive at the proper location. The head sponsor/head coach is back-up to the driver if the driver would become unable to perform those duties. If the driver leaves the location of the event, the driver is to secure permission from the head sponsor/coach, and notify the sponsor/coach of the destination and expected time of return. The bus driver is also responsible for the security of the bus while vacant or parked.
3. The head sponsor/head coach is responsible for the conduct of all passengers, necessary disciplinary measures to assure safety of all passengers, decisions concerning where and when the bus will stop for food, drink, restrooms, breaks, eating and drinking on the bus, use of windows, seat assignments and other matters of this nature. The sponsor/coach is also responsible for the cleanliness of the bus following return of the trip.
4. Passengers are to keep body parts and objects inside the bus, out of the aisle, and to yourself.
5. Conduct of students, appropriate clothing, language and manner are specified in the student handbook and are to be followed accordingly. Disciplinary guidelines are also addressed in this handbook to be used for matters not specifically mentioned in this new policy.
6. On all extracurricular athletic bus trips male and female passengers are to be separated (front of the bus, back of the bus for cheerleaders—side to side for events such as girls/boys track, etc.). The sponsor/coach is to sit in between the front and back separating the genders. The sponsor/coach can give permission for boys and girls to sit together for a short time period (5 minutes or less). The sponsor/coach is also to monitor (move up and down the aisle) the bus periodically to check for student safety as well as inappropriate behavior.
7. Sponsors/coaches can add to this list of rules as they deem necessary.
8. On all co-curricular events the boy/girl relationship policy in the student handbook is to be followed. This rule establishes hand holding only and no other form of contact between male and female students or guests. The sponsor/coach can add to these guidelines at their own discretion. The disciplinary measures listed in item 16 will apply.
9. Trash bags will be provided for disposal of garbage. Passengers are to keep the bus neat and clean at all times. Absolutely NO LITTERING.
10. Students are to return from the event on the bus unless the parent or legal guardian has signed the non-school travel request form at the event and in the presence of the sponsor/coach.
11. Bus cameras will be available at the request of the sponsor/coach, driver, or administrator. Please give the transportation supervisor a 24-hour notice.

12. If an incident occurs, the Activities Director or building principal are to be contacted within 24 hours (immediately if necessary). A written report will need to be turned in to the administration no later than 48 hours after the incident.
13. An adult sponsor/coach is to remain on site until all students have left the school grounds following the out-of-town event.
14. The bus driver may be assigned supervision duties by the head sponsor/coach.
15. Disciplinary measures
 - a. 1st offense: Verbal warning.
 - b. 2nd offense: Verbal warning and change of seat to near that of sponsor/coach. Meeting with the parent, student and Athletic Director.
 - c. 3rd offense: Change of seat to near sponsor/coach. Removal from next extra-curricular or co-curricular bus trip. Meeting with Principal, Activities Director, parent and student
16. Emergency, administrator, and student phone numbers should be available.

WAPSIE VALLEY COMMUNITY GOOD CONDUCT POLICY:

Statement of Philosophy:

The Board of Directors of the Wapsie Valley Community School District offer a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school 365 days of the year, both in and out of school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with the board policy and must meet the eligibility criteria established by the board, administration and individual activity coaches and sponsors.

I. Sportsmanship

1. One of the primary goals of athletics is the development of positive sportsmanship characteristics. Likewise as role models and representatives of our school, it is imperative that our student athletes display good sportsmanship. Acts that are unsportsmanlike are to be dealt with immediately by the head coach. It is up to the head coach to determine the appropriate corrective behavioral measures.

II. Good Conduct Statement of Philosophy:

1. The Board of Directors of the Wapsie Valley Community School District offer a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school 365 days of the year, both in and out of school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with the board policy and must meet the eligibility criteria established by the board, administration and individual activity coaches and sponsors.

2. Applicable Activity Programs:

The Good Conduct Code applies to all extra-curricular activities. The following activities are examples covered by, but not limited to, the Board's policy and these rules:

1. Athletics
2. Fine Arts
3. Elected offices, including royalty
4. Clubs and organizations
5. Any other school activity where the student represents the school outside the classroom, (i.e. overnight trips, etc.)

3. Good Conduct Rule:

After a due process proceeding at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, any student who is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as set forth below. All applicable activities may have additional standards/consequences that must be reviewed with the student participants and made available upon request to parent(s) or guardian(s) within the first 2 weeks of the season. A student may lose eligibility under the Good Conduct Rule for the following behaviors:

1. Possession, use or purchase of tobacco products, e-cigarettes or "look alike" tobacco products regardless of the person's age;
2. Possession, use or purchase of alcoholic beverages, including, "near beer."

