

## SOUTH TAMA COUNTY SCHOOLS

THE SOUTH TAMA COUNTY BOARD OF EDUCATION WILL MEET IN  
REGULAR SESSION ON MONDAY, JULY 16, 2018, AT 5:30 P.M.  
IN THE PROFESSIONAL LEARNING ROOM, PARTNERSHIP CENTER,  
215 WEST 9TH STREET, TAMA, IOWA

### AGENDA

- |       |  |  |
|-------|--|--|
| I.    | Call to Order  | Penny Tyynismaa, Board President   |
| II.   | Roll Call and Declaration of Quorum  | Full Board   |
| III.  | Adoption of Agenda   |  |
| IV.   | Discussion item:<br>On campus cross country & hosting conference cross country meet  | Robert Tyynismaa   |
| V.    | Consent Agenda (Policy 204.80) <ul style="list-style-type: none"><li>● Approval of Minutes of Previous Meetings/Work Session</li><li>● Bills</li><li>● Financial Statement</li></ul>   |  |
| VI.   | Public Comment<br>The Board welcomes the opportunity to listen to comments from citizens, but is not able to take action on the issues raised by citizens during public comments, and Board Members intend to make an immediate response. The President shall have the authority to end public comments at any time or limit the amount of time allocated to individuals.  |  |
| VII.  | Action Items: <ul style="list-style-type: none"><li>A. Appoint Board Secretary (Mary Boege) and Board Treasurer (Mary Boege) for 2018-19 - Oath of Office</li><li>B. Discussion on iJAG and action if needed</li><li>C. Personnel</li><li>D. Name bank depositories: The State Bank of Toledo and Lincoln Savings Bank</li><li>E. Approve Policy #402.71 Travel Expenses - 2nd read</li><li>F. Approve Activities Staff Handbook 2018-19</li><li>G. Accept and Approve Bus Bid</li></ul> | Full Board<br><br>Laurie Phelan /Dan Lopez<br><br>Mary Boege<br>Mary Boege<br>Jared Smith<br>Jared Smith |
| VIII. | Adjournment  |  |

REGULAR SESSION  
OF THE BOARD OF EDUCATION OF THE  
COMMUNITY SCHOOL DISTRICT OF SOUTH TAMA COUNTY

The Board of Directors of the Community School District of South Tama County met on June 11, 2018 in Regular Session at the Partnership Center, Tama, Iowa at 5:30 p.m.

On call of the roll the following were present: Jackie Dvorak, Ron Houghton, Alan Kline, Mandy Lakin and Penny Tynismaa. Quorum Present

Also present were: Jeff Berger, Mary Boege, John Speer, Heather Garrett and Jared Smith.

Motion by Kline second by Lakin to approve the agenda. All Ayes.

Motion by Dvorak, second by Lakin to approve the consent agenda approving the minutes of the May 21, 2018 meeting, financials and bills for payment as presented.

Public Comments - None

Motion by Kline, second by Dvorak to approve the following personnel requests as presented pending background check results on new hires. All Ayes

Contracts -Molly McCreary - Color guard Coach, Levi Hunerdosse - .5 Assistant HS/MS Activities Director, Kelle Johannsen - MS Special Education, Kristine Dixon - MS Special Education, Allison Streck - MS Math, Justin Suchanek - Assistant 9th Football and Head 7th Boys Track Coach.  
Officials - Jerry Bisher - Baseball, Jim Hall - Baseball  
Resignations - Levi Hunerdosse - Fall Event Coordinator, Mike Stein - Assistant Varsity Football Coach, Marissa Green - Head 7th Girls Track.

Motion by Lakin second by Dvorak to table the approval of the handbooks for 2018-19 until the corrections can be made. All Ayes.

Motion by Kline, second by Houghton to approve the FY17 Audit. All Ayes.

Discussion was held on the JOM billings for native students. The District was informed that the funding has been cut for JOM and will likely not be continued.

Motion by Dvorak, second by Kline to adjourn the meeting at 6:22 p.m. All Ayes.

---

Penny Tynismaa, Board President

---

Mary Boege, Board Secretary

**SPECIAL SESSION  
OF THE BOARD OF EDUCATION OF THE  
COMMUNITY SCHOOL DISTRICT OF SOUTH TAMA COUNTY**

The Board of Directors of the Community School District of South Tama County met on June 27, 2018 in Special Session at the Administration Building, Tama, Iowa at 7:30 a.m.

On call of the roll the following were present: Ronald Houghton, Alan Kline, Mandy Lakin and Penny Tynismaa. Absent: Jackie Dvorak. Quorum Present.

Also present were: Mary Boege, John Speer, Jared Smith

Motion by Kline second by Lakin to approve the agenda. All Ayes.

Public Comments - None

Motion by Lakin, second by Houghton to approve the personnel requests as presented pending clear background check results and licensure on new hires. All Ayes

Contracts - Denise Rairdin - HS Custodian, Todd Dale - Assistant Football Coach, Samantha Holtz - Elem/MS TAG and Assistant HS Girls Track.

Transfers - Sandy Jensen from HS Custodian to Elem/HS Custodian

Resignations - Sara McAndrew - MS ELL

Motion by Lakin second by Kline to approve the building handbooks with the noted changes.. All Ayes.

Motion by Kline, second by Houghton to approve the School Nutrition Program Application for the 2018-19 School Year. All Ayes.

Motion by Kline second by Houghton to approve the addition to the Building Use Rental Fee Chart to include Concessions Rental at \$5 per time with a maximum of \$50 per school year. All Ayes.

Motion by Lakin, second by Kline to approve the first reading of Board Policy 402.71 changing the meal reimbursement up to \$40 per day with detailed receipts. All Ayes.

Motion by Lakin, second by Kline to approve discontinuing the JOM fee waiver unless other funding sources are found and to change the registration packets to reflex this change for the 2018-19 school year. All Ayes.

Motion by Houghton second by Kline to adjourn the meeting at 7:58 a.m. All Ayes.

---

Penny Tynismaa, Board President

---

Mary Boege, Board Secretary

SOUTH TAMA COUNTY SCHOOLS  
2017-18 Summary  
Through June 2018

**General Fund (10)**

	<u>Year To Date</u>	
Balance 6/30/17	\$3,195,595.62	
Revenues	\$19,240,984.42	\$5,300,636.33
Expenditures	<u>\$17,135,943.71</u>	
Ending Balance	<b>\$5,300,636.33</b>	

**Management (22)**

Balance 6/30/17	\$248,988.41	
Revenues	\$392,256.32	\$337,471.01
Expenditures	<u>\$303,773.72</u>	
Ending Balance	<b>\$337,471.01</b>	

**Capital Projects Other Sources (33)**

Balance 6/30/17	\$3,248,829.53	
Revenues	\$1,476,887.75	\$2,991,213.89
Expenditures	<u>\$1,734,503.39</u>	
Ending Balance	<b>\$2,991,213.89</b>	

**PPEL Fund (36)** Year To Date

Balance 6/30/17	\$36,394.16	
Revenues	\$119,787.10	
Expenditures	<u>\$129,646.34</u>	
Ending Balance	<b>\$26,534.92</b>	

Balance Per General Ledger \$26,534.92

**Debt Service (40)**

Balance 6/30/17	\$19,721.26	
Revenues	\$977,065.00	
Expenditures	<u>\$977,065.00</u>	
Ending Balance	<b>\$19,721.26</b>	

Balance Per General Ledger \$19,721.26

**Nutrition Fund (61)**

Balance 6/30/17	\$40,484.97	
Revenues	\$765,323.81	
Expenditures	<u>\$694,279.34</u>	
Ending Balance	<b>\$111,529.44</b>	

Balance Per Ledger \$11,529.44

<b>Bank to Books Reconciliation</b>		<b>\$8,687,106.85</b>
Statement LSB - Mastercard	\$100.00	
Statement LSB 560	\$8,913,361.38	
Statement LSB - Building Proj	\$0.00	
Less Outstanding Checks	\$126,423.50	
Plus Adjustments ISF	\$68.97	
Plus O/S Deposit/Voids	<u>\$0.00</u>	
Balance per Bank	<b>\$8,787,106.85</b>	

**Student Activity (21)**

Balance 6/30/17	\$230,319.94	
Revenues	\$336,919.91	
Expenditures	<u>\$304,314.22</u>	
Ending Balance	<b>\$262,925.63</b>	<b>\$262,925.63</b>

**Trust Funds (81)**

Balance 6/30/17	\$13,574.18	
Revenues	\$1,375.00	
Expenditures	<u>\$750.00</u>	
Ending Balance	<b>\$14,199.18</b>	<b>\$14,199.18</b>

**Trust Fund (82)**

Balance 6/30/17		
Revenue	<b>\$183,696.65</b>	
Expenditures	<b>\$6,000.00</b>	
Ending Balance	<b>\$177,696.65</b>	<b>\$177,696.65</b>

**Agency Fund (91)**

Balance 6/30/17	\$29,290.33	
Revenues	\$58,959.40	
Expenditures	<u>\$49,970.10</u>	
Ending Balance	<b>\$38,279.63</b>	<b>\$38,279.63</b>

**Bank to Books Reconciliation**

Statement Toledo 12246	\$502.13	
Statement Toledo 8084	\$8,070.40	
Statement Toledo 8106	\$1,933.50	
Statement Toledo 221	\$308,975.80	
Statement Toledo 3821	\$177,696.65	
Less Outstanding Checks	\$5,418.39	
Plus Outstanding Deposits	\$0.00	
Plus NSF Checks	<u>\$341.00</u>	
Balance Per Bank	<b>\$492,101.09</b>	<b>\$493,101.09</b>

SOUTH TAMA COUNTY SCHOOLS  
BILLS PRESENTED 7-2018

6/8/2018	Amana Colonies Golf Course	Range Balls	\$15.00
6/8/2018	BCLUW High School	Softball Entry Fee	\$70.00
6/8/2018	Elite Awards	Track Ribbons	\$2.91
6/8/2018	Fareway	Supplies	\$98.85
6/8/2018	Dave Mohr	Softball Official	\$80.00
6/8/2018	Deidra Mohr	Softball Official	\$80.00
6/8/2018	Roland-Story High School	Track Entry Fee	\$90.00
6/8/2018	Tiffany Thiessen	Softball Official	\$65.00
6/8/2018	Ultimate Image	FCA Camp T-Shirts	\$585.00
6/8/2018	Mount Mercy University	Scholarship	\$1,000.00
6/8/2018	Big Blast Inflatables	Rental - Sound System	\$600.00
6/11/2018	Alliant Energy	Gas and Electric	\$2,828.79
6/11/2018	CDW Gov	Computers	\$9,240.00
6/11/2018	Central Rivers AEA	Student Ipad Repairs, Work/Transition Services	\$9,842.25
6/11/2018	Tracy Clark	Mileage	\$7.85
6/11/2018	Susan Crain	Mileage	\$42.02
6/11/2018	Electric Supply of Marshalltown	Maintenance Supplies	\$179.77
6/11/2018	Patricia Fairbanks	Tuition Reimbursement	\$1,000.00
6/11/2018	Fareway	Summer School Supplies	\$74.99
6/11/2018	J&V Auto	Filters	\$286.81
6/11/2018	George Kuhter	Tuition Reimbursement	\$1,000.00
6/11/2018	Makemusic Inc	Subscription	\$140.00
6/11/2018	New Century FS	Gas and Diesel	\$17,158.41
6/11/2018	James Rajtora	Mileage	\$5.45
6/11/2018	School Admin of Iowa	Conference Registrations	\$375.00
6/11/2018	School Bus Sales	Supplies	\$170.64
6/11/2018	Supplyworks	Custodial Supplies	\$430.21
6/11/2018	Tama Toledo Ace	Custodial Supplies	\$2,055.09
6/11/2018	Timberline Billing	Medicaid Billing	\$2,196.47
6/11/2018	Townsend Co	Evaluation - Bleachers	\$1,800.00
6/11/2018	University of Northern Iowa	Classroom Supplies	\$200.00
6/11/2018	Michael Volk	Mileage, Tuition Reimbursement	\$188.99
6/11/2018	Wilkerson Hardware	Custodial Supplies	\$128.27
6/11/2018	Martin Brothers	Summer School Supplies	\$1,039.94
6/15/2018	Darrel Brand	Softball Official	\$65.00
6/15/2018	Kevin Cartier	Baseball Official	\$240.00
6/15/2018	CDW Gov	Computer, Printer	\$867.83
6/15/2018	Braxton Clubb	Baseball Official	\$120.00
6/15/2018	Decker Sporting Goods	Softball Supplies	\$29.00
6/15/2018	Dan Fix Jr	Softball Official	\$100.00
6/15/2018	Kelby Homeister	Baseball Official	\$120.00
6/15/2018	Independence High School	Track and Wrestling Entry Fees	\$225.00
6/15/2018	Doug Johnson	Softball Official	\$100.00
6/15/2018	Kyle Kuhlert	Baseball Official	\$120.00
6/15/2018	Max Matthias	Baseball Official	\$120.00
6/15/2018	Daniel Miller	Softball Official	\$100.00
6/15/2018	Dave Mohr	Softball Official	\$65.00

SOUTH TAMA COUNTY SCHOOLS  
BILLS PRESENTED 7-2018

6/15/2018 Gary Sieck	Baseball Official	\$120.00
6/15/2018 Tama Florists	Graduation Flowers	\$1,053.00
6/15/2018 Tiffany Thiessen	Softball Official	\$130.00
6/15/2018 Twin Cedars High School	Softball Entry Fee	\$40.00
6/15/2018 Washington High School	Softball Entry Fee	\$75.00
6/15/2018 Vince Werkman	Softball Official	\$100.00
6/15/2018 Wilkerson Hardware	Dry Cleaning - Spring Play	\$77.00
6/15/2018 Jeff Zittergruen	Baseball Official	\$120.00
6/15/2018 Braxton Clubb	Mileage Baseball Official	\$17.20
6/22/2018 Fareway	Archery Club Supplies	\$71.22
6/22/2018 Stan Huntrods	Softball Official	\$100.00
6/22/2018 Charles McCauley	Baseball Official	\$120.00
6/22/2018 Daniel Miller	Softball Official	\$116.40
6/22/2018 Dave Mohr	Softball Official	\$100.00
6/22/2018 Deidra Mohr	Softball Official	\$100.00
6/22/2018 Adam Roy	Baseball Official	\$120.00
6/22/2018 STC Schools Master Card	Lodging, Supplies, Green Fees	\$1,985.27
6/22/2018 Brad Thiel	Softball Official - Mileage	\$22.00
6/22/2018 STC Schools Master Card	Art Show, Teacher Apprec, Retirement Supplies	\$830.03
6/26/2018 Alliant Energy	Gas and Electric	\$15,281.45
6/26/2018 American Floor Mats	Chair Mats	\$176.48
6/26/2018 Apple Inc	Computers	\$4,498.00
6/26/2018 Brent Bagnall	Mileage, Meals - PLC Conference	\$336.41
6/26/2018 Mary Boege	Mileage	\$365.15
6/26/2018 Capital Sanitary Supply	Paper	\$2,493.62
6/26/2018 Central Rivers AEA	Registration Fees	\$100.00
6/26/2018 Chyma's Machine & Welding	Fabricate Door Jam, Welding	\$401.60
6/26/2018 Tracy Clark	Mileage	\$7.85
6/26/2018 Des Moines Public Schools	Tuition	\$2,116.41
6/26/2018 Electric Supply of Marshalltown	Maintenance Supplies	\$1,749.68
6/26/2018 Fareway	Summer School Supplies	\$28.37
6/26/2018 Follett School Solutions	Books	\$170.76
6/26/2018 GMG Comm School	College Courses - Open Enrolled Students	\$252.12
6/26/2018 Goodyear Tire	Bus Tires	\$1,205.01
6/26/2018 Grant Wood AEA	SIOP Training	\$1,500.00
6/26/2018 Victoria Hamilton	Tuition Reimbursment	\$1,000.00
6/26/2018 Hardon's Hardware	Water Heater - Repair	\$375.66
6/26/2018 Heartland AEA	Our Kids Summer Inst - Registration Fees	\$625.00
6/26/2018 Hrabak Lumber	Maintenance Supplies	\$70.28
6/26/2018 Iowa Assoc School Boards	Policy Reference	\$750.00
6/26/2018 Innovative Office Solutions	Print Shop Plastic Binders	\$36.42
6/26/2018 Interstate Batteries	Batteries	\$9.65
6/26/2018 Morgan Ives	Meal Reimbursement	\$5.92
6/26/2018 JW Pepper	Music	\$80.00
6/26/2018 Learning Without Tears	Classroom Supplies	\$261.25
6/26/2018 Mary Ruth Books	Classroom Supplies	\$136.40
6/26/2018 Mason City Comm Schools	Tuition	\$180.00

