

Graettinger-Terril/Ruthven-Ayrshire

Coach/Sponsor Handbook

2022-2023



It is the mission of Graettinger-Terril/Ruthven-Ayrshire Titan Activities Department to inspire each student to extraordinary achievement on and off the field/court/stage every day.

NOTICE OF NON-DISCRIMINATION

It is the policy of the Ruthven-Ayrshire and Graettinger-Terril Community School Districts not to illegally discriminate on the basis of **gender, race, color, national origin, sex, disability, religion, color, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices.** There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the districts' Equity Coordinator, Matt Borchers, 1505 Washington Street, Ruthven, IA 51358, (712) 837-5211, maborc@gt.ratitans.org.

ANTI-BULLYING/HARASSMENT POLICY

The Graettinger-Terril and Ruthven-Ayrshire Community School District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassment of or by students, staff, and volunteers is against federal, state, and local policy and is not tolerated by the board. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed. Therefore, it is the policy of the state and the school district that school employees, volunteers, and students shall not engage in bullying or harassing behavior in school, on school property, or at any school function or school-sponsored activity.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- "Electronic" means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging.
- "Harassment" and "bullying" shall mean any electronic, written, verbal, or physical act or conduct toward a student based on the individual's actual or perceived age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status, and which creates an objectively hostile school environment that meets one or more of the following conditions:
 - (1) Places the student in reasonable fear of harm to the student's person or property.
 - (2) Has a substantial detrimental effect on the student's physical or mental health.
 - (3) Has the effect of substantially interfering with a student's academic performance.
 - (4) Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- "Trait or characteristic of the student" includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- "Volunteer" means an individual who has regular, significant contact with students.

Filing a Complaint

A Complainant who wishes to avail himself/herself of this procedure may do so by filing a complaint with the superintendent or superintendent's designee. An alternate will be designated in the event it is claimed that

the superintendent or superintendent's designee committed the alleged discrimination or some other conflict of interest exists. Complaints shall be filed within 180 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

School employees, volunteers, and students shall not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about an act of bullying or harassment.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment. The superintendent or the superintendent's designee – Principal or Counselor (hereinafter "Investigator") will be responsible for handling all complaints alleging bullying or harassment. The Investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment. The superintendent or the superintendent's designee shall also be responsible for developing procedures regarding this policy.

Decision

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the policy adopted pursuant to this section, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Publication of Policy

The board will annually publish this policy. The policy may be publicized by the following means:

- Inclusion in the student handbook,
- Inclusion in the employee handbook
- Inclusion in the registration materials
- Inclusion on the school or school district's web site,
- (other) on file at the main office

Graettinger-Terril/Ruthven-Ayrshire Titans

It is the goal of Graettinger-Terril and Ruthven Ayrshire School Districts to provide competitive and enjoyable programs for our students to participate in. Teaching the concepts of teamwork, citizenship, and dedication, along with strong fundamentals in the activity area are of the utmost importance. As such, coaches and activity sponsors are charged with the task of focusing on the “big picture,” placing the needs and objectives of the team ahead of the individual’s goals and desires.

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, in athletic endeavors
- To stress the importance of self-discipline in both the classroom, the community and on the field/court
- To 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.
- To develop concepts of goal attainment through hard work and self-discipline.
- 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

Athletic Code of Ethical Conduct

The following are district expectations for all coaches and sponsors at all levels of participation in Graettinger-Terril/Ruthven-Ayrshire Titan activities:

- Show respect for players, parents, other coaches and staff.
- Respect the integrity and judgment of the game officials.
- Establish and model fair play, sportsmanship, and proper conduct during practices/contests and in the community.
- Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury a physician must be consulted, and a written release obtained.
- Provide proper supervision of student-athletes while under the coach’s direction.

- Use discretion and proper language when providing constructive criticism and when reprimanding players – use of profanity is unacceptable.
- Understand the proper administrative chain of command and refer all requests or grievances through proper channels, i.e. equipment purchase, fundraising, program funding, eligibility, etc.
- Consistently require all players to adhere to the established rules and standards of the game.
- Properly instruct player in the safe use and care of equipment and uniforms.

Essential Items Necessary for All Programs:

1. SCHEDULES:

1. All current schedules/calendars can be accessed on Bound at:
 - i. <https://www.gobound.com/ia/schools/gtra>
 - ii. Check the calendar regularly to avoid conflicts
2. All schedule changes must be approved by the Athletic Directors and are not official until changed on the Calendar
3. Always clear the scheduling of practices/events/etc. with the Athletic Directors prior to making any changes.
4. Keep in mind that all activities must share our facilities with other sports, music, activities, etc.

