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# Coaches, Directors and Sponsors

Activities Handbook, updated August 2021



## **Philosophy**

The College Community School District believes that co-curricular and extracurricular activities are an integral part of the total educational process. Activities are meant to provide Prairie students with quality educational experiences. It is a goal of Prairie activities to assist students in the development of habits, attitudes and ideas necessary to compete and get along in today's society. Activities should provide our students with the opportunity to learn self-discipline, teamwork, sacrifice and loyalty to their peers.

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## Section 1 General Information for all coaches/directors/sponsors

### Accounting and Business Office Procedures

**Please review the Business Office Handbook yearly as procedures change.**

The Handbook can be found online <https://www.craprairie.org/departments/business-services/business-office-manuals/>

#### Budget

All Prairie activity accounts are held in the name of College Community School District and are given a twenty-one digit code number for each account. Head Coaches, Directors, Sponsors are responsible for tracking receipts and expenditures made to and from these accounts, to ensure that they remain solvent. Ledgers including balances are sent to head coaches, sponsors and directors. These ledgers need to be reviewed and any discrepancies pointed out to the Activities Director immediately. Coaches, Directors and Sponsors who have multiple accounts, should get statements for each account.

#### Accounts:

Everyone has two accounts, if you have a camp, you have three accounts.

1. **School Account:** Is allocated money. You may use this account to order items that will remain at the school, in the program. The money allocated for this account is used July 1st-June 30th. The balance **DOES NOT carry into the next fiscal year.**
2. **Club Account:** Money from fundraisers is deposited into this account and can be used for things needed for athletes. This money carries from year to year.
3. **Camp Account:** Money from camps is deposited into this account. You may pay coaches from this account. This money carries from year to year.

#### Purchasing Procedure -

The Activities Director must approve any expenditure made from school activity or club accounts. Nothing should be ordered prior to having a properly authorized purchase order. Please do not have coaches or parent volunteers purchase items and then ask to be reimbursed. We are **unable to do this, please remember that you need to receive a form of payment from the Activities Office BEFORE YOU** purchase anything you want the school to pay for. You may get a quote from a vendor.

Unified coaching gear/uniform can be purchased for coaching staff to wear from the club account but it is the property of the program and needs to be checked in and out.

#### Purchasing Manual

Please make yourself familiar with the procedures found in the ESC's Employee Business Procedures manual (<https://www.craprairie.org/departments/business-services/business-office-manuals/>) for ordering if you have questions please contact the Activities Office.

There are three types of common purchases and the procedure for each is outlined below.

## Local Purchases

To obtain a purchase order for a local purchase, bring a filled out requisition to the Activities Office and when it is approved by the Activities Director a PO will be issued. OR the Athletic Department P-Card may be checked out.

### Hotel Accommodations

Approval for overnight travel must be granted from the Activities Director. Once received, complete the online [district hotel/travel form](#). Once approved by CFO, work with the Activities Office to make the travel arrangements.

### State Tournaments

The Activities Office will cover \$100/room if you are participating in the State Event. Any amount over that will be charged to your Club Account.

## Other Purchases

All other purchases should be done using an electronic requisition. The purchase ordering system can be accessed on the staff website at <http://www.prairiepride.org/in/staff/index.htm> and selecting "Purchase Order System". Once the form is filled out it will go to the Activities Director for approval, then to Educational Services Center (ESC) for processing. An email confirmation for your order (including a PO) will arrive after it has been processed.

## Resale

Occasionally, coaches, directors and sponsors will make various team apparel items available for resale. Coaches, directors and sponsors are discouraged from physically collecting money for these items from students. Whenever possible, an account should be set up through the school store for handling resale. The process for this would include submitting a list of the students who you wish to make the purchase to the school store and establishing your pricing and timeline for taking orders. Orders will then be taken during a designated period, with funds then deposited into your club account or other designated account. After the ordering period is over, only the items that have been paid for in advance should be ordered with a proper requisition and subsequent purchase order. All items need to be received through shipping and receiving. The expended amount will be charged against your club account.

## Uniforms/Costumes

Per the IDOE Student Activities Fund handbook, we can not charge students for uniform purchases. These must be paid for by the program and become property of the program. Cost for costumes that are specially fitted to the athlete and become the property of the athlete can be charged to the athlete. Please specify this is a "costume" and not a uniform.

## Activities Governing Committee

An activities governing committee, appointed by the Activities Director consisting of a counselor, coach, director, sponsor, two faculty members, and administrator will meet as needed to deal with questions of eligibility, course credits, discipline, etc. The governing committee members will serve a minimum two year term. The committee will convene at the request of the activities director to review appeals.

