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|  **ATLANTIC COMMUNITY SCHOOL DISTRICT** |
|   **Coach & Sponsor Handbook** |
|  **(revised October 2018)** |
|  **Andrew Mitchell** **7-12 Activities Director** |

**TABLE OF CONTENTS**

[Nondiscrimination](#30j0zll) and [Equity Statement](#30j0zll) 3 **AWARDS INFORMATION & FORMS**

[Introduction](#1fob9te) and [Philosophy](#3znysh7) 4 [E.Wayne Cooley Award](#37m2jsg) 22

[Goals](#2et92p0) and [Objectives](#tyjcwt) 5 [Bernie Saggau Award](#1mrcu09) 22

[Coaches Code of Ethics](#3dy6vkm) 6 [Forms Checklist](#46r0co2) 23

[Activities Coordinator Job Description](#1t3h5sf) 7 [Team Roster](#2lwamvv) 24

[Head Coach/Sponsor Job Description](#4d34og8) 9 [Lettering Record](#111kx3o) 25

[Assistant Coach/Sponsor Job Description](#2s8eyo1) 11 [End of Season Report](#3l18frh) 26

[Middle School Coach/Sponsor Job Description](#17dp8vu) 12 [Equipment Inventory](#206ipza) 27

[Opening Season Guidelines](#3rdcrjn) 13 [Equipment Request](#4k668n3) 28

[General Information](#26in1rg) **ACSD Coaching Evaluation**

[Class Attendance](#lnxbz9) 13 [Head Coach Evaluation](#231e8z5nndlv) 32

[Coaches meetings](#35nkun2) 13 [Assistant Coach Evaluation](#1l7sj6l39gwn) 42

[Coach/Sponsor Evaluations](#1ksv4uv) 13 [Alternate Transportation Form](#sqyw64) 33

[Dual Participation](#44sinio) 13 [Injury Report](#3cqmetx) 34

[Equipment](#2jxsxqh) 14

Electronic Communication with Students 14 **Activity Lettering Requirements**

[Weight Room](#z337ya) 14 [General Letter Information](#1rvwp1q) 35

[Fundraising](#3j2qqm3) 14 [Band](#4bvk7pj) 36

[Make Up Work](#1y810tw) 14 [Basketball](#2r0uhxc) 38

[Booster Club](#4i7ojhp) 14 [Cheerleading](#1664s55) 39

[Off Season Practices](#2xcytpi) 14 [Cross Country](#3q5sasy) 40

[Open Gym](#1ci93xb) 14 [Football](#25b2l0r) 42

[Parent Meetings](#3whwml4) 15 [Golf](#kgcv8k) 43

[Participant’s Dress and Appearance](#2bn6wsx) 15 [Soccer](#34g0dwd) 44

[Participation Transportation](#qsh70q) 15 [Softball/Baseball](#1jlao46) 45

[PE/LTF – Extra Curricular Participation](#3as4poj) 15 [Tennis](#43ky6rz) 46

[Physicals](#1pxezwc) 15 [Track](#2iq8gzs) 47

[Practice Participants](#49x2ik5) 15 [Volleyball](#xvir7l) 49

[Practice Schedule](#2p2csry) 15 [Vocal Music](#3hv69ve) 50

[Request for School Transportation](#4h042r0) 16 [Wrestling](#1x0gk37) 51

[Rosters](#147n2zr) 16

[Scrimmages](#3o7alnk) 16

[Sports Camps](#23ckvvd) 16

[Sports Season](#ihv636) 16

[Team Meetings](#32hioqz) 16

[Transportation Requests](#1hmsyys) 16

[Volunteer Coach](#41mghml) 16

[Liability](#2grqrue) and [Injuries](#vx1227) 17

[Purchasing](#3fwokq0) 17

[Media](#1v1yuxt) 17

[End of Season Guidelines](#4f1mdlm) 18

[Tickets Policy](#2u6wntf) and [Trainer’s Kit](#19c6y18) 18

[Sportsmanship](#3tbugp1) 19

[State Academic Eligibility Rule](#28h4qwu) 20

[Coaching Professional Leave](#nmf14n) 21

[Return to Table of Contents](#gjdgxs)

**NOTICE OF NONDISCRIMINATION**

**Code 102.e1**

Students, parents, employees and others doing business with or performing services for the Atlantic Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices.  Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact: Mr. Josh Rasmussen, 1100 Linn Street, Atlantic, IA 50022, phone (712) 243-1330 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code*§ 280.3 (2007).

[Return to Table of Contents](#gjdgxs)

**INTRODUCTION**

This coaches/sponsors handbook has been established to help you understand what is expected of you as coaches and sponsors in the Atlantic Community School District. The following pages outline your responsibilities as coaches and sponsors. Please take some time to read through this handbook. Follow the rules, regulations and recommendations that have been set by the administration and school board of the Atlantic Community School District.

The time that you put in supervising and coaching all of our extracurricular activities is enormous. Whether you teach in the classroom all day, or work in a career outside of the school district, we know that the reason you have chosen to be a coach or sponsor is for the benefit of the students. Thank you for your willingness and dedication to the activities participants throughout the district.

I hope that our year is full of positive growth experiences through our various activities, and that our students enjoy the activities in which they participate, and that you, as the coach or sponsor, are able to provide positive leadership in ways that help our students improve as participants and as people.

[Return to Table of Contents](#gjdgxs)

**STATEMENT OF PHILOSOPHY**

1. The Atlantic Community School District believes that a dynamic program of student activities is vital to the educational development of the student. Extra Curricular activities function as an integral part of the total curriculum. They should offer opportunities to serve the institution, to assist in the development of fellowship and good will, to promote self-realization, all around growth, and to encourage learning the qualities of good citizenship.
2. The major objective of the program is to provide wholesome opportunities for students to develop favorable habits and attitudes that will prepare them for adult life in a democratic society.
3. The activities program should always be in conformity with the general objective of the school. The activities administration should be in line with the general policies of the district. At no time should the program place the total educational curriculum secondary in emphasis; the program should constantly strive for the development of well-rounded individuals, capable of taking their place in a modern society.
4. 3 We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the students’ educational experiences. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.
5. The interscholastic athletic programs and extracurricular activities programs shall be conducted in accordance with existing Board of Education policies and rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at all cost" and discourages any and all pressure that might tend to neglect good sportsmanship and good mental health.
6. A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interest and talents in sports, speech, drama, journalism, music, student government and academic-related areas. Participating in these activities should provide many students with a lifetime basis for personal values, for work and leisure activities.

[Return to Table of Contents](#gjdgxs)

**GOALS OF THE ACTIVITIES PROGRAMS**

Every effort should be made to support the activities program with the best facilities, equipment and with the most qualified staff available. Insofar as possible, knowledge and skills gained in classes should be applied and developed further through participation in the activities program. Coaches, directors and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of self-realization, good sportsmanship, cooperation leadership, ethical behavior, artistic sensitivity and an appreciation for the importance of practice.

The ultimate goals of the activities program should be:

* 1. To realize the value of participation without overemphasizing the importance of winning.
	2. To develop and improve positive citizenship traits among the programs participants

[Return to Table of Contents](#gjdgxs)

**OBJECTIVES OF PARTICIPATION**

1. To provide a positive image of school activities at Atlantic Community Schools.
2. To strive always for playing excellence that will produce successful teams or individuals within the bounds of good sportsmanship and mental health of the student.
3. To ensure growth and development that will raise the number of individual participants; that will give impetus to increasing attendance at each contest and that will enable a program of continuing upkeep and improvement of facilities.
4. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
	1. Physical, mental, and social and emotional growth and development.
	2. Acquisition and development of special skills in activities of each student's choice.
	3. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
	4. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, decision-making and the ideals of good sportsmanship that make for winning and losing graciously.
	5. A focus of interests on activity programs for the student body, faculty and community that will generate a feeling of unity.
	6. Achievement of goals as set by the school in general and the student as an individual.
	7. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
	8. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
5. To provide a superior program of student activities that includes appropriate activities for every boy and girl.
6. To provide opportunity for a student to experience success in an activity he or she selects.
7. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.
8. To develop high ideals of fairness in all human relationships.
9. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
10. To develop an understanding of the value of activities in a balanced educational process.

[Return to Table of Contents](#gjdgxs)

**COACHES/SPONSORS CODE OF ETHICS**

In order to be of maximum effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our secondary athletic and activities programs to. . .

Cultivate awareness that participation in athletics and activities is part of the total education process and as such, the coach/advisor should neither seek nor expect academic privileges for the participants.

Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants and using their influence to enhance sportsmanship in the Atlantic School district.

Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and spirit, not seeking to gain an advantage by circumventing rules.

Recognize that the purpose of athletics and activities is to promote the physical, mental, moral, social and emotional well being of the individual participants.

Avoid any practice or technique that would endanger the present or future welfare or safety of any participant.

Adhere to policies that do not force or encourage students to specialize or restrict them from participation in a variety of activities.

Refuse to disparage an opponent, an official, an administrator or spectator in any aspect of the activity.

Strongly encourage the development of proper health habits, including the non-use of chemicals, alcohol, tobacco and other mood-altering substances.

