



ATHLETICS COACH

2017-18 HANDBOOK



MISSION STATEMENT & VISION

Dedicated to optimizing individual learning and potential for success in a global community.

WAUKEE HIGH SCHOOL

Grades 10-12
 555 SE University Avenue
 Waukeee, IA 50263
 Phone: 515.987.5163

PRAIRIEVIEW SCHOOL

Grades 8-9
 655 SE University Avenue
 Waukeee, IA 50263
 Phone: 515.987.2770

TIMBERLINE SCHOOL

Grades 8-9
 2605 SE LA Grant Parkway
 Waukeee, IA 50263
 Phone: 515.987.9444

SOUTH MIDDLE SCHOOL

Grades 6-7
 2350 SE LA Grant Parkway
 Waukeee, IA 50263
 Phone: 515.987.3222

WAUKEE MIDDLE SCHOOL

Grades 6-7
 905 Warrior Lane
 Waukeee, IA 50263
 Phone: 515.987.5177

DISTRICT ADMINISTRATION OFFICE

560 SE University Avenue, Waukeee, IA 50263
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Transportation
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WAUKEE ACTIVITIES DEPARTMENT MISSION STATEMENT

The mission of the Waukee Activities Department is to complement and enrich our students in their pursuit of academic excellence. It is our goal to provide opportunities for participation in activities that promote leadership, teamwork, discipline, good character and a respect for self and others. We will meet these goals through the commitment of coaches and directors who are selected for their integrity, expertise and ability to teach and mentor. We will enhance opportunities for competition, encourage the pursuit of individual and team championship caliber performance and be a source of pride for those associated with the Waukee Community School District.

WAUKEE COMMUNITY SCHOOL DISTRICT ATHLETIC PROGRAM PHILOSOPHY

A comprehensive and balanced athletic program is an essential complement to the District's plan for educational instruction. The athletic program should provide opportunities for youth to further develop interests and talents. Participation in athletics, while a privilege and not a right, should provide students with experiences where values such as hard work,

cooperation, self-control, discipline, and commitment can be modeled and learned.

Every effort will be made to support the athletic program with the best facilities, equipment, and most qualified staff available. Coaches and activity leaders will teach skills necessary for improvement and provide guidance in the development of self-realization, good sportsmanship, leadership, and ethical behavior.

The ultimate goals of the athletic program will be:

- To develop and improve positive citizenship and sportsmanship traits among the program's participants.
- To realize the value of participation without overemphasizing the importance of winning or excelling.

While it is impossible to cover every possible circumstance, there are philosophical ideas the Waukee School District believes should be emphasized as students develop and advance through the Waukee Athletic Program.

At the middle school level every effort should be made to emphasize both participation and striving to win. All students should see significant opportunities in games and practices. Players may be grouped by skill level so they can perform against opponents of similar abilities. The number of games scheduled or

the number of available opponents may cause that to be adjusted.

At the high school level the emphasis on the performance of the team will take on greater significance than equal participation. That difference will increase as the varsity level is approached. Students who are both physically and emotionally ready to handle varsity competition should be allowed to do so. Role specialization of athletes will become more evident at this level. Playing time and position assignment will be at the coach's discretion.

All school employees and volunteers must have a criminal background check BEFORE working with students.

All employees are required to complete the following course work prior to initial employment with renewal according to Waukee Community School District's requirements:

- Bloodborne Pathogens – annual renewal by August 1st of each year
- Right to Know – annual renewal by August 1st of each year
- Overview of State Requirements Regarding Seclusion & Restraint: Chapter 103 – renewal by August 1st every three years

Additionally, some employees are also required to submit a valid training certificate for:

- Mandatory Reporter: Child and Dependent Adult Abuse – renewal every five (5) years based on certificate expiration date*

Employees may register and complete the above trainings through the SafeSchools Online Training System.

*All employees who possess a Iowa license are required by Iowa law to complete an approved Mandatory Reporter: Child and Dependent Adult Abuse training course every five years based on certificate expiration date. The Child Abuse: Mandatory Reporter course provided via SafeSchools needed for certification renewal may not be used for recertification and therefore, that course must be taken through the Area Education Agency's

Professional Development Online System. The AEA assesses a \$25.00 fee for the Mandatory Reporter training. This fee is the responsibility of the employee and is not reimbursable by the Waukee Community School District.

Contact Human Resources for information and directions for these trainings.

All volunteers will need to formally apply for their position in regards to their appropriate sport and selected by the head coach.

- A volunteer position will be made available through the on-line Applicant Tracking application management database.
- Persons desiring to volunteer as either a coach will fill out the required application.
- A "coach" is someone who is either licensed as a teacher and given the appropriate endorsement by the State Board of Educational Examiners or a citizen who has taken the necessary coursework and been issued a coach authorization through the BOEE.
- Once the volunteer is selected by the Head Coach of that particular sport, a background check will be necessary. This is performed by Human Resources and billed to the athletics department (background checks normally take one week to process).
- Once the background is completed and the Volunteer brings proof of successful training (listed above), they will be issued an appropriate ID Card.
- PLEASE NOTE – The district is unable to issue ID Cards until all training and the background checks are complete.

NO person will be allowed to interact with students until the process above has been complete.

Head Coaches will be responsible for performing annual evaluations on Assistant Coaches and will be required to complete the individual evaluations (and turn-in to HR) within 30 days of the conclusion of the season.

COACHES, ASSISTANT COACHES & VOLUNTEER COACHES

WHAT'S THE DIFFERENCE? WHY DOES IT MATTER? WHAT IS AN "AIDE"?

