

**Jesup Community Schools  
Coaching Handbook  
2022-2023**



**“15 Strong”**

## **15 Strong:**

What does the term 15 strong stand for? The number 15 stands for the 15 programs we have in the Jesup Athletic Department; football, boys cross country, girls cross country, volleyball, boys basketball, girls basketball, wrestling, boys track, girls track, girls golf, boys golf, baseball, softball, cheerleading, and weightlifting. We want to have 15 strong programs each and every year. The stronger each individual program is, the stronger our overall athletic department will be. No one program is more important than the others. Each program is very important and each is critical to our athletic successes. Work hard with each of your respective programs to make them as strong as possible but also be extremely supportive of the other programs to help make them strong as well. Feel free to use 15 Strong or #15strong as much as possible within your programs.

### **Ingredients of Successful Athletic Programs**

1. Large number of students involved in athletic programs.
2. High percentage of those that go out for athletic programs, continuing their involvement through their senior year.
3. Opportunity for athletes to be involved in athletic programs at their own level [ability and age].
4. Well organized youth programs that provide valuable experience and training to prepare them for scholastic athletic participation.
5. Commitment/Dedication to a winning tradition on the part of coaches – players - parents - fans etc.
6. Playing competitively against the teams they are scheduled to play.
7. Heavy emphasis on teaching appropriate fundamentals, especially at the middle school level.
8. Athletic teams that are highly respected and have a positive image across the state of Iowa and within the Jesup community.
9. Athletic teams that are readily supported by the school and the community.
10. Participation in the sport is an enjoyable experience for the athlete.
11. Involvement in the athletic programs instills a positive, lasting impression and has a sound set of values in the athlete.
12. The activities in each of the sports are well organized and operated.
13. Those responsible for the team and the athletes, parents and others, have high outcome expectations for the team.
14. Strong leadership of the coaching staff assigned to the program.
15. A continuing program for skill development for the coaching staff.

16. A strong mutual respect for each person, by each person involved in the sport.
17. The entire coaching staff works together as one to create a positive, winning culture.

### **Head Coach - Job Description:**

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

Qualifications/Professional preparation: Coaching preparation either through work experience and/or college experience. Coaches must hold a valid coaching endorsement and/or coaching authorization.

Personal skills: Demonstrate an interest in and an aptitude for performing the tasks listed below:

1. Responsible for overall supervision/coordination of total program grades 7-12.
2. Responsible for the assignments and duties of the assistant coaches.
3. Responsible for attending all rules meetings required by the IAHSAA/IGHSAU.
4. Responsible for setting up preseason meetings for their sport.
5. Responsible for checking out/in uniforms before and after the season.
6. Provide the athletic office with an updated roster at all times.
7. Demands and shows great sportsmanship at games and enforces those rules within the team.
8. Abides by rules set by the Jesup CSD, NICL, IAHSAA, and/or IGHSAU.
9. Strives to build good public relations about their program AND the overall athletic programs.
10. Has a lettering system approved by the Athletic Director and is known to the entire team.
11. Serves as a great role model for the athletes.
12. Motivates young people and builds enthusiasm about their sport and the overall athletic programs.
13. Keeps the athletic director aware of all events occurring within the team, good and bad.
14. Secures the building when leaving the facility.
15. WANTS JESUP ATHLETICS TO BE THE BEST!

### **Assistant Coach – Job Description:**

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

Qualifications/Professional preparation: Coaching preparation either through work experience and/or college experience. Coaches must hold a valid coaching endorsement and/or coaching authorization.

Personal Skills: Demonstrate an interest in and an aptitude for performing tasks listed below:

1. Responsible for supporting the head coach with overall coordination of total program grades 7-12.
2. Encouraged to attend/watch all rules meetings for their specific sports.
3. Carries out all responsibilities given by the head coach and/or athletic director.
4. Demands and shows great sportsmanship at games and enforces those rules within the team.
5. Abides by rules set by the Jesup CSD, NICL, IAHSAA, and/or IGHSAU.
6. Strives to build good public relations about their program AND the overall athletic programs.
7. Serves as a great role model for the athletes.
8. Motivates young people and builds enthusiasm about their sport and the overall athletic programs.

9. Keeps the head coach aware of all events occurring within the team, good and bad.
10. Secures the building when leaving the facility.
11. WANTS JESUP ATHLETICS TO BE THE BEST!

### **Middle School Coach – Job Description:**

General Statement of Responsibility: The duties of the middle school coaches are to carry out program theories laid out by the head varsity coach, teach proper skill technique, give each student-athlete playing time, and to perform delegated duties set forth by the head coach and the Athletic Director.

Qualifications/Professional Preparation: Coaching preparation either through work experience and/or college experience. Coaches must hold a valid coaching endorsement and/or coaching authorization.