2. COMMUNICATION: Sports sharing between two school districts requires an emphasis on regular and effective communication. Keep the following guidelines in mind to facilitate good communication:

1. Complete practice schedules well in advance of the season and review them with the Athletic Directors before distributing to participants.
2. When changes must be made to the practice schedule both Athletic Directors must be notified. Failure to notify the Athletic Directors will lead to facilities conflicts and transportation problems
3. It is recommended that all coaches use an electronic means of communication to disseminate information to participants, parents, and the athletic directors. Remind 101 (<https://www.remind101.com/>) is recommended. It is easy to use and is familiar to the majority of our students/parents/etc.
 - Please add the Athletic Directors to your messenger
4. Communicate effectively with all other coaches to avoid conflicts (example: a change in the girls' basketball practice schedule may impact plans already in place for a middle school practice)

3. SHARING AGREEMENT GUIDELINES:

1. With the facilities improvement projects, the joint Graettinger-Terrill and Ruthven-Ayrshire Boards of Education have made the following changes to the Activities Sharing Agreement effective in the 2022-23 School Year
 - i. All Middle School and High School Contests in Volleyball, Basketball, and Wrestling will be played in the Graettinger-Terrill Competition Gym

- ii. All Middle School and High School Contests in Football, Softball, and Baseball will be held at the Titan Athletic Complex in Ruthven.
 - iii. Practices will be held in the most practical location for the sport/level with the High School having precedence for the GT Competition Gym when there are no competitions scheduled.
 - 2. The Athletic Directors will work with coaches to determine practice locations based on availability of facilities, and other practical concerns.
- 4. PHYSICALS: All 7-12 students MUST have a physical and evidence of insurance or an insurance waiver before they are allowed to practice. They must NOT participate in any practices, drills, or contests until the physical and insurance forms are turned in. The High School Office in each district will keep a master list of current physical/insurance forms for coaches to refer to. Assuring that all students have Physicals is the responsibility of the head coach.
 - 1. A team roster/checklist indicating that each student participant has their Physical/Insurance or Waiver must be submitted to the office prior to the start of practices.
- 5. ACADEMIC ELIGIBILITY:
 - 1. It is the responsibility of the Head Coach to communicate with the Principals to assure that all participants in his/her program have met the Academic Eligibility policy of the districts (See Appendix B) before the students are allowed to participate in competition.
 - 2. Study Table
 - i. Students who are failing a course on Friday Morning at 8:00 AM will receive one week of probation - Students who are receiving one or more F's must attend Study Table 3 days of the following week in order to remain eligible.
 - ii. Students who do not attend study table three days during the probation week will be ineligible the following week (Friday - Thursday) and be notified via email on Friday Afternoon. Notifications will also be sent to coaches and parents. The student remains ineligible until they complete the study table requirement the following week and/or have brought all of their grades up to passing.
 - iii. Study Tables will be available at both Graettinger and Ruthven from 7:00-8:00 AM Monday through Friday. (No Study Tables on Vacation, Professional Development Days, Holidays or Snow Days)
- 6. CARE AND PREVENTION OF INJURIES
 - 1. Coaches are not doctors – err on the side of caution.
 - 2. If injury is suspected, seek medical treatment!
 - 3. Trainers:
 - i. Kyle Norris: Iowa Lakes Community College Cell – (712) 330-0180
 - ii. Josi: Sports Medicine Northwest in Spencer · 1- 515-890-7747

Will Stop by Regularly and is available by appointment

iii. Please give an extra copy of your practice and game schedules to the trainers

iv. See Additional information on Athletic Training in Appendix C

6. CONCUSSION EDUCATION MANDATE

1. The IHSA and IGHS AU require concussion education for head varsity coaches on an annual basis. Coaches are required to view the 20-minute NFHS online course titled, "Concussion in Sports: What You Need to Know" before the first official day of practice in the first sport they coach.

2. Here are the directions for coaches to access the online

"Concussion In Sports" course.