3. Unlawful sale, distribution, or being under the influence of alcohol or drugs;
4. Possession, use or purchase of illegal drugs or "look alike" drugs;
5. Unauthorized possession, use or purchase of otherwise lawful drugs;
6. Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).

*If a student transfers in from another school district and the student has not yet completed a period of ineligibility for a Good Conduct Rule violation in the previous school, the administration will have the discretion to review each case and determine the appropriate ineligibility on a case-by-case basis.

4. Good Conduct Rule Penalties:

Any Student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, is subject to a loss of eligibility as follows:

1. First Offense within the student's school career: three (3) weeks of ineligibility, may be reduced to two weeks if the student attends/commits to an approved (by administration) substance abuse class (Pathways) or a professional counseling session(s) regarding substance abuse. The ineligibility may be reduced to one (1) week if the student self-reports (to school administration or athletic director) the violation of the Good Conduct Policy within 24 hours of the offense and commits to an approved (by administration) substance abuse class (Pathways) and/or professional counseling session appropriate to the violation.
2. Second Offense within the student's school career: six (6) weeks of ineligibility plus proof of attendance or commits to an approved (by administration) substance abuse class (Pathways) or a professional counseling session(s) appropriate to the violation.
3. Third Offense within the student's school career: One year of ineligibility plus proof of attendance or commits to an approved (by administration) substance abuse class (Pathways) or a professional counseling session(s) appropriate to the violation.

In all cases the period of ineligibility begins with the first date of competition or public performance for the activity the student is involved in.

1. An ineligible student shall attend all practices but may not travel with the team, be on the bench, sidelines, dugout, etc. during competitions or performances.
2. An ineligible student serving a Good Conduct consequence must finish the season in good standing in order to fulfill the entirety of the consequence
3. Once the Good Conduct ineligibility begins the days of ineligibility will run concurrently
4. After completion of 8th grade and once Good Conduct violations consequences have been served, a student's offense count will reset but a log of violations will remain.

5. Good Conduct Rule Appeals:

Any Student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within three (3) days of being advised of the violation. The penalty will be in effect pending the superintendent's decision. If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal within 5 days of being advised of the superintendent's decision. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not

violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the handbook rule or board policy. The penalty will remain in effect pending the outcome of the meeting with the board.

*If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

School Attendance as it pertains to Practice/Games/Events

Students who wish to participate in school-sponsored activities must attend school one half-day the day of the activity unless permission has been given by the principal for the student to be absent. During regular school days, the second half of the day begins at 11:45 a.m based on the school's clock. For those students with unique period schedules 3.5 hours is considered half of the school day. A doctor's appointment for illness is not an exemption to this rule. Further, in order for students to be eligible to participate in school-sponsored events or take part in school sponsored trips during the course of the school day, the students' attendance and academic standing must be in good order. If Wapsie Valley students return late from a school-sponsored event, they are still expected to be on time for school the following day.

Students who have excessive absences or who are not in good academic standing may not be allowed to leave the building for school-sponsored activities or trips. Individual teachers have the right to request that a student be withheld from dismissal for a school-sponsored activity if the student's academic record and/or record of discipline is not in good standing.

PARENTS' MEETINGS

It is suggested that each head coach / sponsor conducts a parent' meeting or communication prior to the start of their competitive season. Communication is one of the best ways to avert trouble and gain support.

Possible items to discuss with parents of the students in the program:

1. The activity conducts policy and training rules.
2. Proper training techniques and diet.
3. The treatment of injuries.
4. The coaches' philosophy and the program's goals and objectives.
5. Review with the parents the tensions they may experience with a child playing or not playing. All of us feel our children are the best and want them to be happy. If they do not play, the coach is usually blamed. The coach will play his/her best athletes. Athletes have frustrations: they voice them and then usually go on and improve if others do not interfere.
6. Equipment that the students will need to buy.
7. Policies regarding transportation, practice, and vacations (spring and winter).
8. Warnings of risk related to participation in the sport.
9. How conflicts can be resolved if they occur between two school programs.
10. Let the parents know you are open to questions and discussions.
11. Encourage parents to be positive. Do not tear the team down, talk to the coach if they have concerns.
12. Our program is an educational one; students will grow from both positive and adverse situations.

*See Appendix for Possible Parent Letter

Fundraising

Students may raise funds for school-sponsored events by having the coach/sponsor fill out the appropriate fundraising form for permission. This form must be approved by the Building Principal and then submitted to the Activities Director. If this policy is not followed as written, the disciplinary steps will

be:

1st Offense- Letter of reprimand to be placed in personnel file signed by Activities Director and Staff Member.

