

IOWA-GRANT SCHOOL DISTRICT

2011- 2012



COACHES' HANDBOOK

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PHILOSOPHY

The Iowa-Grant School District sponsors students' participation in extra-curricular activities in order to provide the opportunity for personal growth, skill development, socialization, creativity, and competitive experience. The value of competition is recognized as an important foundation to the total educational experience.

Participation in any activity is a responsibility and a privilege. It is the interest of the school and community that equitable standards for participation be established and administered. These standards are defined by our Co-Curricular Code. The code outlines requirements in academic performance and personal behavior (Board Policy 370).

If a student athlete abides by the co-curricular code and district approved expectations of the coach, participation will be a goal whenever possible at the freshman and junior varsity levels. It is understood that coaches will make every effort to play all players, though some may play more than others on these lower levels and playing time may not occur in all contests. At the varsity level, coaches will attempt to play all players whenever possible with the understanding that this may not be possible in each contest.

COMPETITION

The regulations of the National Federation of State High School Associations, Wisconsin Interscholastic Athletic Association, WSMA, WHSFA, WASC, FFA, WIAD, Southwest Wisconsin Activities League, and the Iowa-Grant School District govern all extra curricular seasons. Iowa-Grant competes in the Southwest Wisconsin Activities League.

The conference interscholastic programs for boys include football, cross-country, basketball, wrestling, golf, and baseball.

The conference interscholastic programs for girls include volleyball, cross-country, basketball, golf and softball.

Middle school programs include girls' volleyball, basketball and track and boys' basketball, wrestling and track.

Extra curricular organizations include Student Council, LEO Club, FFA, Academic Decathlon, yearbook, theater, cheerleading and National Honor Society.

Co-curricular activities include band, jazz band, choir and vocal jazz.

Iowa-Grant School District Code of Conduct for Interscholastic Coaches

Preface

We at Iowa-Grant School District believe that high school athletic competition and extra-curricular involvement should be fun but that it must also be a significant part of a sound educational program. We believe that those who coach or advise students are, first and foremost, teachers who have a duty to assure that their programs **promote important life skills and the development of good character**. We believe that the essential elements of character-building are embodied in the concept of sportsmanship and six core ethical values: trustworthiness, respect, responsibility, fairness, caring, and good citizenship (the "Six Pillars of Character_{sm}"). We believe, further, that the highest potential of sports is achieved when teacher-coaches consciously Teach, Enforce, Advocate and Model (T.E.A.M.) these values and are committed to the ideal of pursuing victory with honor. Finally, we believe that sincere and good-faith efforts to honor the words and spirit of this Code will improve the quality of our programs and the well being of our students. This Code of Conduct applies to all full-time and part-time coaches involved in interscholastic sports, extracurricular and co-curricular activities.

I understand that in my position as a coach, I must act in accord with the following code:

TRUSTWORTHINESS

1. **Trustworthiness** — be worthy of trust in all I do and teach students the importance of integrity, honesty, reliability and loyalty.
 - Integrity — model high ideals of ethics and sportsmanship and always pursue victory with honor; teach, advocate and model the importance of honor and good character by doing the right thing even when it's unpopular or personally costly.
 - Honesty — don't lie, cheat, steal or engage in or permit dishonest or unsportsmanlike conduct.
 - Reliability — fulfill commitments; I will do what I say I will do; be on time.
 - Loyalty — be loyal to my school; put the team above personal glory.
2. **Primacy of Educational Goals** — be faithful to the educational and character-development missions of the school and assure that these objectives are not compromised to achieve sports performance goals; always place the academic, emotional, physical and moral well being of students above desires and pressures to win.
3. **Counseling** — be candid with students and their parents about the likelihood of getting an athletic scholarship or playing on a professional level. Counsel them about the requirement of many colleges preventing recruitment of students that do not have a serious commitment to their education, the ability to succeed academically or the character to represent their institution honorably.

4. **College Recruiters** — be honest and candid with college recruiters about the character and academic abilities and interest of students.

RESPECT

5. **Respect** — treat all people with respect all the time and require the same of students.
6. **Class** — be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage students to give fallen opponents a hand, compliment extraordinary performance, and show sincere respect in pre and post-contest rituals.
7. **Taunting** — don't engage in or allow trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the activity.
8. **Respect Officials** — treat contest officials with respect; don't complain about or argue with official calls or decisions during or after an event.
9. **Respect Parents** — treat the parents with respect; be clear about your expectations, goals and policies and maintain open lines of communication.
10. **Profanity** — don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the program.
11. **Positive Coaching** — use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport or activity. Do not engage in physical aggression, physical or psychological intimidation, verbal abuse, and conduct that is demeaning.
12. **Effort and Teamwork** — encourage students to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement, teamwork, and winning with character.
13. **Professional Relationships** — maintain appropriate, professional relationships with students and respect proper teacher-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical conduct of a sexual nature directed to or in view of students.

RESPONSIBILITY

14. **Life Skills** — always strive to enhance the physical, mental, social and moral development of students and teach them positive life skills that will help them become well-rounded, successful and socially responsible.
15. **Advocate Education** — advocate the importance of education beyond basic eligibility standards and work with faculty and parents to help students set and achieve the highest academic goals possible for them.

