



New Hampton Community School District

*Mission Statement: Empowering All  
Students to Succeed in a Changing World*

## **Coaches Handbook**

**2013-2014**

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## **PHILOSOPHY OF ATHLETICS**

The activities program of the New Hampton Community School District shall be a program that provides competitive and non-competitive activities that teach and support educational values such as leadership, discipline, pride, unity, self-esteem, dedication, teamwork, sportsmanship, and coping skills. The program will enhance academic performance while providing for many ability levels of students. The activities program is an integral part of the educational philosophy of the New Hampton Community School District.

### **OBJECTIVES**

#### **Lower Levels**

The purpose of the 7<sup>th</sup> and 8<sup>th</sup> grade athletic program is to teach the fundamental skills of the sport to each participant using positive coaching techniques so each participant can demonstrate the skills he/she has learned with the appropriate levels of intensity and confidence, and good sportsmanship in game situations to achieve the team objectives.

This purpose can be analyzed in terms of component objectives as follows:

- To develop a team concept.
- To teach fundamental skills of the sport.
- To provide the opportunity for each participant to demonstrate his/her skills in game situations.
- To use positive (i.e. nurturing and supportive) coaching techniques.
- To teach good sportsmanship.
- To develop appropriate levels of intensity and confidence.

#### **Upper Levels**

The purpose of the 9<sup>th</sup>, 10<sup>th</sup>, JV and varsity athletic program is to teach the fundamental skills with the opportunity to learn more advanced sports skills using positive coaching techniques so participants can demonstrate the skills he/she has learned with appropriate levels of intensity and confidence, and good sportsmanship in game situations to achieve the team objectives.

This purpose can be analyzed in terms of its component objectives as follows:

- To develop a team concept.
- To teach fundamentals, techniques and advanced sport skills.
- To use positive (i.e. nurturing and supportive) coaching techniques.
- To teach good sportsmanship.
- To develop appropriate levels of intensity and confidence.
- To provide the opportunity of participation as game situations allow.

WE BELIEVE that the individual and team effort, the execution of fundamental and advanced sports skills, and sound coaching techniques and strategies will result in a successful program.

WE BELIEVE the school athletic program should provide the following experiences for students: to participate, to get involved in enjoyable activities, to feel good about making a contribution, to learn new skills, to have fun, to play well, hard and fairly, to test oneself and others in competitive activities, to learn to deal with the “agony of defeat and the joy of victory”.

WE BELIEVE the above experiences at the appropriate levels are consistent with the New Hampton Community School District’s philosophy of education which expresses beliefs about the importance of personal development for the individual student in mental, emotional, creative, moral and physical areas so the individual can enjoy life through the realization of worthy and desirable personal and team goals.

## **PURPOSE OF INTERSCHOLASTIC ATHLETICS**

### **Rapport**

A coach must early on develop a good rapport with any number of individuals and groups: with team personnel, with the student body, with the members of the professional staff involved, with the corresponding coaches of the league and district of which the school is a part. Under no circumstances does this become a mere popularity contest, but there is no denying the value of good public relations where winning and losing, success and failure are concerned. Image is a matter of importance. Good rapport is invaluable.

### **Cooperation**

In regard to cooperation, the director expects a maximum amount of professionalism among all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with the A.D., with the principals, and with other members of the staff and support staff.

### **Leadership**

A coach should be in control at all times. Languages, actions, emotional displays, come under close scrutiny, both in practice and in scheduled contests.

A coach is also responsible for every facet of leadership. Individually the coach becomes a model of all that the program represents- observation of school codes, training rules, rules of the game, ideals of good sportsmanship; behavior of participants through the season, at home and away; even to a degree for the conduct of the crowd, especially where the student body is concerned. A “desire” to do well, to win well, to lose well should be emphasized. A coach is expected to give of his/her time, energy and spirit as the season demands. The quality of leadership provided very often makes all the difference.

### **Improvement**

A coach must take advantage of opportunities present for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is important. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers, and magazines and utilizing enrichment material available in other media forms is also to be expected.

### **Coaching and Techniques**

This is the area of expectation concerned with coaching and techniques in the assignment itself. Included are the following criteria:

- Uses sound and acceptable teaching practices; runs well-organized practice sessions.
- Completes pre-season planning well in advance of starting dates; no place for the haphazard.
- Adheres to a highly efficient and technically sound program of injury prevention; when injuries occur, follows a prescribed routine and maintains good communication with patient, doctor and parents.
- Constructs a well-organized game plan and communicates this with team members and other coaches.
- Develops a sound system for equipment accountability, including season inventory, repair and re-conditioning and replacement; all purchasing should be accomplished within the bounds of the regular school purchasing procedures.
- Keeps assistant coaches, student managers, statisticians well informed as to what is expected; cooperates with maintenance staff, transportation people and others similarly involved with the over-all program.

## **SPORTSMANSHIP PHILOSOPHY AND POLICY**

### **Mission Statement**

The New Hampton Community School District is committed to establishing sportsmanship and developing healthy environments for competition. We believe that part of the role of education through sports is to teach our youth and our communities to conduct themselves with sportsmanship and respect for opponents. In perception and practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. Therefore, New Hampton Schools will promote the ideals of sportsmanship through public awareness, encouragement of and consistency in behavior standards and cultivation of positive attitudes in athletics and life in general.

In an effort to achieve this goal the following statements have been developed which outline the expectations of the various groups and individuals associated with the New Hampton Community Schools athletic programs:

### **Responsibility and Expectations of Coaches**

- Always set a good example for participants and fans to follow, exemplifying the highest moral and ethical behavior. Lead by example.
- Instruct participants in proper sportsmanship responsibilities and demand that they make sportsmanship a priority.
- Know the rules, abide by and respect officials' decisions. This can be accomplished by accepting the coach's role as a teacher, by understanding the rules, and utilizing appropriate avenues for questioning officials' calls.
- Win with character and lose with dignity. Openly congratulate coaches and players of opposing teams following the game and acknowledge good performances.
- Exercise self-control and reflect positively upon yourself, your team, and school. The same kinds of behavior expected in games should also be enforced in practice environments.
- Create a positive influence on the behavior of fans. Take every opportunity when addressing the media, booster groups or other public forums to express the desire for fans to support their team at home contests, but not to abuse the visiting team. Be proper role models on the sidelines.
- Treat opposing coaches, participants and fans with respect. Shake hands with officials and opposing coach in public.
- Develop and enforce penalties for participants who do not abide by sportsmanship standards.
- Confront student-athletes when inappropriate behavior occurs whether it is in practice or competition. (Examples include but not limited to: profanity, trash talking, and demonstrative behavior.)
- Communicate with student-athletes and parents your expectation for proper behavior of participants in your sport.
- Establish guidelines for proper attire of team at athletic contests and special events in order to develop team unity and project a positive image when representing New Hampton Schools.
- Accept leadership role in regards to sportsmanship.

### **Responsibility and Expectations of Students**

- Accept visibility and understand the privilege of representing the school and the community.
- Dress according to guidelines established by the head coach.
- Treat opponents with respect; shake hands prior to and after contests.
- Respect judgment of contest officials, abide by the rules of the contest and display no behavior that could incite fans or indicate disagreement.
- Cooperate with officials, coaches and fellow participants to conduct a fair contest.
- Live up to high standard of sportsmanship established by the coach.
- Be aware of expectations for behavior as outlined by coaches, accepting consequences for behavior determined not appropriate.
- Demonstrate self-control at all times.
- Accept role as model for student body as it relates to conduct in the classroom and activity. You are a school leader due to participation on the team
- Try your utmost to WIN – within the rules.

All coaches and participants are expected to follow the principles of the CHARACTER COUNTS! Program that has been established by the New Hampton Community School District.

It is stressed that staff members and participants are teachers and students, respectively, and there is no reason why behavior and antics that would generally be recognized as unacceptable in regular teacher/student learning situations be tolerated in the athletic arena.