2nd Offense- One half of money raised will be placed in the general activity fund.

3rd Offense- All money raised will be placed in the general activity fund.

Fundraising reminders

- All money raised through school fundraisers must be used on behalf of the students.
- Any money raised can not be spent on out-of season camps or clinics. Any questions on this should be directed to the athletic director and or school business manager

Church Night

Wednesday Night has been reserved as church night. Events, activities, or practices must be completed by 6:00 P.M. unless otherwise approved by the Athletic Director. Sunday's should be reserved for families. Therefore, on Sunday, no official practice will begin before noon and will be done by 6pm unless otherwise approved by the Athletic Director.

IOWA HIGH SCHOOL ATHLETIC ASSOCIATION
HAZING POLICY

The Iowa High School Athletic Association believes all individuals should be treated with respect and dignity. Students should be able to participate in IHSAA-sponsored programs in an environment free from any behavior that is intimidating, hostile, offensive, or dangerous. Each member school is responsible for taking such action and enacting such policies as may be necessary to address incidents of hazing and to ensure such conduct is prohibited. Policies enacted by schools should be in accordance with sections of the Iowa Code that addresses hazing.

ACADEMIC CONSEQUENCES:

If a student is required to perform as part of a grade (e.g., band or choir), and that student violates the Good Conduct Rule, the student will be withheld from participation but without any impact on the student's grade for the course.

Unless the student violated the Good Conduct Rule while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g., detention, suspension from school) for the violation.

APPEALS:

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within three (3) days of being advised of the violation. The penalty will be in effect pending the superintendent's decision.

If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal with the board secretary at least 5 days prior to the next board meeting. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

(Return to your coach/sponsor/director)

I have read, understand, and will abide by the above Code of Conduct.

Student's Name _____

(print name)

Activity: _____

Student's signature

Parent or guardian signature

Date

Media Telephone Numbers

KWWL

1-800-947-7746
319-291-1240
email scores: kwwlnews@kwwl.com

KCRG

Phone: (319) 398.8422
NewsLine9: (319) 365.9999
Toll-Free: 1.800.332.5443

KGAN

1-319-395-9060
1-800-642-6140

Newspapers:

Cedar Rapids Gazette

1-800-397-8258
Fax 1-319-398-5861

Waterloo Courier

1-800- 532-1455 or
1-319-291-1444
Fax 1-319-291-2069

Des Moines Register

1-800-532-1455
Fax 1-515-286-2504

Athletic Union's

Iowa Girls High School Athletic Union

Phone: 515-288-9741

Iowa High School Athletic Association

Phone: 515-432-2011

Appendix A

IOWA HIGH SCHOOL ATHLETIC ASSOCIATION / IOWA GIRLS HIGH SCHOOL ATHLETIC UNION CONCUSSION MANAGEMENT PROTOCOL

Iowa Code Section 280.13C states, in part, “Annually, each school district and nonpublic school shall provide to the parent or guardian of each student a concussion and brain information sheet, as provided by the Iowa High School Athletic Association and Iowa Girls High School Athletic Union. The student and student’s parent or guardian shall sign and return the concussion and brain injury information sheet to the student’s school prior to the student’s participation in any interscholastic activity for grades seven through twelve. If a student’s coach or contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity, the student shall be immediately removed for participation. A student who has been removed from participation shall not recommence such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries and the student has received written clearance to return to participation from the health care provider.

For the purposes of this section, a licensed health care provider means a physician, physician’s assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or licensed athletic trainer.

For the purposes of this section, an extracurricular interscholastic activity means any extracurricular interscholastic activity, contest, or practice, including sports, dance, and cheerleading.”

1. No student should return to play/competition (RTP) or practice on the same day of a concussion.

2. A licensed health care provider should evaluate a student suspected of having a concussion on the same day the injury occurs.

3. After medical clearance, RTP should follow a stepwise protocol with provisions for delayed RTP based upon return of any signs or symptoms.

4. Education of contest officials, school coaches and other appropriate school personnel, contestants, parents, and licensed health care providers.

- The Iowa High School Athletic Association and Iowa Girls High School Athletic Union will

provide a variety of educational materials related to concussions and brain injuries developed by the CDC and other organizations knowledgeable about concussions.

5. Removing an injured student from participation, deciding whether he or she has sustained a concussion, and return to participation protocol.

