

PCM ACTIVITIES HANDBOOK

2022-2023



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PCM ATHLETIC DEPARTMENT INFORMATION

Administration

Superintendent	Dr. Michelle Havenstrite
High School Principal	Kristen Souza
Middle School Principal	Levi Marx
Activities Director	Jeremy Swink
Activities Secretary	Kim Pettyjohn
Director of Operations & Maintenance	Rusty Vos
Transportation	Tucker Gilbert

PCM Head Coaches/Directors

Athletic Trainer	Pella Regional- Todd Smith
HS Football	Greg Bonnett
HS Volleyball	TBD
HS Cross Country	Eric Karr
HS Boys Golf	Collin Harrison
HS Girls Golf	Dylan Dunn
HS Boys & Girls Bowling	COOP with SEP
HS Boys Basketball	Fred Lorensen
HS Girls Basketball	Sami Allison
HS Wrestling	Jeff Nicholson
HS Jazz Creation	Lainy Wilson-Curry
HS Cheerleading	Amy Brundage
HS Girls Soccer	TBD
HS Boys Soccer	Darin Telfer
HS Boys Track	Cole Ashman
HS Girls Track	Eric Karr
HS Baseball	Lewis Daye
HS Softball	Shaun Hudnut
HS Theatre	Samantha Pohl
HS Band	Timarie LaFoy
HS Choir	Thomas Riordan
HS Color Guard	OPEN
HS Speech	Janice Davis
FFA Advisor	Jenny Petersen
Robotics	Jennifer Brown

Helpful Websites:

www.pcmschools.org

PCM Community School District

www.heartofiowaconference.org	Heart of Iowa Conference
www.iahsaa.org	Iowa High School Athletic Association
www.ighsau.org	Iowa Girls High School Athletic Association
www.nfhs.org	National Federation of High School Associations
www.ncaaclearinghouse.net	Division I and II NCAA Eligibility
www.ia.varsitybound.com	Quik Stats
www.iatfcc.org	Iowa Association of Track/Cross Country Coaches
www.iagca.org	Iowa Girls Coaches Association
www.iowabca.org	Iowa Basketball Coaches Association
www.iahsgca.org	Iowa High School Golf Coaches Association
www.iahssca.org	Iowa High School Soccer Coaches Association
www.iowacheercoaches.org	Iowa Cheerleading Coaches Association
www.thepredicament.com/iwcoa.asp	Iowa Wrestling Coaches Association
www.iowabpa.com/federation.htm	Iowa High School Bowling Federation
www.ifbca.org	Iowa Football Coaches Association
www.ihssca.org	Iowa High School Swim Coaches Association
www.isdta.net	Iowa State Drill Team Association
www.iowahsbca.net	Iowa High School Baseball Association
www.ighs-tennis.com	Iowa Girls High School Tennis
www.iowaprepsports.com	Iowa Prep Sports
www.iowatenniscoaches.com	Iowa Boys High School Tennis

INTRODUCTION

Coaching and directing activities is a great responsibility. The highest standard of personal and professional behavior is required at all times. We must constantly remind ourselves that whenever

students are performing in public, we are all being publicly scrutinized. The behavior and attitude of students and staff will reflect the expectations of our school and activities department.

Teaching good citizenship is one of the most important goals of activities. Young participants are a valuable resource to our future and we should strive to develop positive leadership qualities within them. Other important goals of activities should be to instill pride and self-confidence in who they are as an individual, organization, and community.

The purpose of this handbook is to inform you about policies and procedures relative to the activities program at PCM. This will allow the activities program to operate with uniformity and will help eliminate the problems that occur when people must share students, facilities, and equipment.

There are also supplemental pieces to this handbook that may help you grow as a coach or leader. I encourage you to review the materials and reflect on your development as a “difference maker” in our community.

This handbook is a supplement to other PCM policies set in place by the local school board, employee handbooks, as well as state association/union and conference by-laws, rules and procedures. You are responsible as a PCM employee or volunteer to know and follow all procedures and expectations set forth by these organizations.