The Department of Education has issued guidance to the IHSAA and IGHSAA regarding coach's credentials and volunteer coaches of interscholastic athletic programs in Iowa high schools.

Definition: A **Coach** is a person who holds a coaching authorization or coaching endorsement from the Iowa Board of Educational Examiners, and who diagnoses, prescribes, evaluates, assists, or directs student learning of an interscholastic athletic endeavor at a practice session or on the field of competition.

Definition: A **Volunteer Coach** is a person who holds a coaching authorization or coaching endorsement from the Iowa Board of Educational Examiners, and who instructs, diagnoses, prescribes, evaluates, assists, or directs student learning of an interscholastic athletic endeavor at a practice session or on the field of competition, but does not receive compensation from a school or school district for his or her efforts.

Teacher-Coaches

Iowa Code section 279.19A relates to extracurricular contracts and provides in part that extracurricular contracts offered shall be separate from the teaching contract (In Waukee, they are referred to as "Supplemental Contracts"):

"An extracurricular contract shall be in writing, and shall state the number of contract days for that sport, the annual compensation to be paid, and any other matters as may be mutually agreed upon. The contract shall be for a single school year."

Extracurricular contracts for teacher-coaches "shall be continued automatically in force and effect for equivalent periods, except as modified or terminated by mutual agreement of the board of directors and the employee, or terminated in accordance with this section." An extracurricular contract may be

terminated at the end of a school year pursuant to the same procedures applicable to teachers. If the school district offers an extracurricular contract for a sport for the subsequent school year to an employee who is currently performing under an extracurricular contract for that sport, and the employee does not wish to accept the extracurricular contract for the subsequent year, the employee may resign from the extracurricular contract within twenty-one days after it has been received. However, the board of directors of a school district may require an employee who has resigned from an extra-curricular contract to accept, as a condition of employment as a teacher, the extracurricular contract for no longer than one additional school year if all the following conditions apply:

- The employee has accepted a teaching contract issued by the board for the subsequent school year.
- The board of directors has made a good faith effort to fill the coaching position with a licensed or authorized replacement.
- The position has not been filled by June 1 of the year in which the employee resigned the extracurricular contract.

An extracurricular contract of a teacher coach may be terminated immediately following the same procedures for the immediate discharge of a teacher. Termination of a teacher-coach's extracurricular contract does not necessarily affect the teaching contract. However, termination of the teaching contract is also an automatic termination of the coaching contract.

Citizen-Coaches

Iowa Code section 279.19B provides in part that an individual who is employed by the board of directors of a school district as a coach but not a teacher "serves at the pleasure of the board of directors" and is not subject to the termination procedures applicable to teachers in the Iowa Code.

Code of Conduct for Coaches

Students engaged in extracurricular activities are considered ambassadors of the school and therefore are held to a higher standard of conduct. Failure to

adhere to that higher standard of conduct may result in loss of eligibility to participate in extracurricular activities. Coaches and activity sponsors should similarly be held to a high standard of conduct. They should conduct themselves as model citizens while engaged in their work and while away from work. School Districts should adopt and promote rules of conduct applicable to coaches and activity sponsors such as the following:

- Coaches and activity sponsors shall not use profanity while working with students.
- Coaches and activity sponsors shall not engage in ridicule or intimidation when working with students.
- Coaches and activity sponsors shall practice common courtesy at all times.
- Coaches and activity sponsors shall conduct themselves in a business-like manner with officials and opponents. Coaches and activity sponsors shall not engage in yelling, shall not make rude or confrontational gestures or engage in any other disrespectful treatment of officials or opponents before, during or after a contest.
- All coaches and activities sponsors will respect students' rights including the right to express themselves outside of practices and games. Coaches and sponsors will work through the their school central office if ever they believe a student's expression outside of activities, practices and games requires a disciplinary response.
- Conditioning exercises will be used only for developing student athletes' strength, agility, skills, self-discipline and endurance. Conditioning exercises will always be reasonable in light of the students' abilities and other circumstances. Conditioning exercises will never be used as punishment for outside misconduct.
- No coach or sponsor or student or anyone else will engage in any retaliation or reprisals against anyone who files a complaint alleging mistreatment or who participates in the district's investigation of such a complaint.

Evaluating Coaches

Coaches will be evaluated annually. Head Coaches will be evaluated by the activities director, and Assistant Coaches will be given performance feedback by the head coach and activities director. Evaluations/Feedback will be due within 30 days of the conclusion of the specific sporting season. Volunteer coaches do not need to be evaluated, since they serve at the will of the superintendent and the Board are in an unpaid capacity. Any performance issues rising to the magnitude of "discipline" would warrant immediate dismissal and therefore render an annual evaluation unnecessary.

COACHING IN IOWA

In order to coach in the State of Iowa, a coaching authorization or a coaching endorsement is required. The coaching authorization is open to all qualified persons, eighteen years of age or older, who have completed the following coursework at an approved coaching authorization program. The coaching endorsement is added to a current valid Iowa teaching license, but not the substitute license. To get the coaching endorsement, teachers must complete the following coursework for at least the minimum semester hours of college credit.

- One semester credit hour or ten contact hours in a course relating to knowledge and understanding of the structure and function of the human body in relation to physical activity.
- One semester credit hour or ten contact hours in a course relating to knowledge and understanding of human growth and development of children in youth in relation to physical activity.
- Two semester credit hours or twenty contact hours in a course relating to knowledge and understanding of the prevention and care of athletic injuries and medical and safety problems relating to physical activities.
- One semester credit hour or fifteen contact hours relating to knowledge and

understanding of the ethics, techniques and theory of coaching interscholastic athletics.