Exemplify proper self-control at all times, accepting adverse decisions without excessive public display of emotion or of dissatisfaction with the officials or judges.

Encourage all to judge the true success of the athletic and activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

[Return to Table of Contents](#gjdgxs)

**Assistant Principal/Activities Director**

QUALIFICATIONS:

1. Valid Iowa administrative certification
2. Demonstrate successful leadership experience.
3. Knowledge of overall activities program.
4. Demonstrate successful community relations.

REPORTS TO: High School Principal

SUPERVISES: All 7-12 Coaches and Activities Sponsors

JOB GOALS:

To exercise leadership, supervision, coordination and administrative skills so as to promote activity programs for the youth of Atlantic Community Schools and to administrate the district's athletic programs.

PERFORMANCE RESPONSIBILITIES:

All duties as directed by the principal and/or superintendent of schools, as well as the following:

1. Responsible for administrating all interscholastic policies and procedures working within the confines of the rules and bylaws of the Iowa high school associations.
2. Observe coaches and sponsors sufficiently in order to evaluate the position as well as make recommendations in terms of job expectations.
3. Assist in making recommendations when personnel involved in activities are under consideration.
4. Responsible for administering the activity eligibility guidelines.
5. Responsible to administrate all eligibility hearings.
6. Member of the administrative team responsible to administer or designate supervision over all athletic activities and to coordinate all other school activities.
7. Coordinate all dates for the master calendar with the assistance of the music director and building principals.
8. Maintain the master calendar of all events for the district.
9. Schedule all activities, games, performances, etc.
10. Secure and coordinate all workers and officials for events.
11. Develop and maintain the activity accounts, budget and purchases.
12. Establish supervision schedules for administrators.
13. Coordinate the use of school facility by all school sponsored organizations and teams as well as all community use.
14. Coordinate the supervision of all school activity events.
15. Oversee the maintenance of all equipment and facilities used in activities.
16. Maintain record of contests, awards and achievements.
17. Publish activity handbooks, bulletins and communications.
18. Coordinate all activities related to the Booster Clubs as well as perform liaison duties with booster clubs.
19. Procure transportation for all activities.
20. Interpret physical and academic eligibility of students.
21. Coordinate the administering of physical exams each year to prospective activity participants.
22. Coordinate the student insurance program as well as keep accurate records dealing with physicals and insurance of all athletic participants.
23. Responsible to expand and improve the activities program in quality, balance, and participation.
24. Responsible to enter all teams and groups in the proper state activities for the school years.
25. Coordinate and approve all practice schedules.
26. Coordinate the communication between media, community and activities for all events.
27. Set up and coordinate with the assistance of coaches and/or sponsors all tournaments and special events.
28. Seek reasonable ways to increase financial resources available to the school with the approval of appropriate persons.
29. Create in the students a desire to excel through meaningful involvement in co-curricular activities that complement one's academic pursuits.
30. Support and complement the academic activities and efforts of the school.
31. Help develop a positive concept of all activities.
32. Work with all involved parties to represent the Atlantic Community Schools and the Atlantic Community in a first class manner in all areas.
33. Conduct and execute the policies established by the board that relate to the activities and educational programs.
34. Responsible to attempt to implant the ideals of good sportsmanship, discipline, respect for authority, honesty, loyalty and courage in our students.
35. Coordinate and promote in-service and professional growth for staff while maintaining an equitable balance between various areas.
36. Responsible to represent the district in all conference related activities director meetings.
37. Active participation in county, district and state associations.

[Return to Table of Contents](#gjdgxs)

**HEAD HIGH SCHOOL COACH-SPONSOR**

**(Applies to all activities)**

QUALIFICATIONS:

1. Proper certification as required by the Iowa Board of Educational Examiners and/or the Iowa Department of Education (i.e. - coaching endorsement or authorization).
2. Demonstrated skills and knowledge in the sport/activity.

REPORTS TO: Activities Director

SUPERVISES: High School assistant coaches/sponsors. Consults with appropriate Middle School coaches/sponsors.

JOB GOALS:

1. To coach the varsity team and coordinate the total program grades 7-12. This shall include development and preparation of a written philosophy and objectives for each level.
2. To provide a program which will allow students to develop their interest and a desire to excel commensurate with their ability.
3. To provide a program which is competitive within our immediate conference or class.
4. To enforce disciplined and sportsmanlike behavior at all times and establish and oversee penalties for breach of such standards by individual students.
5. To foster a sense of dedication to group goals and team effort.

PERFORMANCE RESPONSIBILITIES:

1. Overall supervision and development of his/her program - grades 7-12.
2. Assignment of duties of assistant coaches working in his/her activity and assist in the evaluation with the Activities Director.
3. Assure that the assistants and he/she know and abide by the rules and procedures of the district, conference and state handbooks, as well as the rules of that activity.
4. Assure that each participating student has on file, prior to any form of participation (including practice, the following:

Updated physical form

Insurance waiver form

Signed concussion form

1. Submit to the Activities Director's office a complete list (roster) of eligible participants for that sport/activity AT LEAST ONE WEEK PRIOR TO THE INITIAL CONTEST. This list will include name, height, weight, position and jersey number(s).
2. Assure that all athletes on their squads are eligible according to district, conference and state regulations working in cooperation with the Activities Director and Guidance Counselors.
3. Keep a written record for all equipment checked out to athletes. A complete inventory turned in following the season.
4. Submit to the Activities Director a complete budget, within the timeline stipulated, requesting new equipment or repairs.
5. Submit a season ending report that will include such areas as: record, letter winners, recommendations and statistics.
6. See that their sport begins and ends on the dates specified by the IHSAA/IGHSAU.
7. Submit to the Activities Director and Transportation Director a complete list of recommended departure times for away contests AT LEAST TWO WEEKS PRIOR to the initial contest.
8. Discipline his/her team whenever they are under his/her jurisdiction.
9. Give appropriate attention to sick or injured athletes in a professional manner, referring all serious injured to the medical personnel office.
10. Fill out and submit to the office medical injury reports on athletes requiring professional medical attention.
11. Make sure medical kits are adequately supplied and available at all practices and contests.
12. Maintain and utilize all equipment in a proper manner.
13. Provide information to, and cooperate with, the local media.
14. Attend all conference meetings pertaining to his/her sport or activity.
15. Develop a program that will enhance the skill levels and competitiveness of his/her athletic squad in a safe manner.
16. Inform and explain to members of his/her squad the following rules and regulations pertaining to participation and ability by their contents:

Academic eligibility

Physical, insurance and acknowledgement of risks form

Care and return of equipment

Attendance at practice

Suiting up policy

Lettering requirements

Dress for contests

Rules and regulations of the athletic handbook and additional rules

Bus procedures

Activity code of conduct

1. Teach the skills and fundamentals associated with the sport or activity.
2. Develop and require execution of these fundamentals based on individual ability.
3. Encourage academic as well as athletic excellence.
4. Supervise the players in the locker rooms before and after practices and/or games until all students, leave school premises.
5. Maintain locker and equipment rooms in a neat and orderly manner.
6. Establish criteria for lettering and inform the Activities Director of the requirements.
7. Award letters in accordance with requirements and provide this information to the Activities Office in a timely manner.
8. Communicate after the first day of official practice and throughout the season with the student, parent and the office the name and reason of any student that drops from a squad or is suspended.
9. Instill a sense of sportsmanship and fair play in the individual athletes.
10. Keep informed of new trends and techniques in your area.
11. Develop plans for each practice session that will lead to development of the students' skills and talents, as well as conditioning.
12. Go through the principal's office for early dismissal permission involving long trips.
13. Accompany varsity squads to all home and away games.
14. Recruit student athletic managers to perform specified duties.
15. Keep daily attendance records.
16. Keep statistics as part of school records.
17. Complete and return any required forms to the Activities Director.
18. Cooperate with coaches of other sports and activities in the school and support each other in an ethical manner, encouraging students to participate in activities.
19. Assist in the hosting of athletic tournaments.
20. Rate officials when requested.
21. Conduct yourself in an exemplary manner**.**

[Return to Table of Contents](#gjdgxs)

**Assistant Coach-Sponsor**

**(Applies to all activities)**

QUALIFICATIONS:

1. Proper certification as required by the Iowa Board of Educational Examiners and/or the Iowa Department of Education (i.e. - coaching endorsement or authorization).
2. Demonstrated skills and knowledge in the sport

REPORTS TO: Head coach

JOB GOALS:

1. To provide to students specific instructions for the development of individual skills and abilities.
2. To aid with the development of:

A winning attitude

A desire to excel

A positive self image

1. To aid in developing in the student a sense of dedication to group goals and team efforts.
2. To aid the head coach in achieving the objectives of the program while performing the duties assigned by the head coach.

PERFORMANCE RESPONSIBILITIES:

Teach the skills and fundamentals as directed by the head coach.

Provide assistance to the head coach on player utilization and game plans.

Aid in developing a physical conditioning program and to supervise its implementation.