Each head coach/director will have a meeting with the Activities Director prior to their season to review sport specific items that are unique to each season. Items may include, but are not limited to:

- Practice/competition schedule
- Budget
- Uniforms
- Equipment
- Rosters
- Coaching and season goals

PARENT/COACH(DIRECTOR) COMMUNICATION

Both parenting and coaching are extremely difficult vocations. By establishing and understanding each position, we are better able to accept the actions of the others and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child’s program.

COMMUNICATION A PARENT SHOULD EXPECT FROM THE COACH/DIRECTOR:

- Expectations the coach has for your child as well as all the players on the squad
- Locations and times of all practices and contests
- Team requirements, i.e. fees, special equipment, off season conditioning
- Procedure should your child be injured during participation
- Discipline that results in the denial of your child’s participation

COMMUNICATION COACHES SHOULD EXPECT FROM STUDENTS:

- Notification of any schedule conflicts well in advance
- Specific concerns in regard to a coach/director's philosophy and/or expectations. As your children become involved in the programs at PCMMS/PCMHS they will experience some of the most rewarding moments of their lives. It is important to understand that there are times when things do not go the way you want or your child wishes. At these times, discussion with the coach is encouraged.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES/DIRECTORS:

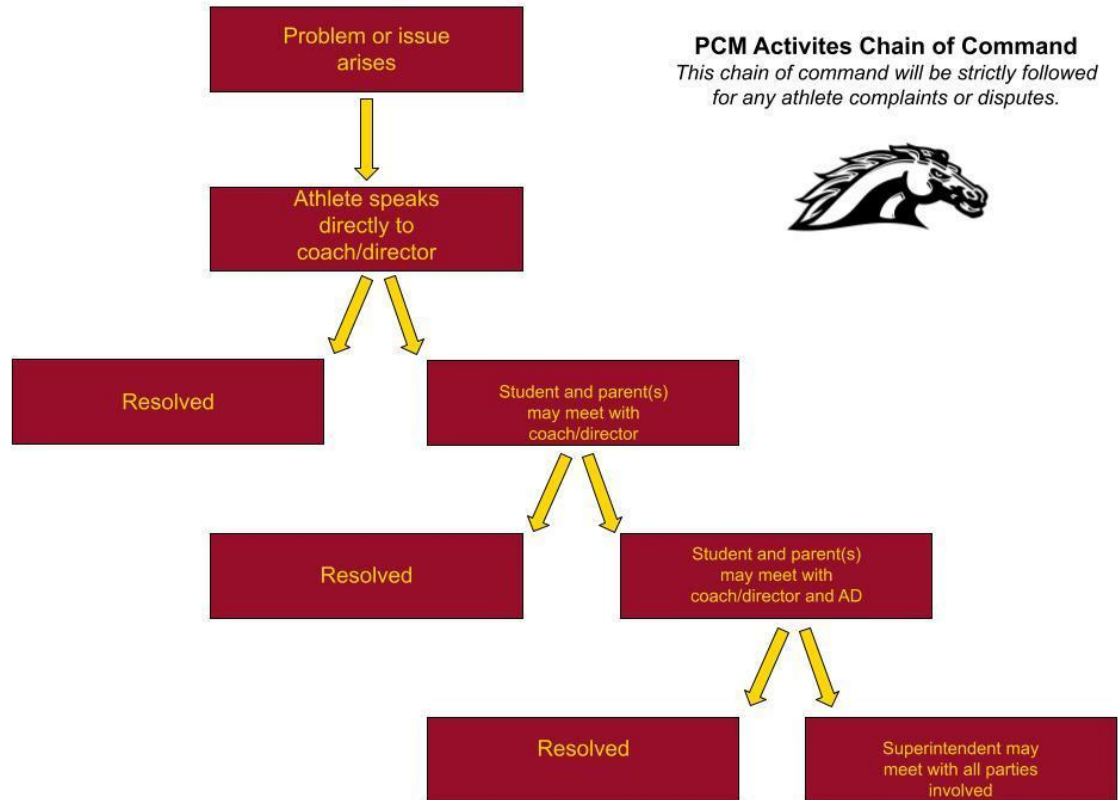
- The treatment of your child, mentally, physically and verbally
 - Ways to help your child improve
 - Concerns about your child's behavior
- It is difficult to accept your child not playing as much as you may hope. Coaches are professionals and they make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be done and should be discussed with the coach. Other things, such as those following, must be left to the discretion of the coach.