SOUTH TAMA COUNTY SCHOOLS  
BILLS PRESENTED 7-2018

6/26/2018	MISIC	Fine Arts Workshop	\$200.00
6/26/2018	Network Services Company	Custodial Supplies	\$1,179.36
6/26/2018	Oriental Trading Co	Classroom Supplies	\$81.21
6/26/2018	Pioneer Hi-Bred	AG Class - Corn Seeds	\$5,721.63
6/26/2018	Reading Recovery Books	Classroom Books	\$529.74
6/26/2018	Remedia Publications	Classroom Supplies	\$81.95
6/26/2018	Resources for Reading	Classroom Supplies	\$203.25
6/26/2018	Abbi Rust	Meal Reimbursement	\$12.00
6/26/2018	School Bus Sales	Transportation Supplies	\$19.91
6/26/2018	State Industrial Products	Concrete Patch	\$550.82
6/26/2018	STC Schools Master Card	Tools, Classroom Supplies, Registrations, Memberships	\$4,521.87
6/26/2018	Street Smart LLC	Driver's Education	\$3,360.00
6/26/2018	Super Duper Publications	Classroom Supplies	\$26.45
6/26/2018	Supplyworks	Custodial Supplies	\$3,691.58
6/26/2018	Tender Lawn Care	Fertilizer, Weed Control	\$911.00
6/26/2018	Tifco Industries	Transportation Supplies	\$209.65
6/26/2018	TMI Systems Design	Casework - Band Room	\$1,583.00
6/26/2018	University of Northern Iowa	Classroom Supplies	\$550.00
6/26/2018	Verizon Wireless	Cellphone Service	\$237.75
6/26/2018	Walsh Door Security	Security System Repair - HS and Elem	\$3,164.34
6/26/2018	Wilson Towing & Recovery	Towing - Suburban	\$60.00
6/26/2018	Windstream	Phone Services	\$1,467.72
6/26/2018	Electric Supply of Marshalltown	Lights	\$17,280.00
6/26/2018	DeLage Landen Financial	Copier Lease	\$6,681.00
6/26/2018	Marco	Phone Lease	\$2,099.86
6/26/2018	US Bank Equipment	Printer Lease	\$255.33
6/26/2018	Maribel Baeza	Lunch Refund	\$38.05
6/26/2018	Camille Bitterlie	Lunch Refund	\$15.25
6/26/2018	Lyle Clayton	Lunch Refund	\$15.50
6/26/2018	Laurie Davenport	Lunch Refund	\$13.85
6/26/2018	Susie Dickenson	Lunch Refund	\$14.20
6/26/2018	Loren Dostal	Lunch Refund	\$28.35
6/26/2018	Jessica Fonseca	Lunch Refund	\$31.05
6/26/2018	Brian Fritz	Lunch Refund	\$37.90
6/26/2018	Adonica Hennessy	Lunch Refund	\$6.20
6/26/2018	Shannon Hoffman	Lunch Refund	\$24.80
6/26/2018	Martin Hoskey	Lunch Refund	\$46.95
6/26/2018	John Judge	Lunch Refund	\$71.70
6/26/2018	Susan Kopsa	Lunch Refund	\$5.45
6/26/2018	Martin Brothers	Summer School Supplies	\$1,198.89
6/26/2018	Mark McAdoo	Lunch Refund	\$92.67
6/26/2018	Jaime McDaniel-Welch	Lunch Refund	\$16.40
6/26/2018	Sean McFate	Lunch Refund	\$30.40
6/26/2018	Karen Mixdorf	Lunch Refund	\$13.70
6/26/2018	Michelle Morgan	Lunch Refund	\$3.50
6/26/2018	Kevin Nelson	Lunch Refund	\$13.80
6/26/2018	Teri Nott	Lunch Refund	\$7.30



SOUTH TAMA COUNTY SCHOOLS  
BILLS PRESENTED 7-2018

6/26/2018	John Novotny	Lunch Refund	\$22.20
6/26/2018	Brian Otto	Lunch Refund	\$4.50
6/26/2018	Roseller Realino	Lunch Refund	\$47.15
6/26/2018	LeAnn Rouse	Lunch Refund	\$1.25
6/26/2018	Lori Rushford	Lunch Refund	\$21.40
6/26/2018	Deloris Ryan	Lunch Refund	\$30.60
6/26/2018	Rick Simpson	Lunch Refund	\$60.75
6/26/2018	STC Schools Master Card	Registration Fees	\$67.93
6/26/2018	Thomas Steele	Lunch Refund	\$2.03
6/26/2018	Rodney Timm	Lunch Refund	\$12.65
6/26/2018	Karen Vesely	Lunch Refund	\$27.55
6/27/2018	Tama-Toledo Aquatic Center	Summer School Pool Party	\$200.00
6/29/2018	National FFA Organization	Thank You Cards	\$28.50
6/29/2018	Chelsea Ahrens	Reimbursement - Softball Breakfast and Lunches	\$312.35
6/29/2018	Kevin Cartier	Softball Official	\$275.00
6/29/2018	Decker Sporting Goods	Baseball and Softball Equipment	\$368.95
6/29/2018	Stan Huntrods	Softball Official	\$75.00
6/29/2018	Carson Parker	Baseball Official	\$120.00
6/29/2018	Mark Parker	Baseball Official	\$120.00
6/29/2018	Riddell/All American Sports	Football Equipment	\$844.96
6/29/2018	Glen Smith	Softball Official	\$200.00
6/29/2018	South Central District FFA	Registration Fees	\$40.00
6/29/2018	South Hardin High School	XC Entry Fees	\$120.00
6/29/2018	Mike Spurlin	Softball Official	\$175.00
6/29/2018	Glen Taylor	Softball Official	\$225.00
6/29/2018	Chad Van Zante	Softball Official	\$125.00
6/29/2018	Mike Vint	Softball Official	\$125.00
6/29/2018	Jeff Zittergruen	Softball Official	\$100.00
6/29/2018	Kruse-Phillips Funeral Home	Donation - Landyn Short	\$775.00
7/3/2018	Postmaster	Bulk Mailing - Sport Physicals	\$129.50
7/6/2018	Kevin Cartier	Softball Official	\$100.00
7/6/2018	Cedar Rapids Jefferson HS	HS Band Registration	\$130.00
7/6/2018	Decker Sporting Goods	Baseball Sportswear	\$1,368.50
7/6/2018	Kelby Homeister	Softball Official	\$100.00
7/6/2018	Iowa Thespians	Leadership Day Registration	\$20.00
7/6/2018	Riddell/All American Sports	Football Equipment	\$5,423.31
7/9/2018	American Institutes for Research	ELPA21 Assessment	\$3,520.00
7/9/2018	Stan Avery	Mileage	\$44.69
7/9/2018	Benton Comm School	Open Enrollment	\$10,666.90
7/9/2018	Mary Boege	Cellphone Stipend	\$360.00
7/9/2018	Rick Burnes	Bus Repairs	\$11,720.00
7/9/2018	Capital Sanitary Supply	Paper	\$265.52
7/9/2018	Carquest Auto Parts	Repair Parts and Supplies	\$1,192.37
7/9/2018	Cedar Falls Comm School	Tuition	\$15,353.00
7/9/2018	Center Associates	Mental Health Services	\$1,495.30
7/9/2018	Central Rivers AEA	Ipad Repairs, Workshop Fees, Letterhead	\$1,730.08
7/9/2018	City of Toledo	Water and Sewer	\$456.79

SOUTH TAMA COUNTY SCHOOLS  
BILLS PRESENTED 7-2018

7/9/2018	Lynne Clancy	Tuition Reimbursment	\$180.00
7/9/2018	Electric Supply of Marshalltown	Maintenance Supplies	\$218.76
7/9/2018	Fareway	Summer School Supplies	\$31.79
7/9/2018	Frontline Technologies	Absence and Time Management System	\$14,921.42
7/9/2018	Grosse Steel Company	Door Frames	\$2,097.00
7/9/2018	Sue Haughey	Mileage	\$58.34
7/9/2018	Heartland Paper Company	Custodial Supplies	\$1,179.36
7/9/2018	Heartland School Solutions	TLC Summit	\$75.00
7/9/2018	Hoglund Bus Company	Bus Repairs	\$172.08
7/9/2018	Innovative Office Solutions	Plastic Binders	\$76.44
7/9/2018	Interstate Batteries	Core Charge	\$50.00
7/9/2018	Iowa Communications Network	Internet Service	\$318.08
7/9/2018	Iowa School Finance Info Ser	Membership Fees, Policy Services	\$2,864.12
7/9/2018	J&V Auto	Transportation Supplies	\$99.95
7/9/2018	K&K Auto Body	Bus Repairs	\$1,813.00
7/9/2018	K&M Sanitation	Garbage Service	\$850.00
7/9/2018	Max Kellogg	DOT Physical Reimbursement	\$94.00
7/9/2018	Marshalltown Comm School	Open Enrollment	\$45,329.12
7/9/2018	Menards	Floor Tile, Supplies	\$996.57
7/9/2018	Max Moby	Teacher License for Moby Learning	\$796.00
7/9/2018	New Century FS	Gas and Diesel	\$5,998.06
7/9/2018	One Source Background Check	Background Checks	\$325.50
7/9/2018	Amy Parizek	Reimbursement - Science Materials	\$27.45
7/9/2018	Pitney Bowes	Postage	\$2,523.50
7/9/2018	Poweshiek Water Assoc	Water	\$46.00
7/9/2018	Premier Office Equipment	Copier Overage Charges	\$699.21
7/9/2018	RC Systems	Camera, Labor, Supplies - Middle School	\$2,785.69
7/9/2018	Megan Rosenberger	Tuition Reimbursment	\$825.00
7/9/2018	Scharnweber Water	Elementary Water Leak, Equipment Rental	\$2,956.80
7/9/2018	Schendel Pest Control	Pest Controll	\$210.00
7/9/2018	School Admin of Iowa	Membership Fees, Conference Registrations	\$2,958.00
7/9/2018	Jared Smith	Cellphone Stipend	\$360.00
7/9/2018	Shauna Smith	Cellphone Stipend	\$360.00
7/9/2018	Kymberly Stien	Mileage, Lodging, Meals	\$510.02
7/9/2018	Supplyworks	Custodial Supplies	\$1,445.17
7/9/2018	Tama Chainsaw & Lawnmower	Stihl Trimmerhead, Supplies	\$101.38
7/9/2018	Tama County Landfill	Landfill Fees	\$244.90
7/9/2018	Tama Water Department	Water and Sewer	\$812.58
7/9/2018	Tama/Grundy Publishing	Pubic Notices	\$354.24
7/9/2018	Thomas Company	AC and Refrig Repairs	\$113.75
7/9/2018	Timberline Billing	Medicaid Billing	\$1,017.45
7/9/2018	Sandra Tracy	Mileage	\$72.92
7/9/2018	USIC Locating	Locating Services	\$305.97
7/9/2018	Van Wall Equipment	Key	\$4.38
7/9/2018	Waterloo Comm School	Tuition	\$422.00
7/9/2018	West Music Company	Repairs and Supplies	\$1,189.25
7/9/2018	Wilkerson Hardware	Custodial Supplies	\$208.39

SOUTH TAMA COUNTY SCHOOLS  
BILLS PRESENTED 7-2018

7/9/2018	Chad Woosley	Cellphone Stipend	\$360.00
7/9/2018	Independent Insurance Service	Agency Fee	\$14,175.00
7/9/2018	Iowa Public Schools Ins Program	Property, Casualty, WC Insurance	\$200,507.41
7/9/2018	Cedar Falls Comm School	Building Lease	\$1,401.46
7/9/2018	Plumb Supply	MS Partitions	\$3,200.00
7/9/2018	Trebron Company	Lightspeed Renewal	\$5,621.00
7/9/2018	US Bank Equipment	Printer Lease	\$449.50
7/9/2018	Anderson Erickson	Milk	\$791.46
7/9/2018	Jennifer Brown	Mileage	\$42.50
7/9/2018	Naomi Chyma	Mileage	\$17.50
7/9/2018	Earthgraines	Bread	\$270.50
7/9/2018	Fareway	Bananas	\$47.20
7/9/2018	Kathleen Ferneau	Mileage	\$7.50
7/9/2018	Angela Knowles	Refund	\$18.50
7/9/2018	Laura Wall	Mileage	\$30.00
7/9/2018	Debra Witcher	Mileage	\$32.50
			\$535,939.88

General Fund	\$259,607.28
Activity Fund	\$17,135.49
Management Fund	\$214,682.41
Capital Projects	\$17,280.00
PPEL	\$19,708.15
Debt Service	\$0.00
Agency Funds	\$3,205.03
Food Service	\$4,321.52
Total of All Funds	\$535,939.88

The above invoices have been reviewed and are hereby approved for payment.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agenda Item V. Consent Agenda (Policy 204.80)**

Items included for the consent agenda:

- Approval of minutes of previous meetings/work sessions
- Bills
- Financial Statements

**Agenda Item VII.A. Appoint Board Secretary (Mary Boege) and Board Treasurer (Mary Boege) for 2018-19 - Oath of Office**

The board must annually appoint a board secretary and treasurer.

**Superintendent's Recommendation:**

Recommend to appoint Mary Boege as Board Secretary for the 2018-19 year.

Recommend to appoint Mary Boege as the Treasurer for the 2018-19 year.

