



PERRY COMMUNITY SCHOOL DISTRICT



HOME OF THE BLUEJAYS & JAYETTES

Member of the Heart of Iowa Activities Conference

WELCOME COACH _____ SPORT _____

**** Please note that coaches will not be allowed to begin working with our student-athletes until you have been cleared by the School Administration Center and the Business Office.***

Step 1: Complete all required paperwork with the School Administration Center. Questions? Contact the School Administration Center.

Forms that will need to be completed:

- ☐ Employee Information Form
- ☐ Federal W-4
- ☐ State W-4
- ☐ Direct Deposit
- ☐ Coaching Licensure
- ☐ Emergency Contact Instructions

AEA Trainings

- ☐ Bloodborne Pathogens Training
- ☐ Right to Know Training
- ☐ Suicide Prevention & Postvention
- ☐ Adverse Childhood Experiences: From Toxic Environmental Stresses to Success
- ☐ Harassment in the Workplace: Recognition and Your Responsibilities
- ☐ Bullying Prevention
- ☐ Overview of State Requirements Regarding Seclusion & Restraint: Chapter 103
- ☐ Ethics for Iowa Educators
- ☐ Mandatory Reporter: Child Abuse
- ☐ Mandatory Reporter: Dependent Adult

Step 2: Contact the IT Department to receive an ID badge and to activate your district email.

Step 3: Contact the Associate Principal for keys.

Step 4: Read through the following policy and procedure documents.

- ☐ PCSD Student Activities Department Coaches Handbook
- ☐ PCSD Student Activities Department Student Handbook
- ☐ PCSD Staff Handbook
- ☐ IHSAA/IGHSAU Eligibility Guidelines

- ☐ IHSAA/IGHS AU Sport Manual
- ☐ PCSD Fundraising Procedure
- ☐ Complete NFHS Concussion in Sports course on a yearly basis.
- ☐ Complete sport specific IHSAA/IGHS AU Rules Meeting on a yearly basis.

Step 6: Prepare for the season by following this 30-60-90 day plan.

30 days

Learn: Learn all roles and responsibilities through the school leadership. Add to this list as you are sure of your assignments. Familiarize yourself with current procedures in the school district and for your sport.

- ☐ Physicals/Athletic Forms (Activities Administrative Assistant)
- ☐ Eligibility Process (Director of Student Activities)
- ☐ School & Athletic Calendars (Director of Student Activities)
- ☐ Transportation Requests (Activities Administrative Assistant)
- ☐ Injury Protocol (Sports Medicine Professional)
- ☐ Inventory System (Director of Student Activities)
- ☐ Requisition Process & Purchase Orders (Director of Student Activities)
- ☐ Building & Grounds Requests (Director of Student Activities)
- ☐ Facility Usage (Director of Student Activities)
- ☐ Inclement Weather (Director of Student Activities)
- ☐ Senior Nights (Director of Student Activities and Activities Administrative Assistant)
- ☐ Awards Nights (Director of Student Activities and Activities Administrative Assistant)
- ☐ Lettering/Awards/Honors (Activities Administrative Assistant)
- ☐ Signings (Director of Student Activities)
- ☐ Booster Club (Director of Student Activities)
- ☐ Camp Policy (Director of Student Activities)

Meetings

- ☐ Meet with the Director of Student Activities to collaborate on vision goals, standards, and implementation plans.
- ☐ Meet with each coaching staff member to discuss vision, goals, standards, and plan.
- ☐ Meet with the strength and conditioning coordinator and establish the transition process.
- ☐ Meet with the Sports Medicine Professional.
- ☐ Meet with players to begin installing vision, goals, and standards.
- ☐ Meet with parents to share vision, goals, and standards.

Inventory

- ☐ Review Inventory - uniforms, equipment, supplies
- ☐ Visit with the Director of Student Activities and submit requests.

60 Days

Build Relationships

- ☐ Continue meeting with the Director of Student Activities.
- ☐ Set up individual player meetings.
- ☐ Meet with high school, middle school, and youth coaches.
- ☐ Meet with the Strength & Conditioning Coordinator.
- ☐ Establish the relationship building, recruitment, and retention plan.

Begin to Implement Plans

- ☐ Offense and Defense Philosophies
- ☐ Strength Training and Conditioning
- ☐ Academic Tracking
- ☐ Fundraising

Staffing

- ☐ Establish Standards & Expectations
- ☐ Secure Assistants
- ☐ Clearance of Staff Volunteers (Licensure Required)

Calendars/Schedules

- ☐ Set the off-season calendar.
- ☐ Set the clinic schedule for coaching staff.
- ☐ Confirm Varsity/Junior Varsity/Freshman/Middle School Schedules.

Confirm Dates

- ☐ Scrimmages
- ☐ Picture Day
- ☐ Senior Night
- ☐ Awards Night
- ☐ Summer Camp Dates (Options: Boosters, Park & Recreation, Youth Organizations)
- ☐ Other

90 Days

Formulate Plans

- ☐ Player Leadership
- ☐ Team Building
- ☐ Sportsmanship Expectations
- ☐ Team Management Policies
- ☐ Coaching Staff Responsibilities
- ☐ Practice Schedule
- ☐ Pre-Game/In-Game Schedule
- ☐ Social Media
- ☐ Promotions

“The Bluejay Way”

- Act with Character
- Commit to Excellence in Academics & Activities
- Outwork Our Competitors Striving to Improve Every Day
- Be the Best Version of Ourselves, Serving Others, & Displaying Good Sportsmanship
- Dream Big

NSSC Seven Core Coaching Responsibilities

- Set Vision, Goals, & Standards for the Sport Program
- Engage In & Support Ethical Practices
- Build Relationships
- Develop a Safe Sport Environment
- Create a Positive & Inclusive Sports Environment
- Conduct Practices & Prepare for Competition
- Strive for Continuous Improvement

Ten Essential Coaching Duties

- Leadership & Program Development
- Student Leadership Program & Team Building
- Organizational Systems, Advanced Planning, Team Management, & Game Day Operations
- Individual & Team Development “Plan, Teach, Assess, Adapt”
- Personnel Management, Licensure, & Staff Development
- Management of Program Resources
- Student Eligibility & IHSAA/IGHS AU Regulations
- Sports Information & Marketing
- Community & Professional Relations
- Professional Development

Important Contacts

- Director of Student Activities
- Student Activities Department Administrative Assistant
- Physical Education Department Strength & Conditioning Coordinator
- Sports Medicine Professional
- School Administration Center Administrative Assistant
- Business Manager
- Director of Building & Grounds
- Director of Transportation