16. **Advocate Honor** — prominently discuss the importance of character, ethics and sportsmanship in materials about the program and vigorously advocate the concept of pursuing victory with honor in all communications.
17. **Good Character** — foster the development of good character by teaching, enforcing, advocating and modeling (T.E.A.M.) high standards of ethics and sportsmanship and the six pillars of character.
18. **Role-Modeling** — be a worthy role-model, always be mindful of the high visibility and great influence of teachers/coaches/advisors. Consistently conduct yourself in private and coaching situations in a manner that exemplifies outstanding character.
19. **Personal Conduct** —do not use profanity, disrespectful conduct, alcohol or tobacco in situations where your conduct could undermine your positive impact as a role model.
20. **Competence** — strive to improve coaching/advising competence and acquire increasing proficiency in coaching principles and current strategies, character-building techniques, and first-aid and safety.
21. **Knowledge of Rules** — maintain a thorough knowledge of current game and competition rules and make sure that students know and understand the rules.
22. **Positive Environment** — strive to provide a challenging, safe, enjoyable, and successful experiences for the students by maintaining an environment that is physically and emotionally safe.
23. **Safety and Health** — be informed about basic first aid principals and the physical capacities and limitations of the age-group coached.
24. **Unhealthy Substances** — educate students about the dangers and prohibit the use of unhealthy and illegal substances including alcohol, tobacco and recreational or performance-enhancing drugs.
25. **Eating Disorders** — counsel students about the dangers of and be vigilant for signs of eating disorders or unhealthy techniques to gain, lose or maintain weight.
26. **Physician's Advice** — seek and follow the advice of a physician when determining whether an injured student is ready to play or compete.
27. **Privilege to Compete** — assure that students understand that participation in interscholastic sports and Iowa-Grant extra-curricular activities programs are a privilege, not a right and that they are expected to represent their school, team and teammates with honor at all times. Require students to consistently exhibit good character and conduct themselves as positive role models.
28. **Self-Control** — control my ego and emotions; avoid displays of anger and frustration; don't retaliate.

29. **Integrity of the Game/Event** — protect the integrity of the game; don't gamble. Play the game according to the rules.
30. **Enforcing Rule** — enforce this Code of Conduct consistently in all sports-related activities and venues even when the consequences are high.
31. **Protect Students** — put the well being of students above other considerations and take appropriate steps to protect them from inappropriate conduct.
32. **Access** — help make your sport or activity accessible to all diverse communities.
33. **Improper Commercialism** — be sensitive to and avoid unwholesome commercialism including inappropriate exploitation of my name or the name of the school and undue financial dependence on corporate entities. Make sure any affiliation or association with a corporate entity is approved by school and district officials.

FAIRNESS

34. **Fair and Open** — be fair in competitive situations, selecting a team, disciplinary issues and all other matters; and be open-minded and willing to listen and learn.

CARING

35. **Safe Competition** — put safety and health considerations above the desire to win; never permit students to intentionally injure any player or engage in reckless behavior that might cause injury to themselves or others.
36. **Caring Environment** — consistently demonstrate concern for students as individuals and encourage them to look out for one another and think and act as a team.

CITIZENSHIP

37. **Honor the Spirit of Rules** — observe and require students to observe the spirit and the letter of all rules including the rules of the game and those relating to eligibility, recruitment, transfers, practices and other provisions regulating interscholastic competition.
38. **Improper Gamesmanship** — promote sportsmanship over gamesmanship; don't cheat.

THE FOURTEEN LEGAL DUTIES OF A COACH

Over the past 30 years, through thousands of lawsuits, the courts have defined and continue to define the legal duties as a coach. These duties may vary from state to state and may change as sport litigation continues unabatedly over the years. The NIAAA, The National Federation of High School Associations, The Coalition of Americans to Protect Sports and the National Associations for Sport and Physical Education all recognize these fourteen legal duties.

Your fourteen legal duties as a coach are:

- Duty1: To properly plan the activity.
- Duty2: To supervise
- Duty 3: To provide an environment free of unreasonable hazards
- Duty 4: To evaluate athletes for injury/incapacity
- Duty 5: To provide appropriate equipment
- Duty 6: To teach properly
- Duty 7: To condition properly
- Duty 8: To warn of inherent risks.
- Duty 9: To provide appropriate emergency assistance.
- Duty 10: To design an emergency response plan
- Duty 11: To select, train, and supervise teacher/coaches
- Duty 12: To match/equate athletes
- Duty 13: To provide appropriate transportation
- Duty 14: To provide insurance disclosure

I have read and understand the requirements of this Code of Conduct. I will act in accord with this code. I understand that school (and district) officials as well as league and section officials will and should expect that I will follow this code.

Dated: _____

Teacher/Coach Signature

ADMINISTRATIVE DUTIES OF COACHES

Each athlete must have the following forms turned in to the Activities Director before they are allowed to practice or compete:

- WIAA physical/alternate year cards
- Signed activity code permission slip
- Emergency cards must be filled out at the beginning of each sport season.

Each coach should pick up emergency packets and once completed, carry copies of them in her/his first aid kit at all times. The athletic trainers will inform coaches of any special medical concerns regarding students. It is the coach's responsibility to insure that each student has a physical before participating and has turned in necessary paperwork and fees by deadlines established by the Activities Director.

Sports/Activity schedules and practice schedules will be developed by the coaches and approved by the Activities Director. Times and places will be determined and copies will be given to all coaches. The transportation schedule must be completed by the head coach. The coach should review and confirm these schedules. Any changes to the transportation schedule need to be made at least one week in advance.

Each head coach is responsible for news releases. Media numbers are included in this handbook.

Each head coach will take inventory of equipment before and after the season and turn it in to the Activity Director at the season end. All equipment must be turned into the coach, not to the Activity Director or to the office. If a coach is having difficulty attaining equipment from an athlete, the Activities Director will aid in the recovery of the equipment. ***All inventory and keys must be accounted for and turned in to the Activities Director before a coach can schedule his/her post season evaluation meeting.***

Coaches should check lockers, locker rooms, bathrooms, classrooms being used and common areas for cleanliness. Lock issuance and inventory is the responsibility of the head coach. At the conclusion of the season, the coach shall have the students remove all equipment so that the locker room can be prepared for the next season.

In the event of an injury the head coach must complete the Athletic Injury form when injuries occur to the student. The forms are available through the principal's secretary.