**Secretary Oath:** "Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa and that you will faithfully and impartially to the best of your abilities discharge the duties of the office of the Board Secretary in the South Tama County Community Schools as now or hereafter required by law?"

**Board Treasurer Oath:** "Do you solemnly swear that you will support the Constitution of the United States and the Constitution of the State of Iowa and that you will faithfully and impartially to the best of your abilities discharge the duties of the office of the Board Treasurer in the South Tama County Community Schools as now or hereafter required by law?"

**Agenda Item VII.B. Discussion on iJAG and action if needed**

Laurie Phelan and Dan Lopez will present information on the position. The cost to the district is \$20,000 for a full time employee who will be located at the high school.

**Superintendent's Recommendation:**

**Recommend posting the position and hire for the 2018-2019 school year.**

**Agenda Item VII.C. Personnel**

Resignation:

Name	Position	Date
Todd Dale	H 8th Grade Football	7/5/2018

**Superintendent's Recommendations:**

Approve the personnel requests as presented pending licensure for new hires.

**Agenda Item VII.D. Name depositories: The State Bank of Toledo and Lincoln Savings Bank**

Annual board consent is required.

**Superintendent's Recommendation:**

Approve the depositories at The State Bank of Toledo, and Lincoln Savings Bank, with upper limits of \$10,000,000.00 each.

**Agenda Item VII.E. Second Reading of Board Policy 402.71 Travel Expenses**

This policy is updated to reflect the meal reimbursement up to \$40 per day with receipt.

**Superintendent's Recommendation:**

Approve the second reading for the update to Policy 402.71 Travel Expenses.

**Agenda Item VII.F. Approve Activities Staff Handbook 2018-19**

The only change was updating the coaches names for this school year.

**Superintendent's Recommendation:**

Approve the handbook.

**Agenda Item VII.G. Accept and approval of Bus Bid**

Bids were opened on June 13, 2018, for one 77 passenger bus. Chad Woosley, Transportation Director, is recommending the purchase of the Hogland bus and has provided information for your review.

---

**Superintendent's Recommendation:**

**Accept the bid from Hogland Bus and approve the purchase in the amount of \$89,999.**

**402.71      Travel Expenses**

Employees of the District shall be reimbursed for certain expenses incurred for travel authorized by the Superintendent and/or for travel incurred under the policies of the Board of Directors.

Payment of expenses will be made according to the following: Registration fees, transportation expense, and lodging expense for the employee will be paid in full. Receipts showing proof of payment when paid by the employee must be submitted with the claim for reimbursement for registration fees, transportation expense (except taxicabs or buses if less than \$5.00) and lodging. Registration, transportation, and lodging shall be approved by the Superintendent. The Superintendent may specify that a particular mode of travel conveyance be used and may specify the type and place of lodging. Except in unusual circumstance approved by the Superintendent, claims for reimbursement must be submitted within 120 days incurring the expense.

Meals shall be reimbursed, when an employee is in ‘overnight status’ per Internal Revenue Service guidelines ~~at the following rate: Breakfast \$8.00; lunch \$12.00, and dinner \$20.00. Any meal in excess of \$3.00 claimed for reimbursement must be accompanied by a receipt.~~ **with reimbursement up to \$40 per day with receipt.** The superintendent of schools may authorize above these limits for unusual circumstances.

(June 9, 1980; July 21, 1986; January 19, 1997; September 19, 1988; Retroactive February 1,1990; August 19, 1991; June 15, 1992; December 19, 1994, May 18, 2009; March 21, 2011;June 18, 2012; January 19, 2015)

1 <sup>st</sup> Reading	2 <sup>nd</sup> Reading	3 <sup>rd</sup> Reading
6/27/18	7/16/18	_____

South Tama County  
Activities  
Department



2018-2019  
Staff Handbook



## Equity Statement

It is the policy of South Tama County Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the district's equity coordinator, Shauna Smith, Director of Curriculum and Student Services, 1702 Harding Street, Tama, IA 52339 ph. 641-484-4811 or email at [ssmith@s-tama.k12.ia.us](mailto:ssmith@s-tama.k12.ia.us)

## TABLE OF CONTENTS

	Page
South Tama Coaching Assignments	4
South Tama Fine Arts/Club Sponsors	5
Pre Season Report	6
Post Season Report	7
Head Coach Expectations	9
Assistant Coach Expectations	12
Guidelines for Volunteer Coaches	16
Staff Development	16
Athletic/Activity Supervision Plan	17
Practice Facilities Procedure	17
Injury Report	18
IHSAA Hazing Policy	18
STC Anti-bullying/Harassment/Hazing	18
Emergency Action Plan	22
Hazardous Weather Guidelines	24
Lightning Safety	24
Heat Acclimation & Heat Illness prevention	24
Guidelines for Management of Concussion	26
911 Telephone Script	30
Squad Structure/Participation Level	31
Policy on Playing Time	32
Voicing Concerns on Playing time	33
Awards/Recognition	34
Overnight Trips	35
Bus Guidelines	36
Accounting	38
Revenues	38
Expenditures/Purchase	39
Cash Receipts	40
Fundraising	41
Fundraising Form	42
Fundraising Reconciliation Form	43
End of Season Report	44
Head Coach Evaluation Report	45
Coach Self Evaluation Tool	48
Assistant Coach Assessment	51
Non School Travel Request Form	54
Additional Attachments	
Coaches Code of Ethics	55

# South Tama County Coaching Assignments

## Baseball

Head: Seth Koch  
Asst: Darvin Graham  
9<sup>th</sup>: Dan Kass  
MS: Dave Nitz

## Basketball (Boys)

Head: Dustin Peska  
Soph: Aaron Yuska  
9<sup>th</sup>: Dina Keahna  
8<sup>th</sup>: Derek Dixon  
7<sup>th</sup>: Aaron Yuska

## Basketball (Girls)

Head: Todd Dale  
JV: Ron Hala  
9<sup>th</sup>: Chelsea Ahrens  
8<sup>th</sup>: Heather Wanatee  
7<sup>th</sup>: Open

## Cheerleading

FB: Chris Drummer  
WR: Chris Drummer  
BB: Allison Graham

## Cross Country

Head: Robert Tynismaa  
Asst: Baron Davis

## Events Coordinators:

Winter: Michelle Bradley  
Spring: Lon Wilkerson

## Football

Head: Nate Doran  
Asst: Dustin Peska  
Asst: Cort Ahrens  
Asst: Danny Mayo  
9<sup>th</sup>: Todd Dale  
9<sup>th</sup>: Justin Suchanek  
8<sup>th</sup>: Levi Hunerdosse  
8<sup>th</sup>: Matthew Beaty  
7<sup>th</sup>: Jeff DeBondt  
7<sup>th</sup>: Derek Dixon

## Golf

Boys: Nate Doran  
Girls: Deanna Zmolek

## Soccer

Boys: Nate VanDyke  
Asst: Moises Fonseca  
Girls: Noah Schmelzer  
Asst: David Hatch

## Softball

Head: Chelsea Ahrens  
JV: Mariah Fritz  
9<sup>th</sup>: Hailee Weiss  
MS:

## Tennis

Boys: Andrea Rutledge  
Girls: Steve Bearden

## Track (Boys)

Head: Danny Mayo  
Asst: Robert Tynismaa  
8<sup>th</sup>: Dustin Peska  
7<sup>th</sup>: Todd Dale

## Track (Girls)

Head: Levi Hunerdosse  
Asst: Sam Holtz  
8<sup>th</sup>: Ashley Raue  
7<sup>th</sup>: Marissa Green

## Volleyball

Head: Amy Dolash  
JV: Stan Upah  
9/Soph: Michelle Bradley  
8<sup>th</sup>: Heather Wanatee  
7<sup>th</sup>: Marissa Green

## Wrestling

Head: Nate VanDyke  
Asst: Levi Kaufman  
Asst: Baron Davis  
MS: Steve Chyma

## Weight Room

Nate Van Dyke  
Jerry Bisher

## South Tama County Fine Arts & Club Assignments

Art Honors & Art Club -----	Nate Doran
Band & Jazz Band (HS) -----	Mike Carnahan
Band & Jazz Band (MS) -----	Mike Carnahan
Chorus HS, Harding Street -----	Chris McFate
Thespians Society -----	Dixie Forcht
FCA -----	Kate Murphy
FFA -----	Taylor Zobel
Gamers Club -----	Mike Carnahan
Geekery Game Club -----	Daniel Kass
Individual Speech -----	Katie Murphy
Knitting/Embroidery Club -----	Patty Vincent
Large Group Speech -----	Dixie Forcht
National Honor Society -----	Dan Lopez
Play -----	Dixie Forcht
Pride Club -----	Melanie Davenport
Prom -----	Dan Lopez
Special Olympics -----	Sarah Fitzsimmons
Student Council (MS) -----	Michelle Wiegand
Student Council (HS) -----	Emily Chyma
Variety Show, Musical -----	Chris McFate



# ***SOUTH TAMA HIGH SCHOOL ACTIVITIES OFFICE***

## 2018-19 Pre-Season Report

---

### **THE FOLLOWING MATERIAL IS NEEDED AT THE START OF YOUR SEASON**

If possible, please type the info right into this document and return to the activities office electronically. This document is due within 1 week of the start of your season.

Coach:

Sport:

Team:

1. Make sure all teams have a parent meeting before the season starts.
2. Turn in your handbook to the activities office.
3. Team roster submitted with players and uniform numbers.
4. Before anyone starts any practice make sure all paperwork is turned into Julie.
5. Have in writing to the students what are the procedures for being selected for the team.
6. Make sure all students participating have the guidelines on how to letter for your activity.
7. Copy of team rules distributed to the team.
8. Inventory of ALL equipment.
9. Review awards criteria.
10. Review Hazing Policy with team.
11. Review the Code Of Conduct Policy.
12. Explain sportsmanship expectations.



# ***SOUTH TAMA HIGH SCHOOL ACTIVITIES OFFICE***

## 2018-19 Post-Season Report

**THE FOLLOWING MATERIAL IS NEEDED BEFORE YOU SEASON END EVALUATION.**

If possible, please type the info right into this document and return to the activities office electronically. This document is due within 1 week of the start of your season.

Coach:

Sport:

Team:

1. How would you rate your performance this season in relationship to your role within the program?
  
  
  
  
  
  
  
  
  
  
2. What do you believe overall went well this season?
  
  
  
  
  
  
  
  
  
  
3. What do you believe overall did not go well this season?
  
  
  
  
  
  
  
  
  
  
4. Do you believe that you were able to accomplish your pre-season goals? If so how? If not, why?
  
  
  
  
  
  
  
  
  
  
5. What would you consider are three strengths that you bring to the program?
  - a.
  
  
  
  - b.
  
  
  
  - c.

6. What are three areas of growth that you could improve as a coach to assist in improving the program?
  - a.
  - b.
  - c.
7. What areas of improvement or growth would you as a coach focus on to improve next year that would improve the program?
8. What action plan would you initiate during the off-season and/or during the season to improve yourself as a coach?

TITLE: HEAD COACH  
Reports To: Activities Director

**Qualifications:**

1. Employment as a teacher or coach with a valid Iowa coaching certificate or coaching endorsement.
2. Demonstrated interest in and aptitude for performing the tasks listed.
3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**Job Goals:**

To instruct participants in the fundamental skill, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, self-confidence, and self-esteem.

**Duties and Responsibilities:**

**A. HUMAN RELATIONS:**

1. Develop respect by example in appearance, behavior, language and conduct.
2. Develop sound public relations by cooperating with media and Booster Club by signing up to attend meetings throughout the year.
3. **Cooperate and communicate with parents concerning expectations**
4. Promote all activities in the school program attempting to foster school spirit.
5. Cooperate in sharing facilities
6. Develop rapport with other teachers, coaches, and administration.
7. Show an interest in athletes in off-season activities and classroom efforts.
8. Provide an atmosphere of cooperation in being receptive to suggestions.

**B. MANAGEMENT RESPONSIBILITIES:**

1. Help in selecting officials and workers for various athletic contests in cooperation with the activities director.
2. Submit a complete list of participants within one week of the beginning of any sport season and inform Activities Secretary when students are added or taken off of the roster.
3. Submit all squad and game information for the record book as requested.
4. Each coach will place on file with the Athletic Director their respective sports lettering requirements.



4. **File completed inventory including quantity and quality of all equipment and uniforms with the Activities Director within four weeks after the completion of the season.**
5. Assist Activities Director in setting bus departure times before beginning of the season.
6. Follow proper transportation procedures
7. Follow proper procedures for athletic awards.
8. Meet requirements for parent permission, physical, and Conduct Code .
9. Prepare and file budget requests
10. **File End of the Year Report within 4 weeks of the completion of the season.**
11. **Assume responsibility for neatness of facilities and cooperation with custodians.**
12. Maintains accurate statistics relative to sport specific information and communicates these to the media, players, and other relevant individuals throughout and after completion of the season.

**C. PROFESSIONAL RESPONSIBILITIES:**

1. Display enthusiasm and exhibit interest in the school's activity program.
2. Participate in in-service meetings, clinics, and other activities to improve coaching performance.
3. **Provide training rules to team members in writing and follow due process procedures.**
4. Meet requirements for athlete supervision as described in the athletic handbook.
5. Understand and follow rules and regulations set forth by the governing bodies: State Associations, Board of Education and League.
6. Follow proper procedures for practicing on holidays, Sundays, and Wednesdays.
7. Establish the fundamental philosophy, skills, and techniques to be taught throughout the program.
8. Develop integrity within the coaching staff.
9. Assume responsibility for the conduct and sportsmanship of the squad.
10. **Assume full responsibility for the over-all supervision of the program, including Middle School and junior varsity programs.**

#### D. COACHING PERFORMANCE:

1. Be well versed and knowledgeable in matters pertaining to the sport.
2. Be prompt and organized concerning practice/contests.
3. **Have consistent, individual and team discipline and control including expectations and records for attendance.**
4. Develop a well organized practice schedule which utilizes staff and team to its maximum potential.
5. Be fair, understanding, tolerant, sympathetic, and patient with team members.
6. Be innovative in using new coaching techniques and ideas in addition to sound, already proven methods of coaching.
7. Provide leadership and attitudes that produce positive attitudes and results.
8. Know the medical aspects of the position including first aid, injury policies, working with doctors or family physicians.
9. Use all ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision making and lasting values to each individual.
10. Utilize practice time for both individual and team development
11. Team performance should be consistent with quality of athletes available.
12. Show self-control and poise in areas related to coaching responsibilities.
13. Inform students of the potential hazards and the possibility of serious injury with the improper or proper use of equipment and in participation in the sport.
14. Engage athletes in appropriate strength training during season in accordance to time available.

#### Terms of Employment:

Contract as determined by sport season dates. Extra payment to be negotiated between the S.T.C.E.A. and the Board of Education.

#### Appraisal:

Performance of this job will be appraised in accordance with the provisions of the Board of Education's policy on Appraisal of Activity Personnel.