Any student who feels that his/her circumstances are of such a unique nature as to wish to have the situation heard by the Activities Governing Committee should fill out an appeal form which may be obtained in the Activities Office. This appeal shall be processed within three (3) school days of the date the appeal is filed. The student will not be allowed to participate in any contest during the appeal process but will be allowed to participate in the practice sessions.

The committee will meet in a closed session prior to inviting the student to participate in the committee proceedings. If a student is not satisfied with the committee's decision, he/she has a right to due process.



## Awards and Awards Banquets

### Awards

During the school year an athlete may not accept an award which has a value in excess of \$10 and never money. An outside school organization is only allowed to give an individual an inexpensive, unmounted, unframed certificate of recognition. During the summer months athletes may accept any award or prize, which any other amateur is permitted, but never money.

### Awards Banquets

At the completion of each season all sports are encouraged to have a post season banquet. This can follow any format that is advantageous to the goals of the program. If school facilities are to be used, the coach must schedule those facilities through the activities office. Any awards given should follow the criteria listed above.

Please turn in your list for certificates at least two weeks prior to banquet to the appropriate HS or MS Administrative Assistant. If request is received after this time, it will be the responsibility of the coach to put awards on the certificates. Please also include All Metro and M.V.C. winners and certificates so they can be prepared as well.

Season results need to be turned into the Activities Office at the conclusion of your season.

## Camps/Leagues

All camps/academies/leagues need to be approved through the Activities Office prior to sending out any information. Plan ahead and check availability of facilities. All money collected needs to be made payable to CR Prairie followed by your sport (i.e. CR Prairie Volleyball) and turned into the Activities Office. A copy of any information sent out concerning these camps/leagues must be given to the Activities Office.

## Collection of Money

Any money that is collected by a coach/director/sponsor should be receipted into the Activities Office on a daily basis. Whenever possible students should pay directly to the school store for clothing orders.

## COACHES

All coaches and volunteer coaches are required to have a current coaching endorsement, background check and State concussion form prior to their season. Information for the concussion form was sent out this summer and was asked to complete it before August 18th. Here is a link to that email with the directions [NFHS Concussion in Sports 17/18](#). Please email a copy of the completed form to the HS Activity Office where it will be kept on file.

### Participation Policy

Your safety is of vital importance to the District and therefore the District is instructing you to limit your participation when engaged in physical activities with our student population/athletes while you are on the job. Participation in activities shall be limited to instruction, supervision, and demonstration of the physical activity or related tasks.

When instructing or demonstrating specific activities you must assure the physical effort and force used will not place yourself or others in a situation that may cause injury. Some examples of restricted activities include but are not limited to:

- Participation in high speed drills
- Diving for the ball
- Sliding into a base
- Tackling

- Slide tackling
- Live wrestling
- High diving

## Directions

Directions to all conference, metro, and most non-conference sites are available in a directory in the Activities Office and are also on the College Community Web Site. A table of approximate travel times is located in the transportation section of this handbook.

## Due Process

Individual rights granted by the Constitution of the United States are granted to all people regardless of age, sex, race, or creed. The essential rights involved in disciplinary procedures stem from the concept of due process. Under this concept, student/athletes are entitled to:

- Know what the rules and regulations are
- Be notified of the charges and be provided the opportunity to respond to those charges
- Have counsel if they appeal
- Appeal a decision about the charges to a higher level and to have the charges or penalties removed from the record if the evidence demonstrates innocence.

Throughout the procedure student/athlete should be made to feel that only the behavior is being questioned, not the value of the student/athlete as an individual.

## Early Dismissals

In the event that a group of students should need to be dismissed from school before the regular dismissal time, an email should be sent to all teachers ([staffHS@crprairie.org](mailto:staffHS@crprairie.org), [staffPP@crprairie.org](mailto:staffPP@crprairie.org)) with copies to the Activities Office (HS and Point) and the Transportation Secretary. Every effort should be made to keep academic time intact. It is the coach/director/sponsor's responsibility to inform his or her participants with enough prior notice so the students have ample time to make up any required work in advance. Any student who does not contact a teacher about their absence may be required to miss the activity and stay in class.

## Eligibility/Behavior/Attendance

### Activities Behavior Matrix

#### Academic (revised 2016/17)

All 9-12 students involved in athletics, speech, drama, vocal and instrumental music are required to be enrolled in at least 2.5 approved credits in order to be eligible. 2.5 credits are usually equivalent to five full classes. P.E. is not considered a full credit class (**if unsure check with the guidance office**). Post secondary enrollment classes taken either on or off campus are given the same credit as regular classes.