1. Knowledgeable regarding the rules of the sport.
2. Aid in the supervision of the players.
3. Meet and confer with the head coach at times and places deemed appropriate by the head coach.
4. Aid in the recruitment of students for the sport.
5. Available for scouting as deemed necessary by the head coach.
6. Assist in all pre-season and post-season activities and responsibilities.
7. Aid in the enforcement of the training rules and squad policies adopted for the team.
8. Knowledgeable of and practice good technique in the care and treatment of injuries.
9. Carry out all duties assigned by the head coach and support the coaching philosophy and system installed.
10. Conduct self and teams in an ethical manner during contests and practice.
11. Be in regular attendance at all athletic contests and practice sessions.

[Return to Table of Contents](#gjdgxs)

**Middle School Coaches-Sponsors**

**(Applies to all activities)**

QUALIFICATIONS:

Proper certification as required by the Iowa Board of Educational Examiners and/or the Iowa Department of Education (i.e. - coaching endorsement or authorization).

1. Demonstrated skills and knowledge in the sport/activity

REPORTS TO: Activities Director

CONSULTS WITH: High School Head Coach/Sponsor

JOB GOALS:

1. To provide to students specific instructions for the development of individual skills and abilities.
2. To aid with the development of:
	1. A winning attitude
	2. A desire to excel
	3. A positive self image
3. To aid in developing in the student a sense of dedication to group goals and team efforts.
4. To aid the head coach/sponsor in achieving the objectives of the program.

PERFORMANCE RESPONSIBILITIES:

Teach the skills and fundamentals of the sport/activity.

Determine proper player utilization and game plans.

Aid in developing a physical conditioning program and to supervise its implementation.

1. Knowledgeable regarding the rules of the sport/activity.
2. Aid in the supervision of the players.
3. Meet and confer with the head coach at times and places deemed appropriate by the head coach.
4. Aid in the recruitment of students for the sport.
5. Available for scouting as deemed necessary by the head coach.
6. Assist in all pre-season and post-season activities and responsibilities.
7. Aid in the enforcement of the training rules and squad policies adopted for the team.
8. Knowledgeable of and practice good technique in the care and treatment of injuries.
9. Carry out all duties assigned by the head coach and support the coaching philosophy and system installed.
10. Conduct self and teams in an ethical manner during contests and practice.
11. Be in regular attendance at all athletic contests and practice sessions.

The Middle School Activities Program shall provide:

A sound program of physical development.

A healthful environment for learning.

A maximum stress on development of individual fundamental skills, sportsmanship, enjoyment, and sports appreciation.

A minimum emphasis on the competitive aspects of athletics/activities while at the same time striving to win.

An opportunity for participation by all who faithfully practice, and follow the standards set forth by the coaches.

[Return to Table of Contents](#gjdgxs)

**OPENING SEASON GUIDELINES**

Prior to the beginning of practice or issuance of equipment, the head coach/sponsor of each activity is responsible for:

 **1. Eligibility**

 Assuring that all participants trying out for their activity are eligible according to district and state regulations.

 **2. Forms**

 Assuring that all students trying out for their activity have completed and turned in:

An updated physical form

Insurance waiver form

Signed concussion form

 **3. Rules and Regulations**

 Assuring that all participants trying out for their activity have been informed regarding:

Attendance at practice (illness, injury, vacation, etc.)

Suiting up policy

Care and return of equipment

Eligibility requirements

Explanation of insurance

Lettering requirements

Inherent dangers of competition

Rules of the activities handbook

Team conduct

Bus conduct

**GENERAL INFORMATION**

**Class Attendance:**

Participants are expected to attend classes on a regular basis. Violation of student attendance policies endangers eligibility. Participants are to be in school **a minimum of a half day** on the day of a contest in order to participate. If not, they must receive permission from the Administration in order to participate. Participants may not participate while under suspension from school.

**Coaches meetings:**

Meetings will be held at the beginning of each school year. In addition, meetings will be held as needed to share information with coaches. Information may also be shared with coaches via email. Meetings may be called during the year as warranted.

**Coach/Sponsor Evaluations**

The Activities Director will evaluate head high school coaches at least once every three years. In an evaluation year, coaches should complete a team goals form ([Appendix 1](#2zbgiuw)). At the end of the season the Activities Director will complete the summative evaluation ([Appendix 2](#3ygebqi)) and have a conference with the coach within 30 days.

**Dual Participation:**

At this time, students are allowed to participate in more than one activity in the same season. When doing so there are guidelines in place to coordinate practices and competition in each activity. The student must contact the Activities Office to discuss this option and the requirements of dual participation.

[Return to Table of Contents](#gjdgxs)

**Electronic Communication with Students:**

Never send individualized electronic communication to a single student. Always “cc” an administrator and/or parents/guardians. Keep the correspondence factual. This includes but is not limited to social media, email, texting.

**Equipment:**

All participants are to be held accountable for any loss or abuse of equipment. All equipment lost or destroyed by any student/athlete must be paid for by the student/athlete. Any loss or destruction of equipment should be reported to the head coach/sponsor immediately. Students/athletes are not to exchange equipment. If necessary, any changes should be taken care of through a coach. Coaches/sponsors will be responsible for equipment used by their participants. The head coach will be responsible to keep accurate records for each squad. These records are to be checked against equipment turned in by each participant at the end of each season. The head coach/sponsor will review this list and report to the Activities Director.

**Weight Room:**

All students must be supervised at all times. Anyone using the weight room must sign in. Supervisors please adhere to the policies and regulations set for the weight room. The weight room is open to all high school students when opened by a supervisor.

**Fundraising:**

Fundraisers will be approved in accordance with the District’s policy. All fundraisers must have prior approval from the building principal and/or activities director. The fundraising form can be found in the District’s Business Procedures Manual.

**Make Up Work:**

When an absence is due to a school activity all work due the day of the absence must be completed and turned in before the student(s) leave. Work assigned for the day following the absence; must be completed when student(s) arrive at class the next day.

**Booster Club:**

Please support the Booster Club by attending meetings and being available to help out at the various fundraising events. Booster club meetings are held the third Monday of each month at 6:30 in the high school media center. Athletic Teams/Clubs may also be assigned a period of time to be responsible for assisting the Booster Club with concession stands.

**Off Season Practices:**

Official supervised practices held after the completion of the sports season or prior to the official start of practice for a sport season are prohibited. The rules are covered in the bylaws of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. The sports season is considered to be complete when the state tournament or meet is finished.

**Open Gym:**

A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. Open gyms are subject to the following restrictions set by the IHSAA and IGHSAU:

 (1) The supervisor shall not engage in any type of coaching nor participate during supervision.

 (2) Attendance by students is voluntary.

 (3) Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach’s sport.

Penalty: A school whose volunteer or compensated coaching personnel violate this rule is ineligible to participate in a governing organization-sponsored event in that sport for one year with the violator(s) coaching.

 Respect coaches and athletes that are “in season”. The “in season” activity will take priority.

[Return to Table of Contents](#gjdgxs)

**Parent Meetings:**

It is encouraged that each sponsor conduct a parents meeting prior to the start of their competitive season. Communication is one of the best ways to avert trouble and gain support.

*POSSIBLE ITEMS TO DISCUSS WITH PARENTS OF THE STUDENT IN YOUR PROGRAM:*

1. The Good Conduct Policy and Eligibility.
2. Proper training techniques and diet.
3. The treatment of injuries.
4. The coach’s philosophy and the program’s goals and objectives.
5. Review with parents the tensions they may experience with the child playing or not playing. All of us feel our children are the best and want them to be happy. If they don't play- the coach is usually blamed. The coach will play his best athletes.
6. Students have frustrations; they voice them and then usually go on to improve if others don't interfere.
7. Equipment that the students will need to buy.
8. Policies regarding transportation, practice, vacations (spring and winter).
9. How conflicts can be resolved if they occur between two school programs.
10. Let the parents know you are open to questions and discussion during the season.
11. Encourage parents to be positive - don't tear them down -talk to the coach if they have concerns.
12. Our program is an educational one - students will grow from both positive and adverse situations.

**Participant’s Dress and Appearance:**

The head coach/sponsor in charge of each activity is responsible for the participant's appearance including dress and neatness. Students should be informed by the coach/sponsor before the contest to dress in a manner to bring credit to themselves and the community. **Tee shirts worn by students representing various student activities, organizations, or groups must have approval from the high school administration.**

**Participation Transportation:**

Students representing our school at away extra-curricular activities must go and return on the assigned school vehicle that has been designated for that particular event. A student may travel with their parent(s) or someone else’s parent(s) to and from an event only if it is cleared through the high school administration. At no time may a student travel with another student.

**PE/LTF – Extra Curricular Participation:**

Students who bring medical notes excusing them from PE will also be excused from participating in extracurricular activities (non-graded). In order to be reinstated in PE and activities, students will need to bring a doctors note clearing them for participation.

**Physicals:**

All participants in athletics at Atlantic Community Schools are required to have, on file with the Activities Director, a physical examination form showing they are fit for participation.

**Practice Participants:**

Students from the school and certified coaching personnel are the only individuals who may participate in a practice. Alumni, students from other schools, community members, etc. may not participate in a school-sponsored practice. This rule applies to all interscholastic teams in grades 7-12.