TITLE: ASSISTANT COACH

Qualifications:

1. Employment with a valid Iowa coaching certificate or coaching endorsement.
2. Demonstrated interest in and aptitude for performing the tasks listed.
3. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

Reports To: Head Coach & Activities Director

Job Goals: To carry out the aims and objectives of the sport program as outlined by the Head Coach. To instruct participants in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, self-confidence, and self-esteem.

Duties and Responsibilities:

A. HUMAN RELATIONS:

1. Develop respect by example in appearance, manners, behavior, language and conduct.
2. Develop sound public relations by cooperating with media and Booster Club
3. Cooperate and communicate with parents.
4. Promote all activities in the school program attempting to foster school spirit.
5. Cooperate in sharing facilities
6. Develop rapport with other teachers, coaches, and administration.
7. Show an interest in athletes in off-season activities and classroom efforts.
8. Provide an atmosphere of cooperation in being receptive to suggestions.

B. MANAGEMENT RESPONSIBILITIES:

1. Help in selecting officials and workers for various athletic contests in cooperation with the activities director.
2. Submit a complete list of participants within one week of the beginning of any sport
3. Submit all squad and game information for the record book as requested.
4. Assist the Head Coach in filing a completed inventory with the activities director within two weeks after the completion of the season.
5. Follow proper transportation procedures.
6. Follow proper procedures for athletic awards.
7. Meet requirements for athletic insurance, physical, and activity ticket requirements.
8. Assist the Head Coach in preparing and file budget requests
9. Assume responsibility for neatness of facilities and cooperation with custodians.

C. PROFESSIONAL RESPONSIBILITIES:

1. Display enthusiasm and exhibit interest in the school's activity program.

2. Participate in in-service meetings, clinics, and other activities to improve coaching performance.
3. Provide training rules to team members in writing and follow due process procedures.
4. Meet requirements for supervision of athletes as described in the athletic handbook.
5. Understand and follow rules and regulations set forth by the governing bodies: State Associations, Board of Education and League.
6. Follow proper procedures for practicing on holidays, Sundays, and Wednesdays.
7. Follow the fundamental philosophy, skills, and techniques to be taught that are established by the Head Coach.
8. develop integrity within; the coaching staff.
9. Assume responsibility for the conduct and sportsmanship of the squad.
10. Assume full responsibility for the over-all supervision of the program, including junior high and junior varsity programs.
11. Perform such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.
12. Never criticize, admonish or argue with the Head coach within the ears and eyes of players or parents.

#### D. COACHING PERFORMANCE

1. Be well versed and knowledgeable in matters pertaining to the sport.
2. Be prompt and organized concerning practice/contests.
3. Have individual and team discipline and control.
4. Develop a well organized practice schedule which utilizes staff and team to its maximum potential.
5. Be fair, understanding, tolerant, sympathetic, and patient with team members.
6. Be innovative in using new coaching techniques and ideas in addition to sound, already proven methods of coaching and use those techniques that are consistent with the philosophy of the Head coach and the program.
7. Provide leadership and attitudes that produce positive attitudes and results.
8. Know the medical aspects of the position including first aid, injury policies, working with doctors or family physicians.
9. Use all ethical means of motivation, emphasizes values of competitive athletics, acceptable personal behavior, decision making and lasting values to each individual.
10. Utilize practice time for both individual and team development
11. Team performance should be consistent with quality of athletes available.
12. Show self-control and poise in areas related to coaching responsibilities.
13. Discipline students who display inappropriate or unsportsmanlike behavior.
14. Inform students of the potential hazards and possibility of serious injury with the improper or proper use of equipment and in participation in the sport itself.

#### E. INDIVIDUAL SPORT

1. Basketball
  - a. Plan and direct all Junior Varsity practices not held in conjunction with the varsity practice.

2. Refine fundamental skills of all players.
  - c. Be present, upon the request of the head coach, at all varsity contests both home and away.
  - d. Work with the head coach in developing program unity concerning offense, defense and terminology.
  - e. Be willing to scout on an assigned schedule at the request of the head coach.
  - f. Provide game results and statistics to area news media.

## 2. Wrestling

- a. At the conclusion of the Junior High Wrestling season, the assistant will be present at all varsity practices unless excused by the head coach.
- b. The assistant coach will travel to all meets with the high school team unless excused by the head coach.
- c. If the Junior High practice concludes at 5:00 p.m., the assistant coach should then help with the varsity practice until its conclusion.
- d. The assistant will help, whenever possible, with the extra things such as washing uniforms, moving mats, taping athletes, inventory, etc.

## 3. Football

- a. Aid in preseason meetings with the head coach in the following areas:
  - (1) establishing training rules
  - (2) formulating conditioning drills
  - (3) provide input, if requested, as to the offensive and /or defensive drills to be run
  - (4) help in equipment check out and care
  - (5) review game films and help to evaluate returning personnel
  - (6) be knowledgeable in current weight training techniques
  - (7) share monitoring of the weight room during the off season and summer if possible
- b. In Season
  - (1) perform the duties assigned by the head coach (i.e., coach receivers, linebacker, etc.)
  - (2) be present at all practices and games
  - (3) teach sound fundamental skills and team play

### Junior Varsity or Junior High Coach

- a. Off Season
  - (1) meet with the head coach in the spring to prepare for off season and summer training
  - (2) help in updating offensive and defensive play books
  - (3) be prepared well enough to take over the program should the need arise
  - (4) work with the head coach in developing and providing program continuity
- b. In Season
  - (1) implement the offense and defense established by the head coach
  - (2) act as offensive or defensive coordinator if requested
  - (3) scout on an assigned schedule provided by the head coach

(4) perform all other duties outlined under assistant coaches

4. Softball

- a. Attend all practices of whole group (V & JV). If practices are separate, take JV.
- b. Attend all games, coach first base in varsity game.
- c. Help get equipment ready for practice.
- d. Help prepare field for home games.
- e. Coach JV games.
- f. Assist head coach in other ways when requested.
- g. Coach the varsity when an emergency arises.

5. Baseball

- a. Work with head coach at practices during preseason (May).
- b. Conduct regular season practices for JV, either with varsity or at another scheduled time.
- c. Be in charge of JV squad at home and away games, practices, traveling , etc..
- d. Assist varsity coach at games whenever possible, or at the discretion of the coaching staff.
- e. Assist in field maintenance and equipment repair/care
- f. Attend the state rules meeting and be thoroughly familiar with current rules
- g. Work with the head coach in establishing and enforcing squad rules.
- h. Contact local news media with results of JV contests
- i. Teach JV players according to the basic fundamentals established as desirable by the head coach.
- j. Coach the varsity when an emergency arises.

6. Volleyball

- a. Work with the ninth grade and junior varsity teams
- b. Attend all varsity contests
- c. Help with conducting all home contests
- d. Coach the varsity when an emergency arises

Terms of Employment:

Contract as determined by sport season dates. Extra payment to be negotiated between the C.E.A. and the Board of Education.

Appraisal:

Performance of assistant and junior high coaching duties will be appraised in accordance with the provisions of the Board of Education's policy on Appraisal of Activity Personnel.

## **Guidelines for Volunteer Coaches**

Volunteer coaches must follow certain state regulations.

Volunteer coach as defined by the state of Iowa is a non-paid person who holds a coaching authorization or endorsement and who is acting under the direction of an employed coach and with the knowledge and approval of the school administration.

Volunteers who do not have coaching authorization/endorsement can act only as an aide. Aides can in no way be engaged in the diagnosis, prescription, evaluation, assessment or direction of student learning during practice sessions. An aide is like a student manager.

Volunteers for the South Tama County Activities Department will be required to go through an interview process with the head coach/director and administration. Background checks are to be administered just as a regular employee. Formal recognition is to be given in writing by the activities director and forwarded to the superintendent to be approved by the school board.

Interested parties seeking more information regarding coaching authorization or endorsement should contact the STC Activities Director.

## **Staff Development**

The following existing policy might be of interest related to the sending of coaches to clinics. FYI-----

### 404.14 Certified Personnel - Professional Development

The board encourages certified personnel to attend and participate in professional development activities to maintain, develop, and extend their skills.

The Board shall maintain and support an in-service program for certified personnel. As part of this in-service program, the board shall establish, through annual budget expenditures, a library and media materials collection that supports the board's in-service program and that can be used by certified personnel.

Requests for attendance or participation in a development program other than those development programs sponsored by the school district, shall be made to the superintendent. A certified employee in a professional development program must obtain approval of the superintendent prior to attendance.

The superintendent or designee shall have the discretion to allow or disallow certified employees to attend or participate in the requested event. When making this determination, the superintendent will consider the value of the program for the employee and the school district, the effect of the employee's absence on the education program and school district operations and the school district's budget as well as other factors deemed relevant in the judgment of the superintendent. (April 17, 1989)

# **STC High School Athletic/Activities Supervision Plan**

It is important to provide appropriate supervision for all of our student/athletes. Good supervision means much more than getting out to practices early or watching the locker room at the end of the day. It involves everything that happens in between, in essence when we are “in loco parentis.” Coaches and Sponsors must be aware of as much as possible during contests & practice. We as coaches are acting parents when kids are in our activities. Your job is to assure above all the safety of our students/athletes. When dealing with supervision as a legal issue, we deal with the criterion of reasonableness. Reasonableness suggests that coaches are expected to be “in loco parentis” in their relationship with student-athletes.

Supervise student/athletes at all times—in locker rooms, hallways, field—before practice & after practice, during competitions, on the bus and at away sites, make sure we do not leave student/athletes unattended waiting for parents after practices or competitions. Players can only leave competition site with a parent(s) or an adult designee by the parent(s). They must also fill out the STC activity form before leaving. Call parents if any student/athlete’s behavior problems make him/her a supervision problem.

- \* Communicate the importance of supervision to your athletes.
- \* Organize each practice with effective supervision in mind.
- \* Supervision for any conditioning and strength activity.
- \* Meet immediately with the Activities Director and Principal if a supervision problem occurs or is anticipated.
- \* Stress the importance of supervision to everyone you work with—“coaches/sponsors/volunteers”: remind them to take supervision as an important aspect of their position.

## **Practice Facilities/Block House/Gymnasium Procedures**

1. At no time is it permissible for individuals or groups to work out in the gymnasium/blockhouse/practice facilities without authorized supervision.
2. At no time will individuals or groups be allowed to work out, jog or just mess around while teams or squads are having an official practice session unless given permission by the coach of the team practicing.
3. Athletes in the gymnasium for one sports practice will refrain from using equipment not specifically designated for their sport.
4. Any student entering a practice facility or the gym without permission will result in disciplinary action, which can affect a student’s eligibility to participate.
5. All practices (with the exclusion of golf) must stay on South Tama’s Campuses with unless approved by administration.



## Injury Report

Any student, if injured on his/her way to school, during school, on the way home from school, or during a school sponsored activity should make sure an injury report has been filled out and turned into the principal's office of his/her respective building. Coaches are to complete injury reports on participants if the injury occurs during a game or practice.

### Iowa High School Athletic Association Hazing Policy

The Iowa High School Athletic association believes all individuals should be treated with respect and dignity. Students should be able to participate in IHSAA sponsored programs in an environment free from any behavior that is intimidating hostile, offensive, or dangerous. Each member school is responsible for taking such action and enacting such policies as may be necessary to address incident of hazing and to ensure such conduct is prohibited. Policies enacted by schools should be in accordance with sections of the Iowa Code that address hazing.

#### Hazing Iowa Code Section 708.10

1 a. A person commits an act of hazing when the person intentionally or recklessly engages in any act or acts involving force activity which endanger the physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating in connection with a school, college, or university. Prohibited acts include, but are not limited to any brutality of a physical nature such as whipping, forced confinement, or any other forced activity which endangers the physical health or safety of the student

b. For purpose of this section "forced activity" means any activity which is a condition of imitation or admission into, or affiliation with, an organization regardless of a student's willingness to participate in the activity

2. A person who commits an act of hazing is guilty of a simple misdemeanor.

3. A person who commits and act of hazing which causes serious bodily injury to another is guilty of a serious misdemeanor.

=

### Anti-Bullying, Anti-Harassment, and Hazing Prohibited Board Policy 502.11

1. **Policy.** Harassment and bullying of students and employees are against federal, state, and District Policy. The District is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

**Definition of Harassment, Bullying and Hazing.** The board prohibits harassment, bullying, hazing, or any other victimization, of students, based on any of the following actual or perceived traits or characteristics, including but not limited to, race, color, creed, age, sex, national origin, religion, marital status, gender, gender identity, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status. Harassment against employees based upon race, color, creed, gender

2. sexual orientation, gender identity, national origin, religion, age, or disability is also prohibited.

Harassment and bullying mean any electronic, written, verbal, or physical act or conduct toward a student which is based on any actual or perceived trait or characteristic of the student and which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student’s person or property;
- Has a substantially detrimental effect on the student’s physical or mental health;
- Has the effect of substantially interfering with the student’s academic performance; or
- Has the effect of substantially interfering with the student’s ability to participate in or benefit from the services, activities or privileges provided by a school.

“Electronic” means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic” includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

Harassment and bullying may include, but are not limited to, the following behaviors and circumstances:

- Verbal, nonverbal, physical or written harassment, bullying, hazing, or other victimization that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Repeated remarks of a demeaning nature that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim;
- Implied or explicit threats concerning one’s grades, achievements, property, etc. that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Demeaning jokes, stories, or activities directed at the student that have the purpose or effect of causing injury, discomfort, fear, or suffering to the victim; and/or
- Unreasonable interference with a student’s performance or creation of an intimidating, offensive, or hostile learning environment.

Sexual harassment may include, but is not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to the conduct is made either implicitly or explicitly a term or condition of the student’s education or benefits;
- Submission to or rejection of the conduct by a school employee is used as the basis for academic decisions affecting that student; or
- The conduct has the purpose or effect of substantially interfering with the student’s academic performance by creating an intimidating, hostile, or offensive education environment.

Stalking and hate crimes are defined by state and federal law, and are to be reported to the proper legal authorities for prosecution.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

**Hazing:** A student commits an act of hazing when the student intentionally or recklessly engages in any act or acts involving forced activity which endanger the physical health or safety of a student [for the purpose of initiation or admission into, or affiliation with, any organization operating in connection with the school]. Prohibited acts include but are not limited to, any act of a physical nature such as whipping, kidnapping, holding another student against his/her will, or any forced activity which endangers the physical health or safety of the student. Students who violate this section could be subject to criminal penalties in addition to school discipline.

3. **Reporting.** Any person alleging a violation of this policy may file a written complaint by using the *Anti-Bullying, Anti-Anti Harassment and Hazing Prohibited Complaint Form* (502.11E1) or the *Anti-Bullying, Anti-Harassment and Hazing Prohibited Witness Disclosure Form* (502.11E2) at the end of this policy. Employees who are aware of harassment or bullying may file a written complaint or report the conduct to a building or District administrator. The complaint may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is believed to be involved in the alleged misconduct.