The coaching authorization is valid for five years and it will expire five years from the date of issuance. Renewal of the coaching authorization requires attendance at five approved renewal activities, none of which may be older than five years at the time of renewal and all of which must be attended after the issuance of the last license. These renewal activities may include coaching classes, rules meetings, and coaching clinics/workshops. Effective September 1, 2002, all applicants renewing a coaching authorization must submit documentation of completion of the child and dependent adult abuse training approved by the State Abuse Education Review Panel.

The coaching endorsement is in force only as long as the teaching license is valid. If the teaching license is expired, the holder can no longer coach until the license is renewed or a coaching authorization is applied for and issued. Teachers who retire, but want to substitute teach and coach, must apply for both a substitute license and a coaching authorization. Endorsements are not in force on a substitute license.

The holder of a valid teaching license, who wishes to coach but has not completed the coursework, may apply for a Class B (two-year conditional) license. The holder of a Class B license may legally coach while completing the required coursework. The Code of Iowa does not provide for a conditional coaching authorization. All coursework must be completed and the coaching authorization issued before a person can legally coach.

COACHING IN THE WAUKEE COMMUNITY SCHOOL DISTRICT

In order to coach within the Waukee Community School District, an Iowa coaching authorization or a coaching endorsement is required (see prior section). All coaches must complete the required training and application process PRIOR to the start of the athletic season for their applicable sport. For

Teacher-Coaches under contract, the application process has already taken place and there is no need for additional information. For Citizen-Coaches, you must initially apply through the Waukee Schools Applitrack system and be accepted by the appropriate hiring authority. At this point, Citizen-Coaches will be subject to the background check and the annual training requirements mandated by the district. Successful completion of all training and a clear background will be required PRIOR to any coaching activities.

Volunteer Coaches will have to apply for a volunteer "position" within the respective sport through the on-line Applitrack system. Volunteer Coaches will be subject to background checks and the same training requirements as Head Coaches and Assistant Coaches. Head Coaches will be responsible for performing annual evaluations on Assistant Coaches and will be required to complete the individual evaluations (and turn in to HR) within 30 days of the conclusion of the season. Volunteer Coaches DO NOT NEED an annual evaluation. ALL COACHES are required to complete the annual trainings mandated by the District.

DEVELOPING PROFESSIONAL SKILLS

Clinics/Special Events

All coaches are encouraged to attend at least one coaching clinic per year in the sport(s) they coach. Occasionally, attendance at a clinic or other event will require you to be absent from your classroom assignment. In these cases, it is your responsibility to request permission to be absent from your building principal.

Head varsity coaches are allowed up to two days of absence from their classrooms in order to attend special events for which none of our athletes have qualified (state tournaments, Drake Relays, etc.). Assistant coaches may attend for one day. If members of your squad go with you, it will count as one of your allowable days.

If state association sponsored rules meetings are held for the sport(s) you coach, you are expected to attend. Normally, the athletic department will provide transportation to clinics and meetings. We can also reimburse you for the cost of your registration fees. We are not able to pay costs related to activities for which you receive academic credit.

Personal Decorum

It is very difficult to advise a coach, or anyone else, what is or isn't appropriate personal decorum. Here are some guidelines, which may prove helpful:

- If you expect the public to treat you as a professional, conduct yourself as a professional.
- Any time you work with the public and especially when you are a public employee, you assume an obligation to adopt a manner of personal behavior which will not grossly violate standards accepted by large segments of the public. Whether or not you personally agree with these standards is irrelevant.
- Time has a way of changing our perspective. We sometimes forget how we idolized coaches as youngsters. It may not be readily apparent, but your athletes and the grade school children of the community feel the same way about you. Everyone needs to have a hero. Be the hero they expect you to be.
- Although the consumption of alcohol and the use of tobacco is not illegal, coaches should know that if they choose to partake, they must do so responsibly.
- We expect coaches not to use profane or vulgar language in dealing with student athletes.

Relationships with Parents and the Public

Relationships with parents and the general public are among the most critical problems any coach must deal with. On one hand, the coach who cannot maintain good public relations will inevitably fail. On the other hand, the coach who bases his entire approach around pleasing parents and fans will have

difficulty finding success also. Success in coaching involves finding a middle ground between these extremes. Here are some guidelines:

- Coaching has always been a high-pressure occupation. Athletics inherently nurtures highly emotional reactions. You are bound to encounter criticism that is not entirely rational. If you become irrational in your response the battle is lost.
- A great deal of the criticism you receive will not actually be aimed at you personally. The true motivation behind the criticism is often based on complex emotions which the parent or fan is not cognizant of. You are just a convenient target.
- Parent/Coach Relationship - Both parenting and coaching can be very challenging. Establishing an understanding of each other's role and following the proper channels of communication will enable parents and coaches to effectively work together to provide a meaningful experience for student athletes in the Waukee Community School District.

As parents, you have the right to understand what is to be expected of your son/daughter by the coaching staff and the Athletic Department. Clear communication between all involved parties should be the top priority.

As certified professionals, Waukee coaches should be respected and trusted that they are working in the best interest of all student athletes. It should be remembered that there are two sides to every story and that jumping to quick conclusions may cause more problems. To ensure that better communication and understanding takes place between parents and coaches, the following expectations have been established.