**Practice Schedule**:

Practice schedules should be turned in to the Activities Director in advance of the upcoming season. Facilities are reserved for the activity in season. Practice times and facilities will be determined by the Activities Director with help from the coaches.

[Return to Table of Contents](#gjdgxs)

**Use of Sundays & Wednesdays for Activities**

In keeping with good community relations, student school activities will not be scheduled on Wednesday night beyond 6:00 p.m. whenever possible. Anyone who feels the need to use any time Sunday or Wednesday evening for a school sponsored activity or function must receive prior approval from the building principal or activities director. This will be granted very sparingly and only under certain conditions. Such conditions may include:

1. Inclement weather had not allowed a group or organization to prepare adequately for an impending competition or performance.
2. Scheduling conflicts have not allowed a group or organization to prepare adequately for an impending competition or performance.
3. A very important competition or performance is being held on Monday.

**Request for School Transportation:**

Any request for school transportation must be approved by the Activities Office. Once approval is obtained you can go to the school district web site to reserve the transportation. Click [**here**](https://docs.google.com/a/atlanticiaschools.org/forms/d/e/1FAIpQLScwDMXbZxXy-FpDhUr8YxNud0F5Ca9CUvt-gwyOkohBSe7ATw/viewform?formkey=dEVEVUJOOVJzU2tKcHFOaXlpRTRCdHc6MA#gid=0)to make transportation reservations.

**Rosters:**

A completed roster of participants including name, number, grade, position and other pertinent information should be turned in to the Activities Director at **least** ONE week prior to the first date of competition.

**Scrimmages:**

Atlantic Community School follows all rules and regulations prescribed by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union, including those pertaining to scrimmages.

Coaches wishing to scrimmage other teams should first clear the date and activity with the Activities Director.

Care should be taken to see that the visiting team's personal items are secure.

**Sports Camps:**

Any coach wishing to use Atlantic Community School District facilities to conduct summer sports camps must obtain permission from the Activities Director and School Administration. The coach must file an outline of camp activities, qualifications for participation, facilities to be used and insurance to be provided.

**Sports Season:**

In the event that a second sport is allowed to start practicing before the season in progress is finished, the second sport must practice in off hours and in a location that will not interfere with the in-season sport.

**Team Meetings:**

Guidelines set by the IHSAA and IGHSAU must be followed. If a team meeting is called while athletes are currently involved in a sport season, contact the “in season” coach to inform him of your meeting. Again, respect coaches and athletes that are “in season”.

**Transportation Requests:**

At the beginning of the activity season, the head coaches/sponsors of the activity involved will fill out and turn in transportation requests to the Activities Director.

**Volunteer Coach:**

A volunteer is an unpaid person who holds a coaching authorization or a coaching endorsement and who is acting under the direction of an employed coach and with the knowledge and approval of the district administration.

 **Requirements:**

Coaching endorsement or authorization from the state of Iowa.

Each person interested in coaching should fill out an application and background check form and turn them in to the district office. Applications may be picked up from the district office.

If the head coach of the sport deems it necessary, based upon the number of kids participating, to have additional coaching support beyond what is provided by the district, she/he shall discuss the situation with the activities director prior to seeking a volunteer coach.

If the applicant meets the needs of the team and is approved by the head coach of the sport and the school activities director she/he will be allowed to work as a volunteer assistant coach for that sport during that school year. Each year the process described will be used to determine if a volunteer coach is needed. If the team has a similar need the following year, the school may or may not choose the same volunteer coach as the previous year. Volunteer coaches will be under the direction of the head coach and may be dismissed from duties at any time.

[Return to Table of Contents](#gjdgxs)

**LIABILITY REMINDER**

Inform students and their parents of the dangers and risks of your activity.

1. Do not allow athletes to participate without a physical and filed concussion form.
2. Inspect equipment as to its safety. If faulty, be sure student access is non-existent until replaced or repaired.
3. Supervise your area and activity from the start to the finish. Do not allow athletes access to equipment or facilities without your presence, especially locker rooms, the weight room, wrestling room and gymnasium.
4. Following injuries fill out an injury report form in the main office.
5. Cover yourself. We are held accountable for the athlete's well-being during the time they are under our supervision. We cannot prevent all accidents and injuries, but we can protect ourselves from lawsuits.
6. Keys: Coaches are held responsible for all keys issued to them. The loaning of keys to students for use in an unsupervised activity or any other purpose is prohibited.

**INJURIES**

The head coach of each athletic activity is responsible for seeing that all known injuries that occur during practices and games are cared for. Please use the following procedure:

Determine the extent of the injury, treating no injury as minor until finding otherwise.

If the injury requires medical care, either obtain the services of a doctor in attendance or if no doctor is available, call the ambulance/or rescue unit. (All coaches should know the availability of the nearest telephone and necessary emergency numbers).

A school official should accompany the student to the hospital when possible.

As soon as possible, contact the student's parents or guardian.

File an injury report form in the office providing any required information. (Appendix 3)

**EXTRA CURRICULAR ACTIVITIES PURCHASING**

Whenever a coach/sponsor wishes to make a purchase for his/her program, he/she must follow the standard guidelines and procedures required by the school administration:

1. Do not initiate any purchase of equipment, supplies, or uniforms without gaining approval from the Activities Director.
2. Any item purchased without prior knowledge given to the Administration makes you liable for the purchase and payment.
3. Do not have merchandise charged to the high school without a **PURCHASE ORDER** for prior approval from the Activities Director.
4. Do not charge on your personal accounts and expect reimbursement without prior approval.
5. Whenever a coach/sponsor orders equipment, supplies, uniforms, or other clothing items that are to be paid for by the students, the coach becomes immediately responsible for collecting any money and submitting to the Activities Office for proper accounting of resale items.
6. The coach/sponsor must account for the use of all equipment, supplies, and uniforms, and therefore take responsibility for any items that are lost or stolen, and detail these items on the inventory sheet.
7. Upon completion of an activity, a list of items needed to be purchased or repaired will be submitted to the Activities Director. All purchase requests must be complete as to size, color, quantity, cost and other details.
8. Requests to the Booster Club must go through the Activities Director.

**MEDIA**

Assign a specific person to report the results of all home events immediately after the game. Many media outlets have early deadlines. YOUR CHANCES OF BETTER COVERAGE ARE INCREASED WITH MEDIA CONTACT AS SOON AS POSSIBLE!

[Return to Table of Contents](#gjdgxs)

**CONTACT INFORMATION**

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| --- | --- | --- | --- |
| Media Outlet | Phone | Email | Twitter |
| KJAN | (712) 243-3920 | kjansports@gmail.com | @KJAN1220 |
| KSOM/KS95 | (712) 243-6885 | ksomsports@yahoo.com | @tomrobinsonks95 |
| Atlantic News Telegraph | (712) 243-2624 | sports@ant-news.com | @NewsTelegraph |
| Hawkeye Ten Conference |  | harleyschieffer@gmail.com | @HarleyH10 |
| IHSAA | (515) 432-2011 |  | @ihsaa\_iowa |
| IGHSAU | (515) 288-9741 |  | @IGHSAU |

**Quik Stats – Password: ATLA19**

**WEBSITES**

 1) Iowa High School Music Association www.ihsma.org

 2) Iowa High School Speech Association www.ihssa.org

 3) Iowa Cheer Coaches Association www.iowacheercoaches.org

 4) Iowa High School Athletic Association www.iahsaa.org

 5) Iowa Girl’s High School Athletic Union www.ighsau.org

 6) Iowa Department of Education www.educateiowa.gov/

 7) Hawkeye Ten Conference www.hawkeyeten.org

 8) Quik Stats www.quikstatsiowa.com/

**END OF SEASON GUIDELINES/CHECKLIST**

Following the completion of each activity, the head coach/sponsor is responsible for the following:

1. Arrange for the systematic return of all school equipment and hold the participant responsible for all equipment not returned.
2. Arrange for cleaning, storing and conducting an inventory of all equipment. Inventory form completed and turned in to the Activities Director.
3. Recommend students who have fulfilled requirements for letters, certificates or special awards. Student lettering record form completed and turned in.
4. Recommend additions and/or improvements for the care and maintenance of facilities and equipment.
5. Recommend to the Administration personnel changes.
6. Submit recommendations for scheduling for next year.
7. Prepare an equipment budget in for the following year. Be sure to include specific information about the equipment item and an approximate cost.
8. Maintain records of team and individual accomplishments. **End of season booklet turned in to the Activities Director.** Be sure to include W-L, record, conference record, scores, any team or individual honors, etc.
9. Suggestions for improvement of the program.
10. **Provide official recommendations to Activities Director. (REQUIREMENT FROM BOTH UNIONS)**

**EXTRA CURRICULAR ACTIVITIES ADMISSIONS**

1. ADMISSION

 Admission To contests:

 Junior Varsity and Varsity events - ADULTS $5.00

 STUDENTS $4.00

2. ACTIVITY CARDS

 District students may purchase activity cards that will admit them to home athletic and selected music events. [Return to Table of Contents](#gjdgxs)

 These cards are good for the entire school year including summer activities.

3. SEASON TICKETS

 Adult season tickets are available from the Booster Club.