- i. Go to this direct link – <http://nfhslearn.com/> - to access the course.
- ii. If you have never registered at nfhslearn.com, Select "REGISTER" and complete the registration process. After entering your profile information (name, address, etc.) you will be directed to a "Welcome to your NFHS Account" page where you need to select www.NFHSLearn.com. You will then be directed to an "Additional Information" page where you need to enter your name as you would like it to print on your certificate of completion and must select 'Coach' as one of your primary positions. You must select 'Yes' where it asks "Will you be taking courses in Iowa" and must enter your BoEE folder number in the box asking for your 'State Assigned ID Number' This is extremely important because you do not receive credit for viewing the course until your BoEE folder number is entered. If you do not know your BoEE folder number you can use this Iowa Board of Educational Examiners link - <https://boee.force.com/LicenseSearchPage> to search for it.
- iii. Coaches who have already registered: Will need to "Sign In" (passwords are case sensitive). If the site does not recognize your password you will need to select "Forgot my password". When you do this you will be asked to verify your e-mail address and will then receive an e-mail with a link that will allow you to reset your password and sign back into your account. Once signed in select "COURSES" from the top menu. The easiest way to access the "Concussion in Sports" course may be to begin typing 'concussion' in the "Search for Courses" box. When the "Concussion in Sports" logo appears you can select it. When the next page appears, "Iowa" should appear as your state. If it does not use the drop down box to select "Iowa" as your State and click "Order Course".
- iv. Complete the ordering process by selecting:
 1. "This course(s) will be completed by: Myself"
 2. Make sure that "Iowa" is listed as the State
 3. "Checkout"
 4. "I agree to the NFHS No Refund Policy for online education courses, except for inadvertent duplicate purchases."
 5. "Continue"
- v. When the 'Order Receipt' appears, click on the blue button "Go To My Courses", then click on "Begin Course".
- vi. At the end of the course, there is a course evaluation form to complete before you can select "Download Certificate" so you can print your certificate of completion to keep for your records.

3. The NFHS requires each coach to register for the concussion course and view it individually. It is not possible to show the course in a mass setting, such as a coaches' meeting. The primary reason for this is that the NFHS needs to capture information on individual coaches to entice sponsors to fund this course and other NFHS education initiatives.
4. As an FYI, below are the deadlines for all active 7-12 boys' and girls' interscholastic coaches (paid or volunteer) viewing the online NFHS course "Concussion In Sports" for the 2022-23 school year.
 - Girls' and Boys' Cross Country, Boys' Fall Golf, Football, Girls' Swimming and Volleyball – August 8, 2022
 - Girls' Basketball, Girls' and Boys' Bowling, and Boys' Swimming – November 7, 2022
 - Boys' Basketball and Wrestling – November 14, 2022
 - Girls' and Boys' Track & Field – February 27, 2023
 - Girls' and Boys' Spring Golf, Girls' and Boys' Tennis, and Girls' and Boys' Soccer – March 13, 2023
 - Softball and Baseball – May 2, 2023
5. Any coach who is renewing their coaching authorization will need to view the online NFHS course "Concussion In Sports" before the BoEE will approve their renewal.
6. Those who become an active coach after their sport season has begun, will have seven calendar days from their date of hire/assignment to view the online NFHS course "Concussion In Sports".
7. **EARLY DISMISSALS:** If there is a need to have students dismissed prior to 3:30 for an athletic event, time will be allowed only for the bus departure time. Extra time for students to take care of personal needs will not be allowed. If you need an early dismissal, the following are required in advance
 1. Notification of the Activities Director and Principal
 2. Approval of the Principal
8. **FUNDRAISING:** Gate receipts are not sufficient to cover all of the costs associated with our athletic programs! Therefore, fundraising by each program is encouraged and supported
 1. **IMPORTANT NOTES REGARDING FUNDRAISING:**
 - i. **All funds raised in the name of Titan Athletics MUST be handled through the school activity accounts. No Exceptions!**
 - ii. Fundraising responsibilities should be shared by coaches at all levels of a program. Junior High and Junior Varsity coaches are encouraged to take the lead in conjunction with the head coach.
 - iii. Simple fundraising ideas that can be done annually are the best (ex.: Jersey Auction).
9. **SPORTSMANSHIP**
 1. Goal: NO Ejections, Technical Fouls, Penalties, Cards, etc...
 2. Expect your student-athletes to be great sports. Acknowledge acts of good sportsmanship. (Teachable Moment!)
 3. Language: Set the example/tone. Do not tolerate any inappropriate language from your players
 4. Appropriate correction of student-athletes by coaches

