



HANDBOOK

CONSTITUTION

EXECUTIVE TIMELINES

AWARDS

DISTRICT DIRECTORS



**IOWA HIGH SCHOOL ATHLETIC
DIRECTORS ASSOCIATION**

**CONSTITUTION
and
BY-LAWS**



IHSADA Executive Director Timeline



Early March

- A. Prepare and send the Pre Convention Survey
- B. Finalize Convention Sponsors with Business Manager
- C. Finalize the Financial Report for the Convention with the Business Manager
- D. Finalize the Retired AD's portion of the Convention with the Retired AD Liaison.
- E. Finalize the LTI Courses to be offered and make the financial arrangements.

March

- A. Report the results of the Pre Convention Survey to the membership.
- B. Meet and coordinate at the State Convention Site prior to the state convention.
- C. Identify & Organize who houses placards & signs.
- D. Make contact with the Coralville Business Bureau for bags and gift items.
- E. The Coralville Business Bureau promised \$1500 donation toward the 17, 18, & 19 Conventions. (Who is the contact person?)

April

- A. Prepare Executive Board and District Directors list of phone, email, & addresses
- B. Coordinate with the Newsletter Chairperson for the 4th Quarter Newsletter.
- C. Prepare, send and report the results of the Post Convention Survey.
- D. Presentation of a summary of the State Convention, attendance figures, sponsorship, vendor information and an overall look at the convention.
- E. Coordinates the convention financial report for the April Board Meeting.
- F. Review the State Convention and develop recommendations for the next convention.
- G. Preparation will begin for Strategic Plan Development.

May

- A. Begin work on the Strategic Planning Session.
- B. Order IHSADA lapel pins if necessary.
- C. Update mailing lists

June

- A. Make Room arrangements for Section IV Meeting.
- B. Attend the Section IV Meeting.

July

- A. Attend the NEDC Summer Summit.
- B. Make travel arrangements for the Summer Summit.
- C. Finalize the Financial Summary for the Summer Retreat.

August

- A. Attend and advise the Summer Retreat of the Executive Board
- B. Coordinate Marketing Plan for sale of clothing Items for the coming year.
- C. Coordinate with the Newsletter Editor for the 1st quarter newsletter.
- D. Participate in the New AD's workshop in conjunction with the IHSAA & IGHSAA.

IHSADA Guidelines for Awards

OUTSTANDING SERVICE AWARD

1. Maximum seven (7) award winners. May be active or retired.
2. Ten years of contributions to Iowa secondary school athletics.
3. Community Volunteer.
4. Nomination deadline is October 31.

ADMINISTRATIVE AWARD

1. Maximum of two (2) award winners. May be active or retired.
2. Ten years of contributions to Iowa secondary school athletics.
3. Contributions must be performed outside the role/position of athletic director.
4. Nomination deadline is October 31.

SPORTS MEDIA PERSON OF THE YEAR

1. Maximum of two (2) award winners. Currently active in media/journalism.
2. Ten years of significant contributions in support of Iowa athletics.
3. Nomination deadline is November 1.

SPORTS MEDICINE PERSON OF THE YEAR

1. Maximum of two (2) award winners
2. Currently active.
3. Ten years of significant contributions in support of athletics in their community or State.
4. Nomination deadline is October 31.

ADMINISTRATIVE ASSISTANT AWARD

1. Nominated by IHSADA member.
2. Denote years of service and achievements to school programs.
3. Nominations due October 20.
4. Selected at November Board meeting.

ATHLETIC DIRECTOR EMERITUS

1. Years as active AD + years of IHSADA membership must = 65.
2. Association membership may be accepted from other states.
3. Awarded pin, framed certificate and mug.

ADMINISTRATIVE ASSISTANT EMERITA

1. Minimum 25 years as athletic administrative assistant.
2. Includes active and/or retired Athletic Administrative Assistants.
3. Awarded pin, certificate and plaque.