PARENTS CAN EXPECT EVERY COACH TO COMMUNICATE

- Coaching philosophy
- Their expectations of the players and the team
- Location and times of practices and contests
- Team rules and repercussions for violations

- Injury and emergency medical procedures
- The role of parents in terms of volunteer help, team meals, game day help, etc

COACHES CAN EXPECT PARENTS TO

- Voice their concerns directly to the coach
- Notify the coach of schedule conflicts in advance
- Show sportsmanship at all contests
- Support their sons/daughters in all related activities

It is important to understand there may be times when things do not go the way athletes, parents, and coaches wish. There may be times when it is difficult for parents and/or athletes to understand how playing time is allotted, why people are playing certain positions, strategy, etc. It is imperative that parents and athletes trust that our coaches are professionals and are trying to do what is best for the team and for all individuals involved. It is also important to understand that the coach is interacting with the team on a daily basis in practice and competition and, therefore, will make judgment decisions based on what they feel is in the best interest of the team.

If a parent or athlete has a concern, the first action should be for the athlete to discuss the situation with the coach. If a parent wishes to become involved, there are issues and concerns that are appropriate to discuss;

APPROPRIATE CONCERNS TO DISCUSS WITH A COACH

- The treatment of your son/daughter, mentally and physically
- Ways to help your son/daughter improve
- Concerns about your son's/daughter's behavior
- Concern about academics

ISSUES NOT APPROPRIATE TO DISCUSS WITH A COACH

- Playing time of all team members
- Team strategy
- Play calling
- Other athletes on the team

In situations that require a conference between the coach and a parent, it is important for both parties to have a clear understanding of each other's position. When a conference is necessary, the following procedures will be followed:

- **Do not confront a coach after a contest or practice.** These can be emotional times and not best for resolving conflicts
- Call to set up an appointment with the coach
- If the coach cannot be reached, contact the Activities Office, which will in turn contact the coach.
- Profanity has no place in this discussion.

If the meeting does not provide a satisfactory resolution, the procedure will be as followed:

- Call and set up an appointment with the activities director. (Understand that the activities director will insist that you speak with the coach first.)
- It will be the AD's decision whether or not the coach will be present at the meeting.
- At this meeting the discussion will only deal with your son/daughter.
- An appropriate next step will be determined.

Remember, we employed **you** because we trust **your** judgment and we respect **your** experience and professional training. When you start coaching to the grandstand, you cheat your athletes, your employers, and worst of all, yourself.

It's easy to convince yourself that everyone has lost confidence in you. Remember that one or two people who are dissatisfied can make an awful lot of noise, but human nature is such that the vast majority of people who respect you and believe in you will remain silent. You are a member of this department because you have shown evidence of being an outstanding coach. Don't let a losing streak panic you into abandoning the philosophies, ideas and tactics that have made you successful in the past.

Because the coaching profession inevitably involves public criticism, it is imperative that members of that

profession maintain a bond of professional loyalty. It is not ethical to make public criticism or to imply criticism of another coach. On many occasions you will be drawn into conversations with fans who want you to join in downgrading a colleague. Remember that what you tell them will not often be what they tell someone else you said. The best response to such conversational overtones is to say nothing at all and to excuse yourself as quickly as possible.

As noted above, increased liability to public criticism is an inherent feature of the coaching profession. Bear in mind that this is a two-sided coin, coaches also frequently receive more than their share of adulation and celebrity status within the community. Hopefully, it all evens out.

Many of the paragraphs above have implied that much of the public criticism you receive will be illogical in nature; however, we must bear in mind that being a coach is no guarantee of infallibility. Keep an open mind and don't make the mistake of assuming every criticism is irrational. The other person may have valid points worth considering.

GENERAL INFORMATION

Away Trips

All buses are ordered by the Activities Department. The head coach should complete the Activities Trip Request Form and email it to the Activities Department Administrative Assistant. It is the responsibility of the coach to have the members of his/her squad ready to board the bus at the designated time. The coach should exercise control and maintain proper supervision of his/her athletes during the entire trip.

You are asked to observe the following guidelines when a squad under your supervision travels to compete at another school.

- Be familiar with regulations pertaining to student bus travel and be certain your athletes observe them.
- Normally, all members of a team's coaching staff should ride with the team on the team

bus. In some cases this will not be possible, but at least one coach must be on the bus with the athletes.

- Most schools will assist you in securing your athletes' valuables. If adequate security measures are not available, the valuables should be bagged and taken with you to the team bench or playing area. An assistant coach, parent, or responsible manager should be entrusted with its care.
- When your athletes have finished using the locker room assigned to team, a team member or manager should be assigned to police the area. Blackboards should be erased, towels gathered up, miscellaneous debris disposed of. When everyone has left the room, you or an assistant coach should make a final inspection. This simple precaution will go a long way toward eliminating bad feelings between schools.
- In some sports, our athletes are scheduled to participate in all day meets or tournaments. The circumstances surrounding these competitions will vary widely, but in general, members of your group should not be allowed to leave the site of the event without a coach. In some cases it may be permissible to allow an athlete to go a short distance to a restaurant, etc., but in no event do we want our students wandering around downtown or roaming the halls and classroom areas of the host school.
- Athletes are expected to travel to and from away contests in transportation furnished by the school. If you wish to excuse an athlete from this requirement, you must have the parent's permission in advance.
- If members of your team will be required to miss classes for an athletic trip, you should furnish a list of who will be gone (and when) to the Activities Office Administrative Assistant at least three days prior to an event. The Activities Office will email the list to the appropriate staff members.

Catastrophic Injury Prevention

By observing the following guidelines we should be able to significantly reduce the potential for a catastrophic accident.