## COACHES' RESPONSIBILITIES AND DUTIES

### Responsibilities of All Coaches

1. Cooperation is an essential part of the school athletic program. Every coach is expected to cooperate with fellow coaches, teachers, activities directors and building principals.
2. Coaches will adhere to the state, conference and school regulations.
3. Coaches are to report promptly for all practice sessions and contests. Make sure that you are the last to leave the locker room. Checks to make sure showers are turned off, lights are off, doors are secured and locker rooms are picked up.
4. Coaches should be dressed in appropriate workout gear during practice and dressed appropriately for all contests and trips. A coach must be attired in school uniform or jersey/coaching shirt with coaching shorts/slacks or warm-up suits in school colors or colors of khaki, black, white, or gray. Cutoffs or any type of blue jeans are prohibited. Coaches need to look professional and appropriate.
5. When coaches call off or change practices times, please inform the A.D.
6. When rule meetings are held for a specific sport, all head coaches in that sport are to attend a meeting or utilize the IHSAA/IGHSAU on-line rules meetings when available. Assistant coaches are also encouraged to participate.
7. No school keys are to be issued to students.
8. See that all squad members have physicals, insurance coverage, signed waivers, and has signed checkout forms for equipment.
9. Coaches are expected to supervise the locker rooms.
10. At every opportunity, urge the students to be polite, courteous, and fair to the visiting team.
11. Always display good sportsmanship; losing or winning.
12. Maintain poise and self-control at all times; especially at contests.
13. Be a good host to the visiting team, coaches, and spectators.
14. Discipline, and, if necessary, dismiss players who disregard good sportsmanship.
15. Educate the players on the sidelines to the fact that it is unsportsmanlike conduct to yell intimidating remarks at the visiting team or officials.
16. Respect the officials' judgment and interpretation of the rules. Let the officials control the game and the coach control their team.
17. Publicly attempt to shake hands with the officials prior to the game and the opposing coach before and after event.
18. Injury to an athlete: The coach will fill out an injury report form and turn it into the school nurse by the next day. A doctor must witness athletic injuries within 72 hours to make insurance claims valid.
19. Follows the schools Parent/Coach Communication Guide when dealing with parents and students athletes.  
A copy of this pamphlet is included in the Coaching Forms/Miscellaneous Information section of this handbook.
20. Incorporates the school districts common core program for strength and conditioning during in season and out of season planning for the program they coach.
21. Encourages students to become actively involved in multiple sports and does not promote specialization. While doing out of season activities works collaboratively with in season coaches so that students are not forced to make difficult choices. While we can not stop a student from making a personal choice to attend a camp or clinic that may interfere with practices or games; coaches are not to "line-up" or take students to out of season events if they are currently involved in an activity. They may do so if the event does not interfere with practices or games. Out of season coaches are asked to refrain from scheduling any events during a two week window of time leading up to the start of any state level events.
22. All inquires must be addressed to the proper A.D. in charge of the activity from which the inquiry arises. All inquiries dealing with junior high activities should be addressed to the junior high A.D. and high school activities should be addressed to the high school A.D.

## Head Coaches' Duties and Responsibilities

### A. Program Responsibilities

1. Make sure that all medical kits contain Injury Procedure Forms so athletes can receive treatment if parent/guardian is not present.
2. Has full responsibility for the overall supervision of the program, including grades 5-6 to the varsity level.
3. Outline their program in written form (handbooks). The handbook will be kept up-to-date and will be used as a guide for all coaches in their sport. The handbook will include:
  - a. Philosophy
  - b. Goals and Objectives
  - c. Assistants' responsibilities and duties
  - d. Explanation of fundamentals, techniques, skills, and plays for each level of competition
  - e. Lettering policy
4. Is responsible for the general upkeep and protection of equipment under the jurisdiction of the program. Athletes will be responsible for lost or abused equipment.
5. Oversees the safety conditions of the facility or area in which the assigned sport is conducted whenever athletes are present.
6. Reports once a week, while the sport is in season, to the activities director with regard to development of the program.
7. Is responsible for the keeping of records as requested by the activities director.
8. Has shared responsibility for striving to build good sportsmanship and developing good public relations in the school.
9. Plans and schedules all in season practices with the help of assistants.
10. Promotes his/her sport by prompt and accurate score reporting to the local media.
11. Cooperates with all other coaches in providing the optimum sports program possible under existing conditions.
12. Keeps abreast of new developments, innovations, ideas and techniques by attendance at clinics, workshops, and reading in the field.
13. Recruits student managers and student trainers for the season and instructs and guides them.
14. Squad members understand the eligibility and regulations set by state, conference, and school.
15. All teams have a group picture taken before or during the season. (Our contract for pictures is with Lattin Photography).
16. Is directly responsible for a complete inventory of the equipment used for the sport, to be made at the end of each season (to be turned in one week following the season).
17. Writes, at the end of the season, an annual report evaluating the program with recommendations for improvement (to be turned in one week following the season).

18. Turns in the following to the activities director:

- a. Start of season
  1. Training rules for participants (before season). This may be included in a player handbook.
  2. Criteria for granting athletic awards (before season). This may be included in a player handbook.
  3. Alphabetical squad roster (soon as possible).
  4. Program information (one week before first game).
  
- b. End of season (one week after last contest)
  1. Equipment is checked in, repaired, cleaned, and stored.
  2. Inventory of all equipment.
  3. Recommendations for purchase of equipment.
  4. Evaluation of assistant coaches.
  5. Evaluation of program and recommendations for improvement.
  6. Scores of each contest and conference standings.
  7. Information on participants:
    - Lettered or number of years lettered
    - Athletes who received recognition

19. Performs other duties as related to his/her assignments as designated by the building principal and/or activities director.

**B. Personal Responsibilities**

1. Coaches' individual participants in the skills necessary for excellent achievement in the sport involved.
2. Enforces discipline and sportsmanlike behavior at all times, and establishes and oversees penalties for breach of such standards by individual students.
3. Determines the system of play to be used.
4. Understands that he/she is continually on display and must exercise good judgment in protecting positive coaching behavior. Be reminded of the fact that you are responsible for your team's conduct during practice, traveling, and playing.
5. Encourages good sportsmanship and desirable pupil/teacher relationships.
6. Be certain that no athlete is permitted to participate until all appropriate "check out" procedures have been completed.
7. Thoroughly explains eligibility requirements and participation rules to all squad members. If a violation occurs, make sure you discuss it with the athlete and report it to the activities director.
8. See that all participants have made necessary arrangements for their own transportation home when returning from road trips.

**Assistant Coaches Duties and Responsibilities**

**A. Program Responsibilities**

1. When assistant coaches are given assignments, their system of play will be delegated by the head coach. Work to gain full understanding of the system employed by the head coach.



2. Meet regularly with the head coach at their request and direction.
3. Make constructive suggestions to the head coach and help to plan the program and implement program objectives.
4. Responsible for the following supervisory tasks:
  - a. Make sure players have their physical examinations, insurance waiver signed, and permission from parents to participate before the athlete's first practice.
  - b. Issue and record equipment to players out and in.
  - c. Assume responsibility for constant care of equipment and facilities.
  - d. See to it that facilities and equipment are ready for practice, games or meets.
  - e. To see that all equipment is checked in, repaired, cleaned, and stored.
  - f. Inventory of school equipment.
  - g. Injury report filed with nurse.
  - h. Keeping records.
  - i. Scouting and filming.
5. Be in regular attendance at all contests and practice sessions.
6. See that all athletes are under supervision of a coach from the time they enter the locker room area until they leave the building after a practice or a contest.
7. Help in seeing that the locker, training, and equipment rooms are maintained in a proper manner.
8. See that all squad members understand the eligibility and training rules set up by the state, conference, and school.
9. Responsible for the action and conduct of the team on and off the field, wherever they are under his/her jurisdiction.
10. Recruit student managers for the season and instruct and guide them.
11. Responsible for public relations for your sport with the public communication medium.
12. Head assistant coaches turn in the following to the activities director:
  - a. Start of season
    1. Training rules and procedures for participant (before season).
    2. Alphabetical squad roster (soon as possible).
    3. Program information (one week before first game).
  - b. End of Season (one week after last contest)
    1. Equipment is checked in, repaired, cleaned, and stored.
    2. Inventory all equipment.
    3. Recommendations for purchase of equipment.
    4. Scores of each contest and conference standings.
    5. List of participants who finished the season or were injured.
    6. Athletes who received recognition.

**B. Personal Responsibilities**

1. Assume supervisory control over athletes and teams assigned.
2. Emphasize safety precautions; be aware of best training procedures and injury protection action.
3. Conduct self and teams in an ethical manner during contests and practices.

## **PREPARATION FOR HOME CONTESTS**

### **Football**

A.D. will be responsible for workers and running of the event. (Coach may be asked for assistance.)

### **Cross Country**

A.D. will be responsible for workers and running of the meet. (Coach may be asked for assistance.)

### **Volleyball**

Coaches will be responsible for helping the custodians and the A.D. prepare the gym for contests and may be asked to help find line judges to run the event. (Custodians will assist in set-up of volleyball nets. A.D. will provide workers for scoreboard for all matches.)

### **Basketball**

A.D. will be responsible for workers and running of the event. (Coach may be asked for assistance.)

### **Wrestling**

A.D. will be responsible for workers and running of the meet. (Coach may be asked for assistance.)

### **Track**

A.D. will be responsible for workers and running of the meet. (Coach may be asked for assistance.)

### **Golf**

Coach will supervise and run events with the help of the A.D. Both the coach and A.D. will run any conference and state level meets.

### **Baseball and Softball**

1. Mark field and put out bases (coaches)

2. Cutting of grass and removal of garbage (Custodial staff at Mikkelson Park)

A.D. will be responsible for workers and running of the event. (Coach may be asked for assistance.)

IN THE EVENT OF THE A.D.'S ABSENCE THE COACH MAY BE ASKED TO HELP THE DIRECT SUPERVISOR ASSIGNED TO THE CONTEST.

## **AWAY SPORTING EVENTS**

1. Arrangements shall be made with the activities director (transportation director) for transportation five days before an away contest. Arrival time should be such as to allow sufficient time for warm-up.
2. Coaches will travel with the team unless arrangements are made otherwise.
3. The head coach or assistant coach is responsible for the conduct of athletes to, from and during any contest. The head coach is the official representative of the New Hampton Community School District and is responsible to coordinate with the host school officials and remedy any problems that may occur.
4. All athletes shall be in respectable attitude during pre-game patriotic exercise.
5. Coaches will make sure the locker or dressing room is in the same condition as when you entered it.

## **TEAM OVERNIGHT LODGING**

On occasion it may become necessary for teams to stay overnight. As a rule, New Hampton teams will only stay overnight if it is a state sponsored tournament or meet, and if the team/individuals involved must compete before 11:00 am on the day of competition. Consideration will also be given regarding the travel distance to the event or if the state event is a multiple day event. Coaches should consult with the Activities Director regarding travel and lodging to state events as soon as the team qualifies.