The complainant should file the initial complaint within 90 working days with the school's principal, whose decision may be appealed to the Superintendent. The complainant may be required to provide any evidence of harassment or bullying including, but not limited to, letters, emails, tapes, signs, and pictures. If a written complaint is filed, the equity coordinator will review within 15 working days review the allegations to determine if the complaint states a possible violation of this policy. If so, the equity coordinator will commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement as a part of the investigation. District employees, students and volunteers are expected to fully and fairly cooperate in the investigation. An alternate will be designated in the event it is claimed that the equity coordinator or superintendent committed the alleged discrimination or some other conflict of interest exists.

A written investigative report will be completed following a formal investigation, and a summary of the report, including a determination that the complaint was founded, unfounded, or inconclusive will be forwarded to the complainant, to the parent or guardian, and to the alleged perpetrator. (Disposition of Complaint form (502.11E3) The investigator will consider the totality of the circumstances presented in determining whether the conduct objectively constitutes discrimination, bullying or harassment.

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by students alleging bullying or harassment. The Superintendent or designee will be responsible for handling all complaints by employees alleging bullying or harassment.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

For further details on reporting and investigation, please see Appendix A, entitled "Anti-Bullying/Anti-Harassment Investigation Procedures."

4. **Grievance Procedure – Disability.** The District has also established a grievance procedure to handle complaints of discrimination based on disability and to handle concerns regarding accommodation of disabled students. A parent, guardian, or student may utilize such grievance procedures.
5. **Confidentiality.** The right to confidentiality, both of the complainant and of the accused, will be respected consistent with the District's legal obligations and to the extent possible in consideration of the need to investigate allegations of misconduct and take corrective action with misconduct has occurred.
6. **Retaliation Prohibited.** No person shall retaliate against a student or other person because that person has filed a discrimination or harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was in good faith. Persons who engage in retaliation or who knowingly file false complaints or give false statements in an investigation shall be subject to discipline up to and including suspension, expulsion, termination of employment, or exclusion from school grounds and activities.
7. **Corrective Actions.** Upon completion of an investigation into a complaint filed under this policy, the District will take action to halt any improper discrimination, harassment, or bullying and will take other appropriate corrective actions to remedy all violations of this policy. Such actions include, but are not limited to, discharge, suspension, expulsion or exclusion from school grounds and activities of a perpetrator of discrimination, harassment, or bullying.
8. **Assessment and Training.** It also is the responsibility of the superintendent, in conjunction with the investigator and principals, to develop and revise procedures regarding this policy. The superintendent also is responsible for organizing training programs for students, school officials, faculty, staff, and volunteers who have direct contact with students. The training will include strategies for recognizing, handling, and preventing harassment. The superintendent will also develop a process for evaluating the effectiveness of the policy in reducing bullying and harassment. The superintendent shall make regular reports to the Board to progress made toward reducing bullying and harassment.

# **STC High School Activity Emergency Action Plan** **Outdoor/Indoor District-Campus Facilities**

## **Where are the emergency care cards?**

A copy of each athlete's emergency care card is located in the athletic office as well as with the team's head coach. ***COACHES: Bring copies to all contests with you!***

## **Who will notify ATC?**

In case of emergencies at practice locations, coaches will contact Emergency Response, Parents, & ATC.

## **Emergency Chain of Command**

In the case that the Head Coach is absent, the Head JV or Asst. Varsity Coach will be the main contact in the case that the JV Coach is not present the Head Soph Coach will manage the team. Contact Athletic Director to notify of injury incident.

## **Who will travel with the injured athlete & manage the team in an emergency situation?**

In the case that a student-athlete needs emergency care and a parent is not present the Head coach or designee will travel with the injured athlete to the emergency care facility. (Contact Parent ASAP)

## **Who calls the EMS?**

If it is a home contest, the coach or the certified athletic trainer/physical therapist, or designee will contact EMS if needed. If it is an away contest, the coach should coordinate with the home team who is in charge of a medical emergency.

Make sure it is clear how and when to call 911 or the local emergency number.

If there is a certified athletic trainer or any other school appointed medical professional covering the event, they will decide how and when to contact the EMS. If there is no medical professional covering the contest the following guidelines should be followed: Any time an athlete's breathing is compromised, there is a loss of consciousness, or there is severe uncontrollable bleeding, the EMS must be called. The use of a cell phone is best because it allows the caller to remain at the athlete's side while the operator asks the caller questions.

## **Where should EMS come to have quick access to the injured athlete?**

If the contest is located on one of STC High School's outdoor facilities, the EMS may drive directly to the field of play provide quick and efficient care to the injured athlete.

If the contest is located on one of STC High School's indoor facilities, the EMS may drive directly to the Gymnasium North Entrance to provide quick and efficient care to the injured athlete.

## **Who will give primary care to the athlete?**

Whether the contest is at home or away, the coach should ascertain if there are any official medical personnel, such as a certified athletic trainer or medical doctor, covering the contest. If a medical professional is covering the event per the home school's request, they are responsible for giving any and all medical care to an injured athlete. If there are no official medical personnel covering the contest, the primary care of an injured athlete is the responsibility of the coach.

If the contest is being held on a STC High School facility and there is a certified athletic trainer or physical therapist covering the event, the certified athletic trainer will have the first aid kit. If there is no certified athletic trainer covering the event hosted by STC High School, it is the responsibility of one of the team's coach's to keep a first aid kit with them at all times. If a team's first aid kit needs to be restocked during the season it is the responsibility of a coach to have it replenished. Each team should have its own first aid kit at all times to include practices, scrimmages, home and away events.

### **Where are the AED's located?**

The certified athletic trainer or other school appointed designee will have a portable AED with them when covering a home contest located on a STC High School facility.

### **Emergency Telephone Numbers:**

#### **Certified Athletic Trainer:**

Contact phone number for the school's athletic trainer should be made in person. Jill Kienzle can be contacted for any questions related to an athletic injury. She may be reached at (319) 533-5721.

**Athletic Administrator # 641-484-4345**

**EMS: 911**

#### **Other telephone numbers posted for:**

**Fire: (641) 484-3580 or 911**

**Iowa Poison Control: (800) 222-1222 or 911**

**Hospitals: Central Iowa Health Care, 405 E Main Street, Marshalltown, IA 641-844-6259/Tama-Toledo-641-484-5445**

**Power and Gas Companies: Alliant Energy Emergency Contact # 1 (800) 255-4268**

**Iowa Health Department: 321 E. 12<sup>th</sup> St, Des Moines, IA, 50319, (515) 281-7689**

#### **In severe cases where the school district would need to respond to press please contact:**

**STC Community Schools Superintendent  
1702 Harding Street  
Tama, IA 52339  
(641) 484-4811**

## **Hazardous Weather Guidelines**

The primary concern when signs of hazardous weather are present is the safety of participants and spectators. Have a safety plan for any type of hazardous weather that may occur. Practice and follow the plan. Know where people will go for safety and know how much time it will take for them to get there. Have specific guidelines for suspending the event so everyone has time to reach a place of safety before the threat becomes significant.

### **Lightning Safety**

The safety of the players and spectators is always more important than the game! Communication between game management, officials & coaches is essential for the safety of everyone.

Lightning only takes an instant to strike. You are in danger from lightning if you can hear thunder.

All thunderstorms produce lightning and are dangerous. Lightning often strikes as far as 10 miles away from rainfall. Don't wait until the last minute to seek shelter.

If thunder is heard, or lightning is seen, immediately suspend the event and instruct everyone to take shelter in a safe structure.

Have a lightning safety plan in place. Know where teams and spectators will go for safety and know how much time it will take them to get to safety. A "safe structure" is a completely enclosed building that is normally occupied or frequently used by people. The building should have plumbing and electrical wiring to help ground it from lightning. If there is no such structure available, an enclosed vehicle with a metal roof and sides is a reasonable second choice.

When a contest is suspended due to lightning, wait at least 30 minutes after hearing the last thunder before leaving safe shelter and resuming activity. If during the 30 minute delay, thunder is heard or lightning seen, you need to restart the 30 minute clock.

Lightning detectors are a great tool to draw one's attention to the fact that lightning is in the vicinity. Remember, even with lightning detectors, the weather should be monitored closely for lightning or thunder.

### **LIGHTNING KILLS, PLAY IT SAFE! SEVERE WEATHER CONDITIONS**

- I. A severe weather watch (flood, thunderstorm, tornado, etc.) is issued when conditions are favorable for severe weather to develop.
  1. Host management should be prepared for an abrupt suspension of the contest and for informing all participants and spectators to move to a place of safety.
  2. Consideration should be given to the length of time it will take to clear the contest area and for all participants and spectators to move to a place of safety.
- II. A severe weather warning is issued when severe weather is imminent.
  1. Host management should suspend the contest when there is a significant threat of severe weather and inform all participants and spectators to move to a place of safety.
  - 2.. Follow the safety plan that your school has developed.

## **Heat Acclimatization and Heat Illness Prevention Position Statement**

National Federation of State High school Associations (NFHS)  
Sports Medicine Advisory Committee (SMAC)

**Exertional Heatstroke (EHS) is the leading cause of preventable death in high school athletics.** Students participating in high-intensity, long-duration or repeated same-day sports practices and training activities during the summer months or other hot-weather days are at greatest risk. Football has received the most attention because of the number and severity of exertional heat illnesses. Notably, the National Center of Catastrophic Sports Injury Research reports that **35 high school football player died of EHS between 1995 and 2010.** EHS also results in thousands of emergency room visits and hospitalizations throughout the nation each year.

This NFHS Sports Medicine Advisory Committee (SMAC) position statement is the companion piece to the NFHS’s online course (A Guide to Heat Acclimatization and Heat Illness Prevention.” **This position statement provides an outline of the “Fundamentals” and should be used as a guiding document by member state associations.** Further and more detailed information can be found within the NFHS on-line course, the 4<sup>th</sup> Edition of the NFHS Sports Medicine Handbook, the JFHS SMAC “position Statement and Recommendations for Hydration to Minimize the Risk for Dehydration and Heat Illness” and the resources listed below.

Following the recommended guidelines in this position statement and “A Guide to Heat Acclimatization and Heat Illness Prevention” can reduce the risk and incidence of EHS and the resulting deaths and injuries in high school athletics. The NFHS recognizes that various states and regions of the country have unique climates and variable resources, and that there is no “one-size-fits-all” optimal acclimatization plan. However, the NFHS and NFHS SMAC strongly encourage member state associations to incorporate all the “Fundamentals” into any heat acclimatization plan to improve athlete safety. In addition, “A Guide to Heat Acclimatization and Heat Illness Prevention” should be required viewing for all coaches.

Heat Acclimatization and Safety Priorities:

- Recognize that EHS is the leading preventable cause of death among high school athletes.
- Know the importance of a formal pre-season heat acclimatization plan.
- Know the importance of having and implementing a specific hydration plan, keeping your athletes well hydrated, and encouraging and providing ample opportunities for regular fluid replacement.
- Know the importance of appropriately modifying activities in relation to the environmental heat stress and contributing individual risk factors (e.g., illness, obesity) to keep your athletes safe and performing well.
- Know the importance for all members of the coaching staff to closely monitor all athletes during practice and training in the heat , and recognize the signs and symptoms of developing heat illness.

Promptly see medical attention by activating the Emergency Medical System. On-site rapid cooling should begin immediately.

Rationale: Immediate medical treatment and prompt rapid cooling can prevent death or minimize further injury in the athlete with EHS. Ideally, pools or tubs of ice water to be used for rapid cooling of athletes should be available on-site and personnel should be trained and practiced in using these facilities for rapid cooling. Ice water baths are the preferred method for rapid cooling, however, if ice water pools or tubs are not available, then applying ice packs to the neck, axillae, and groin and rotating ice water-soaked towels to all other areas of the body can be effective in cooling an affected athlete.



7. An Emergency Action Plan with clearly defined written and practiced protocols should be developed and in place ahead of time.

Rationale: An effective emergency action Plan (EAP) should be in place in case of any emergency, as a prompt and appropriate response in any emergency situation can save a life. The EA should be designed and practiced to address all teams (freshman, junior varsity, varsity) and all practice and game sites.

References:

American Academy of Pediatrics. Policy Statement – Climatic Heat Stress and Exercising Children and Adolescents. *Pediatrics*. 2011;128(3);e741-7

Andersen JC, Courson RW, Kleiner DM, McLoda TA. National Athletic Trainers' Association Position Statement: Emergency Planning in Athletics. *Journal of Athletic Training*. 2002;37:99-104

Casa DJ, et al. National Athletic Trainer's association Position Statement: Preventing Sudden Death in Sports. *Journal of Athletic Training* 2012;47(1):96-118

Casa DJ, Csillan D. Inter-Association Task Force for Preseason Secondary School Athletics Preseason Heat-acclimatization Guidelines for Secondary Schools Athletics. *Journal of Athletic Training*. 2009;44:332-3

## **SUGGESTED GUIDELINES FOR MANAGEMENT OF CONCUSSION IN SPORTS**

**National Federation of State high School Associations (NFHS)  
Sports Medicine Advisory Committee (SMAC)**

### **Introduction**

A concussion is type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion.

The understanding of sport-related concussion has evolved dramatically in recent years. We now know that young athletes are particularly vulnerable to the effects of a concussion. Once considered little more than a “ding” on the head, it is now understood that a concussion has the potential to result in short or long-term changes in brain function, or in some cases, death.

### **What is a concussion?**

You've probably heard the terms “ding” and bell-ringer.” These terms were once used to refer to minor head injuries and thought to be a normal part of sports. There is no such thing as a minor brain injury. Any suspected concussion must be taken seriously. A concussion is caused by a bump, blow, or jolt to the head or body. Basically, any force

that is transmitted to the head causes the brain to literally bounce around or twist within the skull, potentially resulting in a concussion.

*It used to be believed that a player had to lose consciousness or be “knocked-out” to have a concussion. This is not true, as the vast majority of concussions do not involved a loss of consciousness. In fact, less than 10% of players actually lose consciousness with a concussion.*

What exactly happens to the brain during a concussion is not entirely understood. It appears to be a very complex injury affecting both the structure and function of the brain. The sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain. Once this injury occurs, the brain is vulnerable to further injury and very sensitive to any increased stress until it fully recovers.

Common sports injuries such as torn ligaments and broken bones are structural injuries that can be seen on MRIs or x-rays, or detected during an examination. A concussion, however, is primarily an injury that interferes with how the brain works. While there is damage to brain cells, the damage is at a macroscopic level and cannot be seen on MRI or CT scans. Therefore, the brain looks normal on these tests, even though it has been seriously injured.

### **Recognition and Management**

If an athlete exhibits any signs, symptoms, or behaviors that make you suspicious that he or she may have had a concussion, that athlete must be removed from all physical activity, including sports and recreation. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increase risk for further injury, and even death.

### **SYMPTOMS REPORTED BY ATHLETE**

Headache  
Nausea  
Balance problems or dizziness  
Double or fuzzy vision  
Sensitivity to light or noise  
Feeling sluggish  
Feeling foggy or groggy  
Concentration or memory problem  
Confusion

Parents and coaches are not expected to be able to “diagnose” a concussion. That is the role of an appropriate health – care professional. However, you must be aware of the signs, symptoms and behaviors of a possible concussion, and if you suspect that an athlete may have a concussion then he or she must be immediately removed from all physical activity.