Personal Skills: Demonstrate an interest in and an aptitude for performing tasks listed below:

1. Responsible for coordination of all middle school events/practices/games.
2. Works within the framework set forth by the head varsity coach.
3. Teaching the fundamentals and rules to their specific sport.
4. Helps with scouting at the varsity level when asked by the head coach.
5. Helps at games or practices at the varsity level when asked.
6. Give each athlete plenty of opportunities to play in practice and games.
7. Makes sure each student-athlete is having a great time and wants to continue to play that sport.
8. Demands and shows great sportsmanship at games and enforces those rules within the team.
9. Abides by rules set by the Jesup CSD, NICL, IAHSAA, and/or IGHSAU.
10. Strives to build good public relations about their program AND the overall athletic programs.
11. Serves as a great role model for the athletes.
12. Motivates young people and builds enthusiasm about their sport and the overall athletic programs.
13. Keeps the head coach aware of all events occurring within the team, good and bad.
14. Secures the building when leaving the facility.
15. WANTS JESUP ATHLETICS TO BE THE BEST!

### **Volunteer Coaches – Job Description**

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

1. VOLUNTEER COACHES MUST HAVE ALL OF THE SAME CREDENTIALS ON FILE AS PAID COACHES.
2. VOLUNTEER COACHES MUST BE APPROVED BY THE ATHLETIC DIRECTOR AND THE SUPERINTENDENT **EVERY YEAR.**

## **Pre-Season Duties**

### **Paperwork:**

New coaches will not be able to start until they have turned in their contract, coaching license, Blood Borne Pathogens certification, Mandatory Reporter, Right-to-Know certification, Suicide Training, and any other paperwork required by the administration office. Returning coaches must renew their Blood Borne Pathogens and Right-to-Know each year. We will do this either at the large coaches meeting to start the year OR at the meeting before your season.

### **Rules Meeting:**

All varsity head coaches are required to watch the online rules meeting before the start of season. The Athletic Director will email all head coaches when the online rules meeting video becomes available and the necessary password. Coaches should print off a copy of the verification sheet produced at the end of the video. This sheet needs to be given to the Athletic Office before the first day of practice. Assistant coaches and middle school coaches are not required, but are recommended to watch the online rules meeting video as well.

### **Concussion Education:**

For the 2022-2023 school year all paid and volunteer coaches must again watch the concussion video put out by the IAHSAA/IGHSAU.

High School Football coaches need to view the course by Monday, August 8th, 2022

High School Boys cross country coaches need to view the course by Monday, August 8th, 2022

High School Girls cross country coaches need to view the course by Monday, August 8th, 2022

High School Girls volleyball coaches need to view the course by Monday, August 8th, 2022

All junior high fall coaches need to view the course prior to the day you set as the first practice date.

All other coaches please view as soon as possible. Please turn in a copy of the concussion form as well to the athletic office.

### **Keys:**

All head coaches, assistant coaches, and middle school coaches will be given key cards and the necessary keys for their specific sport. Volunteer coaches may receive key cards and necessary keys with request by the head coach.

### **Pre-Season Meeting:**

Please set a date for your pre-season meeting for all possible athletes that would like to participate in the sport in which you coach. Inform the Athletic Office of the date, time, and location so necessary announcements can be made. Please be sure to get all names, phone numbers, and emails of participating kids. Please give this to the Athletic Office as well.

### **Physicals/Concussions/Student Code Form/Insurance Forms:**

The Athletic Office will inform you of students who have not yet turned in their physical, concussion, student code form, and insurance forms. All students participating in athletics are required to have all of this information in before they can start practicing and/or participating in contests. It is the coaches' job to help monitor these as well.

### **Team or Player Handbook/Practice Schedule/Bus Schedule:**

Please provide the athletic office with a Team/Player Handbook, practice schedule and bus schedule a minimum two weeks prior to the start of practice. The handbook should include policies regarding how student absences for non-school events will be handled. All of these need to be approved prior to them being handed out to athletes and parents. Reminder that no practices may start earlier than 6:00 am and must be out of the building by 6:00 pm on Wednesday nights.

### **Request List:**

Coaches should provide a list of uniform/equipment requests to the Athletic Office as soon as they can prior to their season starting. The uniform rotation currently being used has not been changed. Please list “reasonable” items on this request sheet. Example, game balls, practice equipment, etc. All purchasing will be done by the Athletic Department because we have to fill purchase orders out before we can actually purchase.

### **Uniforms/Equipment:**

The uniform/equipment rooms are moving to the coaches’ offices in the locker rooms. The boys’ uniforms will be in the back storage of the boys’ coaches’ office. The girls’ uniforms will be in the girls’ coaches’ office. You are in charge of the inventory of your team’s jerseys and/or other equipment. Jerseys and equipment should be handed out at the beginning of the year and your “Inventory List” needs to be given to the Athletic Director after your season has begun. Please keep track of what each athlete has checked out to them.

### **Order of Equipment/Uniforms:**

All equipment/uniform requests must go through the Athletic Office along with requests for the booster club. If coaches want to help research certain things they may want, that is fine. Please list those in the request prior to the start of the season.