ISSUES NOT APPROPRIATE TO DISCUSS WITH COACHES/DIRECTORS:

- Playing time
- Team/program strategy/philosophy
- Play calling
- Other student

IF A PARENT SHOULD HAVE A CONCERN TO DISCUSS WITH THE COACH/DIRECTOR, THIS PROCEDURE SHOULD BE FOLLOWED:

1. Please do **NOT** contact a coach/director within 24 hours before/after an event
2. The student must bring the issue to the coach/director's attention.
2. If the issue needs further attention, the parent should contact the coach/director to set up an appointment.
3. Please do not allow yourself to be confronted before or after a contest or practice. These can be emotional times for both parents and coach/director. Meetings of this nature do not promote resolution.
4. If the parents feels the meeting with the coach did not provide a satisfactory resolution they should:
 - a. Call and set up an appointment with the AD to discuss the situation.
 - b. At this meeting the appropriate next step can be determined.



ORGANIZATIONS

Iowa High School Athletic Association, Iowa Girls' High School Athletic Union, Iowa High School Music Association

The PCM Community School District is a member of the IHSAA, IGHS AU, and IHSMA. The purpose of these organizations is to promote, develop, direct, protect and regulate amateur interscholastic activity relationships between member schools and to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools, and communities throughout the state. Coaches and directors are expected to be current on events and policies of these organizations. Weekly visits to the respective organizations' websites are strongly encouraged.

Heart of Iowa Conference

The HOIAC prides itself on offering excellent co-curricular extracurricular activities for our students. Sportsmanship is a key ingredient in the success of all activities. A true sport shows a combination of values and attitudes, all in a positive light. Respect, fairness, courtesy, and graceful

acceptances of the results are all characteristics of good sportsmanship. A good sport reflects “fair play” in every area of life. The HOIAC has high expectations for its coaches, students, athletes, and fans in exemplifying sportsmanship. The spectators at an athletic event have an extremely important role in displaying good sportsmanship. As a group, your actions may have the biggest impact on how others see the reputation of your school community. We ask and expect all to strive to make the Heart of Iowa Activities Conference an elite conference in the idealism of sportsmanship.

The PCM Community Schools

The Board of Education, responsible directly to the people, is the educational agency for the public schools. It has the ultimate jurisdiction over activities, which are an integral part of the total educational program of PCM Schools. It is the policy of the PCM Community School District to not discriminate in its educational activities on the basis of race, creed, color, national origin, religion, sex, disability, gender identity, sexual orientation, socioeconomic status, or marital status. Inquiries regarding compliance with Title IX, Title VI, Section 504, or ADA may be directed to Jeremy Swink, PCM Equity Coordinator, in care of the PCM District Office, 400 East Highway 163, Monroe, IA 50170

The Activity Administrator

The AD is charged with the responsibility of recommending and directing the activities program to keep with the aims and purposes of education. Activities Director's duties include the following:

- Providing guidance and direction for a school's sport/activity program, in accordance with the needs of the community and school district.
- Preparing budgets and allocating spending on items such as coaches' salaries, team travel, equipment purchases, and facility upkeep
- Coordinating with coaches/directors about the scheduling of games and practices
- Collaborating with conferences and leagues about scheduling issues
- Speaking with league officials about subjects such as postseason play
- Determining the time allocated for a field, court, or weight room
- Working with coaches/directors and perhaps a travel coordinator to plan trips
- Coordinating officials for contests and budgeting for their pay

Activities Director works with school administrators to ensure that students are academically eligible for a given activity.

Coach/Director Hiring and Evaluations

The Activities Director will hire and evaluate all coaches and directors. Any other stakeholders that should be involved in the hiring process as well as the evaluation will be determined on a case-by-case basis by the Activities Director.