Coaches may have family members stay with them in their rooms. If this requires additional rooms over and above what would have been needed if they were not staying then the coach/coaches will be required to pay the entire rate of the room for each additional night needed.

Meal money will be provided to athletes and coaches for any state level event and will be paid using the district's current rate for meal reimbursement. Individual envelopes will be provided to each individual prior to departure.

## **TRANSPORTATION**

The Activities Director orders all buses. It is the responsibility of the coach to have the members of his/her squad ready to board the bus at the designated time. The coach should turn in the proper form to the A.D. five days before the time the bus is needed if the event is not a regular scheduled event. The coach must exercise control and maintain proper supervision of his/her squad while traveling on the bus.

No participant will be transported in private cars without an adult supervisor driving the car. Students who are members of the athletic teams going to a contest, practice or games will return on the bus unless a written note is presented or face to face communication with the parent by the coach in charge. Students can ride with their parent(s) or another parent identified by the student's parent. Any other special arrangements that the parent wants to make as far as transportation of their child must be approved through the Activities Director prior to the event.

All coaches are encouraged to secure school vehicles early for any meetings, workshops, or clinics that must be attended.

All coaches are expected to return with the travel party unless arrangements have been made otherwise.

When using your own car for school purposes, mileage must be approved before the trip by the activities director.

It has been common practice in the past to paint windows on buses, vans, or cars when traveling to state level events. NEW STATE LAW PROHIBITS THIS. PLEASE INFORM YOUR ATHLETES OF THIS!

## **PURCHASING EQUIPMENT/SUPPLIES**

1. At the conclusion of each season (one week after the last contest), the head coach is responsible to:
  - a. Check in, inventory, and arrange with the activities director for cleaning and storing all equipment.
  - b. Submit to the A.D. a realistic list of equipment needed for the following season. Accompanying the list of requested equipment should be sizes, numbers, approximate costs, and the vendors who can provide the desired quality, etc.
  - c. Meet with the A.D. to go over the requests and discuss the budget.
2. The budget for all sports shall be finalized by the A.D.
3. A coach cannot order equipment or supplies of any kind without the approval of the A.D. who issues the necessary purchase orders and notifies the vendors.
4. The actual ordering of equipment and supplies is done by the A.D.
5. All requests for equipment and supplies should be made as far in advance as possible.

## **PUBLIC RELATIONS AND PUBLICITY**

Using various means of communication, all members of the athletic department are asked to do everything that they can in order to present to the public (students, faculty, and people in the community) the best interest of our athletic department, to properly distribute athletic department information to all news media that consistently cover New Hampton High and Middle School athletic events.

The coach in charge of each squad is responsible for publicity regarding his/her squad, including scores, pre-game and post-game stories, and day-to-day stories. Win or lose, it is important to keep the progress of your team before the community.

Varsity head coaches are responsible for calling in all home scores to the local media and area news media requesting our score. A listing of numbers to call with game/meet results is included. There will also be a card posted in the coaches' office with these numbers.

## OPEN NIGHT/SUNDAY PRACTICES

### Open Night

Wednesday night is set aside for activities other than school related. All practices should be finished and all athletes are to be out of the building by 6:30 PM. \*The expectation is if there is an IGHSAU/IHSAA tournament event on Wednesday.

(District/Regional/Sectional/State)

### Sunday Practices

There are to be no Sunday practices. This includes those Sundays between the first official day of school and the last day of school. \*Exceptions will be made for the football playoffs, and if any conference or state level event (District/Regional/Sectional/State) will be held on a Monday.

## INCLEMENT WEATHER: ATHLETIC PRACTICES AND EVENTS

- A. When school is dismissed due to excessive heat, practice can begin no earlier than 6:00 PM. Coaches will use good judgment in relation to helmets, pads, types of drills, and lengths of practices. Special attention will be given to make sure athletes are consuming plenty of fluids.
- B. When school is dismissed due to inclement weather, no practices will be held. Teams may be allowed to hold short team meetings. A coach may NOT hold practices for those who can safely stay. Participation in interscholastic contests will be determined on an individual basis only. The Athletic Director may deem it appropriate to cancel all practices on days when school is not let out early. THE SAFETY OF STUDENTS IS OUR GOAL.
- C. When school is cancelled for the day due to inclement weather athletic contests or practices may be held if the weather conditions improve. This decision will be made by the superintendent of schools and the appropriate coaches and team members will be notified.

## PARTICIPATION POLICY

Participation in interscholastic competition is providing an opportunity for an athlete to compete in a meaningful way and feel they are making a contribution to the team. Emphasis should be placed so as to allow for participation by all athletes who are involved at the 7<sup>th</sup> and 8<sup>th</sup> grade levels. Also 9<sup>th</sup>, 10<sup>th</sup>, JV and varsity level coaches should consider the importance of participation by all squad members on the team.

Participation by all team members is important at the 7<sup>th</sup> and 8<sup>th</sup> grade levels because it allows individuals to:

1. Gain self-confidence, game experience, enthusiasm, desire and interest in the sport.
2. Mature mentally and physically at different levels.
3. Improve their fundamentals skills and techniques.

Time needs to be spent on doing things the right way more so than emphasizing the win-loss record. This will allow for the discovery of hidden talents and late bloomers. Coaches will have to emphasize the importance of participation by all team members on their squads.

## INJURY REPORTS

Any time an athlete is injured, an injury report must be filed immediately on the next day with the school nurse and activities director. Proper information on the injury and treatment must be completed within thirty days to the insurance company.

Coaches, it is important that we do our utmost in this area of reporting and making sure that all information and details are taken care of. Injury report forms will be in the coaches' office, nurse's office, and activities director's office.

## MEDICATION POLICY

Only school personnel who have received instruction to give prescribed medication should do so. Absolutely no medications, including aspirin and any over-the-counter medication, are to be given by school personnel without written permission by the parent and the physician. This is from the Code of Iowa.

## STAFF WORKPLACE SAFETY

Personal workplace safety is the responsibility of each staff member. Always err on the side of caution when it comes to your own safety in the building, on school grounds, or at school-related events.

## **GUIDELINES FOR NEW HAMPTON COMMUNITY SCHOOLS PRACTICES AT THE CHICKASAW WELLNESS COMPLEX**

The following guidelines must be adhered to when the New Hampton School District is using the Chickasaw Wellness Complex for team practices:

### **1. Entrance into the facility**

Coaches and players will meet in the “New Lobby” of the high school prior to their practice time at the Chickasaw Wellness Complex. The entire group will walk over to the complex together. The coach will enter the facility using the main entrance and sign out the key at the check-in counter. The coach will walk to the NW entrance to let his/her team into the facility. ALL coaches and team members will then proceed to the mezzanine level above the weight area (or any other area designated by the CWC Staff) where they can change their shoes and leave their coats, pants, hats, etc. during practice. Whether a team is practicing immediately after school or later they will still be required to meet at the high school first. This procedure needs to be followed in its entirety. Keys will not be issued to coaches for any of the sports that will be using the facility. All keys will be available at the front desk.

### **2. Available/Unavailable Sections**

When using the facility teams will be allowed to use the basketball courts, volleyball courts and wrestling room along with drinking fountains and the south restroom. These parts of the facility will be available from 3:15-6:00 PM on days in which school is in session.

At no time are athletes or coaches allowed to be using the locker rooms, fitness equipment, weight equipment, or other areas of the facility. This includes injured athletes who may want to work out while injured or ill.

### **3. Equipment Storage**

Equipment storage is located at the South end of the complex between the aerobic/exercise room and the racquetball court. Using the key provided by the facility can access this storage area. The key will be picked up at the front desk when the coach enters the facility. Basketballs, volleyballs, nets, etc. will be stored in this area. Any training supplies such as medicine kits or water bottles will need to be stored at the school’s training room and not at the facility. All equipment is to be put away at the end of the practice session. The first group to use the facility on a given day you may leave the equipment out if the second group has arrived. If the second group’s arrival time is later all items will need to be locked up.

### **4. Wrestling Room**

The wrestling room will be off limits to the general public from the first part of November to the first part of March due to hygiene and safety issues that relate to the schools wrestling programs. School wrestling teams using the facility must also follow the guidelines listed under item #1 above. During the wrestling season the wrestling room will be available to the coaches for practice and programs. It will also be available for the pre-approved list of wrestlers with an adult and a ratio not to exceed 1 parent to 6 wrestlers. If a wrestler needs to check their weight in the wrestling room they must be accompanied by a high school graduate or older. During the non-wrestling season all scheduled programs will first be approved by the District. When members use the room they must follow all proper procedures. A coach/parent must always accompany wrestlers when they are using the room.

### **6. Request for Usage**

Please note that all requests for the CWC must come through the Activities Office unless otherwise directed.

### **7. Sport Specific Information**

The following pages contain sport specific information as it relates to when the CWC is available to different sport programs:

**New Hampton Community School District / Chickasaw Wellness Complex**  
**Usage Agreement**

The New Hampton Community School District (District) and the Chickasaw Wellness Complex (CWC) agree to the following usage agreements provided that the Activity Director's Office (District) schedules any usage with the CWC Office five (5) days in advance. The District is only responsible for usage by any student group provided that the student or group is scheduled through the Activity Director's Office. All CWC rules, regulations, and policies must be followed by all patrons.