Budget requests should be made at the end of the season for the following year. The budget request at the end of the year should be for only basic needs. Desired items will be submitted at the same time. The AD will decide which desired items will be purchased throughout the year. **Plan ahead, if there are any items over \$500 that you plan to purchase in the next five years, let the Activities Director know at the end of season evaluation.**

There will be three coaches meeting held each year: the All/Fall coaches meeting will include all coaches and the coaches involved in the fall season, the Winter coaches meeting includes the coaches involved in the winter season, and the Spring coaches meeting which includes

the coaches involved in spring season. There will also be the required end of the season meeting for each head coach. ***Coaches will not be paid until they have completed their end of the season meeting.***

Advisors of non-sports activities will meet with the AD as needed.

Sunday mandatory practices are not allowed unless a WIAA tournament is scheduled so as to need one. Wednesday is church night and all practices will end at 6:15 p.m. with students out of the building by 6:30 p.m. All of these special situations will need to be approved by the Administration. If you have questions concerning this, contact the Activities Director.

Coaches will be present at all games, activities and practices. The Activity Director must approve scrimmages.

In the event of a school closing due to weather, practices may be held with the permission of the Activities Director. Attendance at these practices SHOULD NOT BE REQUIRED. In the case of early dismissal due to weather, there will be **no practices or games.**

Each coach will abide by all rules and regulations as set forth by the SWAL, WIAA, National Federation, State Associations (WHSFA, WSMA, WIAD, FFA) and the Iowa-Grant School District. He/she will stay current with regulations regarding coaching of students during the season and out of season (between sports/activities and summer). This can be accomplished by reading the State Association bulletins or by asking the Activities Director.

If a coach has rules in addition to the activity code, he/she must have these rules approved by the administration and on file in the office. The coach must hold a parent meeting to inform parents about them. Parent meetings for each season will be held on one evening designated by the Activities Director. Fall sports teams will meet in August, Winter in November and Spring in March.

If a student receives an award of any kind (participation, all conference, letter, honorable mention, sectional/state qualifier or any other award) the coach is responsible for turning that information to the activity director at the end of the season.

DISCIPLINARY ACTIONS FOR PARTICIPANTS

The Activities Director/Principal will determine if a student should be disciplined because of violations of the athletic and extra-curricular code. The Activities Director will notify the coach once a decision has been made. Penalties for infractions will be administered according to the code.

AWARDS

The decision as to whether or not a participant qualifies for an award rests with the head coach. Coaches must inform their athletes before the season about how letters can be earned. Participation awards are given to non-letter winners on varsity teams, junior varsity teams, and freshmen teams. Each sport or activity is allowed four (4) plaques which will be made by the technology education instructor. Please notify Mr. Gillitzer one week in advance of recognition night of the awards you will be giving. Any additional awards or plaques not

made in-house will be paid for by the coach, advisor or club account. Criteria for earning a varsity letter should include adhering to the athletic and extra-curricular code, completing of the season in good standing, and meeting of coach's standards. Each coach should outline his/her criteria for participants to receive awards, including earning a letter, receiving MVP, and/or captain. He/she must submit criteria to the Activities Director.

HEAD COACH CHECKLIST

PRESEASON

- Meet with all assistant coaches at all levels to review duties, responsibilities, and expectations
- Check all equipment inventory and supplies
- Submit practice schedule to the AD/HS principal's secretary
- Submit award/letter criteria and additional rules to AD
- Check physicals and emergency cards
- Hold seasonal parent meeting--code-rules-expectations, submit to the AD
- Set and submit dates for parents and seniors night
- Practice schedules made out, copy to AD Inform AD/secretary of plans for parents and senior night
- Distribute-schedule of games/events
- Coaches will be aware of the eligibility of each member of their team.
- Submit transportation schedule
- Distribute uniforms
- Submit names of volunteer coaches to Activities Director for board approval.

IN-SEASON

- Inform AD/Deanna Brennum/Cathy Kohlenberg of roster changes
- Inform AD/ Deanna Brennum of practice schedule changes
- Pick-up copies of emergency information sheets in the high school office
- Distribute forms for team photo day
- Notify media of game scores
- Assist in the collection of sports/activities fees

POST SEASON

- Collect equipment
- Inventory to AD
- Awards list to AD Secretary
- Turn keys in
- Set up meeting/evaluation with AD
- Budget request for next year
- Submit coach self-evaluation
- Collect Paycheck- as long as everything is turned in

TRAVEL PROCEDURES FOR ALL EVENTS

The head coach will review departure and dismissal times given by the activity director. Any and all changes need to be made one week in advance. Students may be dismissed from class no earlier than 15 minutes prior to departure unless pre-approved by the Activities Director.

Prior to taking a trip (at least one day in advance) be certain to inform the students of an estimated time of return.

If you are going to stop before or after the contest to eat, call the bus driver ahead of time to make arrangements.

A first aid kit must accompany all athletic road trips.

A minimum of one coach or a designee approved in advance by the Activities Director must accompany and be responsible for each bus/vehicle transporting students.

School vans may be used to transport up to seven individuals plus one driver. At no time may there be more than eight people being transported in a school van.

All students must travel with the team (bus or van) to all away contests.

A student may ride home with a parent or legal guardian if the parent/legal guardian submits a note to the coach after the contest that has been signed by the administration. A student may ride home with another adult as designed by the parent when approved in advance by the High School Principal and the coach. The student must provide a note from the parent indicating who may provide transportation and why. The principal or coach may deny the request.

When returning a school vehicle, the coach must clean the vehicle, and return the vehicle according to district policy. Coaches will receive one warning during the year if any of above three criteria is not met. A letter will be added to a coach's file for each instance during the remainder of the year where those criteria are not met.

While on an away trip, the coach will be responsible and liable for supervising all of the students on the trip. Students should not be left unattended at any time.