It is the responsibility of the contest officials' and the student's coach to recognize that a student may be exhibiting signs, symptoms, & behaviors of a concussion and remove him or her from the contest. Once the student has been removed from the contest, the officials' responsibility for the student's safety is over and the student is in the care of the school's coach and any licensed health care providers as defined in Iowa Code 280.13C.

- A student removed from participation due to exhibiting signs, symptoms, & behaviors of a concussion shall not recommence such participation until a licensed health care provider has provided written clearance for the student to return to participation.
- Licensed health care providers should follow return to participation (*practice and competition*) protocol before allowing a student who has been exhibiting signs, symptoms, & behaviors of a concussion to return to any kind of participation (practice and/or competition).

6. In cases where the Iowa High School Athletic Association or Iowa Girls High School Athletic Union have designated licensed health- care providers for their sponsored events/tournaments, the decision of those licensed health-care providers regarding a student who is exhibiting signs, symptoms, and behaviors consistent with a concussion returning to competition at any time during those events/tournaments shall be final.

RETURN TO PARTICIPATION PROTOCOL FOLLOWING A CONCUSSION

Return to participation following a concussion is a medical decision. Medical experts in concussion believe a concussed student should meet ALL of the following criteria in order to progress to return to activity. The protocol below will help licensed medical professionals designated by Iowa Code determine when return to participation is appropriate: Asymptomatic at rest, and with exertion (including mental exertion in school), AND have written clearance from physician, physician's assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist or licensed athletic trainer .

****Written clearance to return by one of these licensed medical professionals is REQUIRED by Iowa Code Section 280.13C!***

Once the criteria above are met, **the student should progress back to full activity following the stepwise process** detailed below. An appropriate health care professional, or their designee, should closely supervise this progression.

Progression to return is individualized and should be determined on a case-by-case basis.

Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. A student with a history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may progress more slowly as determined by an appropriate health care professional, or their designee.

Step 1. Complete physical and cognitive rest. No exertional activity until asymptomatic. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2. Return to school full-time.

Step 3. Low impact, light aerobic exercise. This step should not begin until the student is no longer having concussion symptoms and is cleared by the treating primary health-care provider or concussion specialist for further activity. At this point the student may begin brisk walking, light jogging, swimming or riding an exercise bike at less than 70% maximum performance heart rate. No weight or resistance training.

Step 4. Basic exercise, such as running in the gym or on the field. No helmet or other equipment.

Step 5. Non-contact, sport-specific training drills (dribbling, ball handling, batting, fielding, running drills, etc.) in full equipment. Weight-training can begin.

Step 6. Following medical clearance*, full contact practice or training.

Step 7. Normal competition in a contest.

NOTE: Generally, each step should take a minimum of 24 hours. If post concussion symptoms occur at ANY step, the student must stop the activity and their health care provider should be contacted. If any post-concussion symptoms occur during this process the student should drop back to the previous asymptomatic level and begin the progression again after an additional 24-hour period of rest has taken place.

References: "Suggested Guidelines for Management of Concussion in Sports," NFHS Sports Medicine

Advisory Committee 2009; "Consensus State on Concussion in Sport 3rd International Conference in Sport

Held in Zurich, November 2008," Clinical Journal of Sports Medicine, Volume 19, Number 3, May 2009.

A FACT SHEET FOR PARENTS AND STUDENTS

HEADS UP: Concussion in High School Sports

The Iowa Legislature passed a new law, effective July 1, 2011, regarding students in grades 7 – 12 who participate in extracurricular interscholastic activities. Please note this important information from Iowa Code Section 280.13C, Brain Injury Policies:

- (1) A child must be immediately removed from participation (practice or competition) if his/her coach or a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity.
- (2) A child may not participate again until a licensed health care provider trained in the evaluation and management of concussions and other brain injuries has evaluated him/her and the student has received written clearance from that person to return to participation.
- (3) Key definitions:
 "Licensed health care provider" means a physician, physician assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or athletic trainer licensed by a board.
 "Extracurricular interscholastic activity" means any extracurricular interscholastic activity, contest, or practice, including sports, dance, or cheerleading.

What is a concussion?

A concussion is a brain injury. Concussions are caused by a bump, blow, or jolt to the head or body. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious.

What parents/guardians should do if they think their child has a concussion?

1. **OBEY THE NEW LAW.**
 - a. Keep your child out of participation until s/he is cleared to return by a licensed healthcare provider.
 - b. Seek medical attention right away.
2. Teach your child that it's not smart to play with a concussion.
3. Tell all of your child's coaches and the student's school nurse about ANY concussion.

What are the signs and symptoms of a concussion?