**Fall**

- ***Volleyball (VB)*** teams will utilize one sport court from 3:15pm until 6:00pm from the start of the volleyball season (approximately the middle of August) until the end of the volleyball season (approximately the middle of November).
- ***Volleyball (VB)*** teams will utilize one sport court (time to be announced) on the days that are pre-scheduled through the Activity Director's Office (District) and the CWC Office due to other gymnasium conflicts at the New Hampton School or special activities taking place in the community.

**Winter**

- ***Boys and Girls Basketball (BB)*** teams will utilize two sport courts from 3:15pm until 6:00pm from the start of basketball season (approximately middle of November) until the end of the basketball season (approximately the end of February).
- ***Boys and Girls Basketball (BB)*** teams will utilize one (1) sport court (time to be announced) on the days that are pre-scheduled through the Activity Director's Office (District) and the CWC Office due to other gymnasium conflicts at the New Hampton School or special activities taking place in the community.
- ***Wrestling (WR)*** teams will utilize the wrestling room from 3:15pm until 6:00pm during the wrestling season (approximately the beginning of November) until the end of the wrestling season (approximately the beginning of March).
- Due to hygiene and sanitary reasons, during the ***wrestling*** season (approximately the beginning of November to the beginning of March) only those patrons on a pre-approved list of wrestlers and coaches are allowed in the wrestling room.
- During the non-***wrestling*** season, all scheduled programs will first be approved by the District and members of the CWC are allowed to use the wrestling room as long as proper rules and procedures are followed.

**Spring**

- ***Boys and Girls Golf (GF)*** teams will utilize one (1) net (golf cage) from 3:15pm until 6:00pm from the start of golf season (approximately middle of March) to the end of the golf season (approximately middle of May). Teams will alternate days in which they use the net.
- ***Boys and Girls Golf (GF)*** teams will utilize one (1) net (time to be announced) on the days that are pre-scheduled through the Activity Director's Office (District) and the CWC Office due to other gymnasium conflicts at the New Hampton School or special activities taking place in the community.

- **Boys and Girls Track (TR)** teams will utilize one (1) sport court from 3:15pm until 6:00pm from the start of track season (approximately middle of February) to the end of the track season (approximately middle of May). Teams will alternate days in which they use the sport court.
- **Boys and Girls Track (TR)** teams will utilize one (1) sport court (time to be announced) on the days that are pre-scheduled through the Activity Director's Office (District) and the CWC Office due to other gymnasium conflicts at the New Hampton School or special activities taking place in the community.

### Summer

- **Baseball and Softball (BB & SB)** teams will utilize one (1) net (hitting cage) and one (1) sport court from 3:15pm until 6:00pm from the start of baseball/softball season (approximately the end of May) to the end of the baseball/softball season (approximately end of July). Teams will alternate days in which they use the net and the sport court.
- **Baseball and Softball (BB & SB)** teams will utilize one (1) net and one (1) sport court (time to be announced) on the days that are pre-scheduled through the Activity Director's Office (District) and the CWC Office due to other gymnasium conflicts at the New Hampton School or special activities taking place in the community.
- **Baseball and Softball (BB & SB)** teams will utilize one (1) net (hitting cage) from 3:15pm until 6:00pm for pre-season workouts.
- **Baseball and Softball (BB & SB)** teams will utilize one (1) net for pre-season workouts (time to be announced) on the days that are pre-scheduled through the Activity Director's Office (District) and the CWC Office due to other gymnasium conflicts at the New Hampton School or special activities taking place in the community.

### Year Round

- The Multipurpose/Aerobics Rooms may be used by the New Hampton School District (District) during regular CWC hours provided that the area is not previously scheduled. All activities must be pre-scheduled through the Activity Director's Office and the CWC Office.

**\*This Usage Agreement must be reviewed annually at the July CWC Governance Board meeting.**

## CATASTROPHIC ATHLETIC INJURY

**What is a catastrophic injury?** A catastrophic injury is defined as any injury that might render an athlete paralyzed, a loss of limb, and/or considered life threatening.

### **What are the indicators of a catastrophic injury?**

1. The athlete will be unconscious (always assume that a spinal injury may exist).
2. The athlete may have loss of feeling in one or more of their extremities.
3. The athlete may have the inability to move one or more of their extremities.
4. The athlete may experience a tingling or burning in one or more of their extremities.
5. Any combination of 2 & 4 accompanied by extreme weakness of one or more of the extremities.

### **Refer to the injured athlete/person flowchart when a catastrophic injury has occurred**

1. Do not move the injured athlete unless there is immediate danger of further injury.
2. As long as there is a pulse, there is no need to move the athlete.
3. Remain calm for the sake of the injured person, the remaining squad, and surrounding personnel.
4. Keep the remaining squad members together and determine an appropriate location for the group.
5. If pulse or breathing stops before help arrives, begin CPR.
6. Maintain the situation until the emergency unit arrives.
7. A school representative and or coach should go with the athlete to the hospital, with the parents.

## **EMERGENCY STEPS**

1. Coach or coaches should assess the injury to determine seriousness.

### **Err on the side of caution!**

2. Call 911 if the situation is catastrophic. (Do not leave the injured athlete unattended).
  - a. If two or more coaches are present, you should send one of the coaches to seek help.
  - b. With only one coach present, you should send two student/athletes to make the emergency call. After the call is made one of the student/athletes should return to the coach to inform them that the call has been made. One athlete may need to stay and monitor the phones.
  - c. Designate a person for crowd control. Remove others from the area.
3. After 911 – contact the following personnel:
  - a. During the school day contact the school secretary.
  - b. Call a school administrator

Kelly O'Donnell	394-5065 ext. 2030	
Sarah Updegraff	394-2144 ext. 2022	
Brad Schmitt	394-2259 ext. 1149	
Susan Anderson	394-2259 ext. 1110	
Bob Ayers	394-2134 ext. 2031	
Superintendent	394-2134 ext. 2039	
  - c. Call the school custodian  
Norb Geerts or Zach Prouty 394-2134 ext. 2144 or John Bear or Leo Dowd 394-2259 ext. 1134  
or contact them by using school radios
  - d. Call the school nurse

Linda Tiemessen	394-2259	ext. 1104 (AM)
	394-2144	ext. 2204 (PM)
  - e. Contact the parents of the injured student/athlete
  - f. Contact the head coach
  - g. Contact guidance personnel if necessary
4. What should a coach do away from home and alone with their squad?
  - a. Seek help from site administration.
  - b. Seek help from the bus driver if available.
  - c. Seek help from a parent or other responsible adult for crowd control.
  - d. Once the EMS unit arrives, you should begin to contact the above stated personnel.
  - e. Use good judgement regarding completion of the contest.



## **EVALUATION OF COACHES AND PROGRAMS**

It is the responsibility of the activities director to evaluate each member of the coaching staff and their program. The purpose of the evaluation is to identify criteria necessary to good coaching. The evaluation is designed to assist both the evaluator and the coach being evaluated in formulating and in recording an accurate appraisal of the individual's efforts toward fulfilling requirements, which relate to coaches' responsibility and effectiveness. The evaluations should be constructive experiences for all concerned.

### **Procedures**

1. Any evaluation should be a cooperative effort between the coach and activities director and include the head coach as a cooperative participant when appropriate.
2. A pre-evaluation conference shall be held with the head coach at the beginning of each sport season to discuss their program and staff.
3. Head coach and assistant coaches will self-evaluate themselves at the end of each season.
4. A post-evaluation conference shall be held at the completion of a sport season to evaluate head coaches, assistants, and athletic program.
  - a. Head Coach
    1. Review the head coach's athletic program and responsibilities
    2. Comments and observation by activities director
    3. Review of staff
    4. Identify strengths and weaknesses of program
    5. Recommendations
    6. Signed by the head coach and activities director
  - b. Assistant Coach
    1. Statement by the head coach
    2. Review of responsibilities and strengths and weaknesses of the athletic program
    3. Comments and observations by activities director
    4. Recommendations by head coach and activities director
    5. Signed by assistant coach and activities director
  - c. Copies of all evaluations will be forwarded to the superintendent.

## **COACHING CLINICS AND STATE TOURNAMENTS**

### **Clinics**

All coaches will be expected to keep abreast of the latest coaching techniques, philosophies, rule changes, and trends in athletics. In general, the following rules will apply to attending clinics:

1. Head varsity coaches will be given first consideration on clinics.
2. Assistant coaches will work through the head varsity coach of their sport for clinic attendance. Head coaches will submit requests for clinic attendance through the activities director.
3. Coaches will be expected to select clinics which will allow for a very minimum of school time missed.
4. Coaches will be expected to select clinics of reasonable geographic proximity.
5. Final approval for clinic attendance will rest with the administration.

6. Effort will be made to cover basic expenses such as registration fees, lodging, and meals. Administration shall be responsible for approval of all expenses prior to attendance at the clinic.

At any time the above listed items may not be applicable due to restrictions in relation to the budget. In such cases the Chickasaw Booster Club will cover the cost of registration fees for coaches to attend the clinics.

### **State Tournament Attendance**

Coaches attending the state tournament as spectators:

1. Head varsity coach and varsity assistant coaches
  - a. One professional day
  - b. School will purchase tickets to games attended
  - c. Mileage for one car or school car (Approval for non-school car reimbursement needed from proper A.D. before you depart).
  - d. Lodging for one night
2. Assistant head coaches and assistants
  - a. School will purchase tickets to games attended
  - b. Mileage for one car or school car. (Approval for non-school car needed from proper A.D. before you depart.)