4. COMPLIMENTARY TICKETS

* + 1. District Athletic Pass - All full-time employees of the district may receive a district pass admitting themselves and their spouse (not children to home contests, if they volunteer to work 2 events.
		2. Pre-School children - Children of pre-school age will be admitted free to home activity events.
		3. Coaches and sponsors will receive a complimentary pass that will admit them and their spouse.

**\* Complimentary tickets, season tickets, and activity cards are not usable for state play off competition.**

**RECOMMENDED CONTENTS FOR TRAINER'S KIT**

The following is a list of medical supplies and equipment recommended for a high school athletic trainer's kit at practice and game:

 BANDAGES, TAPE, PADDING

 Band-Aids - Assorted sizes and types

 Gauze Pads

 Adhesive Tape & pre-wrap

 Ace Bandages

 Foam Rubber

 SCISSORS, CUTTERS, MISCELLANEOUS TOOLS

 Scissors - Tape Cutters Pocket Pen Light (with fresh batteries) Pliers, Screwdrivers, Other Tools

 OINTMENTS, MEDICATION, APPLICATIONS

 Antiseptic Ointment/Spray Analgesic Balm, Acid Indigestion Tablets, Tuf-Skin

 Cotton-Tipped Applicators Tongue Depressors Vaseline/Lubricant Antiseptic Soap

 OTHER ITEMS

 Shoe Laces

 Contact Lens Cleaner and Case

 Cold Packs

 Towels

\* List of emergency telephone numbers and special conditions of athletes.

NOTE: The amounts will depend on number of players and amounts used in previous years.

**RESPONSIBILITIES OF SPORTSMANSHIP**

THE PLAYER

* + - 1. Treats opponents with respect.
			2. Plays hard, but within the rules.
			3. Exercises self-control at all times, setting the example for others to follow.
			4. Respects officials and accepts their decisions without gesture or argument.
			5. Wins without boasting, loses without excuses and never quits.
			6. Always remembers that it is a privilege to represent the school and community.

THE COACH

1. Treats own players, and opponents, with respect.

[Return to Table of Contents](#gjdgxs)

1. Inspires in the athletes a love for the game and the desire to compete fairly.
2. Is the type of person he/she wants the athletes to be.
3. Disciplines those on the team who display unsportsmanlike behavior.
4. Respects the judgment and interpretation of the rules by the officials.
5. Knows he/she is a teacher and understands the athletic arena is a classroom.

THE SPECTATOR

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player; applauds positive performance; does not heckle, jeer or distract players; and avoids use of profane and obnoxious language and behavior.
5. Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of a game.
6. Respects property of others and authority of those who administer the competition.
7. Censures those whose behavior is unbecoming.

**State of Iowa Academic Eligibility Rule**

**Athletics: Language of new rule** (New language is in *italics*)

**36.15(2)** Scholarship rules.

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

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

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

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

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

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

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

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

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

*h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic*

*Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization’s sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub-rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from*

[Return to Table of Contents](#gjdgxs)

*the member school’s administration and the respective collegiate institution’s athletic administration.* [This is NOT a substantive change; it clarifies the “college squad” rule.]

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

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

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

**MUSIC:**

c. (2) If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn’t effect course GPA) within a period of 30 consecutive school days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district

**PROFESSIONAL “COACHING” LEAVE GUIDELINES**

**(Adopted in Spring of 2002)**

**(Modified Summer of 2007)**

The following head coaches would receive a “professional day,” to attend the Iowa State Tournament or an agreed upon “replacement tournament/event.”

 Head Football Football Playoff (Friday)

 Head Volleyball Volleyball State Tourney (Day--their choice)

 Head Boys Basketball Boys State Tournament (Day--their choice)

 Head Girls Basketball Girls State Tournament (Day--their choice)

Head Wrestling Most years, “replacement tourney” (example would be a day for the NCAA tournament)

The following guidelines would be used for the Drake Relays, for track coaches to receive a “professional day.”

 Head Track Coach Has preference, to attend with athletes (if they desire to do so)

Assistant Coaches If they are the position coach and athletes are participating on a school day.

 Limit on this per year Two coaches (note: one athlete participating, one coach.)

The following guidelines would be used for head coaches and their coaching staff for professional clinics. This would begin in the 2007-2008 school year.

 Head Coaches Would receive $200 for clinic use, if they attend on their own.

Coaching Staff If head coach wants to include his/her staff, they would get $200.00, plus $85 for per assistant coach that attends the clinic. (Limit $540)

Professional Dues The school would pay staff and/or dues to the state (of Iowa) coaching association.

The following guidelines would be used for an employee in our district who works at a state sponsored event, as an official or some other paid position.

[Return to Table of Contents](#gjdgxs)

Employee Would be granted a personal day at the cost of a sub. Any money earned by the employee would be their money----no reimbursement to the school.

**E. Wayne Cooley Award**

The E. Wayne Cooley Scholarship Award was established in 1993 as a tribute to the man who served as Executive Director of the Iowa Girls’ High School Athletic Union from 1954 through 2002. The recipient of this award is recognized as being representative of the most elite of the superlative Iowa Girl, not only on the playing field, but also in the classroom, in her school and in her community. Her profile will reflect discipline, perseverance, character, citizenship and leadership, which personified the life and expectations of E. Wayne Cooley.

Each high school is limited to one nomination. It is the responsibility of the local school to determine how the nominee is selected. The criteria for the award are as follows:

* Cumulative High School GPA of at least 3.75 on a 4.0 scale (or equivalent)
* Minimum ACT score of 25
* Must have participated in at least two sports each year of high school
* Shall have earned at least one varsity letter in a minimum of two sports
* Must be enrolled full-time in an IGHSAU member school
* Must be an Iowa resident
* Must attend an Iowa college or university
* Must have a minimum 2.5 GPA throughout her college career

Six finalists will be selected from the submitted applications for personal interviews with the selection jury in late January or early February.

Five finalists will receive a $1,000 scholarship grant. The E. Wayne Cooley Scholarship Award winner will receive a $15,000 scholarship ($3,750 annually). All nominees will receive a plaque commemorating their nomination by their school.

**Bernie Saggau Award**

This award is presented annually to the graduating student who best exemplifies patriotic spirit, with strong religious and moral convictions, living and professing the qualities of honesty, integrity, and sportsmanship; believing that both games and life should be conducted by the rules.

[Return to Table of Contents](#gjdgxs)

|  |
| --- |
| **Atlantic Community Schools Activities** |
| **Coach/Sponsor Forms Checklist** |
|  |  |  |  |  |  |
| **Sport/Activity** | **Level** | **Coach/Sponsor** | **Year** |
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| **Last Name** | **First Name** | **Class** | **Physical Form** | **Concussion Form** | **Other:** |
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| [Return to Table of Contents](#gjdgxs)**Atlantic Community Schools Activities** |
| **Team Roster** |
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| **Sport/Activity** | **Level** | **Coach/Sponsor** | **Year** |
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| **Last Name** | **First Name** | **Class** | **Height** | **Weight** | **Jersey Number** | **Position** |
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| [Return to Table of Contents](#gjdgxs)**Atlantic Community Schools Activities** |
| **Lettering Record** |
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| **Sport/Activity** | **Level** | **Coach/Sponsor** | **Year** |
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| **Last Name** | **First Name** | **Class** | **Lettered Previously** | **Participation Certificate** | **Bar** | **Trojan Head** |
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[Return to Table of Contents](#gjdgxs)

**Atlantic Community Schools Activities**

**END OF SEASON REPORT**

Year\_\_\_\_\_\_\_\_\_\_\_\_

Activity/Sport\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Coach/Sponsor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_

Assistants\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Season Record\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Conference Record\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Team Honors

1. Individual Honors:

 Captain(s):

 Most Valuable:

 Most Improved:

 All Conference:

 All District:

 All State:

 All Academic:

 Other:

1. Areas of strength:
2. Areas Needing Improvement:
3. Recommendations:

Coach/Sponsor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activities Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| [Return to Table of Contents](#gjdgxs)**Atlantic Community Schools Activities** |
| **Equipment Inventory** |
|  |  |  |  |  |  |
| **Sport/Activity** | **Level** | **Coach/Sponsor** | **Year** |
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|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Equipment/Uniform** | **Total Number** | **Condition (G, F, or P)** | **Number to Replace** | **Number to Repair** |
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| [Return to Table of Contents](#gjdgxs)**Atlantic Community Schools Activities** |
| **Equipment Request** |
|  |  |  |  |  |  |  |
| **Sport/Activity** | **Level** | **Coach/Sponsor** | **Year** |
|  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Equipment/Supplies/Uniform Item Description** | **Quantity** | **Size(s)** | **Color** | **Unit Cost** | **Total Cost** |
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[Return to Table of Contents](#gjdgxs)

[Appendix 1](#1ksv4uv)

**HEAD COACH: Performance Areas and Criteria **

**Criteria/Definitions for Levels of Performance**: Meets = *Meets District Standards* Below = *Below District Standards*