## **SIGNS OBSERVED BY PARENTS, FRIEND, TEACHER OR COACHES**

Appears dazed or stunned  
Is confused about what to do  
Forgets plays  
Is unsure of game, score, or opponent  
Moves clumsily  
Answers questions slowly  
Loses consciousness  
Shows behavior or personality changes  
Can't recall events prior to hit  
Can't recall events after hit.

### **When in doubt, sit them out!**

When you suspect that a player has a concussion, follow the “Heads Up” 4-step Action Plan.

1. Remove the athlete from play
2. Ensure that an appropriate health-care professional evaluates the athlete.
3. Inform the athlete's parents or guardians about the possible concussion and give them information on concussion
4. Keep the athlete out of play the day of the injury and until an appropriate health-care professional says he or she is symptom-free and gives the okay to return to activity.

The signs, symptoms, and behaviors of a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours. An athlete should be observed following a suspected concussion and should never be left alone.

Athletes must know that they should never try to “tough out” a suspected concussion. Teammates, parents and coaches should never encourage an athlete to “play through” the symptoms of a concussion. In addition, there should never be an attribution of bravery to athletes who do play despite having concussion signs or symptoms. The risks of such behavior must be emphasized to all members of the team, as well as coaches and parents.

If an athlete returns to activity before being fully healed from an initial concussion, the athlete is at risk for a repeat concussion. A repeat concussion that occurs before the brain has a chance to recover from the first can slow recovery or increase the chance for long-term problems. In rare cases, a repeat concussion can result in severe swelling and bleeding in the brain that can be fatal.

### **Cognitive Rest**

A concussion can interfere with school, work, sleep and social interactions. Many athletes who have a concussion will have difficulty in school with short-and long-term memory, concentration and organization. These problems typically last no longer than a week or two, but for some these difficulties may last for months. It is best to lessen the student's class load early on after the injury. Most students with concussion recover fully. However, returning to sports and other regular activities too quickly can prolong the recovery.

The first step in recovering from a concussion is rest. Rest is essential to help the brain heal. Students with a concussion need to rest from physical and mental activities that require concentration and attention as these activities may worsen symptoms and delay recovery. Exposure to loud noises, bright lights, computers, video games, television and phones (including texting) all may worsen the symptoms of concussion. As the symptoms lessen, increased use of computers, phone, video games, etc, may be allowed

### **Return to Play**

After suffering a concussion, no athlete should return to play or practice on that same day. Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Newer studies have show us that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

*An athlete should never be allowed to resume physical activity following a concussion until he or she is symptom free and given the approval to resume physical activity by an appropriate health-care professional.*

Once an athlete no longer has signs, symptoms, or behaviors of a concussion and is cleared to return to activity by a health-care professional, e or she should proceed in a step-wise fashion to allow the brain to re-adjust to exercise. In most cases, the athlete will progress one step each day. The return to activity program schedule may proceed as below following medical clearance:

#### **Progressive Physical Activity Program**

Step 1: Light aerobic exercise – 5 to 10 minutes on an exercise bike or light jog; no

weight lifting, resistance training, or any other exercises.

Step 2: Moderate aerobic exercise – 15 to 20 minutes of running at moderate intensity in the gym or on the field without a helmet or other equipment.

Step 3: Non-contact training drills in full uniform. May begin weight lifting, resistance training, and other exercises.

Step 4: Full contact practice or training.

Step 5: Full game play

*If symptoms of a concussion re-occur, or if concussion signs and /or behaviors are observed at any time during the return to activity program, the athlete must discontinue all activity and be re-evaluated by their health care provider.*

### **Concussion in the Classroom**

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short-term and long-term memory, concentration, and organization. In many cases, it is best to lessen the student's class load early on after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days, or longer, if necessary. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time.

### **What to do in an Emergency**

Although rare, there are some situations where you will need to call 911 and activate the Emergency Medical System (EMS). The following circumstances are medical emergencies:

1. Any time an athlete has loss of consciousness of any duration. While loss of consciousness is not required for a concussion to occur, it may indicate more serious brain injury.
2. If an athlete exhibits any of the following: decreasing level of consciousness, looks very drowsy or cannot be awakened, if there is difficulty getting his or her attention, irregularity in breathing, severe or worsening headaches, persistent vomiting, or any seizures.

### ***Suggested Concussion Management***

1. *No athlete should return to play (RTP) or practice on the same day of a concussion.*
2. *Any athlete suspected of having a concussion should be evaluated by an appropriate health-care professional that day.*
3. *Any athlete with a concussion should be medically cleared by an appropriate health-care professional prior to resuming participation in any practice or competition.*
4. *After medical clearance, RTP should follow a step-wise protocol with provision for delayed RTP based upon return of any signs or symptoms.*

### References

Guskiewicz KM, et al. National Athletic Trainers' Association position statement: management of sport-related concussion. *Journal of Athletic Training* 2004; 39:280-297

McCroory P, et al. Consensus statement on concussion in sport: the 3d International Conference on Concussion in Sport held in Zurich, November 2008. *Journal of Athletic Training* 2009; 44:434-48

### Additional Resources

Heads Up: Concussion in High School Sports

[http://cdc.gov/concussion/headsup/high\\_schoolhtml](http://cdc.gov/concussion/headsup/high_schoolhtml)

Concussion Sports – What you need to know.

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

NFHS Sports Medicine Handbook, 4<sup>th</sup> Ed, 2011.

Revised January 2011.

## **STC Activities 911 Telephone Script**

- 
1. **Take a few deep breaths to calm yourself.** Obviously, when you are making a call to emergency services, you are in an emergency, and have a lot of adrenaline flowing through your veins. However, this will **impede your speech** and may cause you to start talking too fast, too slow, begin stuttering, etc.
  2. **Call 911.** Pick up the receiver. Press 9. Press 1. Press 1 again. Hit the "Call" button (if there is one). Be aware that, sometimes, it takes time for the phone to route to the correct answering point; *you must be patient!* **Do NOT hang up if you do not connect immediately!!**
-

3. **Remain calm.** This is easier said than done. Measure and pace your breathing to slow down your heart rate, and begin to plan what you will say to the dispatcher (see below). Remember: **Panic is the enemy, in *this* race against time.**
4. **Know what you will be asked.** Make sure that you are aware of each of the following:
  - **Where is the emergency?** The emergency is not always located where you are calling from. Always be aware of your surroundings and where you are. Try to keep a watch out for the road signs, business names, and intersections whenever you may travel.
  - **Nature of the emergency:** Do you require assistance from law enforcement, medical professionals, and/or fire fighters? In certain areas, the dispatcher or a computer will tell you to dial certain numbers to help them know which department to connect you with and whom you should talk to.
  - **A detailed, yet concise, description:** What happened? How many details do you know? What should have the most importance? In general, the most important thing is why you need assistance (a **head injury**, for example), followed by what caused you to need assistance (say, a **blow to the head**).
  - **The phone number of your phone.** The dispatcher will need instructions on how to get to where you are, and may need to call back for more information. Know the phone number of your phone.
  - **Location.** Know the address of the emergency and the nearest intersection (cross street), or be able to provide directions for the dispatcher to relay to the emergency responders.
5. **Listen to the dispatcher.** Follow orders. The better and faster you follow orders, the higher everyone's rate of survival will be. Even in a non-lethal situation (broken bones, etc.) this is of vital importance. Have strict, unwavering faith in the dispatcher. And remember that even if the dispatcher is still asking questions or giving instructions, help is on the way.
6. **Do not hang up until instructed to.** Anything can happen, and the emergency services need to know your situation at all times. If the [building is on fire](#), for example, the dispatcher will need for the other people in the building if and where any safe exits are.

## **Squad Structure and Participation Level**

The philosophy on participation in athletics at South Tama differs between the middle school and high school. The middle school philosophy emphasized participation for all, where as the high school also takes into consideration competition for positions based on an individual's physical and mental capabilities to enhance a team's chances of victory. Some South Tama sports have only JV and varsity squads. Other sports offer freshmen, sophomore, junior varsity and varsity squads. In some sports, all participants practice together. In some sports, freshmen and sophomores often practice together and thus a freshmen/sophomore squad concept exists. In recent years, decreasing numbers of participants have led to many underclassmen (9th -10th graders) participating on varsity squads. Occasionally, freshmen have been moved to sophomore level teams and

sophomores have been moved to varsity level teams. Sometimes movement of players from one squad to another can be an emotional issue.

The head varsity coach with the assistance of the other coaches assigned to all levels of that particular sport shall determine at what squad level an athlete will compete. As well as starting positions, playing time, what events an athlete competes in etc. The IHSAA and IGHSAA have set limitations for number of competitions allowed for Student-Athletes. The STCHS coaching staff shall use these limitations as the guidelines for determining which squad(s) athletes play on and how much playing time they will receive.

When an athlete is going to be placed upon a squad higher than what is normal for the student of his or her grade level. The following steps will be followed:

1. The Activity Director will be informed.
2. The parents/guardians of the athlete and the athlete will be consulted, and the parents of the athlete will grant permission.

Some factors that shall be considered by coaches when athletes are moved to another level are:

1. Ability and maturity of the athlete. (Is it in the athlete's best interest for overall development.)
2. Number of participants on each squad.
3. Maximum number of contests allowed by State Association rules.
4. Effect the move has on overall competitiveness of all squads.
8. How much playing time will the athlete see at the advanced level?

The responsibility of determining squad makeup and decisions regarding who plays where and how much, is solely the responsibility of the coaching staff. Questions regarding squad make-up and playing time should be directed to the Coaching Staff.

## **Policy on Playing Time**

We are all a part of the TEAM at South Tama. Everyone on the team makes a valuable contribution toward the success of the TEAM and everyone's contribution are valued by the TEAM. Some of the most valuable players we have are players who do not start but make a contribution everyday at practice through their efforts on the scout team. Not everyone can start, be All-Conference, and/or All-State, but every TEAM member can have a significant role in the TEAMS's success. Always remember, as a head coach you are responsible for the entire program. Listed below are some procedures that should be followed to help make the tryout period less stressful, fair, and meaningful.

The following criteria will be used in player evaluation at South Tama:

- 1) Who is the best player at the position. The best player will play regardless of their year in school. Performance in practice will be utilized to determine who the best player at each position is.
- 2) Have a specific written criteria for selecting a team, this criteria should be posted and verbally communicated to all candidates.
- 3) Effort attitude, and hustle practice
- 4) Practice attendance
- 5) A player's health and injury status
- 6) Coachability – will the player do what is asked of him/her and accept coaching?

- 7) Team player – a person who is willing to sacrifice individual glory for the good of the team.
- 8) Attendance and commitment to the offseason program

As coaches and sponsors we are constantly evaluation each player in practice. The following procedures are used to evaluate our student-athletes:

- 1) The individual position coach will evaluate drills, individual team, group and team session for their respective position
- 2) Several coaches including the head coach will evaluate positions in group and team sessions..
- 3) Practice and scrimmages will be videotaped periodically and used by multiple coaches to evaluate positions.
- 4) After each practice the coaching staff meets to evaluate individual players and their performance at practice.
- 5) The head coach at each level will ultimately have the final decision on who starts and how much time each player on the TEAM receives.  
Recommendations from all other position coaches will be taken into consideration and are extremely important in making the final decision.

If you have a question or concern regarding the progress of your student-athlete please contact the head coach at your respective level. The head coach will discuss with you the things that your student-athlete can do in order to improve as a player and better their chances at increased playing time. The head coach will not compare your student-athlete to other team members or offer an explanation as to why another team member is starting over or playing more than your student-athlete. The coaching staff solely makes the decision on who starts and who plays. The coaches are at practice everyday and are hired to be the professionals at South Tama County High School.

## **South Tama Policy on Voicing Concerns Regarding Playing Time.**

Concerns regarding playing time often arise in activities. When a student-athlete and/or parent has a concern regarding the playing time that they or their student-athlete is receiving the following procedures should be followed:

- 1) The concern for playing time needs to be expressed at an appropriate time and place; Immediately following a competition is not the appropriate time or place to express concerns. Coaches will not discuss concerns immediately following competitions. Every effort should be made to express concerns regarding playing time before or after practice time. In addition, every effort should be made to express the concerns in person with face-to-face communication. Coaches will not respond to concerns regarding playing time via electronic communication. Electronic communication will only be used for informational purposes within the South Tama County High School Athletic Department.
- 2) Under most circumstances the student-athlete should be the first individual to express their concerns to their coach. The coach will discuss with that student-athlete the things that they can do in order to improve as a player and better their chances for increased playing time. The head coach will not compare the student-



- athlete to other team members or offer an explanation as to why another team member is starting over or playing more than the student-athlete with the concern.
- 3) If the student-athlete and/or parent is not satisfied with the coaches' response the parent can request a meeting with the coach to discuss the concerns further. The coach will set-up a time to meet with the parent and student-athlete and reinforce the things that the student-athlete can do in order to improve as a player and better their chances at increased playing time. The coach will not compare the student-athlete to other team members or offer an explanation as to why another team member is starting over or playing more than the student-athlete with the concern. If a meeting is to occur, the following guidelines should be adhered to:
    - Conversation must be in a professional manner with regard to both language and conduct
    - Everyone gets a chance to talk, but everyone must listen as well.
    - Emotional control by all parties imperative.
    - School policy does not allow meeting to occur on game days, but rather by appointment.
  - 4) If the student-athlete and/or parent is not satisfied with the coach's response they can request a meeting with the Director of Activities. The Director of Activities will set-up a time to meet with the coach, parent, and student-athlete to discuss the concerns further. Procedures regarding what will and will not be discussed will still be followed
  - 5) If the student-athlete and/or parent is not satisfied with the Director of Activities response they can request a meeting with the principal to discuss their concerns.

**It should be noted that at no time during this process will a student-athlete be compared to other team members or will an explanation be offered as to why another team member is starting over or playing more than another student-athlete. The decision on who starts and who plays is solely made by the coaching staff. The coaches are at practice everyday and are hired to be the professionals at South Tama County High School.**

## **Awards and Recognition for Participants**

At the high school level, how a sponsor/coach decides to arrange for awards recognition is left to one's own discretion. Some examples are banquets, picnics, pizza parties, dessert bars, and gatherings at school, private homes, nature centers, and various other arrangements. The coach/sponsor is the person who should delegate responsibility for this occasion. Examples of delegating are the following:

1. Using the activity office to send out mailings and print fliers.
2. Having a group of parents such as junior/senior parents be in charge of the format or decorating etc...
3. Using assistant coaches to help with organization.
4. The sponsor handles the major details and splits other responsibilities with participants.

Other items of importance are as follows:

1. Set the date, location and format for the awards presentation.

2. Send invitations to members, parents, cheerleaders, volunteer helpers, radio/newspaper personnel, and any others who may have played a significant role in your activity.
3. Provide the lettering requirements for your program
4. Turn in a complete list of all awards to the activity office at least one week in advance so that certificates/awards can be prepared. Remember that the activity department does not pay for any awards above and beyond the certificates and chenille awards.
5. Each student should receive a certificate of participation or letter certificate. An award packet/envelope is appropriate.
6. Students and parents appreciate an end of the season booklet of statistical information, news articles, pictures, highlight c.d.'s etc...
7. Determine what levels of participants will be included. Some activities include 9-12 while other might be just for 9th grade teams -- both are fine.
8. Try to keep things moving at the awards gathering. Be organized and efficient with time.