### **Pictures:**

Picture day must be set up and done prior to the date set by the Athletic Office. The Athletic Director will email the coaches the date that team pictures should be done by. If this is not possible please clear it through the athletic office. The school requires a digital copy for the school yearbook, please send to Serena Andrews, [sandrews@jesup.k12.ia.us](mailto:sandrews@jesup.k12.ia.us). A 5 x 7 is all that is necessary for the athletic office.

### **Team Posters:**

If your team is doing a team poster and/or a senior poster must be cleared through the Athletic Office before the picture can be taken. Please take the time to speak with your team or seniors about this in the pre-season. This reflects our school and your team so we need to make sure they are always appropriate and representative of Jesup Athletics and the Jesup Community School District. The Booster Club is in charge of paying for the posters but are not involved in the setting up of getting this done.

### **Athletic Training/Concussion Testing/Return to Play:**

For the 2022-2023 school year we have a partnership again with Summit Chiropractic and Physical Therapy. The Athletic Trainer will be at the following events; home/away Friday night football, home volleyball, home XC meets, home basketball games, home wrestling meets/tournaments, home track meets, and will be in the training room twice a week for two hours each time.

The Athletic Trainer will conduct concussion testing for the following sports prior to the season starting; football, volleyball, basketball, and wrestling. These will be used to help if a student-athlete does suffer a concussion.

Jesup's Return to Play protocol must be followed before the student-athlete is allowed to play. Parent's must sign the form once the student-athlete has gone through all steps and the healthcare provider has cleared them. This will be kept on file with the student's other health information in the Athletic Office. The Athletic Trainer will facilitate this protocol from start to finish.

### **Booster Club Concession Stands:**

The Jesup Athletic Booster Club does an outstanding job of supporting our athletic teams. They pay for all uniforms, I-Pads, and other important equipment and technology needs we have. To help show our gratitude we are asking each program to volunteer a minimum of two times in a Booster Club concession stand. Each head coach will be able to sign up for an event and then will be asked to supply a few team members to help as well. The Booster Club person in charge of that specific concession stand will help coordinate times and number of people.

### **During the Season Duties**

#### **Parent Communication:**

Please have an updated list of all athletes, parents/guardians, phone numbers, and email address for your own usage. Please use your Jesup email for this communication. Make it clear to parents that before, during, and/or after a game is not an appropriate time to speak with coaches about individual concerns. Please have them set-up a meeting with you and/or the Athletic Director to address their concerns. When meeting with parents, always make sure a third party is with you to accurately report what goes on behind the closed door. If a parent comes to the AD about a concern, the AD will most likely send them back to the coach.

#### **Texting:**

If you use texting as a form of communication please be sure to let your athletes' parents know that as well. Please include the Athletic Director in those texts as well.

#### **Facility Request/Practice Schedules:**

All practices must take place at Jesup and the facilities that are provided. If you plan to practice away from Jesup, please let the Athletic Director know so he/she can check with the Iowa High School Athletic Association to "ok" the practice site. If you would like to use one of our facilities within the school-library, cafeteria, a certain classroom, etc., please check with the Athletic Director for room availability. If changes are made to the practice schedule, please let the Athletic Office know.

#### **Other Practice Restrictions:**

There shall be no athletic practices on Sunday without special administrative permission from the Superintendent, Principal and/or Athletic Director. On Wednesday nights, please make sure that all students are out of the building by 6:00 pm.

#### **Study Table**

All students who violate the Homework Policy with a late or poor quality assignment will be assigned to the After School Program.

The After School Program is a learning opportunity that is coordinated through the district's At-Risk program. The After School Program works with students who need help completing their homework. It runs after school from 3:20-3:45 pm on Monday - Thursday and 1:20-2:50 pm on early out Wednesdays or at the discretion of the After School Program staff.

Students are expected to check in promptly at their assigned time and place, regardless of whether or not they have completed their assignment. A student will serve their time with the teacher who assigns them to ASP unless the teacher has a prior commitment. In that case, they will serve their time with the After School Program staff in the At-Risk room. Students who are assigned to the After School Program on Friday will serve their time on the following Monday. Parents/guardians are responsible for making arrangements for picking up their child after the program. Student cell phones are not allowed in ASP. They are turned in to the ASP staff and returned to the student when they leave.

Students may be referred to the After School Program by their classroom teachers for two main reasons: work completion and work quality. Proper school conduct is expected of students participating in the After School Program. Any student who disrupts or misuses the program may face disciplinary action, which may lead to the student being suspended or expelled. Habitual offenders (students assigned more than 3 times in a week or 10 times in a quarter) may have an intervention with a panel of educators, along with a parent/guardian, to determine future plans for the student.

If a student fails to serve time in the After School Program they will be assigned to lunch detention for the next day and will eat lunch in the study hall room. Multiple absences may result in an In-School Suspension. They will also have to report to the ASP the following day. The only exception to being absent from ASP is if the student presents a note from a health care provider where an appointment was attended the day they were assigned ASP. The doctor's note must be presented the very next day to allow the student to serve their ASP time and not have it become an unexcused absence from ASP. Extracurricular events/practices, work, and non-medical appointments are not excused absences from the After School Program.