EXTRA-CURRICULAR TRIPS

The district's financial contribution toward extra-curricular trips is capped at 12 hours of bus driver pay and benefits. The district will pay for the first 150 miles of the trip. Any additional bus driver pay/benefit will be the responsibility of that sport or activity as well as the \$50 bus driver overnight stipend, if applicable. The district will bill for the additional costs once the driver and bus information is received from the bus company.

OVERNIGHT TRAVEL PROCEDURES

All overnight trips must have an itinerary approved in writing by the Principal/Activities Director and the school board. Trips itineraries will be approved only after the following items have been satisfactorily met:

At least one day before the trip, the coach must submit to the office a list of students who will be on the trip as well as the signed permission slips for each student.

Each student must have a signed permission slip from a parent/guardian giving permission for the student to go and demonstrating that they have received, understand, and approve of the trip's itinerary.

The itinerary must detail the room assignments, travel arrangements, curfew times, eating arrangements, and supervising responsibilities for all coaches and students.

Before the team departs on the trip, the coach must take attendance and turn the list into the office.

The team activities during the trip should be kept to the individuals on the trip roster. Other students should not be allowed to "join" the trip.

If one of the students on the trip violates any of the set rules, his/her parents/guardians should be notified immediately and instructed to come and get their son/daughter, as their child will be removed from the trip. If the student has broken a law, the coach should notify the proper authorities immediately. (ex. Sheriff, Police)

WEIGHT ROOM USE

Whenever the weight room is used, it must be supervised by a teacher, coach, or an approved adult with training and/or experience in weight-training at all times.

Any coach who opens the weight room will be responsible for the equipment in the weight room (including sound systems).

Coaches who open the weight room will be required to lock the weight room and shut the outside door before leaving.

LOCKER ROOM SUPERVISION

It is the coach's responsibility to see that the locker room is clean.

Only authorized personnel should be in the locker room.

Contact the Activities Director, if any repairs are necessary.

Report any damages to the Building Principal.

Allow no horseplay in the locker room.

The coach should be the last to leave. Shut off all lights and lock all doors.

GAME/CONTEST REGULATIONS

Each coach should be aware of the number of legal contests his/her team can participate in. If you are unsure, contact the Activities Director.

All students involved in sports at on the freshmen level are expected to participate during the season. If a large number of students are on a team, coaches may have to play additional games, quarters, etc. The Activities Director will attempt to schedule more contests whenever possible. All athletes on the junior varsity level are expected to compete whenever possible. It is the goal of the Athletic Department to have maximum participation at the lower levels. Playing time on the varsity level will vary. Varsity coaches will attempt to get as many players into games as possible.

IOWA GRANT'S ATHLETIC TRAINING STAFF

Elizabeth Johnson, LAT/ATC
Upland Hills Health, Therapy and Wellness Center
Contact information

Cell: (651)253-6575

UHH: (608)930-7148

Email: johnsone@uplandhillshealth.org

Medical Procedures

Coaches are expected to keep a list of players, with their home phone, family doctor and phone number, as well as the emergency phone numbers of each athletes' parents (this information should be kept in your team's medical kit at all times in case of an emergency).

If the injured athlete must be transported to the clinic or hospital, the parents should be notified and requested to meet the athlete there. If possible, a staff member should accompany the athlete to the hospital or clinic.

Please report **all** injuries to the athletic trainer as soon as possible. Report any major injuries to the school administration within 3 days.

If a physician sees an athlete for an injury or the athlete is sent to the hospital, please fill out an athletic injury form and return it to Deanna in the High School office.

Any athlete who received an injury requiring a doctor's care must obtain written permission from the doctor before he or she will be allowed to return to practice or games.

Coaches are required to follow the directions of the physician and/or athletic trainer, to the letter, concerning any treatment and return of the player to participation. If you have any questions regarding the athlete's care please speak with the athletic trainer.

Please do not take any supplies from the athletic trainer's office (Room E-11) unless you have checked with the athletic trainer.

In accordance with OSHA Bloodborne Pathogens Standards, all coaching personnel will use the following exposure control plan. Any care of minor injuries such as bloody noses, scrapes, cuts, dental damage, other body fluid spills, etc. will follow this procedure.

Whenever possible, have the injured athlete stop the bleeding.

Use protective equipment, which may include gloves, masks and gowns.

Take time to protect yourself.

Call for a custodian to remove any major blood spill or body fluid.

The custodian will also clean the areas exposed: floor, sink, etc.

If the athletic trainer is available, call or send a student to get him or her.

Know your emergency action plan, you are part of it! It is your responsibility to practice your emergency action plan with your athletes at the beginning of the season. Post your emergency action plan near the nearest landline telephone or where it is easily accessible for all coaches and staff. When traveling for games or tournaments, ask the host school about their emergency action plan.

If you are playing/practicing in an area that does not have a landline phone, make sure that you have access to a dependable cell phone.

Coaches are reminded that along with the National Federation of High School Associations and the WIAA, the administration and staff of Iowa Grant School District strongly discourage the use of supplements by students for performance enhancement. Supplements may not and will not be distributed on school grounds or by the school or coaching staff.

Coaches must make sure that players properly use protective equipment. All pads, helmets, and other safety devices used during competition must be used during practice (including mouth guards). **No player should be allowed to participate, even for only one play, with out properly functioning safety equipment.**

Coaches should periodically inspect the playing area and player equipment for safety hazards. Broken or unsafe equipment must be repaired or discarded immediately. If special tools are needed to repair equipment on a continual basis (i.e. football pads and helmets), the coach is responsible for making sure such equipment is present at all practices and games.

These guidelines are established to provide quality care to our athletes and to protect you from costly legal situations. Should you have any questions regarding these policies or the athletic training program as a whole, please contact the athletic trainer.

Concussion Policies

The athletic training staff at Iowa Grant High School will work closely with the coaching staff to help increase awareness and appropriate treatment of concussions.