The above items related to state tournament attendance would only be applicable if the school budget permits.

### **COACHES AND A.D. MEETINGS**

Periodic meetings will be set by the A.D. to:

1. Take care of any schedule problems involving students who are in multiple activities at the same time.
2. Resolve any conflicts between different activities and /or the activity sponsors (coaches).
3. Any other pertinent items.

### **ELEMENTARY/PARK & RECREATION PROGRAMS**

Coaches are expected to take an active role in exposing students of the district to their program by offering camps or clinics to students in the lower grades, especially grades five and six. The New Hampton Park and Recreation Department also offers a wide variety of opportunities for students. They always appreciate your support and guidance as they look for ways to enhance their programs.

### **ELIGIBILITY AND TRAINING RULES**

#### **Coaches' Training Rules**

Coaches may establish and enforce training rules for the participants in the activity they coach. Such rules shall be written and given to each participant. All participants in athletics are to adhere to the training rules prescribed by the coach. Coaches' training rules will be submitted to the A.D. before his/her season starts.

#### **School and State Eligibility Rules**

##### **You are not eligible if:**

1. If you have not had a medical examination by a physician. The certificate of medical examination is good for one (1) calendar year.
2. If you are twenty (20) years of age or older.
3. If you have attended high school for more than eight (8) semesters.

4. If you did not pass all classes during the previous grading period.
5. If you were out of school this semester. (Except upon change of residence of your parents.)
6. If 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 or expenses or otherwise for your participation in an athletic contest.
7. If you have competed on an outside school team as a team member or as an individual while out for a sport and during that sports season without the previous written consent of your superintendent. (Example: While you were out for wrestling and during wrestling season you want to participant in an outside school wrestling team or tournament. You must have permission from the school superintendent or principal, or you will be declared ineligible.
8. If you have ever trained with a college squad or have participated in a college event.
9. If 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.

### **Middle School Regulations**

1. Any student who desires to participate in interscholastic athletics must have an examination by a doctor prior to their participation. The certificate of medical examination is valid for one calendar year.
2. Departure time for middle school athletic contests away from home is left to the discretion of the local school administration.
3. No interscholastic athletic activity shall be permitted to start prior to 4:00 PM and not later than 5:30 PM. (Exception: If schools are close to each other and there is no loss of academic time involved, competition may begin prior to the 4:00 PM starting time.)
4. IHSAA/IGHSAU member schools are not permitted to play contests with non-member schools.
5. In all middle school interscholastic contests, at least one of the game officials must be a registered official.
6. No interscholastic scrimmages/jamborees are allowed in any middle school program.
7. Middle school football practice may start on the first day of school. Schools must have 10 weekdays of practice. The first two must be used for preconditioning drills before the first game.
8. Please consult the IGHSAU or IHSAA manuals as to the number of quarters, matches, or events participants may be involved in on a given day or season.
9. Please consult the IGHSAU or IHSAA manuals for further guidelines and regulations.

## GOOD CONDUCT CODE – EXTRACURRICULAR ELIGIBILITY POLICY

### I. PHILOSOPHY

A. Benefits of Extracurricular Activities: The Board of Education believes the extracurricular program (grades 7-12) provides the opportunity for significant benefits for participants. The Board actively supports our extracurricular program and encourages as many students as possible to participate.

The Board believes extracurricular activities provide students with the opportunity to:

1. Compete and associate with students from other schools.
2. Develop skills not found in curriculum.
3. Gain contentment from leisure time.
4. Achieve recognition and develop a positive self-image.
5. Develop desirable attributes and good citizenship.
6. Broaden perspectives and outlooks.
7. Participate in group activities and become a part of a team.

Individuals may also benefit in other ways. Emphasis is placed on the word opportunity because the Board believes only students can transform this opportunity into reality. The school can make programs available but only students can take full advantage of these activities.

B. Extracurriculars are a Privilege, Not a Right: The Board emphasizes that extracurricular activities are a privilege for students, not a right. The school expects that certain standards of behavior and conduct will be observed. Students earn the privilege to participate, in part, by following the standards of behavior. Students Represent the School: All participants must recognize they represent the community, school, and their peers, as well as, themselves, and therefore have a wider set of obligations that should be met. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year whether away from or at school.

In addition, we expect students to demonstrate a positive and respectful demeanor toward fellow participants, sponsors, officials, and the public; a sense of teamwork and respect for the importance of the group; responsibility for meeting the obligations of participation in the various activities; pride in self, school, and peers; and, respect for the property and rights of others. Students who participate in activities serve as role models for peers and younger students; therefore, their attitudes and actions have an important impact on others.

Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate.

#### **Summary of Scholarship Rule, 281—IAC 36.15(2) (Taken directly from IGHS AU/IHSAA documents)**

The following requirements were effective 7-1-08:

- A student must receive credit in at least 4 subjects at all times.
- A student must pass all and make adequate progress toward graduation to remain eligible.
- If a student is not passing all at end of a final grading period, student is ineligible for first period of 30 consecutive calendar days in the interscholastic athletic event in which the student is a contestant. There is no requirement that the student competed in the sport previously. Students in baseball or softball have the same penalty as all other students.
- If a student is not passing all at any check point (if school checks at any time other than the end of a grading period), period of ineligibility and conditions of reinstatement are left to the school.
- Schools must check grades at the end of each grading period; otherwise, a school determines if and how often it checks grades.
- A student with a disability and an IEP is judged based on progress made toward IEP goals.
- The ability to use summer school or other means to make up failing grades for eligibility purposes not available. The rule now also requires that all original failing grades (even those remediated for purposes other than athletic eligibility) be reported to any school to which the student transfers.

#### **Verbatim language of rule**

##### **36.15(2) Scholarship rules.**

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times.

To qualify under this rule, a “subject” must meet the requirements of 281—Chapter 12.

Coursework taken from a postsecondary institution and for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.

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

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

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

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

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

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

h. A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization’s sanctioned team. A student may not participate with or against high school graduates if the graduates represent a collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this subrule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school’s administration and the respective collegiate institution’s athletic administration.

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

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

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

#### **Other related rules**

**281—36.1(280)**, definition of “compete” added to definitions:

“*Compete*” means participating in an interscholastic contest or competition, and includes dressing in full team uniform for the interscholastic contest or competition, as well as participating in pre-game warm-up exercises with team members. “Compete” does not include any managerial, recordkeeping, or other non-competitor functions performed by a student on behalf of a member or associate member school.

**281—36.15(1)** amended to add the following sentence:

A member or associate member school shall not allow any student, including any transfer student, to compete until such time as the school has reasonably reliable proof that the student is eligible to compete for the member or associate member school under these rules.

### III. ACTIVITIES COVERED BY THIS POLICY

A. Athletics (includes all support staff) and cheerleading.

B. Music – Jazz Band, Swing Choir (Main Street West), Pep Band, music contests, festivals, etc. If a student is required to perform as part of a grade (e.g. band or chorus), and the student violates the Good Conduct Rule provisions, the student may either be allowed to participate or be withheld from participation at the discretion of the activity sponsor but without any impact on the student's grade for the course.

C. Speech and Drama

D. School Organizations/Clubs/Honorary and Elected Offices (in which the student may represent the school) – Student Senate, class officers, National Honor Society, F.F.A., Lettermen, Letterettes, Chieftain, Yearbook, BAC, AFS, SADD, Homecoming King/Queen court, etc.

E. Flag and Dance Teams.

F. Academic Decathlons, Odyssey of the Mind Competitions, and Destination Imagination (any activity where the student represents the school district outside the classroom – history day competitions, etc.). If a student is required to perform as part of a grade, and the student violates the Good Conduct Rule provisions, the student may either be allowed to participate or be withheld from participation at the discretion of the activity sponsor but without any impact on the student's grade for the course.

### IV. STANDARDS OF BEHAVIOR

A. The extracurricular program will not tolerate at school, school-related events, on school property or property maintained by the school, or elsewhere, during or outside of the school year, any behavior, which violates the Standards of Behavior, outlined below. The student shall not:

1. Possess (see item D below), use, or distribute tobacco products (or "look alike" substances that appear to be tobacco);

2. Sell, distribute, dispense, acquire, possess (see item D below), use, consume or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or any other intoxicating liquor, or any "look alike" substance that appears to be alcohol (non-alcoholic beer, etc.) – "use" includes having the odor of alcohol on one's breath; (Note: The minimal ingestion of alcohol in connection with a religious ceremony is exempt from the "use/consume" provision. Further, according to Iowa law if your parent or guardian serves you alcohol in a private home with their knowledge, presence and consent, then this "use/consume" of alcohol is permitted. While this conduct is not considered a violation of this policy, if you then go out into public after consumption of any alcoholic beverage and/or drive with a blood alcohol of .02 or above, these are violations of this policy.);

3. Unlawfully manufacture, sell, distribute, dispense, acquire, possess, consume or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance as defined in schedule I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, and/or any "look alike" substances, and any drug paraphernalia. (Use of a drug authorized by a medical prescription from a registered physician for the individual in possession shall not be considered a violation of this rule.)