**Performance Area A: Personal Characteristics**

 Meets Below

 ☐ ☐

|  |  |  |
| --- | --- | --- |
| 1. Demonstrates self control and poise | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 2. Demonstrates initiative | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 3. Demonstrates an appropriate sense of humor  | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 4. Demonstrates an appropriate appearance | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 5. Demonstrates emotional stability | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 6. Demonstrates punctuality | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 7. Demonstrates enthusiasm in working with students | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 8. Demonstrates confidence | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 9. Demonstrates maturity | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 10. Demonstrates energy | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 11. Demonstrates tolerance for stress | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 12. Is an appropriate role model | Evaluator:      | Evaluatee:      |

**Performance Area B: Leadership Qualities**

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 13. Demonstrates a positive relationship with staff | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 14. Demonstrates positive public relations | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 15. Demonstrates positive relationships with parents | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 16. Attends coaching clinics | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 17. Support school policies | Evaluator:      | Evaluatee:      |

 Meets Below

 ☐ ☐

|  |  |  |
| --- | --- | --- |
| 18. Demonstrates innovation in coaching techniques | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 19. Develops/implements a well-planned program | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 20. Cooperates with co-workers and supervisors | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 21. Gives proper attention to duties assigned | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 22. Is willing to assume extra duties | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 23. Is involved in professional organizations | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 24. Prepares written records | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 25. Demonstrates a good understanding of the total athletic program | Evaluator:      | Evaluatee:      |

**Performance Area C: Technical and Professional Knowledge**

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 26. Supervises the locker room | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 27. Manages instructional time | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 28. Demonstrates proper care of equipment/facilities | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 29. Demonstrates appropriate team discipline/control | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 30. Supports non-athletic students | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 31. Is able to keep students out for sport | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 32. Demonstrates good planning and organizing skills | Evaluator:      | Evaluatee:      |

**Performance Area D: Contest and Practice Management**

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 33. Demonstrates technical/professional knowledge of the sport | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 34. Demonstrates pre-competition knowledge/initiative | Evaluator:      | Evaluatee:      |

 Meets Below

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| --- | --- | --- |
| 35. Adapts to mid-competition needs | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 36. Demonstrates initiative with post contest teardown | Evaluator:      | Evaluatee:      |

**Performance Area E: Coaching Performance Analysis**

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 37. Demonstrates technical/professional knowledge | Evaluator:      | Evaluatee:      |

 Meets Below

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| --- | --- | --- |
| 38. Provides for individual and group instruction | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 39. Has high expectations for all athletes | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 40. Is fair, tolerant and patient | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 41. Recognizes individual differences | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 42. Exhibits good sportsmanship | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 43. Demonstrates proper sideline conduct with officials/players | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 44. Gives specific assignments to assistant coaches | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 45. Communicates well with players | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 46. Is constructive with criticism | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 47. Organizes coaching responsibilities | Evaluator:      | Evaluatee:      |

 Meets Below

 ☐ ☐

|  |  |  |
| --- | --- | --- |
| 48. Provides positive, specific feedback to players | Evaluator:      | Evaluatee:      |

**Self-Evaluation of Coaching Responsibilities**

|  |  |
| --- | --- |
| 49. List the strengths which you recognize in yourself as a coach |       |

|  |  |
| --- | --- |
| 50. List the area(s) needing improvement which you recognize in yourself as a coach |       |

|  |  |
| --- | --- |
| 51. What suggestions do you have to improve the Athletic Administration in the WDM Schools? |       |

*Coach’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_*

*Evaluatpr’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_*

*\*(The coach’s signature indicates this report has been reviewed and discussed.)*

Additional Comments (optional):

**ASSISTANT COACH: Performance Areas and Criteria**

**Employee Name:**

 **Sport/Building:**

 **Date:**

**Criteria/Definitions for Levels of Performance**: Meets = *Meets District Standards* Below = *Below District Standards*

#

**Performance Area A: Personal Characteristics**

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 1. Demonstrates self control and poise | Evaluator:      | Evaluatee:      |

 Meets Below

 ☐ ☐

|  |  |  |
| --- | --- | --- |
| 2. Demonstrates emotional stability  | Evaluator:      | Evaluatee:      |

 Meets Below

 ☐ ☐

|  |  |  |
| --- | --- | --- |
| 3. Demonstrates punctuality  | Evaluator:      | Evaluatee:      |

 Meets Below

 ☐ ☐

|  |  |  |
| --- | --- | --- |
| 4. Demonstrates enthusiasm in working with students  | Evaluator:      | Evaluatee:      |

**Performance Area B: Leadership Qualities**

 Meets Below

 ☐ ☐

|  |  |  |
| --- | --- | --- |
| 5. Demonstrates a positive relationship with staff  | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 6. Gives appropriate attention to duties assigned  | Evaluator:      | Evaluatee:      |

 Meets Below

 ☐ ☐

|  |  |  |
| --- | --- | --- |
| 7. Is willing to assume extra duties  | Evaluator:      | Evaluatee:      |

 Meets Below

 ☐ ☐

|  |  |  |
| --- | --- | --- |
| 8. Demonstrates rapport between coach and players  | Evaluator:      | Evaluatee:      |

 Meets Below

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| --- | --- | --- |
| 9. Able to motivate  | Evaluator:      | Evaluatee:      |

 Meets Below

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| --- | --- | --- |
| 10. Supervises players in locker room and other areas | Evaluator:      | Evaluatee:      |

 Meets Below

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| --- | --- | --- |
| 11. Accepts duties assigned by head coach | Evaluator:      | Evaluatee:      |

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 12. Is loyal to head coach and that coach’s system | Evaluator:      | Evaluatee:      |

**Performance Area C: Professional Knowledge**

 Meets Below

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|  |  |  |
| --- | --- | --- |
| 13. Demonstrates knowledge of the sport | Evaluator:      | Evaluatee:      |

 Meets Below

 ☐ ☐

|  |  |  |
| --- | --- | --- |
| 14. Demonstrates teaching ability | Evaluator:      | Evaluatee:      |

 Meets Below

 ☐ ☐

|  |  |  |
| --- | --- | --- |
| 15. Demonstrates proper care of equipment | Evaluator:      | Evaluatee:      |

 Meets Below

 ☐ ☐

|  |  |  |
| --- | --- | --- |
| 16. Demonstrates an intensity of interest in coaching | Evaluator:      | Evaluatee:      |

*Coach’s Signsture: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Evaluator’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\*(The evaluatee’s signature indicates this report has been reviewed and discussed.)*

Additional Comments (optional):

[Return to Table of Contents](#gjdgxs)

**Atlantic Community Schools Activities**

**Injury Report**

**Link to online version:** [**https://goo.gl/forms/eQfecb9Nkmj5S7SC3**](https://goo.gl/forms/eQfecb9Nkmj5S7SC3)

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time of Day \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class/Activity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birthdate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of Incident [Who, What, Where, When]:

Nature of Injury:

Witnessed by:

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Return to Table of Contents](#gjdgxs)

**AWARD OF ATHLETIC LETTERS**

The Atlantic High School offers athletes the opportunity to be awarded the right to wear and keep the “Honor A” in the following sports: Football, Cross Country, Basketball, Baseball, Track, Golf, Tennis, Wrestling, Softball, Volleyball, and Cheerleading, Student Council. Vocal and Band. The right to wear “Honor A” is awarded to those athletes who earn the required points according to the point system for each sport and have the coach’s recommendation.

The right to wear a “Trojan Head” is awarded to students who have excelled in their particular activity. the criteria for earning a Trojan Head will be spelled out for each activity. It will include earning so many points and/or earning all-conference, district or state honors.

 1. Awards System (Board Approved, November 1997)

 A. Participation certificates for non letterwinners

 B. Letterwinners

 1. First time letterwinner—“Honor A”, certificate, and insert

2. All other letterwinners (after first time)--certificate, insert (if first letter in that activity and a bar.

 C. Trojan Heads

 1. First Trojan Head--Trojan Head/Certificate

 2. All other Trojan Head--Certificate

 D. Senior Award/Plaque

 1. Lists activities that student lettered in, plus number of years lettered

 2. Includes number of Trojan Heads received

 3. Awarded to student earning four or more letters/Trojan Heads combination.

 E. Other awards

 1. Captain stars will be awarded (student will only receive one)

2. Bar will be awarded to students, for years lettered (Example: four-year letterwinner will be honored with activity insert (for first year) and three bars (for other three years).

With the belief that simplicity tends towards richness and a “sharp” appearance of the “Honor A” and the athlete wearing it, the following standards should be observed in wearing athletic awards. Letters should be worn on plain black jackets, black or white coat sweaters, or “V” neck pullover sweaters. If worn on the black jacket, the letter shall be on the left side, over the heart. If on a coat sweater, the left side above the pocket, but below the heart and if on a “V” neck pullover, centered on the chest. the Trojan Head should be worn on the left shoulder, facing forward. The Captain’s Star should be worn on the right shoulder. The maximum that should be worn on one garment should be the “Honor A”, one Trojan Head, and one Captain’s Star. No other attachments should be worn (ie, medals/pins/etc.). It is recommended that inserts be placed on the “Honor A” as follows:

[Return to Table of Contents](#gjdgxs)

**BAND MUSIC LETTER**

 A Total of 200 points must be earned.