A concussion is an injury to the brain caused by a bump or blow to the head. Signs and symptoms of a concussion may appear right away or may not be present until a few days or weeks after the initial injury.

If you suspect one of your athletes may have sustained a concussion, please notify your athletic trainer and the athlete's parents right away. The athlete may need immediate medical attention. Like any other injury, an athletic injury form should be filled out and returned to Deanna in the High School office.

Any concussion involving loss of consciousness, seizures, slurred speech, mental confusion/disorientation, weakness/numbness in arms or legs or unusual or bizarre behavior is a medical emergency and your emergency action plan must be activated immediately.

Coaches are expected to follow all treatment plans given by the athletic trainer and/or physician. Allowing enough time for the athlete to heal is crucial in preventing any further or prolonged damage. Following the treatment plan will ensure a safe and successful return to sport.

Concussions can affect an athlete's school performance so inform the athlete's teacher(s), school nurse, school administrators and counselor of the athlete's symptoms. They can work with the athletic trainer in addressing any special academic needs.

IMPACT Testing

Iowa Grant High School is implementing a computer-based cognitive testing program called IMPACT with all of their high school contact sport teams. This is a computerized program that integrates reaction time, cognitive processing and memory to create a baseline composite score. This baseline score is then saved to use again if the athlete sustains a concussion.

All athletes who sustain a concussion will repeat the IMPACT test with the athletic trainer. The athlete will then be referred to a physician specializing in the interpretation of IMPACT. The physician will use the test results along with the athlete's symptoms to determine treatment and eventual return to play.

Iowa Grant's athletic trainer is overseeing this program and can be contacted with any questions or concerns.

Prevention of Heat Related Illness

Athletic participation in the heat can lead to medical emergencies when teams are not properly prepared. While providing enough water and cutting activity back can help prevent heat related illness, more action may be needed during extreme heat.

Extreme heat calls for extreme measures. High heat and humidity may require practices to be modified, moved or cancelled. If a coach is asked to make a practice change or modification, it should be understood that practice time can be made up and the health of the athlete must be the first priority. (During times of high heat please work with the athletic trainer to accurately assess the heat and humidity and develop a plan of action).

Heat Related Illness

Dehydration

Signs and symptoms include dry mouth, thirst, weakness, dizziness, chills, irritability, headache, cramps, nausea/vomiting and/or decreased performance.

Athletes showing these signs should be immediately removed from participation, given cool fluids and moved to a cool area under supervision.

If an athlete's body weight loss is greater than 1-2% within a given day or on consecutive days, that athlete should return to normal hydration status before being allowed to practice. Any fluid deficits should be replaced within 1-2 hours after exercise is complete. It is encouraged that during high heat pre-season camp, coaches monitor athletes' weight fluctuation.

Athletes should have convenient access to fluids throughout practice and be allowed to hydrate in addition to prescribed breaks. Fluid intake should nearly approximate fluid losses. These factors can minimize dehydration as well as maximize performance.

Heat Cramps

Cramps tend to occur later in activity during times of strenuous activity in high heat. Cramps can be avoided with adequate acclimatization, hydration, electrolyte replacement and appropriate dietary practices.

Treatment should include rehydrating the athlete as well as replacing sodium losses with a sports drink. Light stretching, relaxation and massage of the involved muscle may help acute pain of a muscle cramp.

Heat Exhaustion

Signs and symptoms include the inability to continue intense exercise in heat, dehydration, coordination problems, syncope, dizziness, profuse sweating, pallor, headache, nausea/vomiting, diarrhea, stomach/intestinal cramps and persistent muscle cramping.

If heat exhaustion is expected remove the athlete from play and immediately move to a shaded or air-conditioned area. Remove excess clothing and equipment. Have athlete lie with legs elevated above heart level. Rehydrate the athlete with water or a sports drink. **If an athlete is vomiting and is unable to rehydrate orally or you do not see rapid improvement with treatment, transport athlete to the nearest emergency facility.**

The athlete can return to play after heat exhaustion when they are symptom free and fully hydrated. **Physician clearance is recommended.** Avoid intense practice in heat until at least the next day to ensure recovery from fatigue and dehydration.

Heat Stroke

Signs and symptoms of heat stroke include central nervous system (CNS) dysfunction (altered consciousness, convulsions, disorientation, irrational behavior, decreased mental acuity, irritability, confusion, hysteria, apathy and hyperthermia). They may also include headache, nausea, vomiting, diarrhea, hot and wet or dry skin, increased heart rate, decreased blood pressure, increased respiratory rate, dehydration and combativeness.

Heat stroke is a medical emergency! Activate your emergency action plan.

Aggressive and immediate whole-body cooling is the key to optimizing treatment. Immediately immerse the athlete in cold water if possible and activate your emergency action plan. Remove clothing and equipment. Alternative cooling strategies could include spraying the body with cold water, fans, using ice bags to cover as much of the body as possible and/or cold towels. Monitor airway, breathing, circulation and CNS status at all times.

Heat related illnesses can be avoided with the right preparation and awareness of early signs. Please work with your athletic trainer to avoid these heat related issues.

Emergency Procedures

It is important that all coaches be aware of what to do in an emergency. If you feel that an injury is serious or you are not certain if you should move the athlete, contact the athletic trainer or Activities Director immediately. If necessary, EMS will be called. There are times when the athletic trainer or Activities Director cannot be contacted. Please follow your emergency action plan and make sure these numbers are posted for easy access during an emergency.

Emergency	911
Athletic Trainer	(651)253-6575
IG High School Office	(608)943-6312
Non-Emergency	
Grant County Sheriff	(608)723-2157
Iowa Grant County Sheriff	(608)935-3314

The athletic trainer will provide you with a copy of your emergency plan at the beginning of each athletic season. Please review this with your athletes and staff so you are prepared when an emergency occurs.