- Never allow students to be in the gym, wrestling room, or other athletic areas unless a coach is present to supervise.
- After practice, do not allow students to remain in the building or locker room unless there is a coach or them.
- Take steps to be certain that you are abreast of the latest developments in the area of first-aid for athletic injuries. Be very cautious about transporting injured athletes, diagnosing injuries or prescribing treatment.
- See that your team's practice and playing areas are inspected regularly and that any hazards are promptly removed or repaired.
- If your sport involves protective equipment, see that it is kept in good repair and that the athletes are aware of how to spot defects in their equipment.
- If one of your athletes receives a potentially serious injury, his or her equipment should be bagged and set aside for later reference. Also, any game films or videotapes of the injury should be saved. A camera is available and after any accident photographs should be taken of any equipment involved in the accident. An incident report form should be completed by the athletic trainer and a copy emailed to the activities director and the Chief Financial Officer (CFO).
- Maintain close supervision of athletes on "away" trips. This is discussed in greater detail in the appropriate section of this handbook.
- Never allow an athlete to participate in practice until you are certain that his/her physical exam concussion form and medical card are on file.
- Never tell an athlete, either directly or by implication that he/she should avoid seeing a doctor or follow a doctor's prescribed treatment.

- Be sure you are not asking your athletes to perform skills before you have taught them the fundamentals to perform these skills safely. In the event of an accident, you could conceivably be asked to document your teaching sequence in court.
- Whenever a serious injury occurs to an athlete under your supervision, you are to coordinate with the athletic trainer to immediately file a written report with the activities director (within 24 hours, if possible). Such a report should include the apparent nature of the injury, a description of the equipment and/or facilities involved, an account of what happened, and a list of supervisors and witnesses present at the time.
- When safety equipment used by your team becomes defective, the activities director should be notified immediately, unless appropriate correction can be made on the spot.

8th & 9th Grade Eligibility

Eligibility of 9th grade students to participate on varsity high school teams will be governed by the rules of the state associations, conference, and Department of Public Instruction. As a general rule, 9th grade students will participate on 9th grade teams if a team is provided. The exceptional athlete may be given the opportunity to try out for a varsity squad with the approval of parents, coaches, principals and activities directors.

NOTE: No athlete may be moved up to a higher level of competition without first consulting the activities director.

IHSAA and IGHSAA allow students who have completed 8th grade to participate in high school interscholastic competition. Check with the Activities Office for the official date of eligibility each year.

End of Season Procedures

Please see that the following items are taken care of as soon as your season is completed (within one week).

- Collect all equipment from your athletes.
- Examine all equipment and inventory all items. Keep separate any items which needs repairs.
- Pack and store all equipment after it has been laundered.
- Advise Activities Office of lost equipment so fees can be assessed.

Hazing

The Waukee Community School District has established a learning environment for students and staff that promotes the dignity of each individual. Consequently, it is the policy of the district to maintain an environment that is free from any type of hazing activity. As defined within this policy, such activity will not be tolerated and is prohibited at all times.

As outlined in the Iowa Code 708.10, the term “Hazing” will mean any knowing behavior, whether by commission or omission, of any student to encourage, direct, order, or participate in any activity which subjects another student (individual) to potential physical, mental, or psychological harm for the purpose of initiation or admission into, affiliation with, continued membership in, or acceptance by existing members of any organization or extracurricular activity, whether such behavior is planned or occurs on or off school property. All staff that has knowledge of a hazing incident or event must report the information to the school principal.

The district will actively investigate all reports of alleged hazing. Any solicitation to engage in hazing, and the aiding and abetting another person who engages in hazing will be prohibited. The consent, stated or implied, of the hazing victim will not be a defense in determining disciplinary action. The district will take appropriate action against any individual(s) who is found to be in violation of this policy.

REPORTING A HAZING INCIDENT

The district encourages any individual who believes he/she has been a victim of hazing to report the

incident. The district requires any staff member with knowledge of an alleged hazing incident to report the alleged incident immediately to the building principal, the designated investigator. The alternate investigator will be the Human Resources Manager.

Retaliation against a student or staff because a student or staff member has filed a hazing complaint or assisted or participated in a hazing investigation or proceeding is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subjected to disciplinary action up to and including expulsion.

Post-High School Graduates Not Permitted to Practice or Participate with or against High School Student Athletes

The question is often asked: "Can postgraduates practice or participate with or against the high school team or a member of that team?" Simply stated: Post-high school graduates cannot practice or participate with or against a team or a member of a high school team during the given sport season. NOTE: This does not prohibit a student from participating under student Eligibility Rule 36.15(7) "Non-school Team Participation Rule."

Rationale: Student eligibility rules pertain to high school athletes and not postgraduates. The liability concerns for local Boards of Education and school districts are multiplied should an accident occur involving post-high school graduates practicing or participating with or against the high school team or a member of that team. Rules and regulations do not prohibit the local school district, should they desire, to permit post-high school graduates to use their facilities for practicing and/or participating, but not for the purpose of practicing and/or participating with or against a team member of a team representing the school.

Postponement of Games/Events

If a game or event must be postponed, the following practices will be followed:

- The activities director will confer with the coach and principal.

- Factors considered in the decision are:
 - Safety of participants
 - Safety of officials, fans, spectators, etc.
 - Playing conditions of the field
 - Factors involving gate receipts
 - Availability of facilities
 - Road and weather conditions
- The activities director will make the decision of postponement. In their absence, the principal will make the decision. If neither is available, it is the responsibility of the head coach to decide the feasibility of travel. In the case of an emergency on the road (breakdown, bad weather, etc.) it is the duty of the head coach to inform the activities director or principal of the situation and they will in turn inform the parents.