#### **Infinite Campus:**

All head varsity coaches will have access to Infinite Campus to check attendance/grades/etc for the athletes during the school year. If there is help needed please see the high school Principal and/or the Athletic Director. Please use this tool to help our athletes with attendance/grades/etc.

#### **Other School Activities during the Season:**

The Jesup CSD and the Jesup Athletic Department supports students' being involved in other school activities while participating in sports; examples are but not limited to band, choir, speech, play, FFA, etc. The Athletic Office will make every effort so games aren't scheduled during Activity contest times. A state qualifying or state event will take precedence over the other activity. The Athletic Director and Principal will work to make sure practices aren't scheduled at the same time as well. If there is a potential conflict the Athletic Director, Principal, Head Coach, and Activity Sponsor will work together to remedy the situation as best as possible.

#### **Early Out/No School Practice/Game Procedures:**

If we do not have school due to weather, you will not be allowed to have practice unless given consent from a Jesup administrator. If we get out of school early due to weather, check with the Athletic Office on practice plans. Make sure you plan practice accordingly during faculty in-service days (student early outs).

#### **Practice/Game Supervision:**

Your athletes are to be supervised from the time practice begins until they leave the building. This means you must be the last person to leave the school. If a student is waiting for a ride, you must wait with them. We cannot have our students roaming the building/campus area without supervision. The same rules apply for games.

**Volunteers:**

Most sports need volunteers to make game nights run smoothly. Since coaches know more people who may be interested in helping out with their particular sport, we need the coach's help in finding volunteers. It is not the athletic office's responsibility to find all volunteers. We can make a letter to give to your athletes to take home to their parents, if you need help finding volunteers. Please start thinking about who may want to volunteer and talk to them before your season starts, so we can get all of them lined up without any problems. Let the Athletic Secretary know what volunteers you set up, such as: scoreboards, scorebook, towel people, line judges, announcers, chain gang, or supervision for Saturdays.

**Jesup Hosted Tournaments:**

It is the head coaches' job to organize the tournaments we host through the Athletic Department. This would include setting up brackets, pool play, organizing workers, and other details that are needed to run the tournament. The Athletic Office will take care of sending out the letter to schools, hiring officials, organizing the Booster Club workers for the concession stand, and other help needed to organize/run the tournaments. Please work with the Athletic Secretary to see how we want to run the coaches room/workers room.

**Roster:**

Please provide an updated roster to the Athletic Office at all times, along with uniforms/equipment changes.

**Reporting Scores:**

Please report scores to the necessary places; QuikStats, IAHSAA, IGHSAU, WCF Courier, Independence Bulletin, Oelwein Daily Register, and the Citizen Herald.

**Varsity Bound/Quikstats:**

High School Volleyball, Basketball, Track, Golf, Baseball, and Softball coaches are required to enter stats into the Varsity Bound website at given dates set forth by the IAHSAA and the IGHSAU. Failure to do so on the required dates could cause punishment being handed down by the IAHSAA or the IGHSAU. The Athletic Director will set up the head coaches with individual accounts through the main school account. Our old password will not work anymore.

**Media Relations:**

It is the head varsity coach's responsibility to foster a professional and working relationship with the local media. The more coverage we can get for our student-athletes and teams the better. Here are the main contacts for our area:

Independence Bulletin Journal - Roger Johnson - [sports@bulletinjournal.com](mailto:sports@bulletinjournal.com)

Oelwein Newspaper - Gidal Kaiser - [gidalkaiser@gmail.com](mailto:gidalkaiser@gmail.com)

WCF Courier - Ethan Petrik - [ethanpetrik@outlook.com](mailto:ethanpetrik@outlook.com)

Cedar Rapids Gazette - Jeff Linder - [Jeff.Linder@thegazette.com](mailto:Jeff.Linder@thegazette.com)

Jesup Yearbook - Serana Andrews - [sandrews@jesup.k12.ia.us](mailto:sandrews@jesup.k12.ia.us)

## Academic Ineligibility:

### **High School: To be eligible for an activity, students participating must:**

1. be under 20 years of age for students in athletics, music, or speech activities;
2. be enrolled or dual-enrolled in school;
3. **be present in school for the whole day unless excused by the administrator, prior to the absence, due to a doctor's appointment, funeral, wedding, or other situation approved by the principal or his/her designee.**
4. be passing all coursework for which credit is given and shall be making adequate progress towards graduation requirements at the end of each semester;  
(Please refer to the Student Handbook for detailed information if student is not passing coursework.)
5. be passing all coursework when evaluated at mid-term and end of quarter;  
(Please refer to the Student Handbook for detailed information if student is not passing coursework.)

### **Middle School: To be eligible for an activity, students participating must:**

1. be present in school for the whole day unless excused by the administrator due to a doctor's appointment, funeral, wedding, or other situation approved by the principal or his/her designee;
2. be earning passing grades in all classes;
3. Eligibility is determined at 6 weeks with all students eligible at the beginning of the trimester.
4. if a student is not passing all coursework at the progress report check and/or quarter the student will be reevaluated on a weekly basis by the principal to determine eligibility status.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or accommodation plan.