There will be 4 checks during the semester to check for academic eligibility:

#### 4 Week Check

This is a warning for any D's, and I's. All stakeholders (student, parent, teacher, coach) will be notified. The student is still eligible during this time as everyone works together to support the student as they raise their grade to passing.

## 9 Week Check

This is an eligibility check for I's and F's. Any student receiving an I or F at 9 weeks is considered "**Ineligible until passing**". All stakeholders (student, parent, teacher, coach) will be notified. Checks will be done weekly and student will be eligible to participate as soon as the grade is passing and verified by the teacher.. *Students can have a teacher or coach email the activity office if they believe their grade is now passing and they don't want to wait until the weekly check. If passing, the student is immediately eligible to participate.*

## 13 Week Check

This is a warning for any **new** D's and I's. All stakeholders (student, parent, teacher, coach) will be notified. The student is still eligible during this time for any **new** D's and I's as everyone works together to support the student as they raise their grade to passing.

## 18 Week Check

This check is for any I's and F's for the semester prior to grades being posted on their transcript. Any student receiving an I or F at 18 weeks is considered "**Ineligible until passing**". All stakeholders (student, parent, teacher, coach) will be notified. The student will be eligible to participate as soon as the grade is passing. *Students can have a teacher or coach email the activity office if they believe their grade is now passing. If passing, the student is immediately eligible to participate.*

Semester eligibility is based on [Iowa Department of Education "Scholarship Rule" 36.15\(2\)](#) and will go in effect when semester grades are posted on the transcript (please see section entitled "The Scholarship Rule"). This takes place two weeks after the 18 week check giving the student ample time to make up work to improve the grade to passing. Students not receiving credit in at least 4 classes and/or F posted on a transcript will not be eligible for a mandatory 30 calendar days "no pass, no play" policy.

## Fundraising

The Fundraising Form (<http://www.prairiepride.org/forms/frapp.htm>) needs to be completed if you are raising money for any of your accounts. This applies to selling of items, camps, Hit-A-Thon, Pin-A-Thon etc. Events that bring money into the program from the community and others are categorized as a fundraiser. When completing the online form, please remember to select 6-12 Athletics. Also in the section on what the monies will be used for please use this verbiage:

*"Proceeds from this fundraiser will be used to enhance skills, provide resources to improve the program and to offset team camps and state tournament expenses for all student athletes as well as clinic registrations for coaches."*

1. Send Lori Pleiness a copy of your approval.
2. If you are planning a raffle, an online form will need to be submitted. [www.prairiepride.org/forms/fr\\_atcrgoc.pdf](http://www.prairiepride.org/forms/fr_atcrgoc.pdf)

Raffles are a game of chance; gambling tax will be deducted from the total brought in.

3. Send Tracie Markland a copy of the approved fundraising form; they will need this to fulfill your request for a cash box. If a cashbox is needed, fill out form for cash box request.

<https://docs.google.com/forms/d/1NMdXOTfk5ywu1UtPjMin7f0HUYzfx8ilBvnCHTdw/viewform>

## Other eligibility requirements, as set forth by the State Association:

### You are not eligible if:

- You do not have a physician's certificate of fitness issued this school year, or if you are twenty years of age or over.
- You do not have a signed concussion form less than one year old.
- You have attended high school for more than eight semesters. (Twenty days of attendance or playing in one contest constitutes a semester.)
- You changed schools this semester (except upon like change of residence of your parents).
- You were out of school last semester or if you entered school this semester later than the second week of school.

- You have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, unmounted paper certificate of recognition, or if you have ever received any money for expenses or otherwise for your participation in any athletic contest.
- You have competed, outside school times, as a team member or as an individual while out for a sport and during that sport season without the previous written consent of your principal.
- You have ever trained with a college squad or have participated in a college event.
- You are not passing 2.0 credits or twenty hours for the semester. If a student is not passing twenty hours of 2.0 credits for the semester, they will be ineligible for the entire next semester.
- Your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles, and standards of your school.
- Ineligible under your previous school's academic or good conduct rule and transfer to Prairie High School. Your period of ineligibility transfers with you to Prairie High School. After the period of ineligibility is completed, you will be treated as any other Prairie student who has had his/her eligibility reinstated.