Evaluations will be conducted at the end of a season and will involve student/participant feedback given about the coach/director and the season. All student information will be kept confidential when reviewing the evaluation and feedback. Coach/Director performance evaluations and student feedback is imperative when determining the success of a program.

PCM Good Conduct Code

All coaches, directors, students and parents will be responsible for understanding and following the PCM Good Conduct Policy 503.04. Any questions will be directed to the principal or superintendent of schools.

SELF REPORTING

Self-Reporting (law enforcement/agency involvement) occurs when a student voluntarily reports his/her first infraction for use of tobacco, alcohol, or drugs to a Coach, Director, or School administrator within forty-eight (48) hours of the infraction or before participating in the next scheduled event. No provision is made for weekends or holiday periods. If students self-report within the designated timeline and if the infraction occurred at a non-school related event, the student will receive less mandatory suspension time from his/her activities. The student may continue to participate in the activity once their mandatory suspension from activities is served, and a meeting takes place with the student, parents/guardians, coach/director, and school administrator or representative. The purpose of this meeting is to determine actions that will benefit the student as it pertains to substance avoidance. This provision may be used only once by any participant during his/her high school career on a first offense involving law enforcement officials or a public agency.

Self-Reporting Mandatory Suspension: Student will sit out 10% of the student's current extracurricular activity, and, if the activity is the school play, the student will sit out one entire performance of the showing. If the student is not participating in an extracurricular activity when the violation occurs, the ineligibility begins at the student's next bona fide extracurricular activity. Ineligibility shall carry over to the next bona fide extracurricular activity, if needed. Cancellation of a scheduled event does not count towards the ineligibility.

Conditions for Self-Reporting: Self-reporting does not provide immunity from violations committed during a school day or at the school sponsored/affiliated activity (normal school discipline applies and students are not granted the privilege of self-reporting), regardless if the school would have had knowledge of the incident or not. Specific examples of school related events include but are not limited to the following: overnight trips with school groups/teams, dances, field trips, Iowa High School Athletic Association and Iowa High School Girl's Union sanctioned events, events conducted at other high schools, and any activity in which you represent PCM High School. Students are to self-report offenses when law enforcement or any public agency is involved with infractions that are related to drugs, alcohol or tobacco.

Students who were in violation prior to the start of 2022-2023 school year will remain on the step they are at regardless of how they reported their first infraction. Only students who are in violation after the start of the 2022-2023 school year can benefit from self-reporting.

1. General Statement

1. Extracurricular activity participation is a student privilege, not a right. Appropriate student conduct for participants in those activities is expected at all times both on school grounds and also away from school. *"Any student declared ineligible under the prior school district's Good Conduct Rule who then without having completed the full period ineligibility at that school, transfers to PCM High School, will not be eligible for*

interscholastic competition at the PCM High School, until the full period of ineligibility declared by the prior school district has been completed. Once that period of ineligibility has been completed, the student is then immediately eligible for interscholastic competition at PCM High School as far as any Good Conduct Rule is concerned. However, the student may remain ineligible for another reason pursuant to the Rules of the relevant governing body or Iowa law."

2. Extracurricular activities shall be defined as: All school sponsored and/or school approved activities including clubs, organizations, athletic programs and intramural sports. Regular classroom and laboratory assignments and activities in which a student receives a grade are not included. Extracurricular activities take place outside of the regular scheduled school days of curriculum offerings. Academic grades are not affected by extracurricular participation. An extracurricular "season" as defined in this policy reflects actual performance (or availability for performance) in front of the public or another audience. Relative to athletics, this would include the games of competition from the first contest through the last contest as defined by the IHSAA & IGHSAA, 1st date of competition. The percentage of ineligibility will be based off of the total number of games scheduled, not off of how many games are left in the season (if the infraction happens mid-season). In other extracurricular activities this would be construed as the actual performance not the practice session preceding the performance. Curricular activities take place within the regularly scheduled school day and are the basis for graduation requirements and academic letter grades.
3. This policy applies to any student who is on school property, in attendance at school or at school sponsored activities or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the school district or the safety or welfare of students, employees or visitors. This policy shall apply twelve months of the year.
4. The director of an extracurricular activity and/or a principal may declare a student ineligible whose conduct is contrary to and/or in violation of the established rules and regulations as set out herein. All students participating in extracurricular activities shall receive a copy of these rules and regulations.
5. Observation by a contract PCM employee, law enforcement officials, public agency, parent/guardian of student, or self admission by the student will be considered as proof of violations of this policy.