You cannot see a concussion. Signs and symptoms of concussion can show up right after the injury or may not appear or be noticed until days after the injury. If your teen reports one or more symptoms of concussion listed below, or if you notice the symptoms yourself, keep your teen out of play and seek medical attention right away.

STUDENTS:

If you think you have a concussion:

- **Tell your coaches & parents** – Never ignore a bump or blow to the head, even if you feel fine. Also, tell your coach if you think one of your teammates might have a concussion.
- **Get a medical check-up** – A physician or other licensed health care provider can tell you if you have a concussion, and when it is OK to return to play.
- **Give yourself time to heal** – If you have a concussion, your brain needs time to heal. While your brain is healing, you are much more likely to have another concussion. It is important to rest and not return to play until you get the OK from your health care professional.

Signs Reported by Students:

- Headache or "pressure" in head
- Nausea or vomiting
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light or noise
- Feeling sluggish, hazy, foggy, or groggy
- Concentration or memory problems
- Confusion
- Just not "feeling right" or is "feeling down"

PARENTS:

How can you help your child prevent a concussion?

Every sport is different, but there are steps your children can take to protect themselves from concussion and other injuries.

- Make sure they wear the right protective equipment for their activity. It should fit properly, be well maintained, and be worn consistently and correctly.
- Ensure that they follow their coaches' rules for safety and the rules of the sport.
- Encourage them to practice good sportsmanship at all times.

Signs Observed by Parents or Guardians:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes
- Can't recall events prior to hit or fall
- Can't recall events after hit or fall

Information on concussions provided by the Centers for Disease Control and Prevention.

For more information visit: www.cdc.gov/Concussion

IT'S BETTER TO MISS ONE CONTEST THAN THE WHOLE SEASON.

IMPORTANT: Students participating in interscholastic athletics, cheerleading and dance; and their parents/guardians; must sign the acknowledgement below and return it to their school. Students cannot practice or compete in those activities until this form is signed and returned.

We have received the information provided on the concussion fact sheet titled, "HEADS UP: Concussion in High School Sports."

Student's Signature _____

Date _____

Student's Printed Name _____

Parent's/Guardian's Signature _____

Date _____

Student's School _____

COMMUNICATING WITH YOUR STUDENT'S COACH

Communication Adds to Success

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 students. As parents, when our children become involved in our program, you have a right to understand what expectations are placed on your student. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements i.e., practices, special equipment, out-of-season conditioning.
5. Procedure followed should your child be injured during participation.
6. Discipline that may result in the denial of your student's participation.

Communication coaches expect from parents

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Information regarding a child's special needs, medical, etc.
4. Specific concerns with regard to a coach's philosophy and/or expectations.
As your students become involved in the programs at the Wapsie Valley Community School District, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your student wishes. At these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches

1. The treatment of your student, mentally and physically.
2. Ways to help your student improve.
3. Concerns about your student's behavior. It is very difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your student's coach. However, the following should be left to the coach's discretion:
 1. Playing time
 2. Team strategy
 3. Play calling/philosophy
 4. Other student-athletes

If you have a concern to discuss with a coach

1. Call the coach to set up an appointment.
2. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote a resolution.

Athletic Department Communications

If the meeting with the coach does not provide a satisfactory resolution, call Activities Director Brett Bergman Phone: (319)638-6711 Email: bbergman@wapsievalleyschools.org and make an appointment to discuss the situation. Overall general concerns/feedback or any non player related communication about athletic programs should be shared with the Activities Director.

We hope the information provided within this brochure makes your experience with the Wapsie Valley Community School District athletic program more enjoyable both for you and your student.

BOARD POLICY # _____

Date Received by Activities Office: _____

SELF-EVALUATION OF COACHING RESPONSIBILITIES AT WAPSIE VALLEY

The purpose of an evaluative process should be positive. We hope that through the completion of this instrument, you will be reinforced about your effectiveness and recognize possibilities for self improvement.

Please submit to athletic director before evaluation with building principal

I. List the strengths which you recognize in yourself as a coach.

II. List the area(s) needing improvement which you recognize in yourself as a coach.

III. What suggestions do you have to improve the Athletic Department in the Wapsie Valley Community School District?

Coach's name _____

Signature of Head Coach _____ Date _____

Signature of Director _____ Date _____

Please Complete Prior to meeting:

Season Record: _____

Number of Athletes?

9th:

10th:

11th:

12th:

School Property:

Jerseys/Uniforms collected? Yes or No

Team equipment stored away? _____

Storage Location? _____

Short term equipment needs for next season?

Long term equipment wants for the future?