Keep in mind that the purpose of the awards gathering is to promote team/family/school relations in a positive manner to end a season. It is a time to celebrate the commitment of the participants, parents, coaches and all involved in the activity. It is a time to laugh together, eat together, to reflect upon the good feelings and enjoyable experiences that occurred during the season. It is a time to make good memories for all. This is a good thing!

At the middle school level students should be given some type of participation certificate but an awards night/gathering is not necessary. Other awards such as hustle/sportsmanship/etc. are permissible but should always reflect the middle school philosophy. **Awards for statistical performance such as points scored, MVP, etc. are discouraged.**

## **Overnight Trips**

Keep in mind, these trips are extensions of the school day and guidelines already in place govern actions and habits of both student and supervisors. No smoking, no alcoholic beverages, conduct as per usual school day. The following procedures should be followed:

1. Have a defined itinerary to give to parents and students including time schedules, activities, money, and other needs (what to bring).
2. List of all students, supervisors, parent/guardian, with phone numbers (home and work) also include a secondary phone number of a close relative. List of all administrators with phone numbers (home/work).
3. Assign rooms, separating students from normal peer groups.
4. Whenever possible, a certified staff, or authorized adult chaperone staying in every room, One supervisor for every 3 students would be adequate. Students are never to be in any room other than those designated for the entire group. No one other than our group members are to be in our rooms unless given direct permission from the head sponsor.

5. The Head Sponsor, Activities Director and the Principal will determine the number of supervisors/sponsors. Expenses for spouses are not reimbursable unless acting as a supervisor/sponsor. Reimbursement for sponsors is only allowable when they are on overnight status.
6. Behavior contract signed by student including the following; expected rules of conduct, parental permission, parent phone numbers, doctor, medical needs/awareness, disciplinary measures to be taken (parents to come immediately and pick-up any student who is violating trip rules).
7. Prior to departure, luggage checks, limitations on amount of luggage per individual, review of overnight policy with all members.
8. Collection of all behavior contracts/parent permission, make sure the head supervisor carries these items.

The following are just a few suggestions that have been successful in past overnight ventures:

Room checks regularly, room curfews, lights out time limits, room blocks on ordering videos, adult movies, long distance calls, supervisors to be very aware of the importance of following through with the policy statements. On return, plans for student pick-up at school.

For more information refer to Board Policy 503.75

**State bound students and coaches will be financially supported as long as they remain in the competition. Once the team/participant has been eliminated from competition, financial support from the activities department will cease.**

## **Bus Guidelines**

The following rules and regulations are an accumulation of past and present recommendations for co-curricular and extracurricular bus trips. The purpose of addressing this issue is to clarify and define for staff, students and parents/guardians guidelines for the safe transportation of all those involved.

1. All passengers are to be seated while the bus is moving
2. The bus driver has final decision regarding travel in all types of weather conditions and mechanical operations of the bus and also in routes taken to arrive at the proper location. The head sponsor/coach is back up to the driver, if the driver would become unable to perform these duties. If the driver leaves the location of the event, the driver is to secure permission from the head sponsor/coach, and notify the sponsor/coach of the destination and expected time of return. The bus driver is also responsible for the security of the bus while vacant or parked.
3. The head coach/sponsor is responsible for the conduct of all passengers, necessary disciplinary measures to assure safety of all passengers, decisions concerning where and when the bus will stop for food, drink, restrooms, breaks, eating and drinking on the bus, use of windows, seat assignments and other matters of this nature. The sponsor/coach is also responsible for the cleanliness of the bus following return of the trip.

4. Passengers are to keep body parts and objects inside the bus, out of the aisle, and to yourself.
5. Conduct of students, appropriate clothing, language and manner are specified in the student handbook and are to be followed accordingly. Disciplinary guidelines are also addressed in this handbook and are to be used for matters not specifically mentioned in this policy.
6. On all extracurricular athletic bus trips, male and female passengers are to be separated (front of the bus, back of the bus for cheerleaders-- side to side for events such as girls/boys track, etc.) The sponsor/coach is to sit in between the front and back separating the genders. The sponsor/coach can give permission for boys and girls to sit together for a short time period (5 minutes or less). The sponsor/coach is also to monitor (move up and down the aisle) the bus periodically to check for student safety as well as inappropriate behavior
7. Trash bags will be provided for disposal of garbage. Passengers are to keep the bus neat and clean at all times. Absolutely NO LITTERING
8. Students are to return from the event on the bus unless the parent or legal guardian has signed the non-school travel request form at the event and in the presence of the sponsor/coach.
9. Bus cameras will be available at the request of the sponsor/coach, driver, and administrator. Please give the transportation supervisor a 24-hour notice.
10. If an incident occurs, the activities director or building principal is to be contacted within 24 hours (immediately if necessary). A written report will need to be turned in to the administration no later than 48 hours after the incident.
11. An adult sponsor/coach is to remain on site until all students have left the school grounds following the out-of-town event.
12. The bus driver may be assigned supervision duties by the head sponsor/coach.
13. A cell phone should be taken on the trip if available. The head sponsor/coach can check with the high school or middle school office for cell phone availability. Use of cell phones by student will be at the discretion of the supervising sponsor/coach. Each sponsor/coach will make clear all rules and regulations regarding use of cell phones prior to the first bus trip for each activity.

Sponsors/coaches can add to this list of rules, as they deem necessary

Disciplinary measures:

- A. 1st offense: Verbal warning
- B. 2nd offense: Verbal warning and change of seat to near that of sponsor/coach. Meeting with parent, student and activities director.
- C. 3rd offense: Change of seat to near sponsor/coach. Removal from next extra-curricular or co-curricular bus trip. Meeting with principal, activities director, parent and student.

Emergency, administrator and student phone numbers should be available

## **Accounting**

Student Activity Funds are established to direct and account for monies used to support **co-curricular** and **extra-curricular student activities**. Student Activity funds are “public funds,” and as such are subject to the statutory requirements for all public funds of the School District. Public funds may only be spent for the public benefit, and student activity funds may only be spent to support student activities.

In Iowa, all funds collected through student activities are under the fiduciary control and responsibility of the School District’s Board of Education. The Board establishes policies, and then procedures are put into place by the School District’s Administration/Business office to establish internal control over these funds, and to ensure compliance with Board policies and other statutory requirements including Dillon’s Rule; Chapter 298A of the Code of Iowa; Iowa Department of Education Administrative Code Section 281-12.6(1); court cases; and opinions of the Iowa Attorney General. Pertinent South Tama County Schools Board Policies include 803.25 Use of Credit Card, 804.20 Internal Controls and 804.40 Expenditures for Public Purpose.

Revenues derived from, and expenditures to support, any of these types of student activities must be accounted for in the Student Activity Fund. All activity funds must be reported in the district’s financial statements and are subject to the district’s audit.

All funds from all student organizations and activities are owned by the school district – students are not owners of the funds. Any excess of revenues over expenditures for any student activity remains under the control of the board, and may not be distributed to any individual member of such activity. Residual interest in all student activity moneys belongs to the district. Upon dissolution of such activity, such as a graduating class, etc., the surplus must be used to support other student activities in the student activity fund. Funds may not in any event be devoted to or allocated to any private organization, nor may they be added to the General Fund.

## **Revenues**

Revenue sources include income derived from student activities and interest on the investment of those moneys. and any other receipts derived from student body co-curricular or extracurricular activities, contests, and exhibitions. These revenues must be associated with activities that generate revenues to be used for the benefit of the school. A general rule of thumb is that if a *student organization* is in charge of the enterprise activity, the money should be accounted for through the activity fund. If, however, the district determines the use of the funds, the money should be accounted for with other district funds.

Examples of revenues which are not appropriate for Student Activity Funds:

- Donations from organizations that are considered ‘undesignated donations’ (Target, Lifetouch picture commissions, Box Tops). The use of those funds is generally more instructional in nature.
- Collections for field trips, which are instructional in nature. (Typically if a field trip is at all considered instructional, the District has no legal authority to charge a fee.)
- Revenues from exclusive vendor contracts.

## Expenditures / Purchases

Appropriate expenditures include the ordinary and necessary expenses of operating district sponsored and supervised student co-curricular and extracurricular activities. Again, remember that all Student Activity Funds are public funds, and expenditure must serve the public purpose. It is some times difficult to determine whether an expenditure does indeed serve such a purpose. The form on page 32 is designed to help with that determination. Expenditures that may not be made from Student Activity Funds include the following:

- The cost of optional equipment or customizing uniforms
- Hospital or medical claims for student injuries or procurement of student medical insurance
- Optional costs related to activities such as excessive promotional costs (tickets, posters, advertising)
- Membership fees in student activity related associations if the fees are optional, in that non-member schools may participate in sponsored events
- Personal items of clothing (shirts, jackets, etc) for District employees (including coaches)
- Cash or gift certificates to student members of activity groups
- Staff meals unless in overnight status
- Staff gifts
- Student instructional or in-service supplies
- Any expenditures more appropriate to other funds (again, Student Activity Fund is not to be used as a clearing account)
- Field trips that are instructional in nature (generally a field trip during a day that is counted by the district as a day of instruction)
- Donations – school organizations are not permitted to make donations to other non-profit organizations **unless** that particular purpose was identified prior to raising funds.

Expenditures that may be made from public moneys include:

- The cost of uniforms *if* the following two tests are met:
  - The activity is a part of the school's educational program, and
  - The wearing of the uniform or equipment is necessary in order to participate
- General purpose tickets used for appropriate internal accounting controls
- Expenses to operate district-sponsored and district-supervised extra curricular and co-curricular events and activities, which would include but not be limited to: supplies, officials' pay, and team travel
- Professional develop for coaches and sponsors

To request a check be issued for an expenditure:

- ✓ Every request for expenditure must be accompanied by a properly authorized Purchase Requisition and/or Purchase Order.
- ✓ Payment will be made when original invoices, receipts, and/or packing slips are submitted to the Business Office.

- ✓ Sponsors or others who make expenditures from their personal account and later seek reimbursement may not be approved for reimbursement without the proper described documentation.
- ✓ Checks are written on Fridays; payment requests received after Thursday noon will wait until the following Friday for payment.

The purchase of gift certificates for volunteers presents the special problem of deciding whether the purchase “serves the public purpose.” The Iowa Auditor of State recommends that each incidence be considered by the Board and included in Board minutes as considered in Open Session. Even after such consideration, there is always the shadow of doubt whether the purchase legally serves the public purpose, and additionally the issue of public perception as to its propriety. Definitely, if the volunteer is an employee, the amount of the gift must be included on the employee’s W-2. The Auditor of State suggests that a better alternative might be to ask a Booster Club to provide the gift certificate(s) in lieu of using public funds. Other suitable options might include recognition through certificates, announcements, media articles, etc. See STC Board Policy 804.40 Expenditures for Public Purpose.

## **Cash Receipts**

Generally, many individuals are involved in the collection, assignment, and disbursing of student activity funds. Often sizeable amounts of cash are involved. For these and many other reasons, proper internal controls must be in place, not only to safeguard the funds, but also to protect individuals from even the appearance of any impropriety. Allegations of misuse or neglect, even unfounded allegations, can ruin a person’s reputation and credibility, and proof of proper controls is absolutely mandatory in order to thwart such allegations. See STC Board Policy 804.20 Internal Controls. (Attached)

Cash receipts from activities – at a minimum, the following procedures should be followed:

- Whenever possible, building offices should take money from students. This ensures the protection of activity sponsors from accusations of fraud and negligence. If not, the following procedures should be followed:
  1. A pre-numbered receipt should be issued to each individual
  2. A listing of the receipts, showing individual’s name, check number, date, and purpose must be filed with the in-house copy of the bank deposit slip, and available for audit. (Sample Fundraising Reconciliation Form included with this manual.)
  3. Money should always be kept in a secure location, with a very limited number of persons having access.
  4. Receipts should be forwarded regularly to the Building Office or Central Office for deposit, or immediately upon completion of the event.

Reconciliations – Sponsors and others involved with Student Activity Funds should take every opportunity to design reconciliations that easily document proper accounting practices. Examples would include:

- Yearbook advertisements – Sponsor payments for advertisements should be reconciled to the actual advertisements published. This reconciliation is to be

submitted to the central office for review, and will be available for the District's annual audit.

- Student meals – occasionally a check is issued to a coach to pay for student meals at a state event. At a minimum, a list of each student receiving funds should be maintained, with students signing off that they have received the funds, and the amount received. Receipts for each meal should be maintained, and leftover money returned to the Central Office for deposit.
- Inventories – activities such as concessions, vending activities, or other re-sale activities will keep perpetual inventory records that can be reconciled to revenue and expenditure amounts.

## **Fundraising**

Students may raise funds for school activities and projects related to club upon the recommendation of the building principal and/or activities director. Funds raised remain in the control of the school district and the board of education. Approval for purchases must also be given by the principal and/or the activities director prior to spending the money raised.

Organizations should limit their fund raising requests to one per year. Other fund raising events can be used to raise funds if approved by the principal/activities director.

All groups are strongly encouraged to use good judgment in organizing these activities, and all school regulations shall be observed.

Solicitation for money from businesses etc. is not permitted. Organizations are to raise funds by selling a service or product, which must first be cleared through the proper channels mentioned above.

If fundraising is used by an activity group, the first priority will, of course, be the safety and security of students. For instance, students should not go door-to-door alone, if at all. Alternatives to such fundraising should always be considered. **Each fundraiser should have a specific purpose that is clearly stated.**

- Students and parents should be informed of the goal of the fundraiser and given an option to write a check directly to the organization instead of participating in the fundraiser.
- Persons purchasing goods or services from students should be provided with all relevant information about how the funds will be used.
- Internal Revenue Service guidelines say it is the District's responsibility to inform the public what portion of their purchase, admissions, etc is tax deductible as charitable donations (or that they are not). Generally, admissions are not considered tax deductible, but if part of the admissions is to be considered a gift, the public should be made aware of that fact.
- Sponsors will not set an amount that each student is required to raise.
- Rewards to individual students should be minimized, or given to the group as a whole. The emphasis should be on working together for the benefit of the group.
- Completed fundraising authorization and reconciliation forms are required (enclosed)





***SOUTH TAMA COUNTY SCHOOLS***  
**Fundraising Authorization Form**

**Any sponsor collecting funds related to student activities for the Activity account must complete this form and bring it to the Principal or Activities Director for approval.**

Date: \_\_\_\_\_

Person completing this form: \_\_\_\_\_

Club/Activity: \_\_\_\_\_

Dates of Collection: From \_\_\_\_\_ to \_\_\_\_\_

Money will be collected for (purpose): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Service/Product(s) being sold: \_\_\_\_\_

Gross sales expected: \_\_\_\_\_

Net value of the product (markup) \_\_\_\_\_

\_\_\_\_\_  
Signature of person supervising the fundraiser Date

\_\_\_\_\_  
Signature of Administrator authorizing the fundraiser Date



***SOUTH TAMA COUNTY SCHOOLS***  
**Fundraising Reconciliation Form**

**Any sponsor collecting funds for the Activity account must complete this form and bring it to the office for completing the transaction for the depositing of funds.**

Date: \_\_\_\_\_

Person completing this form: \_\_\_\_\_

Money to be credited to account/club: \_\_\_\_\_

Dates of collection: From \_\_\_\_\_ to \_\_\_\_\_

Money was collected for: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Change \_\_\_\_\_

Currency \_\_\_\_\_

Checks \_\_\_\_\_ (see reverse side of form)

Less Starting Change \_\_\_\_\_

Total Deposit \_\_\_\_\_

\_\_\_\_\_  
Signature of person bringing money to the office

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Office Personnel accepting money

\_\_\_\_\_  
Date

# *SOUTH TAMA COUNTY SCHOOLS*

## End of Season Report

---

### **THE FOLLOWING MATERIAL IS NEEDED AT THE END OF YOUR SEASON**

Please type the info right into this document and return to the activities office electronically. This document is due within 4 weeks of the conclusion of your season.