5. Consider meeting or other communication with parents to highlight the need for sportsmanship.
10. ORDERS: Coaches must have an approved purchase order for all school purchased items. Bring the purchase order to your A.D. first (before you order the item!) If you do not have an approved purchase order, you will be liable to pay for the item personally.
11. MEDIA DAY: Head Varsity coaches should arrange for a media day at the beginning of the season:
 1. Coordinate with A.D. and other same season coaches
 2. Team pictures for papers, yearbook and WEB PAGE
 3. Rosters available for publication
12. WEDNESDAY CHURCH NIGHT
 1. Students need to be released by 6:00. This means that practices must end with sufficient time for students to exit by 6:00. There are no exceptions to this policy
13. TRANSPORTATION:
 1. Students must be transported to and from away contests on school transportation unless...
 - i. You have a “first person” request from a parent to take their student after a contest. (See Appendix for Sample Sign out Sheet)
 - ii. Monitor students to be sure that they are with their parents
 1. The A.D.s and Transportation Directors MUST have a calendar outlining your travel plans for practices and games at least 2 weeks in advance of the beginning of the season. This must include times, destinations, need for driver, type of vehicle, etc. This is needed even if the coach is driving!
 2. Bus/Suburban Driving (Coaches): You are responsible for Inspections, Fueling, Etc. Do not be complacent in this area!
 - i. Coaches will submit their driving hours on the appropriate timesheet for payment
 3. All coaches must fill out mileage logs in the suburbans, vans, and busses they use.
14. SUPERVISION: You are IN CHARGE of your athletes at all times (i.e.: practice, lockers, at host schools, etc.) Work hard on sportsmanship, behavior, and appearance!
15. GOOD CONDUCT RULE – Be sure to share the [Good Conduct Policy](#) with students prior to each season and remind them of the consequences of violations. Also cover Sportsmanship and Ejection policies. (Refer to Appendix A for the full text of the Good Conduct Policy)
16. VARSITY LETTERING REQUIREMENTS: The general criterion for lettering in a Varsity Sport is that the athlete has participated in at least as many quarters/matches as there are games. (Example 9 quarters in a 9 game football season) Coaches are allowed discretion to letter additional students in situations where the circumstances merit and to deny a letter if school or team rules have been broken or other mitigating circumstances have occurred. Please refer questions about lettering to the A.D.s
 1. Students who letter will receive a G-T/R-A Titans Letter and a Certificate of Letter.

2. Student Participants who do not letter will receive a Certificate of Participation
 3. Head coaches shall submit a list of Letter Winners and Participants to the High School Office at Ruthven - Ayrshire in ample time for Certificates to be printed prior to any end of season banquet or meeting.
17. LOCKER ROOMS:
1. Do your part to assure your team leaves the locker room clean and neat.
 2. Absolutely no cleats in locker rooms!
 3. Locker rooms in Ruthven may not be available for football on nights of home football games.
 4. Make sure the custodial staff is made aware of any locker room problems immediately!!
18. TOWELS: Make sure towels are returned to the laundry area. Do your part to alleviate towel problems by throwing a load in the washer if you have enough.
19. REPORTING OF VARSITY GAME SCORES: Varsity scores must be reported to the following on game nights!
1. Scores shall be entered in Varsity Bound as soon as possible at the completion of a contest.
 2. Stats must also be entered in Varsity Bound as per Mandates of the IHSAA and IGHS AU
 3. Regular communication with local media is a must. Jay Schoning is the primary contact for the Ruthven Zipcode and Graettinger Times
-kddog@ruthventel.com
20. END OF SEASON: Please do the following within 2 weeks of the end of the season.....
1. Updated inventory which indicates the location (which school and where in the school) of all school owned items:
 - i. All Head Varsity Coaches are accountable for all equipment inventories, including freshman and JV equipment.
 - ii. Head Varsity Coaches will be responsible for the care and storage of athletic equipment and uniforms for their programs as directed by the Athletic Director.
 - iii. Documentation of any damaged or lost equipment should be submitted to the Athletic Director with the inventory
 - iv. Inventories should be submitted within 2 weeks of the end of the season.
 1. Year End Report filed with district office (Form Provided in Appendix C at end of Handbook)
 2. Equipment/Supply requests for the following season.
 3. Evaluation of Coaches will be by the Athletic Director or Principal
 4. All non-faculty coaches must turn in all athletic keys unless other arrangements are made with the athletic director.