Practice Scrimmages with other Schools

Scrimmages between member schools shall be permitted between the date of first legal practice and the final day of State Tournament play. Teams may travel up to and including 100 miles from the home high school base for scrimmages, providing such is effected without loss of school time. On a non-school day, a team may exceed this 100 mile limit with local school administration approval. Teams may scrimmage a high school team from another contiguous state (plus Kansas), provided that the school is a member institution of that state's activity association and that it falls within the 100-mile scrimmage radius. If a school is scrimmaging at an out-of-state school, the scrimmage rules of that state shall apply. Iowa scrimmage rules will apply for scrimmages held in Iowa. A scrimmage shall be defined as that which takes place between member schools at one site on one calendar day, as well as established definition relating to the mandatory absence of scorekeeping and spectator charge. In order for a player to be charged with a scrimmage, she must have participated in the scrimmage.

High School players choosing to participate on a non-school (club) team cannot scrimmage against a

college team, college players representing their collegiate institution, or if sponsored by a college.

Scheduling

The activities director schedules all school events. As a member of a conference, we are obligated to schedule all conference teams. Any schedule changes requested by the coach will be given every consideration. Factors governing scheduling include time, money, travel, gate receipts, and facility availability. No coach is to schedule an athletic contest without prior approval of the activities director.

Specialization

One of the most controversial topics in high school athletics today is specialization. One side of this issue believes that a young athlete should specialize and be allowed to practice a specific sport year round without restriction. The other side believes in dividing the time up so that everyone has an opportunity at many things and practice in a specific sport is allowed during a precise time span.

While the actual practice lies somewhere between the two sides, it is true that the general Iowa High School philosophy is much closer to the latter stance. This will also be the general position of Waukee High School.

To better cope with the problem of specialization, the following rules will be enforced:

- There will be no deviation from practice starting dates as stated by the Iowa High School Athletic Association and the Iowa Girls' High School Athletic Union.
- The sport in season takes precedence when there is overlap.
- No coach is to discourage any athlete from participating in another sport.
- All coaches should encourage athletes to participate in multiple sports and cooperate with other coaches to eliminate conflicts.
- An athlete may participate in two sports during the same season (i.e. track and soccer)

Sports Banquets

It is the option of each athletic team to provide a banquet following the completion of their sports season to honor participating athletes. Sports banquets should be held near the end or shortly after the completion of the season. Waukee High School will provide facilities for the banquets, but will not be responsible for debts incurred by these banquets.

Head coaches should inform the activities director of their intent to hold a banquet. A date should be selected early so as to minimize any conflicts. The head coach should contact players' parents to involve them in the organization of the banquet. If a speaker is needed, the head coach should be responsible for selecting this individual.

Sports Camps

Waukee High School Athletic Department encourages the development of active, well-supervised sports camps for the youth of the community. Each sports camp director will be responsible for filing a list of activities, personnel and number of students participating in the camp. A financial report will be filed upon completion of the camp, showing income, expenses and profits. After all expenses have been paid the coach should deposit the remaining funds into his/her fund raising account.

When selecting dates for sports camps, coaches should inform the activities director so that no conflicts occur during the summer.

Student Handbooks & Materials

It is a wise policy to see that all members of your squad are supplied with a written copy of your team rules, a summary of your rationale in developing these rules, and a statement of the penalties you plan to impose if the rules are violated. In addition, you can often avoid misunderstandings and hurt feelings by furnishing your athletes with a written copy of the standards you will use in determining the recipients of letters and other awards.

Finally, please see that each member of your squad is furnished with a schedule of games or meets. If practice times or sites vary widely for your sport, you should also see that team members have a written schedule of practices.

Volunteer Coaches

It is not unusual for a community member, parent, or student teacher to offer his/her services as a volunteer assistant. Such offers, must be approved by Head Coach and the appropriate volunteer application process must be completed PRIOR to allowing the community member to interact with any student athlete. It is the policy of the Waukee Community School District to only allow certified and authorized coaches to interact with student athletes. While parental involvement is welcome, the district reserves the right to avoid any untrained person(s) from interacting or influencing student athletes.

Waukee Athletic Booster Club

The Waukee Athletic Booster Club is an officially recognized booster organization of Waukee High School athletics. Each varsity sport is represented by a "Parent Rep" selected by the head coach with the only requirement being that the person appointed be a parent of a son or daughter attending school within the Waukee Community School System. Upon selecting the "Parent Rep" the coach is responsible for communicating the parent rep responsibilities. A copy of these responsibilities can be obtained in the Activities Office.

Activities Conflicts

Every attempt will be made to avoid conflicts in scheduling between different activities. There are however some scheduling conflicts that are not under the control of the Activities Department. If a conflict arises in which a student is scheduled to participate in multiple activities at the same time, the following priority order will be used to resolve the situation.

- State sponsored activities
- Varsity competition and Graded Fine Arts Performance
- Performance
- Sub-varsity competition

If a student has a conflict between equally weighted events, the student and parent will make the choice as to which event the student will participate in. If this decision has the potential of affecting a grade, the instructor is required to provide an alternative assessment of equal value as it pertains to the grading process.

Many times it is possible with the help of coaches, directors, and parents working together for a student to participate in conflicting events. Coaches and Directors should make every effort to accommodate the opportunity for the student to participate in multiple events.

Note: Participation in optional events such as the play or the musical will be considered choices made by the student. Choosing to participate implies the student will attend those performances rather than a scheduled athletic event.