KEYS

Key control shall be the responsibility of the Superintendent and the Building Principal. All locksmith services, including repair, key or lock changes or replacements, duplicate or replacement keys for existing locks and additions within a department shall be procured only through the established procedures (Board Policy 731).

The Building Principal, in conjunction with the Superintendent, will authorize the issuance of individual keys to personnel where need for access to the area in question can be demonstrated. Specific keys will be authorized to those who can demonstrate a need for

access. The Superintendent and/or Building Principal must authorize issuance of “master” keys.

Keys will be issued only to those individuals demonstrating a need on a continuous basis. Provisions will be made for short-term requirements on a sign-out basis. The holder shall not duplicate keys issued in accordance with this key control policy. Key transfers require both a key turn-in and an issue transaction for the key/lock record. Upon termination or transfer, employees shall turn in all keys to the Principal. Key and lock records shall be considered high security items and shall be safeguarded and secured at all times except when in authorized use. At the end of each school year all staff members are to have their keys inventoried by the building principal or designee. There will be no exceptions.

Any keys issued must be turned in at the end of the sport or activity season. Coaches will not be paid until the keys have been turned in or other arrangements have been made.

Keys are the responsibility of the individual. Any actions linked to those keys will be the responsibility of the person to whom the keys are signed out.

Any person who loses a key must notify the Building Principal immediately to ensure against compromise of the security system. Immediate notification will be in person or by phone. Completing a Lost Key Report form will follow immediate notification (Board Policy 731, Exhibit 2).

Keys are the property of the Iowa-Grant School District and are not to be loaned to anyone. If a key is lost or stolen, it is to be reported immediately to the Building Principal. You must (without exception) turn in any checkout keys at the completion of your extra curricular season. If keys are not returned upon request, or are lost or stolen, associated re-keying costs may be assessed to you, not to exceed \$250.00. The Superintendent will make this decision.

DISCIPLINARY ACTIONS

Failure to comply with the provisions of this handbook may result in the following actions: verbal warning, letter of reprimand, suspension with sign-out in district office for a limited time, and loss of key privilege. These actions are not listed in order of sequence; actions will be taken based on the severity of the incident.

RESIGNATIONS

If a coach desires to terminate his/her services, he/she will give written notice to the Activities Director.

SUSPENSION OF A PROGRAM

If a coach cannot be obtained for a program, it may be necessary to suspend the program until a qualified person can be found. Every effort will be made to find a coach, but the final decision as to whether a program is suspended will rest with the School Administration and the Board of Education.

FUNDRAISING

Fundraising activities should be kept at a minimum. A fundraising project should be discussed with the Activities Director before undertaking it. If the fundraising project is in school or involves the community or student groups, the Principal or his designee must approve it. Fundraising guidelines are outlined in Policy 374. A copy of this may be obtained from the Activity Director, the Principal, or the office secretaries.

BOOKKEEPING PROCEDURES

Depositing of Funds

Any money collected (for fundraisers, camps, clothing, resale, etc.), should be deposited with the district bookkeeper as soon as possible after receiving it. The district has a Cash Handling Procedure which must be followed. Either take the money directly to the office of the district bookkeeper in the IGEMS building or to either school office where it will be forwarded on. Funds being deposited must be accompanied with a deposit form which can be found in either school office or the district bookkeeper's office. Coaches should send students to the office with their extra-curricular fees as there is a separate deposit form to be used for those fees. See Board Policy 375 for any questions on student activity funds, or ask Cathy Kohlenberg.

Disbursement Procedures

Any purchases for school-sponsored programs, require completion of a school purchase order when using school district budget funds or an activity fund check requisition form when using district activity funds. Contact Judy Reddy or Cathy Kohlenberg in the district office for clarification.

All purchases must be approved PRIOR to ordering anything using school district funds (district and activity funds). Approval for purchase for athletic purchase disbursements will be done by the appropriate Athletic Director while approval for all other purchases for other activities will be done by the appropriate building principal.

Payment for all purchase can only be made with a copy of the invoice for the items purchased. Reimbursement to a coach or advisor will only be made if prior approval is given by an administrator using a PO or check requisition form and an acceptable receipt. A copy of an invoice for the merchandise purchased is still required. The district will not reimburse state tax to any coach or advisor.

Purchase Orders and activity fund check requisition forms can be found in either school office or the district office.

Cash Handling & Internal Control Procedures

- 1.) What is cash?
 - Coins, currency, checks, money orders, and cash equivalents such as tickets, tokens and gift cards
- 2.) Why instill internal controls?
 - To safeguard assets of the school and to protect employees.
- 3.) How do we do this?
 - Physical Safeguards (locked bank bags kept in secured place)
 - Access to secured place is limited
 - Periodic counts
 - Periodic comparisons
 - Investigate all discrepancies
 - Get cash controlled, deposited and recorded as soon as possible.
- 4.) Accountability & Reconciliation
 - Tickets for athletic events, etc. must be used and distributed. (Just pulling tickets and not distributing them infers dishonesty!)
 - Class Funds such as dues and fundraisers must be accounted for using a class list log, etc. Keeping class advisors from one year to the next would be helpful. Logs should be turned into the principal's office at the end of each school year.
 - Vending Machines – two persons empty the machine and count the cash. Keep a log as to when it is done and by whom.
 - Cash should be counted and verified by at least two people at all times when possible. All cash should be turned in to the office using an Iowa-Grant Deposit Ticket. Deposit tickets can be found in either school office or the District Bookkeeper office.
 - Gift cards purchased for student or teacher rewards must be accounted for by using a log.
 - Fundraisers – reconciliations whenever possible – cash to items sold.
 - Student Fees – money collected and logs kept.
 - Food Service – money is counted by two people. Receipt reports run each day and kept available for comparisons.
 - Petty cash
 - a.) Should be kept to a minimum
 - b.) Cash should always be secured
 - c.) Cash should be counted by someone independent of the fund
 - Log kept daily accounting of cash in front drawer requiring a signature.
 - District bookkeeper will verify at least biweekly.
 - Use numbered receipts for everything!
 - Most importantly, get cash to the central collecting spot as soon as possible. Don't keep cash in the vault or in a classroom. Checks should be sent to the district office as soon as possible.