***Local school rules may be more restricted than those of the Iowa High School Athletic Association or the Iowa Girls High School Athletic Union.***

## Ejection from Athletic Contest

Any student/athlete found guilty will face the State Rule:

*“Any student disqualified from an interscholastic contest by game officials for flagrant, violent or verbal misconduct will be ineligible for the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level in addition to any other penalties the IHSAA or the school may assess. The second violation carries a four (4) regularly scheduled game/meet ineligibility.”*

## Transfer

Student/athlete transfer and interscholastic competition activities:

When a student/athlete transfers to a high school in the district outside his/her attendance area, the student is ineligible to compete for ninety days in any interscholastic athletic activity at the school to which the student transfers unless the parent/legal guardian and the student effect a bona fide change of residence to the proper attendance area. This period of athletic ineligibility shall be for ninety days from the first day of attendance in the receiving school. A bona fide change of residence must result in all household goods being transferred from the previous residence to the new address, and change in residence has not represented an attempt to circumvent the intent of the transfer rule. A bona fide change of residence may also occur when the family unit has been disrupted as a result of divorce, separation or other circumstances beyond the control of the student/athlete.

In the event of a parent/legal guardian change in residence, the principal of the receiving school shall ascertain eligibility by:

1. Verifying the student's legal residence and ascertaining that the transfer is not in violation of the spirit of the provisions of this regulation;
2. Securing a written transcript of all high school credits; and
3. Securing in writing a statement indicating that the student was in good standing in conduct, citizenship, and academic progress at the time of the transfer.

## Equipment

### Athletic & Activity Equipment

- Students will be expected to take care of and return all school issued equipment.

- All equipment needs to be returned at the end of the season, or upon quitting the sport or activity.

## **Lost Equipment/Failure to Turn in Equipment**

Coaches will need to complete a voucher immediately following your season for any athlete who has either lost or fails to turn in their equipment at the end of the season. Available in the Activities Office, vouchers should include the item(s) and replacement value. Some examples of loss are listed below

- Any equipment lost or destroyed through negligence of the student will be paid for by the student. Coaches will notify the Activities Office if their efforts to retrieve equipment are not successful. The cost of the equipment will be determined by the Activities Director and will be based on replacement cost of equipment.
- Any equipment not returned or damaged and not reimbursed for, will be added to the student's school fees. (All fees must be paid before graduation.)
- Coaches/director/sponsors must inform students that all school owned equipment is to be worn only at scheduled practices or games/meets, or as designated by coach/director/advisor.
- Students found wearing school owned equipment in public, other than practices or games/meets, may subject themselves to disciplinary action.

## **Guiding Principles**

On the following page is the Guiding Principles Rubric for Prairie Activities. This document is intended to act as a guide for participants in all activities. Students are encouraged to self assess and share this with coaches/directors/sponsors and their parents. These guiding principles and priority practices focus on what should be at the center of learning. It is an effort to direct student talents and attention towards continuous self improvement.

## Guiding Principles

Performance Element	Strong Role Model	Improving	Needs Attention
<b>Accountability</b> (accepts consequences for own choices)	Accepts consequences for own choices	Generally accepts consequences for own choices, but occasionally chooses to blame others.	Blames others for consequences for own choices.
<b>Citizenship</b> (adheres to and properly upholds the duties, rights, and responsibilities of society)	Meets Activities Handbook “Good Conduct Rule”; complies with rules at all times; publicly encourage teammates and all K-12 students of the importance of Prairies’ Athletic Principles and Athletic Performance Priorities.	Meets Activities expectations regarding “Good Conduct Rule”.	Has violated “Good Conduct Rule” within in last 12 months.
<b>Continuous Improvement</b> (focuses daily on becoming better)	Sets realistic improvement goals. Makes choices focused upon continuous improvement Seeks feedback to improve	Set goals, but does not seek or accept feedback to improve.	Does not participate with continuous improvement as a focus; is just going through the motions
<b>Loyalty</b> (faithful to ideals, friends, team, coaches)	Is devoted to team, coaches, and school	Is generally committed to team, coaches, and school but can be swayed by self or others’ interests	Focuses upon self-interest; betrays teammates, coaches, and school
<b>Respect</b> (shows honor, esteem, and consideration)	Lives by the Golden Rule Is courteous and polite Accepts individual differences Helps others to be their best Uses proper language and manners	Is questioning his/her ability to live by the Golden Rule; sincere efforts are being made to be more courteous and polite, to be more accepting of individual difference, and to use appropriate manners	Puts down others Interferes with others’ development Use profanity or inappropriate manners
<b>Responsibility</b> (puts principles and duties first; follows through)	Abides by Prairie’s athletic guiding principles and performance priorities; is dependable; follows through on commitments	Is increasing understanding of the importance of personal responsibility, but does not follow through on a consistent basis.	Pays little/no attention to Prairie’s principles and priority practices; does not follow through on obligations and duties.
<b>Trust</b> (honest, reliable)	Viewed by others as a model of honesty and reliability	Is generally viewed by others as a model of honesty and reliability	Is viewed by others as negative; words seldom match actions