LETTERS & AWARDS

Coaches are responsible for all awards to be presented to their athletes. Certificates for participation and letter winners are available. Coaches are to have all awards ready for their sports Awards Night. It is therefore important to have a roster indicating award winners to the Activities Office at least two weeks before your banquet. The outline for letters and awards are contained within this coaches' handbook. Please read the policy carefully and make sure your athletes are receiving the awards they have earned. All letters and insert pins are also available. The school letter and related awards are presented as follows to high school athletes:

- The chenille "W" - presented to an athlete the first time he/she qualifies for a varsity letter in any sport.
- Gold sports figure insert pins - presented to an athlete the first time he/she wins a letter in a given sport.
- Gold insert bars - presented to an athlete for every letter won including the first year.

Paper certificates may be awarded to all students who complete sports seasons. In addition, certificates are presented to letterwinners along with their "W" or bar.

Award Standards

The standards to be used in determining letterwinners are left largely to the discretion of the individual coach. To insure a certain degree of uniformity between sports, the following guidelines are suggested:

- Letters should not be awarded to athletes who fail to finish the season in good standing with the coach.
- If in doubt, lean to the severe side in establishing your criteria. The letter that is too easy to win quickly loses its value.

If your team wins a conference, sectional, district or state championship, you may wish to make a special chenille patch available to your athletes. These patches will be ordered by the school at your request and the cost will be assumed by the Booster Club.

Award Limitations

Both the boys and girls state associations observe the following rule with regard to awards:

"A contestant may receive from a host school the customary medal or ribbon for competing in an interscholastic meet or tournament. The athlete may not receive any other award for participation in an interscholastic contest.

The student's own school may award a trophy, plaque, unattached letter, or other insignia of the school, provided the award is not in excess of \$10.00 in value.

The only award permitted by an organization or individual from outside the school is an inexpensive, un-mounted, unframed, paper certificate of recognition. However, such an organization or individual may give the entire squad a free dinner provided the banquet is approved by the local school administrator. An inexpensive table favor may be

given if such is given to every person attending the banquet."

There are also limitations on awards that may be accepted for participation in non-school activities. These rules vary somewhat according to the sport involved. In general, athletes should never accept cash awards and should check carefully before accepting any award valued greater than \$10.

PRACTICES

The coaches are required to turn in a schedule of practice times to the Activities Office. Please observe it closely. Practice schedules should be presented to athletes and parents at the pre-season meeting. All practices should be communicated to the Community Education Department so they can be placed on the district calendar. This includes the school year, holiday breaks, summer break, off-season, workouts, walk-throughs, etc. Please let the CE Dept. know of any schedule changes, so district staff can adjust accordingly.

Church Night & Sunday Practices

High School practices are to conclude by 6 p.m., with all athletes out of the building by 6:30 p.m. No athletic events are to be scheduled on Wednesday evenings. Sunday practices are prohibited unless special circumstances warrant them. Permission from the activities director is required before these practices may be held.

Holiday Practices

Practice schedules during holiday periods must be approved by the activities director. Scrimmages with other schools are to be listed. Athletes are not to be in the gymnasium or weight room without supervision by a coach. We will not practice on Thanksgiving Day, Christmas Day, or New Year's Day.

Practices & School Cancellation

If school is cancelled as a result of inclement weather, the following rules will be followed:

- If school is dismissed early all scheduled practices will be cancelled.

- If an entire day of school is cancelled, there will be no morning practices. If the threat of dangerous weather conditions diminishes during the day, a decision may be made by the activities director to allow practices after 1:00 p.m. Coaches are to stress to their Athletes that a practice scheduled under these circumstances is optional.
- There will be no middle school practices.

Out of Season Practices

School personnel, whether employed or volunteers or a member or associate member school, shall not coach the school's student-athletes during the school year in a sport for which the school personnel are currently under contract or are volunteers outside the period from the first official day of practice to finals of tournament play. A summer team or individual camp or clinic held at a member of associate member school's facility shall not conflict with the sports in season. Summer time coaching activities shall not conflict with sports in season.

Morning Practices

Gym space is at a premium. As a result, morning practices on school days are permitted under the following conditions:

- There will be no morning practices the day prior to and days of finals.
- Practices should be communicated to student athletes and parents well in advance.
- Practices will begin no earlier than 5:30 a.m.
- Practice will end no later than 7:30 a.m.
- Student athletes are expected to be in class on time for the start of the school day.

RECORD KEEPING

Handling of Money

All Coaches must refer to cash handling procedures manual and strictly adhere to the financial procedures set forth.

Physical & Parent Permission Forms

Before allowing an athlete to participate in practice, you should be certain that he/she has on file a physical, concussion form and a medical card. Each coach will receive a list of athletes who have turned in the necessary paperwork and are therefore eligible to practice or compete. If students submit materials to you, please forward them to the Activities Office.

Fundraising

Any fundraising activities done by coaches and/or athletic teams, must first have the approval of the activities director. Justification as well as procedures for collection of funds should be filed with the activities director and building principal. If funds are to be solicited, a complete and accurate accounting system must be kept. Procedures for the handling of cash will be followed in accordance with the district's cash handling procedures as outlined in Board Policy and the Activity Fund Manual.

SPORTS SEASONS

[See Appendix A.](#)

USE OF FACILITIES & EQUIPMENT

District Facilities

All arrangements for the use of school facilities are made through the Community Education Department. All requests must be made consistent with the procedures and policies outlined in the district Facility Use Guidelines. The guidelines and online calendar are found here:

<https://waukee.maxgalaxy.net/Home.aspx>.

Supervision

Please know that when you allow students access to the gymnasium, wrestling room, or other facility, you are directly responsible for their safety. You are expected to be present as a supervisor. At the conclusion of a practice session, game, or team trip you are expected to remain with your group until all team members have left the building. An exception may exist if another coach or teacher is present to

supervise the group. You are expected to ride the bus with your students and take attendance.