ATHLETIC DIRECTORS JOB DESCRIPTION

1. Responsible to the Principal of the secondary school.
2. Serves as liaison between staff members and the administration.
3. Develops and monitors the school site Athletic Department budget.
4. Reviews staff requests and makes related recommendations to the administration.
5. Assists staff members in professional matters as requested or as the need for such assistance is observed.
6. Recruits and interviews coaches for each program and makes recommendations for hiring coaching positions to the Superintendent and Board of Education.
7. Ensures that equipment is properly inventoried and maintained by coaches.
8. Presents requests for purchases to the Administration/School Board
9. Develops and approves athletic schedules with input from the coaches.
10. Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the Iowa High School Athletic Association, the
11. Iowa Girls High School Athletic Union and the Graettinger-Terril and Ruthven-Ayrshire School Districts.
12. Observes coaches sufficiently in order to make future recommendations in terms of job expectations and to make recommendations to the school principal as to coaches' job assignments.
13. Responsible for evaluating all coaching candidates for jobs and will be a member of each selection committee.
14. Responsible for all recommendations for improvement of facilities, which shall be directed to the Administration/Board.
15. Coordinates with the Head Groundskeeper/Head Custodian the repair and maintenance of athletic facilities.
16. Resolves conflicts that develop within the Athletic Department.
17. Gives assistance to coaches and booster clubs in finding ways to support and finance the athletic program.
18. Assists in the submission of a financial report to the Boards of Education on a seasonal basis.
19. Assure that a current file of student-athletes, physical forms, insurance form, parent consent forms, etc. is maintained in the school office
20. Works with the Principal for determining initial and continuing eligibility of student athletes.
21. Arranges for ambulance presence at all Varsity football home games.
22. Represents the school in all athletic business at Conference and State meetings.
23. Responsible for the annual review of the Coaches' Handbook and Student-Athlete/Parent Handouts.
24. Constantly evaluates the program, presents recommendations for changes in athletic policies from the Athletic Department to the Principal and/or district personnel.
25. Performs other duties as the Principal may direct.

HEAD VARSITY COACH JOB DESCRIPTION

1. Coordinates all practices, games, scrimmages and other activities with the Athletic Director.
2. Has a thorough knowledge of the Rules and By-Laws of the National High School Federation and the Iowa High School Athletic Association/Iowa Girls High School Athletic Union, the athletic conference, and the school district as they pertain to his/her sport.
3. Understands the proper administrative chain of command and refers all requests or grievances through proper channels.
4. Establishes the fundamental philosophy, skills and techniques to be taught by the staff.
5. Designs camps, clinics and staff meetings to ensure staff awareness of the overall program.
6. Trains and informs staff and encourages professional growth by promoting clinic attendance.
7. Delegates specific duties, supervises implementation, and at season's end provides analysis of staff effectiveness to the Athletic Director for evaluation.
8. Maintains discipline, mediates grievances, and works to increase morale.
9. Assists the Athletic Director in scheduling, providing transportation needs and requirements for all games, tournaments, and special events.
10. Assists in the necessary preparation for scheduled home sports contests or practices and adheres to scheduled facility usage times
11. Monitors the grades and conduct of his/her athletes.
12. Provides assistance, guidance, and safeguards for each participant by his/her presence at all practices, games, while traveling, and when returning from events
13. Completes paperwork on all disabling athletic injuries on proper forms and submits to the Athletic Director by the next school day.
14. 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.
15. Participates in the budgeting process with the Athletic Director by requesting/ submitting needs for the next season.
16. 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.
17. Arranges for issuing, storing, reconditioning of equipment, and submits annual inventory.
18. Secures all doors, lights, window and locks and stores all equipment before leaving building or area.
19. Supervises locker room area before and after practice.
20. Instills in each player a respect for equipment and school property, its care and proper use.
21. Responsible for maintaining good public relations with news media, parents, officials, volunteers and fans.
24. Responsible for reporting scores and information after every home contest to QuikStats and designated media outlets.
25. Guarantees that all district equipment including district vehicles is used for official school business only and is operated safely.
26. Performs other duties which may be assigned by the Athletic Director or Principal.

Assistant/Middle School Coaches' Job Description

1. Has a thorough knowledge of the Rules and By-Laws of the National High School Federation and the Iowa High School Athletic Association/Iowa Girls High School Athletic Union, the athletic conference, and the school district as they pertain to his/her sport.
2. Understands the proper administrative chain of command and refers all requests or grievances through proper channels.
3. Is aware of all public/staff/departmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Assists in the necessary preparation to hold scheduled sports events or practices and adheres to scheduled facility usage times.
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 events.
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 and, locks and stores all equipment before leaving areas.
11. Supervises locker room area before and after practice.
12. Instills in each player a respect for equipment, school property, and their proper use.
13. Assists the Head Varsity Coach in carrying out his/her responsibilities.
14. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the Head Coach.
15. Works within the basic framework and philosophy of the Head Varsity Coach of the sport.
16. Strives to improve skills by attending clinics and using resources made available by the Head Varsity Coach.
17. Guarantees that all district equipment including district vehicles are used only for official school business and are operated safely.
18. Performs other duties that are consistent with the nature of the positions and that may be requested by the Head Varsity Coach.