Coach:

Sport:

1. Accurate number of athletes that began the season, quit during the season, and concluded the season.
  2. List of equipment and where items are stored.
  3. Condition of the equipment.
  4. Recommendations and needs for next season. Please list specific equipment needs including quantity and model type.
  5. Results from each contest (overall record).
  6. Superintendents report (summary of the season; 5 to 6 sentences).
  7. List of students who have not turned in equipment and what needs to be turned in. List of what attempts you have made to get equipment.
  8. What were the major accomplishments this season?
  9. What areas of growth could be improved on by the coach to enhance the program in the future?
  10. Self Evaluation form – next page
-

**South Tama Schools**  
Head Coaches Evaluation Report

Employee Name \_\_\_\_\_ Position \_\_\_\_\_

Years of Coaching at STC \_\_\_\_\_ Report Date \_\_\_\_\_ Date of last evaluation \_\_\_\_\_

RATING SCALE EXPLANATION

0. Not applicable or not observed
1. Unsatisfactory – Level of coaching that is below acceptable standards. An immediate remedy is necessary.
2. Needs improvement – Level of coaching that is minimally competent, and improvement is likely to occur with experience and guidance.
3. Proficient – Level of coaching of an experienced person who knows their content, players, activity, and has a wide repertoire of strategies and activities to instruct players and guide asst. coaches when possible. This coaching is satisfactory in this area, but improvement is encouraged.
4. Excellent – Level of coaching of a master coach who has attained the absolute highest degree of excellence possible in their field. No improvement is possible in this area. This coach is an example to others of superior coaching this aspect.

<b>Leadership</b>	0	1	2	3	4
Provides leadership for assistant coaches with direct instruction in the best practices of coaching necessary for an effective program					
Displays and encourages appropriate conduct and appearance before, during, and after all team activities					
Effectively motives in a positive, constructive manner and encourages the progress of participants and assistant coaches toward desired goals					
Responsible for the conduct of participants and assistant coaches during competitions and practices					
Proactively seeks to mitigate potential issues and has a solutions based mindset which sees opportunities rather than obstacles					
Devotes time and energy toward coaching duties and responsibilities with enthusiasm, commitment, energy that is a model to others					
Creates, implements, and improves schedules and plans for the entire program regarding scheme, progression, jargon, development, etc.					
Supports and promotes the school mission and vision, and is an advocate for students, the program, the department, and school district					
Annually evaluates assistant coaches for improvement, and coordinates with administrators for building and enhancing their staff					
Assumes full responsibility for their overall program, adhering to and supporting the expectations, policies, guidelines and philosophy of the school district and all governing bodies					
Guides, develops, coordinates, and is responsible for off season workouts, feeder programs, and all developmental levels					
<b>Development</b>	0	1	2	3	4

Teaches the skills, knowledge, rules, attitudes, fundamentals, and attributes required to all participants so they may succeed					
Designs high quality practice sessions and team activities focused on player and team development, improvement, and success					
Regularly assesses participant performance during practices and competition, and makes appropriate adjustments					
Regularly meets with participants individually to discuss performance, academic standing, goal setting, and improvement					
Knowledgeable and highly versed in current best practices of coaching methodology, techniques, and skills, which are clearly utilized					
Regularly self reflects and seeks to improve as a coach					
Actively participates in professional growth and is receptive to input					
Fosters and develops leadership, integrity, and continuous improvement among assistant coaches and participants					
Attends all pertinent governing body meetings					
<b>Relationships</b>	0	1	2	3	4
Develops strong positive relationships with participants, coaches, faculty, staff, the general student body, opponents, game officials, school employees, community, and the media					
Develops strong positive relationships with athletic trainers, doctors, and other medical staff on behalf of student health and safety					
Cooperates with others to promote participation in multiple school activities, shared space, etc.					
Effectively communicates with others, and is able to convey guidelines, procedures, policies, philosophy and pertinent information to participants, family members, community members and others					
Establishes trust, respect, and engaging rapport with others which benefit students, coaches, and the athletic program					
<b>Procedures</b>	0	1	2	3	4
Follows appropriate purchasing procedures and policies in a timely manner					
Responsible for securing all facilities/equipment and the care and maintenance of facilities/equipment used during team activities					
Assists administrators in the preparation and management of the budget, roster, records, awards,					
Prepares and submits an inventory of all supplies and equipment within 7 calendar days after the end of the season					
Ensures that participants are supervised from the time the first participant arrives for practice until the last participant leaves campus					
Meets all state, association, conference, school guidelines, policies, duties in a timely manner					

**Recommendations, commendations and/or comments by Supervisor:**

Supervisor's Signature \_\_\_\_\_

Conference Date \_\_\_\_\_

\* \* \* \* \*

The signature of the employee verifies receipt of a copy of this evaluation.

Employee's Signature \_\_\_\_\_

# Self Evaluation Form

## Coach Self Evaluation Tool

The purpose of this tool is to assist you in identifying the areas of coaching that you need improve upon. Give yourself an honest rating under each category. Once you have completed the evaluation, total your score and see how you measure up on the meter below.

**(1) Strongly Disagree (2) Disagree (3) Agree (4) Strongly Agree**

### Organizational Skills

I arrive on time 1 2 3 4

I dress appropriately 1 2 3 4

I always prepare a practice/training session plan with logical progressions 1 2 3 4

I challenge all student-athletes 1 2 3 4

I show concern for the health and safety of all of my athletes during practice and competition 1 2 3 4

I set clear boundaries for student-athletes 1 2 3 4

I have the ability to treat minor injuries and exhibit reasonable conduct when handling accidents or emergencies 1 2 3 4

I have a system for organizing uniforms and other equipment 1 2 3 4

### Instructional Skills

I introduce skills clearly and accurately 1 2 3 4

I demonstrate skills properly and uses correct techniques 1 2 3 4

I ensure that the activity is suitable for the age, experience, ability and fitness level of each athlete 1 2 3 4

I encourage questions and creates a non-threatening

practice environment	1 2 3 4
I explain the reason for doing the activity/drill	1 2 3 4
I assist in the development of short and long-term goals, for each athlete and for the team	1 2 3 4
I have the ability to analyze player's strengths and weaknesses	1 2 3 4
<b><u>Communication and Interpersonal Skills</u></b>	
I am enthusiastic and positive	1 2 3 4
I am dedicated to the sport and the team	1 2 3 4
I demonstrate a sense of fair play and promotes sportsmanship	1 2 3 4
I am patient and tolerant	1 2 3 4
I am honest and fair	1 2 3 4
I am a good role model and sets a positive example at all times	1 2 3 4
I treat all players equally and enforce team rules consistently	1 2 3 4
I use appropriate verbal and non-verbal communication with all stakeholders	1 2 3 4
I find a way to make all the athletes feel good about themselves	1 2 3 4
I know when to use discipline and when not to	1 2 3 4

\_\_\_\_ **Total**

**STC Athletics & Activities Coach Meter:**

75 – 100      **Excellent**, you are a well-organized coach and have great communication skills. Keep up the good work and continue your coaching development through further training, education and certification!



- 50 – 75      **Good**, you have mastered some of the necessary skills but need to improve certain areas of your coaching expertise. Contact your Director of Athletics & Activities to find some resources available for your specific needs.
- 25 – 50      **Needs Improvement**, you could use some help in some areas of your coaching and would benefit from more interaction with other coaches in your sport and from exploring and accessing the considerable resources with your Director of Athletic & Activities.
- 1 – 25      Please contact your Director of Athletics & Activities about signing up for the NCCP program to develop your coaching skills and to make you more comfortable and effective in fulfilling your coaching responsibilities. You have what it takes to become a great coach one day!

# ***SOUTH TAMA HIGH SCHOOL ATHLETICS***

## ***Assistant Coach Performance Assessment***

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

Coaching Assignment: \_\_\_\_\_

Year: \_\_\_\_\_

<u>Coaching Performance</u>	<u>Levels of Performance</u>
-----------------------------	------------------------------

***INTERPERSONAL RELATIONS***

- |   |                          |     |                          |               |                          |                   |                          |       |                          |        |
|---|--------------------------|-----|--------------------------|---------------|--------------------------|-------------------|--------------------------|-------|--------------------------|--------|
| A. Promotes sportsmanship at events and practices.  | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| B. Prepares and / or assists in implementing practice plans.  | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| C. Displays good preparation in areas of team mechanics, emotional readiness, and individual skill development as assigned by the Head Coach. | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| D. Shows concern for the safety and well being of athletes.   | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |

***KNOWLEDGE OF SPORT AND RULES***

- |  |                          |     |                          |               |                          |                   |                          |       |                          |        |
|--|--------------------------|-----|--------------------------|---------------|--------------------------|-------------------|--------------------------|-------|--------------------------|--------|
| A. Demonstrates proper care of injuries and injury prevention.                     | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| B. Demonstrates, conveys, and properly instructs knowledge of the sport.           | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| C. Has knowledge of and abides with the rules and regulations governing the sport. | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| D. Demonstrates consistency with respect to philosophy and ethics                  | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |

***PERSONAL CONDUCT***

- |   |                          |     |                          |               |                          |                   |                          |       |                          |        |
|---|--------------------------|-----|--------------------------|---------------|--------------------------|-------------------|--------------------------|-------|--------------------------|--------|
| A. Commands respect and models a positive example.                              | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| B. Respects individual athletes and all others who are involved in the program. | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| C. Is ethical in dealing with all those involved in the program.                | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |

***RELATIONSHIP WITH***

### ***ATHLETES***

- |  |                          |     |                          |               |                          |                   |                          |       |                          |        |
|--|--------------------------|-----|--------------------------|---------------|--------------------------|-------------------|--------------------------|-------|--------------------------|--------|
| A. Is positive, encouraging and supportive in criticism of participants.                                   | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| B. Establishes and maintains consistent discipline in accordance with program and administrative policies. | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| C. Shows respect for athletes as individuals.  | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| D. Appropriately acknowledges and positive feedback of athletes individual and team success.               | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |

### ***MANAGEMENT RESPONSIBILITIES***

- |  |                          |     |                          |               |                          |                   |                          |       |                          |        |
|--|--------------------------|-----|--------------------------|---------------|--------------------------|-------------------|--------------------------|-------|--------------------------|--------|
| A. Cooperates in the development of information relative to the program including equipment and personnel.                                 | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| B. Maintains accurate statistics relative to sport specific information / Communicates these to the appropriate individuals and or groups. | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |

### ***PROFESSIONAL RESPONSIBILITIES***

- |  |                          |     |                          |               |                          |                   |                          |       |                          |        |
|--|--------------------------|-----|--------------------------|---------------|--------------------------|-------------------|--------------------------|-------|--------------------------|--------|
| A. Provides supervision and administration of team members in regards to contests, practices, transportation and the locker room.                          | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| B. Cooperates with staff members in the program as well as various staff members and administrators.   | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| C. Participates in professional development relative to his/her sport.   | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| D. Accepts recommendations from supervisors.   | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| E. Communicates with parents and players regarding expectations.   | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |
| F. Carries out duties as assigned by the Head Coach as they would pertain to clerical work, strategy meetings, equipment issued, and facility preparation. | <input type="checkbox"/> | N/O | <input type="checkbox"/> | Does Not Meet | <input type="checkbox"/> | Needs Improvement | <input type="checkbox"/> | Meets | <input type="checkbox"/> | Excels |

### Post Season Reflection and Discussion

Head Coaches as well as Assistant Coaches should complete the following reflective questions and then use them as the basis for a post-season discussion. All assessments will be turned into the Activities Office.

9. How would you rate your performance this season in relationship to your role within the program?

10. What do you believe overall went well this season?
11. What do you believe overall did not go well this season?
12. Do you believe that you were able to accomplish your pre-season goals? If so how? If not, why?
13. What would you consider are three strengths that you bring to the program?
- a.
  - b.
  - c.
14. What are three areas of growth that you could improve as a coach to assist in improving the program?
- a.
  - b.
  - c.
15. What areas of improvement or growth would you as a coach focus on to improve next year that would improve the program?
16. What action plan would you initiate during the off-season and/or during the season to improve yourself as a coach?

---

Assistant Coach

---

Head Coach

---

Activities Director

# Non-School travel Request Form

Parental signature on the form below indicates that the parent is taking responsibility for the transportation of their student from the event listed below. Their signature relieves the school regarding the transportation of the student from the event listed

**Date:**

**Event:**

**Site:**

I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____
I _____	am taking responsibility for transportation of	_____

# COACHES CODE OF ETHICS

## NFHS COACHES ASSOCIATION

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with utmost respect and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

**The Coach** shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and thus shall never place the value of winning above the value of instilling the highest ideals of character.

**The Coach** shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, and school administrators the state high school athletic association the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach** shall avoid the use of alcohol and tobacco products when in contact with players.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

**The coach** shall exert his or her influence to enhance sportsmanship by spectator, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**The Coach** shall respect and support contest officials. The coach shall not indulge in conduct, which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**The coach** should meet and exchange cordial greeting with the opposing coach to set the correct tone for the event before and after the contest.

**The coach** shall not exert pressure on faculty members to give students special consideration.

**The coach** shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

**COMMUNITY SCHOOL DISTRICT OF SOUTH TAMA COUNTY  
1702 HARDING STREET - TAMA, IOWA 52339  
Transportation Department -- (641) 484-2675  
Maintenance Department -- (641) 484-5702**

Date:

To: The School Board

From: Chad Woosley  
Transportation Manager

It is my recommendation that we purchase the 77 passenger bus from Hoglund bus in Marshalltown at the price of \$ 89,999.00 . We had 3 bids turned in on the 13<sup>th</sup> of June .

Blue Bird	\$99,019.00
Thomas Built	\$95,780.00
Hogland Bus	\$89,999.00

The bids were opened at the admin building with Mary Boege , Chad Woosley , Sue Haughey present .

Thank you  
Chad Woosley  
Transportation manager