Head Athletic Coach Evaluation Form

Name: School Wapsie Valley

Position: **Date:**

STANDARD 1: Relationships with School Administration

Cooperates in submitting the following to the athletic director:

- Rosters and team rules
- Equipment needs
- Additional program information
- Works cooperatively with the athletic director
- Keeps athletic administrators informed of problems and potential problems
- Keeps athletic administrators informed of conditions of practice/playing fields
- Accepts and implements athletic department decisions and policies

Comments:

Rating: _____

Standard 2: Equipment and Facilities Maintenance

- Submits preseason and postseason program needs
- Maintains exact inventory of equipment/supplies
- Stores and maintains equipment
- Secures facility after practices/games
- Maintains office areas
- Stresses proper care of equipment

Comments:

Rating: _____

Standard 3: Coaching Performance

- Sets appropriate examples at all times
- Supervises athletes at all times
- Supervises and administration of training rooms, locker rooms, and practice areas
- Maintains current knowledge of sports rules/rule changes including state and national rules
- Maintains appropriate dress at practice and games

- Displays leadership and mentor skills
- Instill competitive spirit (individual and team)
- Instills desire for intellectual growth/development
- Plans practice (objectives, activities, and procedures)
- Selects appropriate teaching aids/drills
- Works to develop assistant coaches abilities

Comments:

Rating _____

Standard 4: Relationships with Participants

- Maintains rapport with assistant coaches
- Promotes positive relations:
 - o with students
 - o with parents
 - o With media
 - o With boosters/parent groups
- Maintains appropriate sideline conduct:
 - o at games/practices towards players
 - o at games towards officials
 - o At games towards fans
- Promotes all sports in total athletic program
- Actively sells program to student body to maintain appropriate participation
- Continually works with athletes without interfering with other sports

Comments

Rating _____

Standard 5: Personal and Professional Qualities

- Stresses that students physical and emotional well-being comes before winning
- Recognizes the role of athletics in the development of lifelong values
- Shows physical vitality and enthusiasm
- Gives evidence of flexibility rather than rigidity in thoughts and behavior patterns
- Accepts/profits from constructive criticism
- Is competent in the technique area of the sport
- Applies basic sports psychology where applicable
- Has basic understanding of athletic injury prevention, rehabilitation, and care

- Seeks opportunities to assume responsibility
- Shows respect and support of other coaches and athletes during their seasonal sports

Comments:

Rating _____

4- Exceeds Performance Expectations

3- Meets Performance Expectations

2- Marginal Performance Expectations

1- Unsatisfactory Performance

(+)- Strength area note

(-)- Area needs improvement

Overall Comments Relating to Performance _____ (check here if attaching additional pages)

Head Coach's Comments _____ (check here if attaching additional pages)

_____ Continue Coaching _____ Probationary* _____ Not Recommended to continue employment

*An action plan must be developed if the coach continues on a probationary status.

By signing this form, I acknowledge that I have seen and discussed this evaluation with the evaluator. Within seven school days, if I desire, I will submit my written comments.

Coach's Signature _____ Date _____

Evaluator's Signature _____ Date _____

Wapsie Valley Community School District-FACILITY USE AGREEMENT FORM

Organization: _____

School: Readlyn. ☐ Fairbank ☐ Multi Purpose ☐ Varsity Gym ☐

Specific Area of the school requested: _____

Classification of Group/Organization: Group 1 ☐ Group 2 ☐ Group 3 ☐ Group 4 ☐

Contact Name: _____

Address: _____

City/State/Zip: _____

Email: _____

Home Phone: _____

Cell Phone: _____

Event Information

Purpose of Event: _____

Start Date: _____

End Date: _____

Total Days: _____

Start Time: _____

End Time: _____

Total Time: _____

Building:

Auditorium (No Food or Drink)

Indicate Items Needed for Event:

☐ Podium ☐ Sound/Lights/Technician

Gymnasium/Weight Room (No Food or Drink)

Indicate Items Needed for Event:

☐ P.A. System ☐ Scoreboard ☐ Locker Rooms
☐ Licensed coach/strength and conditioning instructor

Classrooms (No Food or Drink)

Number of Seats Needed for Event: _____

Kitchen (cook must be present)

Dining: Number of Seats Needed: _____

The undersigned applicant makes an application for the use of the school facilities designated above. The applicant agrees to all restrictions regarding alcoholic beverages and smoking in school buildings and school grounds and regulations pertaining to no food or beverage in auditorium, gymnasium, and classroom areas. The undersigned agrees to indemnify and holds harmless the Board of Education, each individual board member, and all administrators and teachers, and all custodians against any and all claims, costs, suits, and other forms of liability and all court costs arising from the use of the buildings and/or facilities. The applicant agrees to pay all costs for any and all damages incurred during time of use of the facilities. The individual as representative of the above named group agrees to all conditions of the above statement. The organization will provide the District with a Proof of Insurance Coverage Certificate.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY

Total Rent Hours _____

Approval: ☐ Yes ☐ No

Deposit _____

Rent Fee _____

Administrator: _____ **Date:** _____

Custodial @ \$35/ hr. _____

Kitchen/Cook @ \$25/ hr. _____

Weight Room @ \$25/ hr. _____

Deposit Rec'd: _____ **Payment Rec'd:** _____

Auditorium @ \$25/hr. _____

Other Fees _____

Total _____

Proof of Insurance Coverage Certificate: _____

School Board Approval Date: _____

**USE OF SCHOOL DISTRICT FACILITIES & EQUIPMENT INDEMNITY
& LIABILITY INSURANCE AGREEMENT**

The undersigned hereafter referred to as "entity," states that it shall hold the Wapsie Valley Community School District, hereafter referred to as "school district," harmless from any and all damages and claims that may arise by reason of any negligence on the part of the entity in the use of any facilities or equipment owned by the school district. In case any action is brought therefore against the school district or any of its officers, employees or agents, the entity shall assume full responsibility for the legal defense thereof, and upon its failure to do so on proper notice, the school district reserves the right to defend such action and to charge all costs, including attorneys' fees, to the entity.

The entity agrees to furnish and maintain during the usage of the facilities or equipment owned by the school district such bodily injury and property damage liability insurance as shall protect the entity and the school district from claims for damages for personal injury, including accidental death, and from claims for property damages which may arise from the entity's use of the school district's facilities or equipment whether such operations be by the entity or by anyone directly or indirectly employed by the entity. Such insurance shall include the Wapsie Valley Community School District as an additional named insured in the policy carried by the entity and described above.

The entity shall furnish the school district with a certificate of insurance acceptable to the school district's insurance carrier before consent to use facilities is granted.

Dated at _____, Iowa, this _____ day of _____, 20____.

Applicant Signature: _____

Administrator Signature: _____

School Board President/Representative Signature: _____

(IF NEEDED)

<u>Elementary Facility Rental Fees</u>				
	<u>Group I</u>	<u>Group II</u>	<u>Group III</u>	<u>Group IV</u>
Gymnasium	No Charge	No Charge	No Charge	\$30/hour
Cafeteria (w/ kitchen)	No Charge	No Charge	No Charge	\$40/hour

<u>High School and Middle School Facility Rental Fees</u>				
	<u>Group I</u>	<u>Group II</u>	<u>Group III</u>	<u>Group IV</u>
Main Court Gymnasium	No Charge	No Charge	No Charge	\$40/hour
Multi Purpose Court	No Charge	No Charge	No Charge	\$30/hour
Commons	No Charge	No Charge	No Charge	\$30/hour
Classroom	No Charge	No Charge	N/A	N/A
FCS Room	Spec. Request	Spec. Request	Spec. Request	Spec. Request \$30/Hour
Auditorium	No Charge	No Charge	No Charge	\$40/hour
Weight Room	No Charge	No Charge	No Charge	\$40/hour
Wrestling Room	No Charge	No Charge	No Charge	\$40/hour
Practice Fields	No Charge	No Charge	No Charge	\$30/hour
Competition Fields	No Charge	No Charge	No Charge	\$40/hour
Track (without lights)	No Charge	No Charge	No Charge	\$30/hour
Track (with lights)	No Charge	No Charge	No Charge	\$40/hour
*Authorized Personnel Fee: \$25/hour				

* The groups will pay a custodian for working during an event when they are charging admission. The custodians are expected to be paid for at least four (4) hours. If more hours are worked, they

should be paid accordingly. If a group uses the building and does not charge admission, such as practices, they will be expected to clean up and secure the building when they leave. If they don't, they will be charged a fee off at least \$50.

*Rental of the auditorium - In addition to the above facility rental fee for group IV, rental of the auditorium requires the use of school or other authorized personnel to supervise. The auditorium would require the operation of the lights, sound, etc. at the rate of an additional \$25 per hour per person. Group I, II, III may be required to pay the \$25.00 per hour for authorized personnel to supervise. Group IV will be required to pay the hourly fee and the additional \$25.00 per hour for authorized personnel if needed.

*Rental of the weight room - In addition to the above facility rental fee for group IV, the rental of the weight room would require supervision of a licensed coach/strength and conditioning instructor. Group I, II, III may be required to pay the \$25.00 per hour for authorized personnel to supervise. Group IV will be required to pay the hourly fee and the additional \$25.00 per hour for authorized personnel.