## Priority Practices

Performance Element	Strong Role Model	Improving	Needs Attention
<b>Academic Achievement</b>	Exceeds academic improvement goals; meets class expectations in work habits, work completion, and grades	Meets academic improvement goals; meets class expectations in work habits, work completion, and/or grades	Makes little/no attempt to improve academically or does not have goals to improve work habits, work completion, and/or grades.
<b>Fitness</b>	Exceeds personal/coaches fitness	Meets personal/coaches fitness goals	Makes little/no attempt to improve fitness level; does not have goals
<b>Mental</b>	Gives full effort when faced with challenges	Is making progress on increasing effort in challenging situations, but is unable to make adjustments to reach desired goals.	Quits or withholds efforts when challenges arise; takes the path of least resistance.
<b>Multi-Activity Involvement</b>	Is involved in several school activities; in each activity is viewed by others as a model of positive contribution	Is involved in more than one school activity; in each activity is viewed by others as a model of positive contribution	Is involved in one or more school activities; involvement is limited or is not viewed as positive.
<b>Sportsmanship</b>	Has no rule violations; positive responses are received from officials, coaches, spectators, teammates, etc	Has no rule violations	Has rule violations; needs to take specific steps to improve sportsmanship.
<b>Team Concept</b>	Values team success over in	Is beginning to understand that the team’s success is a priority.	Often puts individual goals before team goals.
<b>View of Winning</b>	Prizes personal improvements goals, Prairie principles, and team progress as well as wins/losses	Is beginning to understand that winning is doing one’s personal best in all situations	Has a narrow view of winning; focuses primarily upon the wins/losses

## Gym Time

All requests for gym time go thru the Activities Administrative Assistant.

1. For high school and middle school teams, please enter your practice schedule and request gym space on the rSchool Facility Scheduler (FS) found on the staff hub or at <https://fs-ccsd.rschooldtoday.com/calendar/index/index/viewtype/6>. Click here to follow step by step directions. Once the requests are approved you will get an email notification confirming your dates .
2. For high school "off season" open gyms and Clubs you oversee- complete for Facility Use Request - HS and Club Google Form <https://goo.gl/forms/K7qgH3OsrstHt1jA3>. Please fill out forms before the first Coaches' Council, if you did not complete it please do so ASAP. If you are delayed in getting this information in, you may not get the day, time or site you are requesting. Please do not assume if you have scheduled it in the past it will be reserved again. If you are planning open gyms in the spring, these need to be scheduled in the fall if possible. CCSD groups are scheduled in the fall for the year; AAU groups are scheduled in the fall and again in January for the year. There are also rentals that are scheduled

## Keys

Prior to the start of your season the activities director will assist you in checking out needed keys. The keys checked out to you are meant to meet your needs for that season. Misuse of keys can jeopardize the security and liability of the school. Therefore, do not loan, copy, or make your keys accessible to others. Loss of any keys may result in the cost of rekeying the affected area being charged to the coach.

## Lockers

Athletes name needs to be posted above their assigned locker.

## Meetings

It is recommended that each sport have a pre-season meeting either before practice begins or as soon after as can be scheduled. Schedule your pre-season meetings thru the HS Activities Office. At your pre-season meeting obtain a list of names and submit to Activities Office to check for physicals, acknowledgements, concussion and insurance. Any forms/information you hand out at meeting(s), submit a copy to the Activities Office so one is on file for student who was unable to attend.

A few ideas on what to cover at this meeting are listed below.

- Introduce the staff and let the parents know what each staff member's duties are.
- Talk about your coaching philosophy and let everyone know what they can expect from you and your staff and what you will expect from them.
- Explain individual and team goals and expectations. Let everyone know how they can support the team throughout the season.
- Handout or at least talk about practice schedules and game schedules. Tell the parents and students when they are required to be ready for practice and games and when they will be done.
- Review all the basics: code of conduct, eligibility, student attire, behavior, etc.
- Talk about off season expectations, if you do fund raising let the parents know how they can be of help and what will be expected. Also let the parents and students know what the fundraising money is used for and how the students benefit from it.
- Any other information that pertains to your activity.

## Multiple Activities

Student conflicts resulting from students being involved in multiple activities simultaneously:

We believe that co-curricular and extra-curricular activities all contribute to the total growth and development of our students, provided these activities are conducted from a balanced educational perspective. It is our intention to encourage and support our students' experiences through participation in as many activities as they are interested in and able to successfully manage.