 Must have attended at least 80% of all required events (no excuses accepted).

 Must have passed the band class every semester.

 Trojan Heads will be awarded for acceptance into the All-State Band, 11-12 SWIBA District Honor Band, Best of Center at Solo Contest, or with the accumulation of 1200 points your senior year.

 If 200 points are accumulated in a year, the player will start the next year with 0 points.

 Only one letter will be awarded per year.

 Point System:

 Jazz Ensemble Performance 30

 Jazz Ensemble Contest 40

 All-State Auditions 30

 All-State Participant 60 (30 for alternate)

 Honor Band Auditions 25

 Honor Band Participant 50

 Solo Entry at Contest 50

 Ensemble Entry at Contest 40

 Pep Band Performance 25

 Band Staff 30

 Senior Drum Major 50

 Junior Drum Major 30

 Marching Band Section Leader 30

 Symphonic Band Principal 20

 Pit Orchestra 50

 Attending Band Concerts 20

 Attending Rock/Pop Concert 10

 SWIHMB Auditions 20

 SWIHMB Member 40

 CCCB Performance 25

 Show Choir Combo Member 50

 Other Instrumental Performance 25

 Four-year Band Member 80

 Other points given on a case by case basis varies

 The final decision on lettering will be made by the Band Director and the Activities Director.

 Color Guard members may letter by attending at least 80% of rehearsals and being at all required performances.

GUIDELINES FOR DUAL PARTICIPATION

1. State contest - sponsored by state association

2. Contest where 8 or more schools are involved

3. Local Tournament

4. Contest where score is kept

5. Scheduled music concert - plays

6. Regularly scheduled practice

7. Performance for entertainment

8. Emergency practice

Freshmen and sophomores who elect to participate in marching band and football will march with band at home games unless they have earned a position on the varsity squad.

[Return to Table of Contents](#gjdgxs)

**BASKETBALL LETTER AWARD**

A total of 180 points must be earned.

Points are earned as follows:

 5 points for each quarter of varsity competition.

 20 points for reporting regularly for practice and abiding by training rules in the judgment of the coaches.

 45 points scored for being a member of a squad that is conference champion, or qualifies for state, but not for both.

 100 points for completing 4 years of service, provided 180 points have not been accumulated during that time.

 (No service letter awarded after 180 points have been earned)

 Trojan Head is awarded to those placing on first or second All Conference Teams, or higher.

 If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

 A player who participates in 75% of eligible varsity quarters may be considered for a varsity letter. This applies to a player who participates on both JV and Varsity teams, where varsity quarters are limited by state guidelines.

 Final decision for lettering of an injured athlete rests with the head coach.

 If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn’t include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

[Return to Table of Contents](#gjdgxs)

**CHEERLEADING LETTER AWARD**

A total of 275 points must be earned (fall)

A total of 375 points must be earned (winter)

 \*\*725 Points to secure spot next year.

EARNING OF POINTS:

 5 Attend practice on time

 5 Cheer at a game scheduled to cheer at

 5 Sub for someone at a game

 5 Cheer at extra game

 5 Putting posters up for sport teams around school

15 Make up dance for team to perform

10 Meeting fundraising goal in spring

 (Fundraiser effectively participated in equals 10 pts)

LOSING OF POINTS:

-TBD Trouble with the law and or school for any reason other than minor violations (includes- but not limited to- MIP, drugs, vandalism, theft, tobacco, fighting etc.)- You will be docked the points from the activities you missed during ineligible time period

-5 Being suspended from school (ISS or OSS)

-5 Not finding a sub and missing game (this is for any reason including- but not limited to- **sickness**, work, family plans, etc.) **This includes school related events. Find a sub!**

-5 Per game ineligible for grades

-5 School detentions or any other problem with school officials

-5 Showing disrespect to coaches (by attitude, body language, voice tone, etc.)

-5 Don't wear assigned outfit to school on game day

-5 Miss practice for any **unexcused** reason! (This excludes school events approved by the coaches)

-5 Failure to follow rules concerning jewelry, body glitter, fingernails, and hair tied back

 a. Second offense-one game/meet suspension

 b. Third and subsequent offenses-two week game/meet suspension

-5 Miss a team meeting for any reason!

-5 Inappropriate behavior at any game (includes but not limited to: talking to crowd, not listening to captain, standing against wall, not being back from halftime at right time)

-5 Not looking “made-up” for games- hair done and bow in is included

-3 Tardy for practice or games (this is even 1 minute tardy and includes transportation leaving times!)

-3 Receiving a negative progress report

-TBD Conduct detrimental to squad or school

**Dismissed from team-** After 10 absences or 10 tardies the cheerleader will be removed from the squad. However, they may try back out for the squad at the next tryout process.

[Return to Table of Contents](#gjdgxs)

**CROSS COUNTRY LETTER AWARDS**

A total of 180 points must be earned.

Points are earned as follows:

Meets with 5-8 schools

 1st place 200 points 11th place 100 points

 2nd place 190 points 12th place 90 points

 3rd place 180 points 13th place 80 points

 4th place 170 points 14th place 70 points

 5th place 160 points 15th place 60 points

 6th place 150 points 16th place 50 points

 7th place 140 points 17th place 40 points

 8th place 130 points 18th place 30 points

 9th place 120 points 19th place 20 points

 10th place 110 points 20th place 10 points

Large Meets with 9 or more schools

 1st place 300 points 19th place 120 points

 2nd place 290 points 20th place 110 points

 3rd place 280 points 21st place 100 points

 4th place 270 points 22nd place 90 points

 5th place 260 points 23rd place 80 points

 6th place 250 points 24th place 70 points

 7th place 240 points 25th place 60 points

 8th place 230 points 26th place 50 points

 9th place 220 points 27th place 45 points

 10th place 210 points 28th place 40 points

 11th place 200 points 29th place 35 points

 12th place 190 points 30th place 30 points

 13th place 180 points 31st place 25 points

 14th place 170 points 32nd place 20 points

 15th place 160 points 33rd place 15 points

 16th place 150 points 34th place 10 points

 17th place 140 points 35th place 5 points

 18th place 130 points

Separate scoring for State Meet

 1st place 600 points 15th place 460 points

 2nd place 590 points 16th place 450 points

 3rd place 580 points 17th place 440 points

 4th place 570 points 18th place 430 points

 5th place 560 points 19th place 420 points

 6th place 550 points 20th place 410 points

 7th place 540 points 21st place 400 points

 8th place 530 points 31st place 300 points

 9th place 520 points 41st place 200 points

 10th place 510 points 51st place 100 points

 11th place 500 points 60th place 10 points

 12th place 490 points

 13th place 480 points

 14th place 470 points

 [Return to Table of Contents](#gjdgxs)

 10 points for running on varsity for each meet.

 20 points for reporting regularly for practice and abiding by the training rules in the judgment of the coach.

 60 points for participating for two years only as a senior

 100 points for participating for three or four years and still needs points for his letter, he/she may receive 100 points in his/her senior year.

 100 points for being a member of a varsity squad that wins the Conference Meet, Regional/District Meet.

 1100 points must be earned to receive a Trojan Head.

 If 180 points or more are earned or accumulated during a season, the participant must start the next season with no points.

 If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

 Final decision for lettering of an injured athlete rests with the head coach.

 If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn’t include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

[Return to Table of Contents](#gjdgxs)

**FOOTBALL LETTER AWARD**

A total of 180 points must be earned

Points are earned as follows:

 10 points for each quarter of varsity participation.

 20 points for reporting regularly for practice and abiding by training rules in judgment of coaches.

 45 points for being a member of varsity squad that is conference champion or qualifies for play-offs, but not for both.

 100 points for the completion of 4 years service, provided 180 points have not been accumulated during this time. No service letter awarded letter after 180 points have been earned.

 Trojan Head is awarded to those placing on first or second All Team Conference Teams, or higher.

 If 180 points or more are earned or accumulated during season, the participant must start the next season with no points.

 If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

 A player who participates in 75% of eligible varsity quarters may be considered for a varsity letter. (This applies to a player who participates on both JV and Varsity teams, so varsity quarters are limited, by state guidelines.)

 Final decision for lettering of an injured athlete rests with the head coach and Activities Director.

 If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn’t include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

[Return to Table of Contents](#gjdgxs)

**GOLF LETTER AWARD**

A total of 180 points must be earned.

INDIVIDUAL

 10 points Participate in a varsity meet

 15 points Participate in a varsity tournament

 \*\*If a player’s score is used towards the team’s total, that player will receive an additional 10 points.

 20 points Medalist of a match/triangular

 25 points Place or medal in a tournament

 30 points Runner-up of an Invitational/Sectionals/Districts

 40 points Medalist of a tournament/invitational

 50 points Medalist of Hawkeye 10 Conference Tournament/Sectionals/Districts

 150 points Runner up State Tournament

 200 points Medalist of State Tournament

 100 points 4 years participation if not previously lettering

 4 years participation and not previously lettered. Good standing/good conduct Seniors may letter.