To retain eligibility for participation in PCM High School and Middle School extracurricular activities, students must conduct themselves as good citizens both in and out of school at all times. Students who represent the school in an activity are expected to serve as good role models to other students and to the members of the community. Any student who, after a hearing at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student's side, is found to have violated the school's Good Conduct Rule will be deemed ineligible for a period of time, as described below. A student may lose eligibility under the Good Conduct Rule for any of the following behaviors:

- possession, use, or purchase of tobacco products, including e-cigarettes, vaporizers or other Electronic Nicotine Delivery Systems, regardless of the student's age;

- possession, use, or purchase of alcoholic beverages, including beer and wine (having the odor of alcohol on one's breath is evidence of "use");
- being in attendance at a function or party where the student knows or has reason to know that alcohol or other drugs are being consumed illegally by minors and failing to leave despite having a reasonable opportunity to do so;
- possession, use, purchase, or attempted sale/purchase of illegal drugs, or the unauthorized possession, use, purchase, or attempted sale/purchase of otherwise lawful drugs;
- engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system (excluding minor offenses such as traffic or hunting/fishing, violations), regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s);
- exceedingly inappropriate or offensive conduct such as assaulting (physical or verbal) staff, students and/or other personnel, gross insubordination (talking back or refusing to cooperate with authorities), hazing or harassment of others. Such harassment does not have to rise to the level of violating the school's anti-bullying/harassment policy, but rather may include inappropriate and/or disparaging comments to or about others, whether made verbally, in writing, or by electronic means (e.g., text messages, electronic mail, or posting on social networking sites). Examples of such harassment includes, but is not limited to: threats; inappropriate comments about the traits of an individual or group (more than one individual); creating parodies to make fun of others; posting or otherwise sharing potentially embarrassing photographs, drawings, video, or depictions of others without permission. NOTE: This could include group conduct! This rule is not intended to prevent a student from expressing his/her religious or political beliefs.

If a student transfers in from another Iowa school or school district and the student had not yet completed a period of ineligibility for a violation of a Good Conduct Rule in the previous school, the student shall be ineligible if the administration determines that there is general knowledge in our school district of the fact of the student's misconduct or violation in the previous district.

2. Penalties

1. For violation of school rules as outlined a student may be ineligible for extra curricular activities, required to see professional help, or both. The ineligibility will begin immediately after the school administrator/sponsor has determined the student has engaged in conduct in violation of this policy. In the case of rounding, the first offense the penalty will be rounded down in subsequent offenses the penalty will be rounded up.
 1. Violations shall result in the student being ineligible for
 1. First offense: 25% of the student's current sport or extracurricular activity. If the student is not participating in a sport or extracurricular activity when the violation occurs, the ineligibility begins at the student's next bona fide sport¹ or extracurricular activity. Ineligibility shall carry-over to the next bona fide sport or extracurricular activity,

if needed. Cancellation of a scheduled event does not count towards the ineligibility. If self-reported, will be 10%.