*Rental of the kitchen - In addition to the above facility rental fee for group IV, the rental of the kitchen would require supervision of a contracted cook approved by the district food/ lunch director. Group I, II, III may be required to pay the \$25.00 per hour for authorized personnel to supervise. Group IV will be required to pay the hourly fee and the additional \$25.00 per hour for authorized personnel.

A \$100 per day deposit is required for group IV rentals. Deposits will be refunded if the event is cancelled 10 days prior to the event.

Applications for use of any school facility are to be completed and filed at the office of the appropriate center. All usage will be coordinated with the Activity Director. School sponsored activities will have priority over all facilities/equipment when necessary.

Each time a building or part of a building is to be used, a contract between the user and the school district shall be drawn up, signed by the user and the building principal.

Groups that are deemed GROUP IV must have their applications approved by the board and provide proof of insurance.

The principal or designee will be responsible for forwarding a copy of the contract to the superintendent and the maintenance director prior to the date of the activity.

All groups may have access, upon request to the Principal and/or Activities Director, for use of school facilities when these facilities are not needed for school-sponsored events.

If custodial, weight room/nutrition, kitchen, or technical services are required beyond regular working hours, then the group or organization will be billed at the rate of \$35 per hour/custodial and \$25.00 per hour/weight room, kitchen, and tech services.

A maximum per day rate, for all rental facilities as established, will be set at eight (8) hours multiplied by the hourly rate upon administrative approval. (ex. Auditorium \$40.00 x 8 hours = \$320.00 for the day plus \$25.00 per hour for tech service)

Groups will not rent Wapsie Valley Community facilities more than one month out unless it is a Wapsie Valley Community MS/HS activity. Group determination could vary from year to year.

A certificate of liability is required to be on file.

Custodial Needs, Facility Usage Times, Damage - The administration reserves the right to determine the custodial needs for any group or organization using the school facilities. Compensation for custodial services shall be made by the group or organization at the current pay rate for the individual school district employee.

The school district's facilities and/or school property will not be available after 10:00 p.m. any day of the week. The school district's facilities and/or school property will not be available prior to Noon on Sunday or with special permission from the superintendent. Therefore, groups using the school district's facilities and/or school property cannot remain in possession of or use the facilities and/or school property after/prior to these times.

No adding tape/adhesive to any floors. Whenever damage caused by vandalism or carelessness occurs during the group's access to and use of the school property, the group shall reimburse the school district for the cost of repairs and may be denied further use of the school district's facilities. Leave Wapsie Valley Community facilities better than when you arrived.

Gymnasium, Weight Room, Kitchen, and Auditorium Use – Only authorized school personnel or students approved by the school shall operate special lighting controls in the auditorium. An authorized coach/strength and conditioning instructor approved by the school is required to monitor safety and health of participants when renting the weight room. Authorized personnel will supervise the kitchen. (A fee will be assessed/calculated for the services).

Routine cleaning not by the organization and any necessary repairs following the use of the auditorium, weight room, kitchen, or gymnasium shall be done by school personnel. (A fee will be assessed/calculated for the services).

Classification of Groups / Organizations

Group I: School Sponsored Groups - Any organized group or organization directly connected with Wapsie Valley Community Schools (student councils, workshops, student art displays, FCCLA, FFA, NHS, yearbook, student council, robotics, school cheerleading and dance, school athletics, school fine arts, etc.). Must have a designated faculty member to supervise. (Coach, sponsor, or director) Custodial fees may be charged on the basis of services rendered.

Group II: School Community Groups (Under the umbrella of athletics, under the umbrella of fine arts, athletic and band booster club, PTO/PTA, Post Prom, Scholarship Foundation, or club/activity recommended by the school board) whose primary purpose is school related. Custodial fees may be charged on the basis of services rendered.

Group III: Community Non-Profit Groups - Community non-profit groups are defined as governmental agencies or groups (Scouts, BASICS, 4-H, church groups, Lions Club, Rotary, parochial schools, Relay For Life, Wapsie Valley Community town recreational leagues), primarily comprised of District residents providing civic, educational, or cultural activities. Custodial fees may be charged on the basis of services rendered.

Group IV: Any private, Non-District and/or Profit-Making Groups - Groups whose interests are limited primarily to the membership or for profit; e.g., for-profit businesses, club teams, club sports, vendors, entrepreneurs, commercial institutions, private agencies. Rent and custodial fees will be charged. Proof of insurance and school board approval is needed.