## Code of Conduct:

To retain eligibility for participation in Jesup Middle and High School extracurricular activities, students must conduct themselves as a good citizen both in and out of school at all times. Students who represent the school in an activity are expected to serve as good "role models" to other students and members of the community.

The principal will initiate an investigation into a possible violation of the Good Conduct Code on the basis of specific credible information. However, in order to be considered a violation of the Good Conduct Code, the allegation must be proven true to the principal's satisfaction. The violation must have occurred within the past 365 calendar days.

Any student who after an informal investigation at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side; and then at that time is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student will lose eligibility under the Good Conduct Rule for any of the following behaviors:

### Level 1 Violations

- 1) possession, use, or purchase of alcoholic beverages, including beer and wine ("use" includes having the odor of alcohol on one's breath);

- 2) possession, use, or purchase of illegal drugs or the unauthorized possession or use of otherwise lawful drugs;
- 3) engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- 4) hazing, harassment, and/or sexual harassment;
- 5) use of any substance in which the effect is to simulate the effect of alcohol or controlled substances;
- 6) intentionally damaging school property
- 7) Production, possession, or dissemination of nude or sexually explicit images or videos which would be illegal in nature

### **Level 2 Violations**

- 1) "Mere Presence": **DEFINED AS** being in attendance at a gathering where alcohol and/or drugs are being consumed illegally by minors;
  - a) there must be evidence the student knew drugs/alcohol were present and being used illegally, and
  - b) the student failed to leave immediately after the discovery drugs/alcohol/illegal activity were present
- 2) possession, use, or purchase of tobacco products including e-cigarettes or look-alikes such as vape pens or juul pods, regardless of the student's age;

### **Due Process**

The principal will conduct an informal investigation upon the report of an incident. If the principal views there to be a personal conflict of interest in the investigation, the principal will defer the investigation to the Athletic Director or another building principal. During the investigation, the student will be interviewed and given the opportunity to state his/her side of the story. At the close of the investigation, the principal will make a decision based upon the information available, including a judgment about the credibility of those providing information. The principal will inform the student orally of the decision, and a follow-up letter will be mailed to the student's parent or guardian **within the next school day**.

A student or the student's parent or guardian may appeal this decision, in writing, **within three school days or five calendar days**, whichever comes first, to the superintendent. If the superintendent views there to be a personal conflict of interest in the investigation, the superintendent will defer the review to the two building principals who were not involved in the initial investigation and determination. The review will occur **within three school days or five calendar days** of the filing of the appeal. The superintendent's decision will be communicated to the student and parents **within the next school day**. The filing of an appeal to the superintendent does not affect the principal's decision until and unless that decision is reversed.

An appeal may be made to the school board from the superintendent's decision by filing a written notice of appeal with the superintendent **within three school days or five calendar days**, whichever comes first, of the superintendent's decision. The board will take up the issue at its next regular meeting or the superintendent may recommend a special meeting to the board. The board will go into closed session to hold the review with all parties involved unless the student (if 18 years old) or the student's parent or guardian requests an open session.

Following the principal's decision, the reviews by the superintendent and school board will be in the nature of an oral discussion of the violation rather than a formal hearing with witnesses and evidence. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of

the Handbook or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

### **Self-reporting/Reduction in Penalty**

For a first offense, a student, who self-reports a violation of the Good Conduct Rule and provides honest and truthful information to a head coach/activity sponsor, appropriate administrator or the athletic director within 48 hours of the incident and prior to an investigation, will have their penalty reduced by 50%. The evaluation is done at the student's/student's parent's expense. Permission is given to students to contact the above-mentioned personnel at any time to self-report.

Students, who, in an attempt to maintain their eligibility or delay their ineligibility, withhold information, lie to, or mislead school officials concerning dates or details of arrests or violation(s) will automatically be declared ineligible for the maximum time for that violation.

### **Penalties**

Any student, who, after a hearing before the administration, is found, by substantial evidence, to have violated the Good Conduct Rule, during the school year or summer, is subject to loss of eligibility as follows:

a. A student who is involved in athletics is declared ineligible for:

- **1st Offense within the student's middle school career or high school career** – a minimum of 15% up to 30% of current, next athletic activity, or both. (refer to chart below)
- **2nd Offense within the student's middle school career or high school career** – a minimum of 30% up to 60% of current, next athletic activity, or both. (refer to chart below)
- **3rd Offense within the student's middle school career or high school career** - 12 calendar months of ineligibility.

o (If fewer than the required number of athletic contests remain at the time of the violation, the ineligibility shall carry over into the postseason or the next activities season in which the student participates.)

After completing the penalty for a third offense, alcohol or drug violation, a student can only regain eligibility by submitting to an evaluation conducted by an approved substance abuse facility. The evaluation is done at the student's/student's parent's expense. The student must then complete any treatment recommended in order to regain eligibility. The student is required to release the results to the school principal or athletic director in order to regain eligibility.

b. A student involved in activities other than athletics is declared ineligible for:

- **1st Offense within the student's middle school career or high school career** - 3 weeks from the next public performance
- **2nd Offense within the student's middle school career or high school career** - 6 weeks from the next public performance
- **3rd Offense within the student's middle school career or high school career** - 12 calendar months of ineligibility.