LENGTH OF SERVICE AWARDS

1. Starting Fall 2020, AD must be a member of the IHSADA.
2. Framed Certificate: 5 and 10 years. Plaques: 15, 20, 25, 30, 35, 40



ATHLETIC DIRECTOR OF THE YEAR

Criteria

1. Ten (10) years as a High School and/or Middle School –Junior High Athletic/Activities Director.
2. Active/past membership in the Iowa High School Athletic Directors Association. Award winners must be members.
3. Nominations must pertain to the district where school is located.
4. Special contribution and accomplishments toward secondary athletics/activities in Iowa or the Nation.
5. Will be awarded AD of the Year ring.

Procedure

1. Nominees solicited at District Board meetings. Nomination forms published in the newsletter and/or the IHSADA website.
2. Nominations announced at each District Meeting.
3. Nomination approval at November Board meeting.

HALL OF FAME

1. Eligible after retirement, based on IHSADA contributions.
2. Plaque presented at state convention.
3. Hall of Fame awards can be presented posthumously.

PRESIDENTS AWARD/RING

1. Award (optional) by current President to selected recipient(s).
2. Ring issued to incoming President.

BEVERLIN PLAQUE

1. Given to IHSADA outgoing President.

BOB WHITE AWARD

1. Given to recipient determined by Executive Board.

NIAAA STATE AWARD OF MERIT

1. Member of NIAAA the past two (2) years.
2. Strong leadership role in State and National organizations.
3. Service to school and profession.
4. Long term contributor to Athletic Administration.
5. Award presented at State Convention.

IHSADA STUDENT SCHOLARSHIP

1. Five (5) District scholarships. Male and female. Ten (10) total.
2. One (1) State winner. Male and female. Two (2) total.

3. Includes active AD's and Athletic Administrative Assistants.

IHSADA

District Athletic Director's Handbook

Iowa High School Athletic Directors Association
(IHSADAM) Multicultural, Nonsexist Policy Statement

It is the policy of the IHSADA not to discriminate on the basis of gender, race, national origin, creed, age, marital status or physical disability in its educational programs, activities, or employment policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments, and the Federal Rehabilitation Act of 1973.

Statement of Purpose

The purpose of this handbook is to inform the four district officers of their duties as they pertain to the Iowa High School Athletic Directors Association. The district officers are an important part of the general organization and therefore, it is important that their duties are made clear. The information contained in this handbook is taken from the Iowa High School Athletic Directors Association Constitution and By-laws as well as past experiences of former directors.

The Iowa High School Athletic Director

Serving Middle School, Junior/Senior High Athletics in Iowa

STRIVES to develop and maintain a comprehensive athletic program which is in harmony with and contributes to the total school program.

CONSIDERS the well-being of the entire student body and supports its principles of due process that protects the civil and human rights of all individuals.

ACTS impartially in the execution of basic policies and the enforcement of conference or league, state high school boys association (IHSAA) and girls union (IGHSAU) rules and regulations.

COOPERATES with honesty and integrity and fulfills professional responsibilities in all relations with students, colleagues, coaches, administrators and the general public.

IS COMMITTED to high standards of ethics, sportsmanship, and personal conduct on the part of the administrators, coaches, and athletes representing the school.

Iowa High School Athletic Directors Association
District Directors Handbook

Taken from Article IV, Section 2, Constitution & By-laws:

The district directors shall consist of two representatives from each of the five (5) Iowa High School Athletic Directors Association's Districts (Northwest, Southwest, Central, Northeast and Southeast). A director from each district shall be elected at each of the five districts athletic director meetings in September/October and will serve for a period of two years.

The time in office for directors shall start and end with the final Board meeting of the school year.

Taken from Section 9, Constitution and By-laws:

The director shall serve as the representative of their respective district. They shall assist the Executive Board officers in conducting the business affairs of the Association. Jointly, they shall be responsible for arranging the fall district meeting of their respective district. The senior directors shall be responsible for conducting the fall meeting, while the junior director shall be responsible for district membership.