Coaching Expectations and Responsibilities

- I. Coaches professional and personal relationships and expectations
 - A. Rapport - A coach must be able to develop a good rapport with players, fellow coaches, faculty members, staff, the administration, officials, the media and the community as a whole. Good rapport and an image of competency are invaluable for the coach.

B. Cooperation - The district expects give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand-in-hand with their athletic director, principal and other coaches and activity directors to minimize conflicts and increase camaraderie.

C. Leadership - Competence, Fairness, Enthusiasm, Honesty and a Love for the game are all part of a professional pride that should be exhibited by all coaches. Personal appearance, dress, physical condition, following practice schedules and building positive attitudes are very important.

D. Discipline - The coach serves as a model of all that the program represents - observation of school rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season-at home and away, and the conduct of the crowd - especially where the student body is concerned. Desire to do well, to win well, and to lose well, should be emphasized. Staff, players and spectators should be motivated by the coach's example.

E. Improvement - A Coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics are a must. Membership should be maintained in coaches associations, and similar groups whose programs are geared toward greater achievement and fuller performance.

Appendix A

GOOD CONDUCT RULE: ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES (Code No. 503.9)

STATEMENT OF PHILOSOPHY

The administration, school board, and staff of the Ruthven - Ayrshire Community School believe that participation in extracurricular activities by the students of the Graettinger school can have a positive effect on development of future citizenship, with an opportunity to develop leadership skills, principles of justice, sportsmanship, respect for rules and regulations, respect for one's own health and physical well being, teamwork, and self-esteem.

Participation in extracurricular activities is a privilege granted to all eligible students of the Ruthven - Ayrshire Community School. Eligibility requirements are the standards that will be used to determine a student's eligibility for extracurricular activities.

STATEMENT OF POLICY

Drinking or possession of alcoholic beverages, use of non-prescribed drugs or possession of it, and the use of tobacco, and any criminal charges will not be tolerated. Students using these substances or that receive charges from the juvenile court systems, are in violation of the school's policy and will face the following restrictions:

1st Offense:

- A. Ineligibility for four (4) consecutive extra-curricular events and completion of community service of not less than 10 hours. Student will serve 5 hours if he/she self-reports the violation by the next school/business day.
- B. Immediate ineligibility for two (2) event, with enrollment in Substance Abuse Counseling from an approved agency at his/her expense with his/her parents (s) or guardian also attending and completion of community service of not less than 10 hours. Student will serve 5 hours if he/she self-reports the violation by the next school/business day. See office for approved providers.

NOTE: The student must practice for athletic activities.

NOTE: This penalty will carry over into the next extra-curricular activity in which that student participates if his/her suspension is not completed (including completion of Substance Abuse Counseling).

NOTE: Coaches/sponsors reserve the right to impose additional sanctions on team members as they see fit.

2nd Offense: Will result in six (6) weeks ineligibility, completion of Substance Abuse Counseling from an approved agency with his/her parent (s) or guardian (s) also attending, and completion of not less than 30 hours of community service. Student will serve 15 hours if he/she self-reports the violation by the next school/business day. Additional counseling may be required to maintain eligibility if recommended by service agency.

NOTE: This penalty will contain the same additional provisions as the first offense.

3rd Offense: Will result in ineligibility for one (1) calendar year unless the student agrees to the following conditions:

- A. The student appears before the Board of Education to determine an appropriate course of action and
- B. The student obtains an immediate professional assessment from a licensed treatment/counseling agency and
- C. The student agrees to and complies with the recommendations of the assessment counselor and
- D. signs a release of information form between the Ruthven - Ayrshire Community School and the assessment/treatment agency that would provide a written report regarding compliance with treatment recommendations.

A student meeting the four conditions listed above will have his/her eligibility for extracurricular activities completely restored upon the receipt of the written report from the assessment/counseling agency.

Appendix B: ACADEMIC ELIGIBILITY

Student activity participants in grades 9-12 must be passing **all** subjects and meet all eligibility requirements of the respective state associations to be eligible to participate in any extra-curricular activity.

In accordance with the Iowa Department of Education's Scholarship Rule 36.15, if a student is not passing all subjects at the end of a grading period, the student is ineligible for 30 calendar days in the interscholastic athletic event in which the student is a participant. For more details or questions contact the high school principal or refer to the Iowa Boys Athletic Association or the Iowa Girls High School Athletic Union websites for more detailed explanation of the policy and definitions.