- Ticket sellers for IG events must count their own money box and sign the remittance form. These are kept for inspection by our school auditor.
- Cash boxes are the responsibility of a teacher or an advisor. No cash boxes will be given to any student!

COMMUNICATIONS WITH STUDENTS/PARENTS OUTSIDE OF THE SCHOOL DAY

Coaches are reminded to maintain professionalism in all of their communications with parents and students. Text messaging is limited to logistical information (where and when practices, busses, events are, changes in scheduling or plans, etc.) or concerns about health, absences or medical issues. Text messaging is not to be sent or received between coaches and students during the school day. Coaches are not to be “friends” on Facebook with students. Coaches should complete as much communication with students and parents face-to-face or via telephone. Email is suitable for basic information, but not an appropriate means to resolve issues or respond to parent concerns.

EVALUATIONS

Evaluations are important tools for improving the Athletic Department. The Activities Director evaluates head coaches every year. The Activities Director uses the evaluation form included in this handbook.

A coach will do a self-evaluation before the final evaluation occurs by the Activity Director. All evaluations will be completed within two weeks after the season is finished. Head coaches will meet with assistants and discuss items they would like to see improved. A final evaluation will be determined by a meeting with the head coach.

ATHLETIC COACH
(Job Description)

- QUALIFICATIONS:
1. Wisconsin Department of Public Instruction license 540 or equivalent
 2. Minimum of BS degree from an accredited institution.
 3. Previous experience as a player and/or coach of the sport which he/she will be assigned to coach.
 4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Activities Director or Elementary Athletic Coordinator and/or High School Principal and Director of Instruction

SUPERVISES: Assistant coaches, if any are assigned.

JOB GOAL: To help each participating student to achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

The coach shall:

1. Coach individual participants in skills necessary for excellent achievement in the sport involved.
2. Plan and schedule a regular program of practice in season.
3. Work with the Activities Director/elementary athletic coordinator to schedule appropriate non-conference contests and/or tournaments.
4. Recommend purchase of equipment, supplies and uniforms as appropriate.
5. Maintain necessary attendance forms, game records, etc., as required by the Activities Director.
6. Oversee the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.

7. Enforce discipline and sportsmanlike behavior at all times and establish and oversee penalties for breach of standards by individual students as assessed by either the coach and/or the Athletic Council.
8. Perform such other professional tasks and assume such responsibilities as may from time to time be assigned by the designated supervisor(s) and/or district administrator.

TERMS OF EMPLOYMENT: Annual contract for each sport assigned. Salary determined by the master agreement with the IGEAPSSP (Professional Staff).

EVALUATION: Performance of this job will be evaluated by the Activities Director and/or high school principal and elementary Activities Director and/or director of instruction as appropriate in accordance with provisions of the Board's policy on evaluation of professional staff.

LEGAL REF.: Sections 121.02 (1) (a) & (q) Wisconsin Statutes
 PI 3, Wisconsin Administrative Code
 PI 8.01 (2) (q)

CROSS REF: 538, Professional Staff Evaluation
 IGEAPSSP (Professional Staff) Contract

APPROVED: November 25, 1991

COACH SELF-EVALUATION

Name _____

Sport/Activity _____

Date _____

Number of Student Participants:

9 th Grade	10 th Grade	11 th Grade	12 th Grade

Rating:

AE-Above Expectations, ME-Meets Expectations, BE-Below Expectations, N/A-Not Assessed

Based on your appraisal of the performance, check appropriate responses:

	<u>AE</u>	<u>ME</u>	<u>BE</u>	<u>N/A</u>
Equipment (insurance, inventory)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication with parents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication with community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pre-event details	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Statistics, records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Adherence to rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication with media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with admin, promoting program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relationship with staff/rapport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awareness of trends	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supervision of practices, organization and evaluating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct, sportsmanship, self-control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Coach: three goals for next season:

Self Evaluation Summary:

Coach Signature _____

Iowa-Grant High School Coaches' Assessment

Name: _____

Year: _____

Position: _____

Sport: _____

Number of Years in this Assignment:

Number of years coaching at Iowa-Grant:

Rating:

AE-Above Expectations ME-Meets Expectations BE-Below Expectations N/A- Not Assessed

Administration

	<u>AE</u>	<u>ME</u>	<u>BE</u>	<u>N/A</u>
1. Cooperates with the Activities Director by timely submitting participation lists, bus requests, practice schedules, rosters, rule tests, injury reports, budgets, purchase orders, award reports, inventories, end of the season reports, and other necessary information.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Appropriately cares for equipments; including its distribution, collections, cleaning, and storage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Conducts pre-season parent/athlete meeting. Provides a handbook with team rules, expectations and letter requirements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Conducts a post-season self-assessment, player survey, and development of off-season program.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Understands and enforces the rules & regulations set forth by the I-G School District, the conference, and the WIAA.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Develops effective communication with the media and reports scores and results in a timely fashion.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Coaching and Performance

1. Develops respect by example in appearance, behavior, language, and conduct during contests/ practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Provides proper supervision/security of locker rooms, practice areas, and on bus trips.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Conducts well organized practices.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- | | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 4. | Demonstrates knowledge of fundamental skills and rules of the sport. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Uses appropriate teaching/coaching techniques. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Is prompt for practices, games, meetings and special events. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Appropriately delegates authority while remaining accountable for all aspects of the program. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | The team's performance is consistent with the ability of the athletes involved. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | The team showed improvement from the start of the season. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Relationships