Progression of District Officers

(All duties assumed after the final Board meeting of the school year)

SENIOR DIRECTOR



JUNIOR DIRECTOR



DISTRICT PRESIDENT



DISTRICT SECRETARY

(elected at the fall district meeting)

District Athletic Director's Handbook

Senior Director Duties

1. Specify district meeting procedure.
2. District representative to the IHSADA Board of Directors, IHSAA and IGHSAU.
3. Responsible for selection of district AD of the Year.
4. Organize the annual fall district meeting.
5. Delegate fall meeting organization to the District President.
6. Liaison between the IHSADA Executive Board and the district AD's.
7. Appoint AD to fulfill any vacancy that may occur in the district officer positions.
8. Serve on one of the Association Committees.
9. Report membership welfare to the IHSADA President.
10. Assist the President with the State Convention.
11. Responsible for the Recorder/Presider signup at fall district meeting.
12. Write articles for the State newsletter.
13. Assist legislation liaison with school activity legislative matters and correspond with state legislators if requested by the President.

Junior Director Duties

1. Assist District President arranging fall meeting agenda.
2. Membership communication about district meeting.
3. District representative to IHSADA, IHSAA & IGHSAU.
4. Forward names of AD's regarding 5-10-15-20-25-30-35-40 years of service.
5. Assume office of Senior Director after the spring convention.
6. Serve on Committees appointed by State President.
7. Assist legislation liaison with school activity legislative matters and correspond with state legislators if requested by the President.
8. Assume responsibility for Senior Director's duties in his/her absence.
9. Serve on one of the Association Committees.

District President Duties

1. Contact guest speaker(s) and final arrangements.
2. Emcee the district meeting and introduce speaker(s).
3. Contact the secretary candidates.
4. Hand out door prizes.
5. Record questions for IGHSAU and IHSAA.

District Secretary Duties

1. Assist District President in arranging fall meeting agenda.
2. Record minutes of district meeting and sent to IHSADA secretary.
3. District representative to the IHDADS, IHSAA and IGHSAU.
4. Assist Senior Director in district communication and other ways.
5. Sign-in sheets, Check for correct name and e-mail addresses.
6. Serve on Committees appointed by the State President.
7. Assist legislative liaison with school activity legislative matters and correspond with state legislators if requested by President.

District JH/MS Director Duties

1. Collect tickets at luncheon (Monday).
2. Hand out door prizes.
3. Generate questions for convention survey.



***Officers are instructed to familiarize themselves with the Constitution and By-laws which are located on the IHSADA website or available by contacting the State Secretary.

All duties in September unless otherwise noted



IHSADA Senior Director Timeline

September

- A. Specify district meeting procedure.
- B. Organize the annual fall district AD meeting.
- C. Delegate fall meeting organization to the District President.
- D. Responsible for selection of District AD of the year
- E. Organize the annual fall district AD meeting.
- F. Appoint AD to fulfill any vacancy that may occur in the district officer positions.
- G. Report membership welfare to the President of the IHSADA.
- H. Responsible for the Recorder / Presider sign up at fall district meeting.

October

- A. Serve on one of the Association Committees.

February

- A. Assist the President with the State Convention.
- B. Write articles for the State Newsletter.
- C. Assist Legislative liaison w/school legislative matters & correspond w/state legislators if requested by President.

IHSADA Junior Director Timeline

- A. Assist District President in arranging fall meeting agenda.
- B. Membership communication about district meeting.
- C. Forward names of AD's regarding 5-10-15-20-25-30-35-40 years of service.
- D. Serve on Association Committees appointed by the State President
- E. Assume responsibility for Senior Director's duties in his/her absence.
- F. Assist Legislative liaison w/school legislative matters & correspond w/state legislators if requested by President.

April

- A. Assume office of Senior Director after the spring convention.

IHSADA District President Timeline

- A. Contact guest speaker(s) and final arrangements.
- B. Emcee the district meeting and introduce speaker(s).
- C. Contact the secretary candidates.
- D. Hand out door prizes
- E. Record questions for IGHSAU and IHSAA.

IHSADA District Secretary Timeline

- A. Assist District President in arranging fall meeting agenda.
- B. Record minutes of district meeting and send to IHSADA Secretary .
- C. Assist Senior Director in district communication and other ways.
- D. Sign-in sheets. Check for correct name and e-mail addresses.

IHSADA District Junior High Director Timeline

March

- A. Business meeting luncheon-host/greeters.
- B. Handout door prizes.
- C. Generate questions for convention survey.