In addition to the state mandated scholarship rule, the Graettinger-Terril and Ruthven-Ayrshire school districts have the following academic requirements for 7-12 students who participate in activities: Students will be unable to participate for two (2) weeks if they have received any failing grades at the end of the quarter.

Students shall take initiative regarding their academic progress; however, students will be notified at midterm if they are failing a course, their ineligibility week will begin the following Monday and go through Sunday. Note: In most classes, students have multiple opportunities to prove proficiency within a subject area.

Academic Eligibility for Participation in Activities - Study Table

Students who are failing a course on Friday Morning at 8:00 AM will receive one week of probation - Students who are receiving one or more F's must attend Study Table 3 days of the following week in order to remain eligible.

Students who do not attend study table three days during the probation week will be ineligible the following week (Friday - Thursday) and be notified via email on Friday Afternoon. Notifications will also be sent to coaches and parents. The student remains ineligible until they complete the study table requirement the following week and/or have brought all of their grades up to passing.

Study Tables will be available at both Graettinger and Ruthven from 7:00-8:00 AM Monday through Friday. (No Study Tables on Vacation, Professional Development Days, Holidays or Snow Days)

Appendix C

Emergency Injury Procedures:

1. Remind your student-athletes to report all injuries directly to the Head Coach.
2. The Head Coach must fill out and sign an accident report and turn it in to the Athletic Director by the following school day. Each coach is expected to have the emergency

- information forms in his/her possession.
3. When an injury occurs, follow these procedures:
 - a. Give first aid as needed and as able according to your training.
 - b. When in doubt call 911. If you are using a District phone call 9-911.
 - c. When a student-athlete is transported by ambulance, a coach, parent or adult designee must accompany him/her.
 - d. Call parent –Every coach must have contact information in his/her possession at all times.
 - e. Student-athlete should be turned over to parent, relative or adult designee, as indicated on the Emergency Information form. If none are available, the coach is responsible to make sure the student-athlete receives reasonable and prudent treatment.
 - f. Accident report forms must be filled out signed and returned to the Superintendent's office the following school day.
 4. A student-athlete who receives medical treatment from a doctor must have a written clearance to resume athletic participation.

Appendix D

ATHLETICS - END OF THE YEAR REPORT

The varsity head coach in each sport will complete the following End of the Year Report for their sport. This report will be due to the Athletic Director one week following the completion of the varsity season

SPORT:

Jr. High Roster

Jr. High Games Record

Jr. High Honors/Awards

Jr. High Highlights/Concerns/Ideas

JV Roster

JV Games Record

JV Honors/Awards

JV Highlights/Concerns/Ideas

Varsity Roster

Varsity Games Record

Varsity Honors/Awards

Varsity Highlights/Concerns/Ideas

Appendix E – Adapted with permission from the New Jersey State Interscholastic Athletic Association

“Coaches Make the Difference”

All of us who have participated and coached at the high school level recognize how important the bond between the student-athlete and the coach is. The coach clearly is a role model, for better or worse, for the student-athlete. This is truer today than ever before given that family and societal support exists to a far lesser degree today than in the past.

Coaches have made athletics the most cost-efficient and educationally accountable aspect of secondary school. Nowhere in education do you find it as often as you do in school athletics that teachers are teaching what they want to teach, to students who are learning what they want to learn, and both are willing to work hour after hour on their own time, after school, to make certain that everything that can be taught is taught, and everything that can be learned is learned.

Coaches may not be the reason students come out for sports, but they're usually the reason students stay. Coaches don't give students ability, but they discover or develop it. Coaches make both the quantitative and qualitative difference.

Coaches are the reason some schools win more than others. Coaches are the reason some schools have better sportsmanship than others. Coaches are the reason some schools have a more educationally based program than others. Coaches make the difference between a program of excesses and a program of education. Coaches are the critical link in the educational process of athletics, they are the critical link in the sportsmanship at contests, and they are the critical link in the traditions of success which some schools enjoy. It has always been so, and always will be so.

Coaches are the delivery system of educational athletics, and they have delivered well! Coaches, nothing that is done in high school athletics is more important than what you do with your athletes' day-in-day-out during the season. Thank you for your essential contribution and, please, stay with your high calling. **You** make the difference.

The Successful Coach

Learning is more important than winning. It is important that you see yourself as the teacher of students more than the coach. The high school coaching profession is a unique calling to men and women who are interested in the total education of high school students. Boys and girls

entering high school are placed in the charge of their coaches, and soon graduate from high school as adults to be challenged by the adult world.

The high school coaching profession is a unique calling to men and women who are interested in the total education of high school students. Boys and girls entering high school are placed in the charge of their coaches, and soon graduate from high school as adults to be challenged by the adult world.