Coaches/directors/sponsors will provide encouragement and support through communicating with each other to avoid and/or resolve conflicts that may occur in the scheduling of practices, rehearsals, games, concerts, performances and competitions. Additionally, no student will incur a penalty or punishment of any kind due to a compromise resulting from conflicting schedules. As a general rule, Iowa high school sponsored state events or competitions will be given priority. However, coaches, directors, and sponsors may consider other factors in their efforts to reach the best resolution for the student(s) involved.

**It is also recognized that it is the responsibility of the student who chooses to be involved in multiple activities to notify each appropriate coach/director/sponsor of potential conflicts. This notification should be done providing sufficient time and opportunity for the coaches/directors/sponsors to then arrange an appropriate compromise in the best interest of the student(s) involved. This compromise should be worked out between the student, parent/guardian, sponsors, directors or coaches involved.**

## Overnight Trips

Coaches/directors/sponsors who accompany students on overnight trips are expected to provide proper supervision at all times. Students should be reminded that on any school sponsored trip all school rules apply. Coaches/directors/sponsors must complete all waivers, medical forms and other necessary paperwork prior to leaving. Also, it is illegal to transport students in a vehicle rated for more than eight passengers with the exception of a school bus.

If the trip is out of state the "Out of State Travel Approval" form must be completed.

[http://www.prairiepride.org/hub/business/forms/ft\\_soostaf.pdf](http://www.prairiepride.org/hub/business/forms/ft_soostaf.pdf)

## Phone Numbers and Address

Phone numbers and addresses of all the activities personnel will be emailed out to all coaches after the first Coaches Council meeting.

## Physicals/Concussion/Handbook Acknowledgement/Insurance

All athletes must have a current physical, concussion form and insurance waiver on file in the Activity Office to begin practice.

### Physicals

The State requires all athletes to have a current physical on file, before they can practice. The State physical form must be used for athletes. Copies of the form can be found on line at [http://www.prairiepride.org/procedures/forms/2014\\_physical\\_7\\_12A.pdf](http://www.prairiepride.org/procedures/forms/2014_physical_7_12A.pdf) or at the HS and MS Activity Office. A physical is current for 1 year plus 1 month before it is considered expired (i.e. a physical dated 8/1/16 will be expired on 9/1/17).

We offer physicals at registration to help eliminate anyone from not having a current physical when their season begins. Refer parents and students to information sent out in their registration packet for current date, time and cost of physicals.

### Concussion Form and Insurance Waiver

The Concussion Form and Insurance Waiver are together on one form called the "Pink Form". The Activities Office must have this form



on record in order for the athlete to practice. This form is sent out in the registration packet each summer and only needs to be completed once a year.

## Handbook Acknowledgement

Handbook Acknowledgements indicating that athletes have read the "Athletic Handbook" and have indicated an interest in participating in Prairie Athletics/Activities must be completed every year and be on file in the Activities Office before first competition. This form was also included in the registration packet.

If you add or delete players you need to advise the Activities Office as soon as possible.

## Pre-Season

If your pre-season roster has changed, please send an updated list to the Activities Office. Flag those no longer out and those that are additions to your roster.

A list will be given to you with forms turned in and needed. All athletes MUST have a current physical, concussion and insurance to participate in practices.

10th and 12th names go to the high school, Lori Pleiness, and 9th grade to Point, Chris Crist

## READ Photography

Envelopes will be available in the Activities Office.

## Rosters

Please get rosters to the appropriate Activities Administrative Assistant (HS - [lpleiness@crprairie.org](mailto:lpleiness@crprairie.org); Point - [ccrist@crprairie.org](mailto:ccrist@crprairie.org)) as soon as possible after first practice. A written copy is fine after 1<sup>st</sup> practice or sharing of a Google Document. If in doubt, regarding 9th grade, send to both Admins.

Rosters are going to be entered into Campus. Students were asked to register for sports they would like to participate in. This will aid in keeping track of attendance and eligibility issues.

Rosters should include...

- a. Jersey number, show home and away if different
- b. First and last name
- c. Position
- d. Grade
- e. Height (basketball and football only)
- f. Weight (football only)
- g. List your coaches for the level you coach

## School Board Policies

There are a number of school board policies that deal directly with school activities. If you have any questions about these policies a copy of school board policy can be obtained from an administrator in the district or can be found on line at [www.prairiepride.org](http://www.prairiepride.org).

## School Security

Each coach/director/sponsor is responsible to make sure any area of the building that is used for an activity is locked and all equipment is secured prior to leaving the building. Anyone who enters the building after hours or on the weekends must make sure all students are out of the building before they leave. Coaches/directors/sponsors who are not otherwise employees of the district should contact the activities office to obtain an entry key-card to open the outside doors.