4. Engage in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor traffic offenses, hunting, and fishing violations) regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);

5. Inappropriate or offensive conduct such as fighting, insubordination (talking back or refusing to cooperate with authorities, hate crimes, hazing or harassment of others);

6. Commit any act, which is a suspendable offense under the current guidelines for student conduct.

B. Violation of any of the above may result in loss of eligibility.

C. This policy is in effect 24 hours per day – all year long.

D. Possession. A student shall be deemed to be in "possession" in accordance with legal definitions and also, will be widely interpreted to include attendance at a function or party where the student is aware that drugs or alcohol are being illegally consumed by minors and the student does not immediately leave the function.

E. Violations of Local, State, or Federal Law may result in more serious penalties as follows:

1. Aggravated misdemeanor offenses may cause the student to be treated as a second violation even if this is the student's first violation of the good conduct code.
2. Felony offenses may cause the student to be treated as a third violation even if this is the student's first violation of the good conduct code.

## V. VIOLATIONS AND PENALTIES

A. A finding that a violation has occurred is not dependent upon the outcome of any juvenile or criminal proceedings. Indication that a violation has occurred will be governed by a "preponderance of evidence": (1) a "preponderance of evidence" requires less substantiation than either "substantial evidence that a violation has occurred" or "proof beyond a reasonable doubt that a violation has occurred", and (2) a "preponderance of evidence" also means over 50% of the believable evidence.

B. Violations of the Standards of Behavior as described in Section IV above will result in suspension of the privilege to participate for a period of time or number of events as prescribed in the following options. (All costs involved with any counseling, educational training, etc. will be the responsibility of the student/parent/guardian.)

(1) Option A – Volunteer Provision. A student who violated the good conduct code and both reports the specific conduct and admits that the conduct is in fact a violation of this policy, within four calendar days of its occurrence to a school official (sponsor, coach, etc.) may take advantage of this provision. To do so, he/she must additionally follow up with a written statement of confirmation submitted to the activities director.

(a) 1st Violation – the student will be declared ineligible for 40% of the regular season competition for students involved in athletics and cheerleading and/or 2 events for all other categories. This period of ineligibility can be reduced to 20% of the regular season competition for students involved in athletics and cheerleading and/or 1 event for all other categories if the student performs and completes such activities or projects as directed and scheduled by the administrator. Such projects can include assignment to an educational/counseling group.

(b) 2nd Violation within a 12-month period from the date of the first violation – the student will be declared ineligible for 12 months from the time of the violation. The length of this period of ineligibility can be reduced to 40% of the regular season competition for students involved in athletics and cheerleading and/or 2 events for all other categories if the student performs and completes such activities or projects as directed and scheduled by the administrator. Such project can include assignment to an educational/counseling group.

(c) 3rd Violation within a 12-month period from the date of the first violation – the student will be declared ineligible for 12 months from the date of the third violation, OR, after a one-month period, the student may make application to the administrator to consider possible reinstatement to eligibility. If the administrator rejects the first application for eligibility reinstatement, the student may reapply a month later and his/her application may be reevaluated by the administrator. Any reinstatement could not occur sooner than would under a second violation.

(1) Option B – Honesty Provision. If the student is contacted by a school official about a good conduct violation and the student is honest and cooperative about the incident, the following options will apply.

(a) 1st Violation – the student will be declared ineligible for 60% of the regular season competition for students involved in athletics and cheerleading and/or 3 events for all other categories. This period of ineligibility can be reduced to 40% of the regular season competition for students involved in athletics and cheerleading and/or 2 events for all other categories if the student performs and completes such activities or projects as directed and scheduled by the administrator. Such projects can include assignment to an educational/counseling group.

(b) 2nd Violation within a 12-month period from the date of the first violation – the student will be declared ineligible for 12 months from the time of the violation. The length of this period of ineligibility can be reduced to 60% of the regular season competition for students involved in athletics and cheerleading and/or 4 events for all other categories if the student performs and completes such activities or projects as directed and scheduled by the administrator. Such project can include assignment to an educational/counseling group.

(c) 3rd Violation within a 12-month period from the date of the first violation – the student will be declared ineligible for 12 months from the date of the third violation, OR, after a one-month period, the student may make

application to the administrator to consider possible reinstatement to eligibility. If the administrator rejects the first application for eligibility reinstatement, the student may reapply a month later and his/her application may be reevaluated by the administrator. Any reinstatement could not occur sooner than would under a second violation.

(1) Option C – Substantial Provision. A student who does not admit to a good conduct violation but who is found to have violated the policy by an administrator.

(a) 1st Violation – the student will be declared ineligible for 60% of the regular season competition for students involved in athletics and cheerleading and/or 3 events for all other categories.

(b) 2nd Violation within a 12-month period from the date of the first violation – the student will be declared ineligible for 12 months from the date of the violation.

(c) 3rd Violation within a 12-month period from the date of the second violation – the student will be declared ineligible for 12 months from the date of the violation.

(d) Students losing eligibility under this option may make application to the administrator for reduction of ineligibility after at least one month from the assignment of the penalty. Any reinstatement of eligibility could not be sooner than would occur under Option A above.

## **VI. PROCEDURES FOR ASSIGNING PENALTIES**

A. The appropriate administrator can become aware of violations by:

1. Student self-report (within 120 days of the alleged violation);
2. Report by school district personnel or students (within 120 days of the alleged violation);
3. Notification from law enforcement officials, juvenile court services, or any other court processes (within 12 months of the alleged violation);
4. Signed and sworn testimony of one or more citizens of the community prepared (within 30 days of the alleged violation);
5. As a result of other investigations (including second hand reports) conducted by school administrators (within 120 days of the alleged violation).

B. Students who are charged with violation of Standards of Behavior will be informed of the alleged violation. The student will be given an opportunity to present any defense he/she thinks relevant.

C. The appropriate administrator will assign the penalties in the event of a violation.

D. If the student is not currently participating in an activity within any category, the student will be ineligible in the next related activity in which he/she participates. Any student not involved for twelve months in a category would be eligible. If a student enters an activity in which he/she has not previously participated and begins and/or continues a period of ineligibility, the student must participate at a level expected of all other participants. If the student does not faithfully participate at a level deemed appropriate by the coach/sponsor, the coach/sponsor shall have the authority to suspend the student from the activity involved. If a student does not satisfactorily complete the activity, he/she will be deemed to be ineligible with the same penalty applied to the next activity in which the student chooses to participate.

E. A student who is declared ineligible will not be allowed to enter an activity already in progress, if the first activity or interscholastic event has been held.

F. If a student is involved in one athletic/cheerleading activity and one non-athletic activity, the penalty will be applied to both activities in which the student is participating. If a student is in more than one non-athletic activity, the directors/sponsors of those activities and

the administration shall meet to combine consequences for those activities. Generally, in combining consequences, the directors/sponsors and the administration will consider the option under which the student would be ineligible in determining the number of events missed, and unless it is otherwise determined, students will suffer a period of ineligibility in each non-athletic activity in which the student participates. The directors/sponsors may consider the amount of time between the offense and when the period of ineligibility would be completed when making these determinations.



G. If a violation occurs while one penalty is being served, the next sanction will be imposed upon completion of the first sanction.

H. Violations that occur in the seventh and eighth grade will not accrue to the high school. High school violations will begin occurring in the summer before entering the ninth grade and shall include the summer following graduation for seniors.

I. Students who are not eligible for activities must continue to practice and complete the season in good standing in order to fulfill the period of ineligibility.

J. When determining the number of competitions or events to be missed, the administrator will round off fractions to the nearest whole number using the standard rules for rounding numbers. If a period of ineligibility extends beyond the regular season, ineligibility will extend to include tournament games.

K. Regaining 1st Violation Status. If a violation of the extracurricular policy occurs, students regain eligibility by serving the consequence(s) assigned. However, students who do not seek to reduce the period of ineligibility by completing activities or projects as assigned by the administrator will not be able to regain 1st violation status by merely remaining outside of the extracurricular program for a twelve month period. The next violation would be treated as the second or third violation even if the violation occurred after a twelve-month violation-free period.

## **VII. APPEALS**

A student who is dissatisfied with the penalties assigned for a violation of this policy may appeal the decision. To appeal, the student must submit a written request to the superintendent within five days of the assignment of the penalty. The penalty will be in effect pending the superintendent's decision. The request for the hearing must include the student's basis for his/her objection(s) to the decision. A conference shall be held for each appeal. The student shall be allowed to present any defense he/she thinks relevant. The student's parent(s) or guardian(s) may be present during the appeal hearing. Students and parents may be represented by legal counsel. The superintendent shall state his/her decision in writing. Following the decision, the student and/or his/her parent(s) or guardian(s), if dissatisfied, must file with the superintendent a written request for a Board of Education hearing within five days of notification of the superintendent's decision. The request for a hearing must include a statement of the basis for the objection to the superintendent's decisions. The penalty will remain in effect pending the outcome of the meeting with the Board.

## **VIII. ATTENDANCE AT SCHOOL ON DAY OF ACTIVITY OR PRACTICE SESSION**

Each student must be in school the last half of the day (beginning of 5th period class) in order to participate in an activity or practice session. Any exceptions to this regulation are at the discretion of the principal.

## **IX. TRANSFERS**

Students who transfer to the New Hampton Community School District and are in good standing with their previous school district shall be eligible for all activities within the guidelines of the state associations (e.g. athletics, music, speech, etc.). Any student declared ineligible under the prior school's Good Conduct Rule, and then without having completed the full period of ineligibility at that school transfers to New Hampton High School, will not be eligible for interscholastic competition or any other extracurricular activity/performance at New Hampton High School, until the period of ineligibility has been completed. Once that time period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at New Hampton High School as far as any Good Conduct Rule is concerned.