Although the high school coach may occasionally contribute to the development of that rare athlete who will derive substantial future benefit from his or her skills, the overwhelming number of student athletes will leave organized sport upon graduation from high school. They will leave school armed with the “lessons of life” provided by their high school coaches.

Successful coaches not only teach athletes sport skills, they also teach and model the skills needed for successful living in our society. Being a successful coach is an enormous challenge and places a heavy burden on the person serving as a coach. It demands a lot from each individual. Your success as a coach will depend more on the beliefs and principles that guide the actions you take than on any factor.

Like any profession, coaching has its highs and lows, but if you are well prepared, they can be mostly highs. You can be a successful coach experiencing all of the highs without capturing a championship. Successful coaching is about much more than just winning games. Successful coaches help athletes master new skills, enjoy competing with others, and feel good about themselves. Successful coaches not only are well versed in the techniques and skills of their sport; they know how to teach those skills to young people.

Your support of coaches of other sports and your encouragement that “your athletes” participate in other sports and school activities is also of the utmost importance. All of the coaches working together for the benefit of the students will assure that our students receive a complete educational experience that will serve them better than any one-dimensional experience.

The decisions you make as a coach will determine how much success and enjoyment you and your athletes will have. The athletic environment and the coaches’ influence over his or her students will often exceed the intensity that exists within the classroom and in the traditional relationship between student and teacher. Coaches must be professional in the way that they teach and behave. They must recognize that they are always “on stage” and student-athletes look to them for examples of how to act.

The Coach as a Role Model

I. The Coach as a Role Model -The Coach Serves as a Model for Behavior

- A. Dress neatly in appropriate attire
- B. Be well-groomed
- C. Work hard

- D. Always display the best qualities of good sportsmanship –remember that actions (e.g. good sportsmanship) are more important than words
- E. Be patient
- F. Be supportive
- G. Eliminate the use of foul and abusive language, or body language
- H. Stress fair play
- I. Foster a proper image

II. The Coach as a Teacher of Youth

- A. Set positive and realistic goals for each individual and for your team.
 - a. Athletes and teams must have realistic goals. Short term – day to day, week to week, or contest to contest. (e.g. specific contest goals) Long term – Monthly, seasonal and multiple seasons.
- B. Recognize individual and team limitations
- C. Define success, which varies from group to group
- D. Teach responsibility
 - a. Be predictable, punctual, and organized
 - b. Delegate responsibility, but do not relinquish supervision
 - c. Trust your athletes; they will trust you back
 - d. Produce a sense of pride through hard work
- E. Be enthusiastic

III. The Coach as a Communicator

- A. Make it common knowledge that the lines of communication are always open between coach and the athlete/team.
 - a. Avoid sarcasm
 - b. Foster and constantly display respect for game officials.
 - c. Be a communicator
- B. Motivate in positive terms
 - a. All young people look for leadership
 - b. Make it fun; do not motivate through fear
 - c. Demonstrate a sense of humor: a smile soothes much
 - d. Be sensitive to individuals and the group
 - e. Blend sincere praise with constructive criticism–look for positive accomplishment. Consistent rewards can bolster confidence
- C. Promote good sportsmanship constantly and consistently
 - a. Exhibit self-control at all times
 - b. A coach's actions often determine the action of others.
 - c. Do not react from emotion or reflex

IV. Coaches' responsibilities

- A. To the players on the team: The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective

capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example. The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

B. To the school district: As a coach, you are a frequent topic of conversation at various community locations - the home, the work place and at other meetings of many civic organizations. You, as-well- as your reputation as a coach, are constantly under scrutiny. Your actions and statements should always reflect confidence and respect for your school district. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district. Being respected is much more important than being well-liked. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown to you.

C. To the profession: A coach should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.

D. To fellow coaches: A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location and away from the athletes and other people not concerned with the program. The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the athletes, and the sport itself. It is difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic and educational program of the school. Therefore it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program. A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

Ten Guarantees All Coaches Owe Every High School Athlete.....

1. Some individual time.
2. Encouragement – regardless of the athlete's level of ability.

3. A reasonable opportunity to compete.
4. Top Notch Role Modeling – from grooming and dress to behavior and ethics in general!
5. The absence of foul language.
6. Assistance and guidance with personal problems that arise in every young person's life.
7. A well-structured athletic environment, from practices to actual competition days.
8. Recognition for the contribution each athlete has made to the team.
9. Discipline that is fair, firm and consistent.
10. The right to have a high school career not consumed by the "year round" single sport mentality.

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