2. Second offense: 50% of the student's bona fide sport(s) or extracurricular activity/activities. Regardless if 1st offense was self-reported or not.
3. Third offense: 100% of the student's bona fide sports or extracurricular activity/activities for twelve months
4. Fourth and subsequent offenses: the student's bona fide sports¹ or extracurricular activity/activities for 18 months. (¹Bona fide sport: Participated in by the student in the previous 12 months.) NOTE: A student who violates District's Weapons Policy (Code No. 502.8) and by law will be expelled from school for one year.
2. The good conduct policy will be in effect for a students entire high school career (*will NOT reset after each school year*)
3. These rules shall apply to all extracurricular activities in which the student participates. Therefore, if a student is participating in two extracurricular activities at the time a violation is determined, the student's ineligibility shall apply to both activities.
4. Students must participate on a team for the entire season to meet the expectations of a good conduct violation. Students must be present on the first day of practice (cannot join a team mid-season to serve a good conduct). Students must complete the season with the team (cannot serve a good conduct, then quit the team). If either of these are not met, then the good conduct violation will follow the student to the next sport.
5. Prior to participating in professional assessment and treatment, guidelines, including school access to records and monitoring shall be approved by the administration on a case by case basis.
6. Prom, Senior Trip and Graduation will be considered independently of this policy and participation determined by the Administration.
7. Students who are ineligible to participate in an extracurricular activity/performance due to violating this good conduct policy may participate in non-performance activities, if the student receives permission from the coach or sponsor. The coach or director's decision to allow or not allow the student to practice with the team may be appealed to the Activities Director. The Activities Director decision shall be final. An ineligible student's option to travel with the team and / or sit on the bench (in street clothes), etc., is at the discretion of the coach / sponsor.
8. If a student is ineligible at the time of a violation of the Good Conduct Rule, the penalty for the violation will not begin until the student regains eligibility. Example: A student academically ineligible for a quarter [or "semester"] is found to have been in possession of tobacco, a Good Conduct Rule violation. When the student is again academically eligible, the penalty attaches. Example: A student violates the Good Conduct Rule and is ruled ineligible for three weeks. While ineligible, the student again violates the Rule. The second penalty attaches when the first penalty is completed.
9. Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

3. Appeals

Any student who is found by the administration to have violated the Good Conduct Rule may obtain review of this determination to the superintendent by contacting the superintendent within 3 days of being advised of the violation. The penalty will be in effect until reversed.

If the student is still dissatisfied, he or she may seek further review by the school board by filing a written appeal with the board secretary at least 3 full business days prior to the next board meeting. **A special meeting of the board will not be called.** The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for review by the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the Handbook Rule or Board Policy. The penalty will remain in effect pending the outcome of the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

*These procedures follow recommendations from School Administrators of Iowa Guidance

EXTRA-CURRICULAR ELIGIBILITY

The Board of Directors of the PCM School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors. The (principal)(activities director) shall keep records of violations of the Good Conduct Rule.

The following activities are covered by the board's policy and these rules:

Athletics, instrumental and vocal music performances , drama productions, speech contests, FFA, FHA, National Honor Society, all co-curricular clubs (e.g., Art Club, French Club), all honorary and elected offices (e.g., Homecoming King/Queen/court, class officer, student government officer or representative), state contests and performances for cheerleading and drill team, mock trial, Academic Decathlon, or any other activity where the student represents the school outside the classroom .

Academic Eligibility

To be eligible for an activity, students participating must

- be enrolled or dual-enrolled in school;
- have earned passing grades in at least four full-time classes the previous semester;
- for students in athletics, music, or speech activities, be under 20 years of age;
- for students in athletics, music, or speech activities, be enrolled in high school for eight semesters or less;
- for students in athletics, have not been a member of a college squad nor trained with a college squad, nor participated in a college contest nor engaged in that sport professionally;
- have met all transfer requirements, if the student is a transfer student, or be eligible under state law and regulations if the student is an open enrollment student.
- All ninth grade students upon entering the high school will be eligible the first day of classes.
- A student who earns a failing grade at the end of a class is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the student is a contestant for 30 consecutive calendar days. The 30 days start and end dates are set by the IHSAA and IGHSAU for sports/activities.

Special education students or students covered by a Section 504 plan shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by the student's team, towards the goals and objectives on the student's IEP or 504 plan.

ATHLETIC/ACTIVITIES PHILOSOPHY

A comprehensive and balanced athletic/activities program is an essential complement to the basic program of instruction. The athletic program should provide opportunities for youth to further develop interests and talents. Participation in athletics, while a privilege, and not a right, should provide many students with a lifetime basis for personal values, for work and leisure activities.