- | | | | | | |
|-----|---|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. | Develops appropriate rapport with other coaches, teachers, and administrators. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Develops appropriate rapport with team members. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | Shows interest in student's classroom performance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. | Develops appropriate rapport with parents. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Exhibits enthusiasm for working with student-athletes. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Provides discipline that is fair, firm, & consistent. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Addresses athlete/parent concerns in an appropriate and professional manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Exhibits proper sideline conduct at contests towards players, officials, workers, and fans. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Promotes & displays loyalty to the entire athletic program. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Motivates students to become part of athletics/ activities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Related Responsibilities

- | | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|--------------------------|
| 1. | Provides necessary input to the non-conference schedule. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Cooperatively shares facilities. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

- 3. Follows proper procedure for purchasing equipment and supplies and operates within the approved annual budget.
- 4. Keeps the A.D. & school personnel informed about problems schedule changes, etc.
- 5. Attends coaches meetings (school, conference, WIAA) pertaining to his/her sport.

Season Summary:

Evaluation Summary:

Administrator's Signature

Date

Coach's Signature

Date

(Signature of the coach is to show that the coach has received the evaluation, but does not have to agree with the evaluation)

PUBLICITY

Coaches will report results/news releases to all of the following:

Media/Contact Phone	E-mail Fax
--------------------------------	-----------------------

-
- | | |
|---|---|
| • Dodgeville Chronicle
Mike Reilly, 608-935-2331 Ext. 26 | mreilly@thedodgevillechronicle.com
Fax No.: 608-935-9531 |
| • Platteville Journal
Jason Nihles, 608-348-3006 | journalsports@centurytel.net
Fax No.: 608-348-7979 |
| • Radio Station WDMP
Kurt Reinicke, 608-935-2302 | KKREINICKE@CHARTER.NET
Fax No.: 608-935-3464 |
| • Radio Station WGLR
Dan Sullivan, Gen. Man, 608-349-2000 | dsullivan@queenbradio.com
Fax No.: 608-349-2003 |
| • Wis. State Journal/ Rob Hernandez,
Asst Sports Editor, 608-252-6173/
800-686-1339 | RHERNANDEZ@MADISON.COM
Fax No.: 608-252-6194 |
| • Dubuque Telegraph Herald
Erin Murphy, Sports Writer
563-588-5631 | emurphy@wcinet.com
Fax No.: 563-588-5745 |

PROCEDURES FOR REPORTING RESULTS

- State your name, school, and sport.
- Highlights of game/match.
- Your next opponent, location, and starting time.
- Your conference and overall record as well as your opponents.

Extracurricular Pay Schedule

Sports/Activities	1st Payroll Date	Final Payroll Date
Cheerleading-Fall	2 nd payroll of August	*2 nd payroll of November
Cross Country	2 nd payroll of August	*2 nd payroll of November
Football	2 nd payroll of August	*2 nd payroll of November
Volleyball	2 nd payroll of August	*2 nd payroll of November
Boy's Basketball	2 nd payroll of November	*2 nd payroll of April
Cheerleading-Winter	2 nd payroll of November	*2 nd payroll of April
Girl's Basketball	2 nd payroll of November	*2 nd payroll of April
Wrestling	2 nd payroll of November	*2 nd payroll of April
IGEMS Basketball-Boys	2 nd payroll of November	*2 nd payroll of January
IGEMS Basketball-Girls	2 nd payroll of January	*2 nd payroll of March
IGEMS Wrestling	2 nd payroll of January	*2 nd payroll of March
IGEMS Track	2 nd payroll of March	*2 nd payroll of June
Baseball	2 nd payroll of March	*2 nd payroll of June
Softball	2 nd payroll of March	*2 nd payroll of June
Golf	2 nd payroll of March	*2 nd payroll of June
H.S. Band Activities	2 nd payroll of December	*2 nd payroll of June
H.S. Chorus Activities	2 nd payroll of December	*2 nd payroll of June
IGEMS Band & Music Activities	2 nd payroll of December	*2 nd payroll of June
IGEMS Chorus & Music Activities	2 nd payroll of December	*2 nd payroll of June
Fall-Drama/Musical	2 nd payroll of September	*2 nd payroll of December
Spring-Drama/Musical	2 nd payroll of March	*2 nd payroll of May
Forensic Advisors	2 nd payroll of January	*2 nd payroll of May
Prom Activities	N/A	*2 nd payroll of May
Annual Advisors	2 nd payroll of November	*2 nd payroll of June
Junior Class Advisor	N/A	*2 nd payroll of June
LNP	2 nd payroll of December	*2 nd payroll of March
Academic Decathlon Advisor	2 nd payroll of November	*2 nd payroll of April
FFA Advisor	2 nd payroll of December	*2 nd payroll of June
Student Council Advisor	2 nd payroll of December	*2 nd payroll of June
Scholarship Committee Chair	N/A	*2 nd payroll of June

*Coaches will be paid at the indicated time if they have successfully completed post season checklist. Coaches not satisfying this requirement shall be paid the 2nd payroll period once the post season checklist is completed and the principal/activities director has approved the final pay authorization.

Iowa-Grant School District
Coaches' and Advisors' request for final extra-curricular pay

Name: _____
Position: _____
Assistants: _____

I have completed the following:

- Collected equipment
- Submitted fine list for students who did not turn in equipment/materials
- Submitted inventory to the Athletic/activities director
- Submitted the awards list to the high school secretary
- Turned in keys
- Set up meeting for final evaluation with the athletic/activities director
- Submitted my budget for next year
- Submitted my coach self-evaluation

Please check one:

- I plan to return to coach/advise in this capacity next year.
- I do not plan to return to coach/advise in this capacity next year.
- I am uncertain as to whether or not I will be returning to this coaching/advising position next year.

I am requesting the final payment for my extra-curricular duty.

Employee signature

Date