A student involved in band, chorus, or other activity for which students receive grades will be held out of the performance but must complete an equivalent alternative assignment for grading purposes.

c. A student involved in both athletics and activities is declared ineligible for:

- **1st Offense** within the student's middle school career or high school career - 30% of current, next athletic activity and activities other than athletics which occur during that period of time will contribute to reaching that 30% total. (refer to chart below)
- **2nd Offense** within the student's middle school career or high school career - 60% of current, next athletic activity and activities other than athletics which occur during that period of time will contribute to reaching that 60% total. (refer to chart below)

**3rd Offense** within the student's middle school career or high school career - 12 calendar months of ineligibility from athletics and activities other than athletics.

- o (If fewer than the required number of athletic contests remain at the time of the violation, the ineligibility shall carry over into the next athletic activity season in which the student participates.)

After completing the penalty for a third offense of alcohol or drug violation, a student can only regain eligibility by submitting to an evaluation conducted by an approved substance abuse facility. The evaluation is done at the student's/student's parent's expense. The student must then complete any treatment recommended in order to regain eligibility. The student is required to release the results to the school principal or athletic director in order to regain eligibility.

A student who was not participating in an extracurricular activity prior to violating the Good Conduct Policy may not join an activity already in progress. A student involved in an activity who becomes ineligible must complete the activity or season in order for the penalty to be considered served.

**Transfer Student Eligibility**

Any student declared ineligible under the prior school district's Good Conduct Rule, and then without having completed the full period of ineligibility at that school transfers to Jesup High School, may not be eligible for interscholastic competition at Jesup High School, until full period of ineligibility has been completed from the other school.

HS	Total Dates Allowed	Level 1 Violation Penalty (1st offense/2nd offense)	Level 2 Penalty (1st offense only)
Football	9	3/6	2
Volleyball	14	5/9	3
Cross Country	10	4/6	2
Basketball	21	7/13	4
Wrestling	15	5/9	3
Track	16	5/10	3
Golf	12	4/8	2
Soccer	15	5/9	3
Baseball	40	12/24	6
Softball	40	12/24	6

- Cheerleading violations will follow the sport for which they are cheering for at the time.
- Violations by managers will follow the same penalty as the sport they are managing at the time.

MS	Total Dates Allowed	Level 1 Violation Penalty (1st offense/2nd offense)	Level 2 Penalty (1st offense only)
Football	6	2/4	1
Volleyball	9	3/6	2
Cross Country	7	3/5	2
Basketball	12	4/8	2
Wrestling	9	3/6	2
Track	7	3/5	2
Baseball	*15	5/9	3
Softball	*15	5/9	3

\*Based on the number of dates we play as there are no state guidelines.\*

**Middle School Ineligibility:**

If a middle school student-athlete is ineligible they are not allowed to play and/or travel to the event until they are eligible again. If the event is at home they are not allowed to dress out for the event.

**Changing of Sports In-Season/Student Participation:**

If a student-athlete wants to change sports after the first two weeks of the season this must be approved by the Athletic Office. If a student-athletes wishes to practice but not compete in contests this must be approved by the Athletic Office.

**Senior Night:**

The head coach and the Athletic Office will set a Senior Night prior to the season. The Athletic Office will help facilitate the festivities for that night but the head coach is encouraged to play a role in those events.

**Reporting of Discipline, Issues, and Ejections:**

Head coaches should handle all discipline and other player or team issues first. If it cannot be handled by the coach first, please contact the Athletic Director. This also goes for parent issues as well. If a player or coach is ejected from a contest please notify the Athletic Director immediately following the game so the proper paperwork can be filled out with the state.

**Weight Lifting Program:**

Season	AM Supervisor	PM/Team Lifts
Fall	Coach Signup	Sauer/Fall Coaches
Winter	Coach Signup	Sauer
Spring	Sauer	Sauer
Summer	Sauer	Sauer

Fall 2022: August 8th until November 6th  
Winter 2022-2023: November 7th until February 26th  
Spring 2023: February 7th until May 31st  
Summer 2023: June 1st until August 7th

In fall: We will have a google doc that will allow coaches to sign up to supervise the weight room in the AM's. It will be open two to three times a week. Coaches will be compensated \$20 per morning they supervise. The Strength and Conditioning Coach will coordinate with the fall coaches the PM lifting schedule and will help with any questions.

In winter: We will have a google doc that will allow coaches to sign up to supervise the weight room in the AM's. It will be open two to three times a week. Coaches will be compensated \$20 per morning they supervise. The Strength and Conditioning Coach will coordinate with winter coaches their lifting times/workout.

In spring: The Strength and Conditioning Coach will organize morning lifting and coordinate with coaches on team lifts after school. Two morning lifts.

In summer: The Strength and Conditioning Coach will organize summer lifting and coordinate with coaches on team lifts.