## **CODE OF ETHICS FOR COACHES**

### **A coach should:**

- Be loyal to his/her superiors and support the policies of their administration.
- Have lofty ideals and firm principles of right and truth.
- Always strive for more education and culture.
- Be a good-will ambassador between his/her school and the public.
- Be humble in victory and courageous in defeat.
- Neither knowingly or unethically strives for another man's/woman's job.
- Respect and support officials at all times.
- Offer congratulations in public- win or lose.
- Never "run up the score".
- Dress in manner suitable to his/her profession.
- Conduct him/her self so as to earn the respect and confidence of all.
- Not engage in conduct detrimental to players, officials, or spectators.
- Conduct him/her self to be a worthy member of the coaching profession.
- Be loyal to his/her profession.
- Be more concerned about obtaining respect from his/her players than in running a "personality contest".

### **The Coach and His/Her Players**

In his/her relationship with players under his/her care, the coach should always be aware of the influence he/she wields, for good or bad. Parents entrust their dearest possessions to the coach's charge, and the coach, through his/her own example, must always be sure that the boys/girls who have played under him/her are finer and more decent men/women for having done so.

The coach should never place the value of a win above that of instilling the highest desirable ideals and character traits in his/her players.

The safety and welfare of the players should always be the uppermost in his/her mind, and they must never be sacrificed for any personal prestige or selfish glory.

Every coach must remember that he/she is a living example of all the young men/women in the community in which he/she coaches. It is vitally important to him/her, and to the profession, which he/she represents, that his/her actions and behavior at all times brings credit to athletics.

### **The Coach and His/Her Leadership**

The function of the coach is to educate students through participation in sports. This primary and basic function must never be disregarded. In teaching a sport, the coach must realize that there are certain rules designed to protect the player and provide common standards for determining a winner and loser. Any attempts to beat these rules, to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, have no place in athletics, nor has any coach guilty of such teaching, any right to call him/her self a coach.

The coach should set the example for winning without boasting, and for losing without bitterness. A coach who conducts himself/herself according to these principles need have no fear of failure, for in the final analysis the success of a coach can be measured in terms of the respect he/she has earned from his/her own players and from his/her opponents.

### **The Coach and His/Her School**

In his/her relationship with the institution for which he/she works, the coach should remember that he/she is on public display as a representative of his/her institution. It is important, therefore, that he/she conduct him/her self so as to maintain the principles, the integrity, and dignity of his/her school.

School policy regarding athletics should be adhered to, both in letter and in spirit. The coach should remember that other members of the faculty also have an interest in the institution and its students, and his/her conduct must be such that there arises no criticism of his/her efforts to develop the common interests and purposes of the school.

### **The Coach and His/Her Professional Contacts**

In his/her relationship with other coaches, it should be assumed that all members of the coaching profession are men/women of integrity and are making an honest effort to follow the precepts of this code. Therefore, opposing coaches should be treated courteously and as guests of the school. Moreover, the winning coach should do all in his/her power to assure that the losing team be allowed to lose with dignity and leave the contest with its self-respect intact.

Sportswriters and sportscasters should not be used as a means of relieving ill feelings toward other coaches, players, officials, or other schools. They also have an interest in athletics and should be treated with the same respect and honesty that is expected of them.

Officials are an integral part of the game, and should be recognized that they are to maintain high standards of integrity and honesty. Just as coaches can make mistakes, so can officials. It is important that their efforts to contribute to the education of young men and women through sports be recognized and supported.

# NEW HAMPTON COMMUNITY SCHOOL DISTRICT

## COACHING EVALUATION

Name: \_\_\_\_\_

Sport: \_\_\_\_\_

**STANDARD #1: Demonstrates ability to enhance athletic performance and support for implementation of the NHCS Strategic Plan and Board Goals pertaining to athletics.**

<u>The Coach:</u>	Exceeds	Meets	Does Not Meet	N/A
a. Implements strategies supporting district, athlete and team-building goals.	_____	_____	_____	_____
b. Creates an environment of mutual respect, rapport and fairness.	_____	_____	_____	_____
c. Participates in and contributes to a culture that focuses on athletic growth.	_____	_____	_____	_____
d. Communicates effectively and accurately with athletes, families, colleagues and publics (Alumni, booster club, media, etc.).	_____	_____	_____	_____

**STANDARD #2: Demonstrates competence in knowledge of sport appropriate to the coaching position.**

<u>The Coach:</u>	Exceeds	Meets	Does Not Meet	N/A
a. Understands and uses key concepts/instructional strategies, underlying theories, rules and different perspectives related to the sport.	_____	_____	_____	_____
b. Uses knowledge of growth and development to make learning experiences in the sport meaningful and accessible to every athlete.	_____	_____	_____	_____
c. Relates ideas and information within and across sports.	_____	_____	_____	_____

**STANDARD #3: Demonstrates competence in planning and preparing for practice/events.**

<u>The Coach:</u>	Exceeds	Meets	Does Not Meet	N/A
a. Uses performance data and existing system (philosophy, offense, defense, etc) in planning for instruction.	_____	_____	_____	_____
b. Sets and communicates high expectations for academic, social, behavioral and athletic success of all athletes.	_____	_____	_____	_____
c. Uses athletes' developmental needs, background, and interests in planning for instruction.	_____	_____	_____	_____
d. Selects strategies to engage all athletes in learning.	_____	_____	_____	_____

**STANDARD #4: Uses strategies to deliver instruction that meets the needs of athletes.**

<u>The Coach:</u>	Exceeds	Meets	Does Not Meet	N/A
a. Aligns instruction with the existing system and district guidelines.	_____	_____	_____	_____
b. Uses instructional strategies that address the full range of ability levels.	_____	_____	_____	_____
c. Demonstrates flexibility and responsiveness in adjusting instruction to meet athletes' needs and maintain a high interest level.	_____	_____	_____	_____
d. Is prompt and organized concerning practices, events and paperwork.	_____	_____	_____	_____
e. Connects athletes' prior knowledge, skill level and interests in the instructional process.	_____	_____	_____	_____
f. Uses all available resources and technologies in the delivery of instruction.	_____	_____	_____	_____

**STANDARD #5: Uses a variety of methods to monitor progress in individual and team performance.**

<u>The Coach:</u>	Exceeds	Meets	Does Not Meet	N/A
a. Communicates sport specific assessment and standards to all athletes.	_____	_____	_____	_____
b. Guides athletes and team in goal setting and assessing their own progress.	_____	_____	_____	_____
c. Provides substantive, timely and constructive feedback to athletes.	_____	_____	_____	_____
d. Works with staff regarding individual and team progress.	_____	_____	_____	_____

**STANDARD #6: Demonstrates competence in management.**

	Exceeds	Meets	Does Not Meet	N/A
<u>The Coach:</u>				
a. Creates an atmosphere that encourages positive social interaction, active engagement and self-regulation for every athlete.	_____	_____	_____	_____
b. Establishes, communicates, models and maintains standards of responsible behavior.	_____	_____	_____	_____
c. Develops and implements procedures and routines that support high expectations for personal and athletic development.	_____	_____	_____	_____
d. Uses instructional time effectively to maximize individual and team performance.	_____	_____	_____	_____
e. Creates a safe and purposeful learning environment.	_____	_____	_____	_____
f. Follows appropriate procedures in prevention, rehabilitation and care of athletic injuries.	_____	_____	_____	_____
g. Follows requirements for athletic insurance, physicals forms and other forms.	_____	_____	_____	_____
h. Supervises student athletes prior to, during, and after practices/games or whenever assigned athletes are the legal responsibility of the coach.	_____	_____	_____	_____

**STANDARD #7: Engages in professional growth.**

	Exceeds	Meets	Does Not Meet	N/A
<u>The Coach:</u>				
a. Demonstrates habits and skills of continuous inquiry and learning.	_____	_____	_____	_____
b. Works collaboratively with other coaches and administrators to improve professional practice.	_____	_____	_____	_____
c. Applies research, knowledge and skills from professional development opportunities.	_____	_____	_____	_____

**STANDARD #8: Fulfills professional responsibilities established by the school district.**

	Exceeds	Meets	Does Not Meet	N/A
<u>The Coach:</u>				
a. Adheres to board policies, district procedures, contractual obligations and NHCS D Coaching Standards and Job Description.	_____	_____	_____	_____
b. Demonstrates professional and ethical conduct as defined by state regulations, district guidelines and duties related to risk management.	_____	_____	_____	_____
c. Communicates effectively, in a timely manner, with Athletic Director.	_____	_____	_____	_____
d. Demonstrates an understanding of and respect for all students and staff.	_____	_____	_____	_____
e. Collaborates with students, families, colleagues and communicates to enhance the athletic experience.	_____	_____	_____	_____
f. Is appropriately dressed at practices and games.	_____	_____	_____	_____
g. Attends meetings conducted by the state, conference, district, and AD office.	_____	_____	_____	_____
h. Assists with the distribution, collection and inventory of equipment.	_____	_____	_____	_____

**Evaluator Comments:**

Evaluator's Signature \_\_\_\_\_ Date \_\_\_\_\_

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

(The employee's signature does not necessarily indicate agreement with the evaluation but rather the awareness of the content.)