## Snow Days/Inclement Weather

All activities, events and practices at Prairie High School will be CANCELED when school is dismissed early due to inclement weather. A brief meeting (10 minutes or less) may be held for all participants to review the plans for the following day. This meeting should not result in any student missing their designated bus and/or planned transportation home.

When school is canceled for the entire day due to inclement weather, a decision regarding the activities, events, games and practices will be made by midday. If practices are allowed, they will be held in the early or mid afternoon hours if possible. All practices held on days when school has been canceled due to the weather are considered optional and as always, it will be the decision of the parent(s)/guardian to allow their son or daughter to attend practices or events when the weather and roads are questionable.

In the event that the start of the school day is delayed due to inclement weather, all practices will be delayed the amount of time corresponding with the late start. Once again, as always, it will be the decision of the parent(s)/guardian to allow their son or daughter to attend practices or events when the weather and roads are questionable.

## Sportsmanship Policy

Prairie High School and the College Community School District is very proud of our reputation for good sportsmanship. PHS has been the recipient of a number of conference and metro sportsmanship awards. In an effort to continue to display good sportsmanship the expectation is that all contestants (players and coaches) in all interscholastic competitions will practice the highest principles of sportsmanship and ethics of competition. All personnel at PHS are responsible to conduct their actions in such a manner as to represent the high ideals and principles of the school. Any coach or player who cannot assume these responsibilities should not have the privilege of participating in extracurricular activities at PHS.

## Student Attire

### Practice

Proper practice attire is expected when teams practice. All necessary safety equipment must be worn. Males should wear a shirt when leaving or entering the practice area and females must cover sports bras with a t-shirt or tank top.

### Games

School issued uniforms should be worn during all competitions. Exceptions should be cleared through the activities office.

### Road Trips

Attire to away games should be neat and in good taste. Students should remember that they are representing the school and will be expected to dress and act accordingly.

## Transportation

### School Bus/Van Transportation

Transportation requests should be turned in at least two weeks prior to your first event. Coaches should complete form turning in the original to Transportation and a copy to the appropriate HS or MS Activities Administrative Assistant. Here is a link to the form <https://docs.google.com/spreadsheets/d/1FXqON2wbQ5xicchtMRevfAHTJ1W8wVetWVJ-qu4bABM/edit?usp=sharing> .

Notification from the Transportation Office should arrive 2-3 days prior to the trip. If a notification form has not been obtained 24 hours prior to the trip the Activities Office should be notified.

If your event is cancelled/postponed call or email the transportation department as soon as possible. Email your new request and date when it is determined.

Sandy Swanson	sswanson@crprairie.org	848-5205
Kris Hartgrave	khartgrave@crprairie.org	848-5204

If during your season -

1. Athletics - transportation using school buses and vans, that athletes are to compete in, is paid by Activities Office. .
2. Band/Choir - during the school year when group is to perform, this is paid by Activities.

If during off season -

1. Athletics - transportation will be be charged to your club accounts.
2. Band Choir - school is not in session.

If during camps -

1. Camp accounts will be charged for trips in the summer when you are transporting students, plan ahead, and include this cost in your camp fee. \_\_

### Charter Bus

Requests for charter buses should come through the HS Activity Office. Payment for charters will come from the Activities Club account. Students can not be assessed a fee to ride the charter going to a competition/event as per IDOE guidelines.

### School Bus Regulations

The coach/director/sponsor or designated adult must be present on the bus for all school sponsored trips. The coach/director/sponsor is directly responsible for the behavior of the students. All school bus rules for student behavior must be enforced on all school sponsored trips. The driver is responsible for the safety and welfare of all personnel on the bus but the enforcement of behavior rules are the responsibility of the coach/director/sponsor.

### Routing

In most cases the bus driver will know the safest and most efficient route to an event. In the situation that the coach/director/sponsor knows a better route they can request the driver to follow an alternative route. In each case the safest and most efficient route should be taken.

## **Returning from Events**

All students will return from an event with their group on school transportation. Exceptions can be made by parents providing a written note to the coach/director/sponsor prior to the event. Students are only allowed to ride home from an event with a parent/guardian or an adult who is authorized by the parent/guardian.

## **Students Driving to Events**

Whenever possible and practical the school will attempt to provide transportation to events. However, occasionally it may be necessary for the student to report directly to the site of an event. In those cases students will be given sufficient time to arrange transportation on their own.