**\*\*Each week the lifting schedule will be sent out. If a time isn't able to be filled this will be noted on the schedule.\*\***

**\*\*AM Supervisors are there to help get kids checked in, start the warm up, supervise them on all lifts, and get them out in a timely fashion. Supervision is required for the entire workout.\*\***

**\*\*Morning lifters must use PLT4M Program or another approved program by the Strength and Conditioning Coach\*\***

### **Accident Report:**

If a student is injured during practice and/or competition to the extent of major injury, an accident report must be filled out. Common injuries such as twisted ankles, jammed fingers, etc., do not need an accident report. Broken fingers, bones, etc., need an accident report filled out. These are on file in the athletic office. Please do this as soon as possible after the injury has occurred.

### **Workers' Compensation:**

If you are injured at work, you must immediately report the incident to the Athletic Director. There are several forms of paperwork that are required to be filled out once this happens.

### **State Tournament:**

When individuals or teams qualify for state tournament play, the qualifying individuals and/or team will receive meal money for breakfast, lunch, and dinner. The team includes all paid coaches, school approved volunteer coaches, managers, and all team members that were constantly a part of the qualifying team. Alternates for track relays will receive money as well. Training partners for wrestlers will not receive money. The meal money may start no earlier than the evening before the start of the event. Once all individuals or the team is out, the meal money will stop one meal after the competition ends. Coaches are expected to turn the remaining meal money in, along with receipts within three days of the state tournament ending.

Hotels will be secured by the Athletic Office. Hotel rooms will be purchased for all paid coaches, school approved volunteer coaches, managers, and all team members that were constantly a part of the qualifying team. It is the goal to have two coaches per room and 3-4 athletes per room. The athletic office and the head coach will decide together when and how long the team will be staying based on their specific competition period.

### **End of the Season Duties:**

#### **End of the Year Banquet:**

Every high school sport is required to have an end of the year banquet for all high school participants. Please clear the date through the Athletic Office at least one week prior to the date. Banquet Ideas; potlucks, pizza party, Pizza Ranch, grill outs, etc. Middle school teams are not required to have these but can be a good way to wrap up the season. The athletic office can print certificates off for middle school. The athletic office will not provide any type of monetary donation to the banquet other than transportation to a restaurant if needed for middle school.

#### **End of the Year Awards:**

One week before your banquet, please give the Athletic Office your list of letterwinners, participants, All-Academic, All-Conference, All-District, and All-State award winners. This will give ample time to get the necessary certificates to you before your banquet.

#### **End of Season Meetings:**

After the season concludes please set up time to meet with the team in a large group setting and/or individually with athletes. These are great settings to finish the season together as a team, reflect on the prior season, set goals for the offseason, and learn what the athletes think went well and what can be improved for the following season.

#### **Equipment/Uniform Inventory:**

All equipment and uniforms should be collected within a week of the season ending. Please notify the Athletic Director when equipment and uniforms have been turned in. If a student has not turned in their items, please notify the Athletic Director and an invoice will be sent home. Each sport has a specific area for their equipment and uniforms. All equipment and uniforms should be stored at the school. It is the head coach's responsibility to have all uniforms/equipment put away. Please also provide an end of the season roster to the Athletic Office.

#### **Season Record/Letter Winner Review:**

All high school coaches are required to fill out a Season Record/Letterwinner/Participant report to be kept for records by the Athletic Director. If any school records have been broken, please notify the Athletic Director so he can update the boards.

#### **Official Recommendations:**

Official recommendations must be completed for the IAHSAA/IGHSAU once the season has ended. The athletic office will work with head coaches to complete this.

## **Out of Season Duties:**

### **Open Gyms:**

Open gyms must be cleared through the Athletic Office before they are able to occur. Facilities will need to be scheduled. Open gyms may not occur when there are in season sports practices/games occurring. Summer time contact starts June 1st. No direct coaching contact can take place until June 1<sup>st</sup>. Weight training can take place prior to June 1<sup>st</sup>.

### **Out of Season Activities:**

Out of season coaches should provide opportunities for our athletes to grow in that specific sport. However, this should not take away time from an in season sport. Coaches need to work together on this to be fair and consistent. The only way we will be successful is if we have athletes playing multiple sports AND coaches working together to make this happen.

### **Camps:**

All camps will run through the Jesup Community School District. All purchases must be pre-approved by the athletic office via a PO. Workers are able to be compensated for their work but must fill out a W9 form. This must be pre-approved by the Athletic Office and the Administration Office.

### **Coaching Clinics:**

Each program is allowed to attend one clinic per year that the school will cover up to \$150 for registration fees. The head coach may designate an assistant(s) to attend the clinic instead of themselves. All of this must be pre-approved by the Athletic Office and Administration Office at least one month prior to the clinic. Any hotel costs will not be covered by the Athletic Department for the 2020-2021 school year. School transportation will be available for the coaching. Any 2<sup>nd</sup> clinic must be covered individually by the coach.

### **RENEWAL OF COACHING LICENSE:**

Reminder coaching licenses are good for 5 years. Here are two links that will help you renew your license when the time comes. Reminder, CPR training is required by any coach renewing a coaching authorization as of the Spring of 2017. The Athletic Director will assist in helping renew your license.