New Hampton Community School District

*Mission Statement: Empowering All Students to Succeed in a Changing World*

**STUDENT ATHLETE PROGRAM SURVEY**

Please place an X in the appropriate box for each one of the categories below:

**SPORT:**

- |   |  |                                      |                                       |
|---|--|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Football         | <input type="checkbox"/> Volleyball        | <input type="checkbox"/> Boys' XC    | <input type="checkbox"/> Girls' XC    |
| <input type="checkbox"/> Boys' Basketball | <input type="checkbox"/> Girls' Basketball | <input type="checkbox"/> Wrestling   | <input type="checkbox"/> Girls' Track |
| <input type="checkbox"/> Boys' Golf       | <input type="checkbox"/> Girls' Golf       | <input type="checkbox"/> Boys' Track | <input type="checkbox"/> Softball     |
| <input type="checkbox"/> Trapshooting     |  | <input type="checkbox"/> Baseball    |                                       |

**LEVEL:**

- |                                  |                             |   |  |
|----------------------------------|-----------------------------|---|--|
| <input type="checkbox"/> Varsity | <input type="checkbox"/> JV | <input type="checkbox"/> 10 <sup>th</sup> | <input type="checkbox"/> 9 <sup>th</sup> |
|----------------------------------|-----------------------------|---|--|

**CURRENT GRADE:**

- |   |   |   |  |
|---|---|---|--|
| <input type="checkbox"/> 12 <sup>th</sup> | <input type="checkbox"/> 11 <sup>th</sup> | <input type="checkbox"/> 10 <sup>th</sup> | <input type="checkbox"/> 9 <sup>th</sup> |
|---|---|---|--|

Please respond to the following questions by placing an X in the appropriate box below:

	Strongly Agree	Agree	Disagree	Strongly Disagree	NA
Coach treats me with respect and dignity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach gives me feedback regarding my strengths and tells me what I need to do to improve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practices are well organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach knows and cares about me as an individual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach emphasizes team, learning, sportsmanship, and competing more than winning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach has taught me the value of each role a person plays on the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is passionate, energetic, and enthusiastic during practices and during games/competitions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
While the coach has final say, I feel like I have the opportunity to provide input.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As I reflect on the season, I had fun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall there was a positive team atmosphere and I was proud to be a member of the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please describe your experience in the program this season:**

**Please list suggestions you have to improve the overall program:**

## ATHLETIC AWARDS

The following summarizes the process for student-athletes receiving awards:

1. 1<sup>st</sup> participation- (no letter) minor certificate
2. 2<sup>nd</sup> participation- (no letter) minor certificate
3. 1<sup>st</sup> letter in a sport- major letter, major certificate, pin for sport lettered, chevron, numerals
4. 2<sup>nd</sup> letter in a sport- bar, major certificate, chevron
5. 1<sup>st</sup> letter in a different sport- major certificate, pin for sport lettered
6. 2<sup>nd</sup> letter in a different sport- major certificate, bar
7. 1<sup>st</sup> manager letter- major certificate, choice of manager letter or manager pin
8. 2<sup>nd</sup> manager letter- major certificate, bar
9. Captain of sport- captain pin

The activities office will prepare a packet for each participant in the sport with the appropriate athletic awards within the packet.

### NEW HAMPTON HIGH SCHOOL TRI-ATHLETE AWARD

The Tri-Athlete Award is awarded to graduating seniors who have lettered in New Hampton High School Athletics in a minimum of 3 sports meeting the following criteria:

1. The student/athlete must have been a member, in good standing, of athletic squads in a minimum of 3 sports while in high school.
2. The student/athlete must have participated at least 3 consecutive years in at least 3 given sports.
3. The student/athlete must have earned a varsity letter at least 2 years in at least 3 sports to qualify for the Tri-Athlete Award.

A student who earns two separate letters in four different sports during high school is also eligible for the award. The following is an example of a student athlete and the year in which they lettered:

Volleyball- 9 <sup>th</sup> and 10 <sup>th</sup>	Cross Country- 11 <sup>th</sup> and 12 <sup>th</sup>
Basketball- 11 <sup>th</sup> and 12 <sup>th</sup>	Softball- 11 <sup>th</sup> and 12 <sup>th</sup>

This athlete would be eligible for the above award.

The Tri-Athlete Award is designed to encourage consistent all-around athletic performance by New Hampton High School students in New Hampton High School athletics. Recipients of the Tri-Athlete award will receive a plaque at a home football game in the fall following graduation. Students who have experienced injuries that have resulted in them missing an entire sports season/s will be handled on an individual case-by-case basis.

### HAZING/STUDENT HARASSMENT

Coaches are expected to properly supervise the safety and conduct of participants while engaged in practices, events, and activity trips. Accordingly, harassment of students by other students will not be tolerated in the school district. Therefore, hazing of fellow students within a team or any form of harassment will not be tolerated within the New Hampton Activities Program. Students in violation of this policy may be subject to sanctions according to the New Hampton Community Schools Code of Conduct Policy. Coaches are expected to provide a safe and appropriate learning environment within their program to ensure that any form of hazing or harassment does not occur.

**NONDISCRIMINATION STATEMENT/GRIEVANCE PROCEDURE**

It is the policy of the New Hampton Community School District not to illegally discriminate in its educational programs, activities or employment policies or procedures as required by Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), Title IX of the Educational Amendments of 1972, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Areas of nondiscrimination include, but are not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.

There is a grievance procedure for processing complaints of discrimination. Inquiries regarding NHCSD compliance with pertinent federal law should be directed to the New Hampton Community School District Equity Coordinator: Kelly O'Donnell, 710 West Main Street, New Hampton, IA 50659, (641) 394-5065 ext. 2030, [k\\_odonnell@new-hampton.k12.ia.us](mailto:k_odonnell@new-hampton.k12.ia.us).

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**Code No. 103.E1**

**SECTION 504 NOTICE OF NONDISCRIMINATION**

Students, parents, employees and others doing business with or performing services for the New Hampton Community School District are hereby notified that the new Hampton Community School District does not discriminate in admission or access to, or treatment in, its programs and activities on the basis of but not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status. Nor does the school district discern on the basis of these categories in its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or Iowa Code § 280.3 is directed to contact:

(Title) Activities Director/Student Assistance Manager; Kelly O'Donnell

(where located) 710 West Main, New Hampton, IA. 50659-1004

(telephone number) (641) 394-2134

who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and Iowa Code 280.3.



Code No. 103.E2

**GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION  
OR NON-COMPLIANCE WITH FEDERAL OR STATE REGULATIONS  
REQUIRING NON-DISCRIMINATION**

I, \_\_\_\_\_, am filing this grievance because

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(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

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(Attach additional sheets if necessary)

Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

If student, name \_\_\_\_\_ Grade Level \_\_\_\_\_

Attendance center \_\_\_\_\_

**GRIEVANCE DOCUMENTATION**

Name of Individual Alleging Discrimination or Non-Compliance

Name \_\_\_\_\_

Grievance Date \_\_\_\_\_

State the nature of the complaint and the remedy requested.

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Indicate Principal's or Supervisor's response or action to above complaint.

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Signature of Principal or Supervisor \_\_\_\_\_

## NUMBERS TO CALL WITH GAME/MEET RESULTS

New Hampton Newspapers	(641) 394-2111 Fax: 394-2113
KCHA/KCZE (Charles City & New Hampton)	(641) 228-1000 or (641) 394-1000 Fax: 641 228-1200
KWWL-TV (Channel 7)	319-291-1200/ 319-291-1240
Waterloo Courier	800-798-1702 EXT 428 Fax: 319-291-2069
Des Moines Register	800-532-1573/ 800-532-1455 515-284-8012
KIMT-TV (Mason City)	641-423-2540/ 800-323-4883 Ext 620 Fax: 641-421-2673
KOEL (Oelwein)	563-283-1234/ 800-695-5635 Fax: 563-283-3615
WMT (Cedar Rapids)	319-395-0530/ 800-933-7767 Fax: 319-393-0918
KGAN-TV (Channel 2)	319-395-9060 EXT 4/ 800-642-6140 EXT 4
KCRG-TV (Channel 9)	319-398-8325/ 800-332-5443
Mason City Globe	800-421-1524 Fax: 641-421-0516
Cedar Rapids Gazette	800-397-8258 Fax: 319-398-5861
KDEC Decorah (100.5)	888-609-7079 Fax: 563-382-9540
KCZE FM 95.1 (Before 7AM call Charles City)	641-394-1000 641-228-1321
KAUS FM 100 Rochester	507-437-1877
KWAY AM 1470 Waverly	319-352-3551 Fax: 319-352-3601
County Garage Chickasaw County Sheriff Iowa Road Conditions	394-4413 394-3121 515-228-1047
IHSAA (Boy's Association)	515-432-2011 Fax: 515-432-2961
IGHSAU (Girl's Union)	515-288-9741 Fax: 515-284-1969

**NEWSFLASH INFORMATION**

New Hampton Newspaper  
Attn: Dorothy Huber  
Phone: (641) 394-2111  
Fax: (641) 394-2113

Date of Event \_\_\_\_\_  
\_\_\_\_\_ Game \_\_\_\_\_ vs \_\_\_\_\_ at \_\_\_\_\_

Sport: \_\_\_\_\_ Score: \_\_\_\_\_

Level: (circle) Freshman      Sophomore      JV      Varsity

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Records: \_\_\_\_\_ Conference: \_\_\_\_\_ Overall: \_\_\_\_\_  
          \_\_\_\_\_ Conference: \_\_\_\_\_ Overall: \_\_\_\_\_

Next opponent: \_\_\_\_\_