## Time Table for Estimating Travel Time to Away Events

From Prairie to:

CR Washington	20 minutes
CR Jefferson	15 minutes
CR Kennedy	25 minutes
Xavier	25 minutes
Linn Mar	40 minutes
Marion	30 minutes
IC West	25 minutes
IC High	45 minutes
Cedar Falls	1 hour 20 minutes
Waterloo West	1 hour 10 minutes
Waterloo East	1 hour 10 minutes
Dubuque Hempstead	1 hour 25 minutes
Dubuque Senior	1 hour 30 minutes
Dubuque Wahlert	1 hour 40 minutes
Mt. Pleasant	1 hour 20 minutes
Vinton/Shellsburg	55 minutes
Benton	45 minutes
West Dubuque	1 hour 20 minutes
West Delaware	1 hour
Anamosa	45 minutes
Pella	1 hour 45 minutes
North Scott	1 hour 10 minutes
Davenport Central	1 hour 20 minutes
Davenport North	1 hour 20 minutes
Davenport West	1 hour 20 minutes
Bettendorf	1 hour 20 minutes
Williamsburg	1 hour

## Section 2 Information for All Athletic Varsity Head Coaches

### Application for Volunteer Coaches

All volunteer coaches must have a current coach's certificate. They must also have approval from the head coach and the activities director prior to having any contact with students.

### Athlete Changing Squads

- Any athlete dropped from a squad for disciplinary reasons or quitting a squad may not go out for any other sport until the playing schedule of the squad from which he was dismissed or quit is completed. Exceptions may be allowed if both coaches and the athletic director feel the change is best for the individual and both programs
- An exception at the junior high: If the athlete decides she/he made a mistake by reporting for one sport and would prefer another sport, it is up to both coaches to do what is best for the athlete. This is only done the first week of the season.
- An athlete may participate in ONLY ONE SPORT at a time. Example---an athlete cannot be in tennis and track at the same time. Exceptions may be allowed if both coaches involved and the athletic director feel the individual is capable of participation in both.

### Booster Club

#### Booster Club Meetings

Booster club meetings are traditionally held the second Wednesday of each month. If you have a request for the booster club it is usually best if you check with the activities office first and then make an appearance at the next booster club meeting. You may want to forward your request to the club president before the meeting. It is recommended that head coaches attend booster club meetings whenever possible.

Coaches are requested to encourage parents of current teams to join and become active in the booster club.

#### Booster Club Requests

Booster Club welcomes your requests for support of purchasing items for your program. Enclose in this packet is a form to fill out, and then return to Rocky Bennett.

### Cash Advances/Petty Cash

Cash advances for petty cash must be requested one week in advance to ensure cash availability. All advances must be approved by the activities office. Petty cash will be issued **only** in instances where a PO is not accepted ; all other purchases such as food items from Wilson Ave HyVee, etc., must be made using the district's established purchasing procedures. **Cash advances from club accounts for meals will only be issued when students are accompanied by staff to off-campus events.** Unused cash and/or receipts must be returned to the Business Office within two business days of return from the trip. **All receipts must be totaled before submitting** and must equal the cash used. If a receipt is not available (i.e. state tournaments, etc) a hand written receipt is acceptable. Debit/credit receipts will not be accepted.

## Coaches Meetings

All head coaches are encouraged to meet with his/her coaching staff both in season, and in the off season. Assistant coaches are encouraged to attend these meetings whenever possible.

## Coaching Attire

Coaches are expected to dress professionally for games and practices. Wearing of orange and black is encouraged for practice gear. Street clothes for practice are not appropriate. Jeans are never considered appropriate.

Unified coaching gear/uniform can be purchased for coaching staff to wear from the club account but it is the property of the program and needs to be checked in and out.

## End of Season Score Report

A complete report of the season should be presented to the activities office at the end of each season. A form for this report can be obtained at the activities office or in section five of this handbook.

## Equipment Inventory

An equipment inventory sheet should be completed at the end of each season. A copy of the inventory report should be submitted to the activities office prior to or during the coaches review.

## Promoting Athletes

When a coach makes a decision to move an athlete up to a higher level of play, the following should be considered:

- The player must be able to dominate at the current level. (Determined by the coaching staff's observations.)
- When the player is moved up they must play regularly.
- The player that is moved up must be better than the player they will replace at the higher level. If all things are considered equal by the coaching staff the older student should play.
- The parents of the player to be moved up must be consulted prior to the move.
- The activities office should be notified as soon as possible when moving a player to the next level.

## State

The Activities Office will help with expenses incurred for state events in moderation, such as paying up to 50% of food and expenses. Hotels will be split as previously mentioned \$100 per room/per night to Activities Office, balance to Club account up to a reasonable amount. If stay is required for multiple consecutive days the split may be adjusted so that the Program's Club account incurs more of the cost.