<http://www.boee.iowa.gov/forms/rca.pdf>

<http://7secondcoach.com/coaching-authorization/>

### **Fundraising:**

Fundraising projects for specific sports teams could happen with the proper communication with the athletic office at least 2 months prior to the fundraiser. Fundraiser must be approved by the athletic office and possibly by the booster club. The recreation department could also be involved in the fundraiser depending on which sport.

## **Miscellaneous:**

### **Clothing Apparel Orders:**

Give a list of supplies or gear that you would like to the Athletic Office and possible vendor(s) that you would like to use.

#### **THE OFFICIAL J-HAWK AND J MUST BE USED IN ALL ORDERS.**

1. Artwork can be done by the athletes, but needs to be turned into the Athletic Office for approval. The vendor can also do the artwork if you would like.
2. The AD office will check with several vendors for pricing and determine which vendor we will use.
3. The AD office will make the order form or work with the vendor to create one.

4. The AD office will set the price.
5. When collecting money for clothing orders, the money needs to be stapled to each order form and turned into the athletic office. (Coaches turn into the athletic office). No athlete will be in charge of collecting or handling the money.
6. Once all of the orders are turned in, or the ordering deadline is past, the athletic office will count the money, use the order forms to compile the order, order the clothing and deposit the money.
7. When clothing is received, the athletic office will inventory and label it for individual athletes. We will give to athletes at school or coaches for disbursement.
8. Coaches may talk to vendors, but all ordering goes thru the athletic office. Retail prices are determined by the AD office. All sales pricing will be in writing from vendors.

### **Mailbox:**

Coaches' mailboxes are located in the Athletic Office. In season coaches please check those daily for your timecard sheets and other mail. Out of season coaches should check monthly.

### **Evaluations:**

Starting in August of 2014 all coaches will be evaluated on a rotation basis. The following criteria will be used; first time head coaches will be evaluated for the first three years and then every other year, head coaches with three years or more of experience will be evaluated every other year, head coaches with more than 10 years of coaching experience will be evaluated once every three years, head coaches with more than 20 years of experience will be evaluated as needed. Assistant coaches will be evaluated one out of every three years with head coach participation, middle school coaches will be evaluated once out of every three years with head coach participation, and volunteers will be evaluated as needed. Any observations or evaluations made during the season by the athletic director on the head coach's job performance will be handled in the same manner as stated in the negotiated contract. Any recommendations by the head coach will be discussed with the athletic director at the appropriate time.

### **Game Event Help:**

All coaches will be encouraged to work events this year when not in their current coaching season. Duties could be taking tickets, running a scoreboard, line judge, working on the chain gang for middle school football, or working at a home track meet. This is a good way to show support to the other sports team and also be visible to your players in the off season.

### **Hazing/Bullying/Harassment:**

There have been several incidents occurring around the state over the last year. Please keep the Athletic Office posted with any issues that could occur or occur during your season. Please report to the Athletic Office or the building Principal immediately so they can be addressed in a timely fashion.

### **Transportation:**

Coaches must have a driver's license and copy of insurance on file before they can drive a school vehicle or their own vehicle with students in it. This must be done prior to driving students.

### **Websites:**

Each sport is required to have an up-to-date website that is attached to our school website. The webpage can include many things but should have a schedule, information on coaches, and school record holders. All head coaches should have their web pages updated by the start of their season. If you need help finding any information you want to be a part of your webpage, please ask the Athletic Office.

**Display Case:**

We have a display case outside the south gym by the concession stand. Each season has one area to put information pertinent to their season. This can be used to list record holders, pictures, and/or any other information relative to your season. Please contact the athletic office so they can help you keep this up to date.

**TWELVE QUESTIONS TO ASK YOURSELF WHEN EVALUATING YOUR JOB AS A SUCCESSFUL COACH:**

1. AM I WORKING HARD?
2. AM I INTERESTED IN THE TOTAL STUDENT ATHLETE?
3. IS THE TEAM PLAYING UP TO ITS CAPABILITIES?
4. IS THE PROGRAM IMPROVING UNDER MY GUIDANCE?
5. DO I HAVE GOOD DISCIPLINE ON THE TEAM?
6. DO I INSTRUCT AND WORK WELL WITH MY ASSISTANTS?
7. DO I SHOW INTEREST IN ALL LEVELS, 7<sup>TH</sup>, 8<sup>TH</sup>, 9<sup>TH</sup>, JV, VARSITY?
8. AM I WILLING TO SHARE GYM, FIELD, AND LOCKER SPACE?
9. DO I CONDUCT MYSELF AS A PROFESSIONAL EDUCATOR?
10. AM I READING AND STUDYING TO FURTHER EDUCATE MYSELF ABOUT MY SPORT?
11. DO I CONSIDER MYSELF RELIABLE AND DO THOSE I WORK WITH FEEL I'M RELIABLE?
12. CAN I DEFEND MY PROGRAM IN PUBLIC?