Lock-Up

Occasionally, you may be conducting practices at a time when all other staff members are absent and no custodians are in the building (i.e., Saturday mornings). In such cases you should take extra care to see that the building is securely locked, that all windows are closed, that locker rooms and gyms are locked, and that all lights are turned off when you leave the building.

Use of School Cars & Vans

You may check out a school vehicle for use on scouting trips, transportation to coaching clinics, or other purposes directly related to your coaching duties. Your travel must be approved in advance by the activities director.

All vehicles are available on a first come, first serve basis. The Administrative Assistant in Operations is responsible for scheduling their availability. If you need to travel on school business and a school vehicle is not available, you will be reimbursed for mileage for the use of your private vehicle. Since only limited funds are available to pay mileage, you are asked to clear your trip with the activities director in advance.

Whenever you purchase gasoline for a school car, please be certain to obtain a receipt showing both total gallons and price per gallon. This applies whether you use your own funds or charge the school. You must present a valid driver's license prior to obtaining the keys to any district vehicle.

APPENDIX A- SPORTS SEASONS CHART

Sport	# Contestants per Athlete	What Constitutes a Contest
Cross Country	10	Starting
Volleyball	14	Enter the game or tournament
Football 9-12	9	1 Quarter
Swimming (girls)	12	Starting
Swimming (boys)	12	Starting
Basketball (girls)	21	3 Quarters
Basketball (boys)	21	2 Quarters
Bowling (girls)	12	Enter the match
Bowling (boys)	12	Enter the match
Wrestling	15	1 match
Tennis (girls)	12	Begin the match
Tennis (boys)	12	Begin the match
Track (girls)	12	Entry with clerk
Track (boys)	12	Entry with clerk
Golf (girls)	12	Enter the match
Golf (boys)	12	Enter the match
Soccer (boys)	15 (2 may be tournaments)	Enter the game
Soccer (girls)	17	Enter the game
Baseball	25 dates/40 games	Enter the game or tournament
Softball	50	Enter the game or tournament

APPENDIX B-HEAD COACH & ASSISTANT COACH ACKNOWLEDGMENT AGREEMENT

1. I, _____, have received a copy of the Waukee Community School District's Athletic Coaching Handbook (2017-2018 Season) and agree to follow the policies and procedures as listed in the handbook.

2. I am aware that in order to coach in the State of Iowa, I must have and maintain a coaching endorsement (certified staff), or authorization (non-certified staff) as issued by the Iowa Board of Educational Examiners (BOEE).

3. I also understand that my background will be screened upon initial hire and **at least once every 5 years** thereafter in accordance with Iowa Law.

4. I understand that the materials provided by Waukee Schools are and will remain the property of Waukee Schools, and I agree to return these materials and any remaining materials to Waukee Schools at the end of my contracted service.

5. **I have carefully read this agreement and fully understand its contents. I sign it of my own free will.**

(Volunteer Signature)

(Date)

(Printed Name)

(Date)

(Waukee Schools' Representative Signature)

(Date)

APPENDIX C-VOLUNTEER COACH ACKNOWLEDGMENT AGREEMENT (VOLUNTEER AGREEMENT AND RELEASE FROM LIABILITY)

1. I, _____, agree to work for Waukee Schools as a volunteer. I have received a copy of the Waukee Community School District's Athletic Handbook and agree to follow the policies and procedures as listed in the handbook (including completion of necessary training and submission to a full background check).
2. As a volunteer, I understand that I control the dates and times when I do the work and that Waukee Schools is not responsible for scheduling my volunteer work. I also understand that I will not be compensated for any time spent volunteering, nor am I entitled to benefits, including employment insurance benefits upon the termination of this agreement or as a result of this service.
3. I am voluntarily participating in this activity with knowledge of the hazards and potential dangers involved, and agree to accept any and all risks of personal injury and property damage.
4. As consideration for volunteering for Waukee Schools, I hereby agree that, I, and my assignees, heirs, guardians, and legal representatives, will not make a claim against or sue Waukee Schools or its employees for injury or damage resulting from the negligence, whether active or passive, or other acts, however caused, by any of its employees of Waukee Schools as a result of my volunteering. I HEREBY RELEASE AND DISCHARGE WAUKEE SCHOOLS AND ITS OFFICERS AND EMPLOYEES FROM ALL ACTIONS, CLAIMS, OR DEMANDS THAT I, MY HEIRS, GUARDIANS, AND LEGAL REPRESENTATIVES NOW HAVE, OR MAY HAVE IN THE FUTURE, FOR INJURY OR DAMAGE RESULTING FROM MY PARTICIPATION AS A VOLUNTEER.
5. I UNDERSTAND THAT IF I AM INJURED IN THE COURSE OF VOLUNTEERING, I AM NOT COVERED BY WAUKEE SCHOOL'S WORKERS' COMPENSATION PROGRAM. I authorize Waukee Schools to seek emergency medical treatment on my behalf in case of injury, accident, or illness to me arising from my involvement as a volunteer. I understand that I will be responsible for medical costs incurred by such accident, illness, or injury.
6. I understand that the materials provided by Waukee Schools are and will remain the property of Waukee Schools, and I agree to return these materials and any remaining materials to Waukee Schools at the end of my volunteer service.
7. I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY, AND SIGN IT OF MY OWN FREE WILL.

(Volunteer Signature) (Date)

(Printed Name) (Date)

(Waukee Schools' Representative Signature) (Date)