TEAM

 10 points Each varsity golfer who participates in a victories match/triangular

 20 points Each varsity golfer who participates on a team placing 1st at an invitational/tournament

25 points Each golfer who participates on a runner up team of Hawkeye 10 Tournament/Districts/Sectionals

 30 points Hawkeye 10/Sectionals/Districts Champions

 100 points State Champions

Trojan Head

 500 points must be accumulated to obtain a Trojan Head

[Return to Table of Contents](#gjdgxs)

**SOCCER LETTER AWARD**

A total of 180 points must be earned.

Points are earned as follows:

 10 points for each half of varsity competition.

 15 points for reporting regularly for practice and abiding by training rules in the judgment of the coaches.

 45 points scored for being a member of a squad that is conference champion, or qualifies for state, but not for both.

 100 points for completing 4 years of service, provided 180 points have not been accumulated during that time. No service letter awarded after 180 points have been earned.

 Trojan Head is awarded to those placing on first or second All Conference Teams, or higher.

 If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

 A player who participates in 80% of eligible varsity halves may be considered for a varsity letter. (This applies to a player who participates on both JV and Varsity teams, so varsity halves are limited, by state guidelines.)

 Final decision for lettering of an injured athlete rests with the head coach and the Activities Director.

 If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn’t include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

[Return to Table of Contents](#gjdgxs)

**SOFTBALL AND BASEBALL LETTER AWARD**

A total of 180 points must be earned.

Points are earned as follows:

 2 points for each inning of competition.

 10 points for each completed inning pitched.

 20 points for reporting regularly for practice and abiding by training rules in the judgment of the coach.

 45 points for being a member of a squad that is conference champion, or qualifies for state, but not for both.

 100 points for completing 4 years service, provided 180 points have not been accumulated during that time. No service letter awarded after 180 points have been earned.

 Trojan Head is awarded to those placing on first or second All Conference Teams, or higher.

 If 180 points or more are earned or accumulated during a season, the participant must start the next year with no points.

 If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

 Final decision for lettering of an injured athlete rests with the head coach.

 If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn’t include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

[Return to Table of Contents](#gjdgxs)

**TENNIS LETTER AWARD**

A total of 180 (boys) 144 (girls) points must be earned.

Points are earned as follows:

 20 points are earned for reporting regularly for practice and abiding by the training rules in the judgment of the coach.

 2 points for each game won in each match

 1 point for each exhibition match

 Example:

 Wins 6-2; 2-6; 6-3; 28 points

 Loses 6-3; 7-5; 16 points

 Loses 6-0; 6-0; 0 points

 100 points scored for the completion of four year service, providing 180 (boys) 144 (girls) points have not been accumulated prior. No service letter awarded after 180 (boys) 144 (girls) points have been earned.

 A Trojan Head may be awarded after an accumulation of 400 (boys) 320 (girls) points in a season.

 If 180 (boys) 144 (girls) points are earned or accumulated during a season, that participant must start the next season with no points.

 If 180 (boys) 144 (girls) points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

 Final decision for lettering of an injured athlete rests with the head coach and the Activities Director.

 If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn’t include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

[Return to Table of Contents](#gjdgxs)

**TRACK LETTER AWARD**

A total of 180 points must be earned.

Points are earned as follows:

Major Meets ---- (5) or more schools (includes District and Conference)

1st place.................150 points Relays.....................100 points Medley Relay......75-75-100-150

2nd place...............140 points Relays..................... 80 points Medley Relay.......50-50-80-140

3rd place................120 points Relays......................65 points Medley Relay.......40-40-65-120

4th place.................90 points Relays......................50 points Medley Relay.......30-30-50-90

5th place.................70 points Relays......................40 points Medley Relay.......25-25-40-70

6th place................ 50 points Relays......................30 points Medley Relay.......20-20-30-50

Quadrangular ---- (4) schools

1st place................. 110 points Relays.................... 70 points

2nd place............... 90 points Relays.................... 50 points

3rd place............... 70 points Relays..................... 30 points

4th place.............. 50 points

5th place............... 35 points

Triangular ---- (3) schools

1st place................. 50 points Relays................... 25 points

2nd place............... 30 points Relays.................... 20 points

3rd place............... 20 points

4th place............... 10 points

Dual ---- (2) schools

1st place................. 40 points Relays.................... 20 points

2nd place............... 25 points

3rd place............... 15 points

State Meet or Drake Relays

1st place................. 400 points Relays................... 300 points

2nd place............... 360 points Relays................... 270 points

3rd place............... 320 points Relays................... 240 points

4th place............... 260 points Relays.................. 220 points

5th place............... 220 points Relays.................. 200 points

6th place............... 180 points Relays.................. 180 points

Freshmen & Sophomore Dual or Triangular

1st place............... 25 points Relays 15 points

2nd place............... 15 points Relays 10 points

3rd place............... 10 points

4th place.............. 5 points

[Return to Table of Contents](#gjdgxs)

Freshmen & Sophomore Conference Meet or JV Meet

1st place...............75 points Relays..............50points Medley Relay .... 40-40-50-75

2nd place..............65 points Relays..............40 points Medley Relay .... 30-30-40-65

3rd place.............. 55 points Relays..............30 points Medley Relay .... 20-20-30-50

4th place.............. 45 points Relays..............20 points Medley Relay .... 10-10-20-40

5th place............... 35 points Relays..............10 points Medley Relay .... 5-5-10-20

 20 points shall be earned by reporting regularly to practice and abiding by training rules, on the judgment of the coaches.

 To earn a Trojan Head an athlete must score 1500 or more points.

 If 180 points or more are earned or accumulated during a season, the participant must start the next season with no points.

 If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

 Final decision for lettering of an injured athlete, rests with the head coach.

 If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn’t include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

 Only 90 points earned in a Freshmen/Sophomore may be applied toward a letter.

[Return to Table of Contents](#gjdgxs)

**VOLLEYBALL LETTER AWARD**

A total of 180 points must be earned.

Points are earned as follows:

 5 points for each game of varsity competition.

 20 points for reporting regularly for practice and abiding by training rules in the judgment of the coaches.

 45 points scored for being a member of a squad that is conference champion. or qualifies for state, but not for both.

 100 points for completing 4 years of service, provided 180 points have not been accumulated during that time. No service letter awarded after 180 points have been earned.

 Trojan Head is awarded to those placing on first or second All Conference Teams, or higher.

 If 180 points or more are earned or accumulated during a season, the participant must start the next season with no points.

 If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

 Final decision for lettering of an injured athlete, rests with the head coach.

 If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn’t include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

[Return to Table of Contents](#gjdgxs)

**VOCAL MUSIC LETTER AWARDS**

**Vocal Music Points**

300 points for a Choir Letter

1300 points for a Trojan Head

Points will carry over year to year

**Performances: Leadership:**

Fall Vocal Concert 20 Choir President 20

Winter Concert 20 Librarian 20

Late Winter Concert 20 Section Leader 10

Spring Vocal Concert 20 Accompanist 10 per performance

State Large Group Contest 20 Choreography 10 per number

**Show Choir: Miscellaneous:**

Fall Vocal Concert 20 Contest Worker 25

Swing Inn 20 Church Choir 25

Johnston Competition 20 Voice Lesson 10 per semester

DC-Grimes Competition 20 Vocal Concerts attended 5 per

Omaha Westside Competition 20 National Anthem 5 per

State Show Choir Contest 20

Lewis Central Competition 20

Show Choir Blast 20

**Honors:**

Atlantic All-State Camp 20

UNI All-State Camp 20

Waukee All-State Camp 10

All-State Auditions 50

All-State Chorus 100

Opus Auditions 20

Opus Honor Choir 50

Chamber Choir member 10 per semester

**Solo Contest:**

Ensemble 20 (III) 40 (II) 60 (I)

Solo 30 (III) 40 (II) 50 (I)

Best of Center (75)

**Musical:**

Lead 60

Supporting Lead 50

Chorus/Pit 40

Crew 30

[Return to Table of Contents](#gjdgxs)

**WRESTLING LETTER AWARD**

A total of 180 points must be earned.

Points are earned as follows:

Varsity Tournaments 3 or more schools (including Conference, Sectional, & District Tournaments)

 10 points............................... Representing varsity squad

 90 points............................... Fourth Place\*

 110 points.............................. Third Place\*

 140 points............................. Second Place\*

 150 points.............................. First Place

 \*must score team points in sectional tournaments

Dual - 2 schools

 10 points............................... Representing Varsity Squad

 15 points.............................. Draw (tie)

 40 points............................. First Place

State Meet or a Varsity Tournament of 12 or more schools

 10 points............................... Representing Varsity Squad

 180 points............................. To Place

 20 points for each pin in varsity competition

 To earn a Trojan Head a wrestler must score 900 points or more.

 If a boy has participated for 4 years and still needs points for his first letter, he may receive 100 points in his senior year.

 If 180 points or more are earned or accumulated during a season, the participant must start the next season with no points.

 If 180 points are not earned in one season, those that are earned will be carried over to the following year.

 If for any reason, other than physical disability or sickness, a squad member is dismissed or quits the squad, he will lose all points earned to date.

 Final decision for lettering of an injured athlete rests with the head coach and the Activities Director.

 If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn’t include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.