Every effort will be made to support the activities program with the best facilities, equipment, and most qualified staff available. Staff will also teach the specific skills necessary for improvement in athletics/activities and provide guidance in the development of self-realization, good sportsmanship, cooperation, leadership, ethical behavior, artistic sensitivity, and an appreciation for the importance of practice.

- The middle school program trains the students in the skills of the activity. Interscholastic competition begins at this level and will afford as many students as possible the opportunity to participate within the schedule so that they may achieve their fullest learning and performance levels.
- Some underclass students are more talented skill-wise and more aware of cognitive aspects of interscholastic competition. Therefore, while an effort is made to allow as many students as possible to compete, the more advanced athletes will receive the majority of participation time. Other team members may be offered the opportunity to participate in a schedule which demands lesser skill development.

- The Junior Varsity programs will develop athletes and utilize those who show the greatest ability in a variety of skills. Role specialization of athletes may become more evident at this level. Those who are more able will be the primary participants.
- The Varsity team is for those who have learned the basic skills well and perform them both in practice and in competition. Role specialization is often a necessity at this level and athletes may be used in specific roles for the benefit of the entire team.
- Athletes who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate.

PROMOTING SPORTSMANSHIP (FROM THE INSIDE OUT)

1. Greet and be courteous to the opponent's coaches/directors and students.
2. Know the rules of your sport/activity: teach them to your team.
 - o Respect officials and their decisions
 - o Demand that your participants abide by the official's decisions without emotional display
3. Compete vigorously and hard; be gracious to your opponent when he/she does not do the same.
4. Display concern for the physical well-being of your team and for the opponent
5. Win with humility; lose with grace. Do both with dignity
6. Encourage your team to interact with the opponent. Provide opportunities for pre-game and post-game interaction. Be helpful.
7. Offer your assistance and that of your staff and students to the opponent or officials.
8. Designate team hosts/hostesses for each home contest when possible. It makes a great impression to have one of our student athletes help the other team settle in.
9. Do not accept disrespectful behavior of any kind. Set standards for conduct.
10. Maintain self-control

POLICY AND PROCEDURES

Checklists:

- It is best to communicate your purchasing needs right after the season has

ended and you have inventoried and stored your equipment and uniforms. Try not to wait until prior to the season.

- Organize an activity-specific checklist that will help keep you on track during the preseason, in-season and postseason. Writing items down that come up every year can help make everything run better.
- Some examples are: coaches concussion test (now mandatory), rules meetings, rosters, physicals and player concussion forms, uniform distribution and collection, parents meetings, schedule updated on state association websites, potential scrimmages, booster club meetings, concession stand volunteering, etc.
- Head coaches are expected to complete these activities in a timely manner, designating their assistants as needed to complete the tasks

Purchase Orders:

- You need Activities Director approval, at a minimum, before you purchase anything.
- Do not order merchandise without a PO number
- Submit all desired PO's to the Activities Director and AD Secretary
- If approved, a PO # will be assigned and order can be submitted
- Any order made without a PO # will not be paid for by the school. If it is an emergency, please contact the office for assistance.
- Tell vendors, especially those with previous relationships, about the process.
- Submit orders in a timely manner as to not create a last minute scenario

Resale Process:

- Inform the AD secretary of your resale item and cost that you wish to purchase at.
- Set a time frame for the participants to pay for the items in the Activities Office. A receipt will be issued by the secretary. Coaches/Directors are not to handle money.
- When the time frame has ended, turn receipts into the office and the secretary will place the order according to district procedures.
- Note: this takes advanced planning and organization, however limits the liability of the coach and school and improves our accountability.
- When possible, always use the booster club for this purchasing process.

Uniform / Equipment Procedures:

- Keep a running record of equipment, who it was assigned to, and when it was turned in. Those that do not will be charged a replacement fee. Tip: when possible, collect uniforms/practice gear on the last day of the event. Bag it, wash it, store it, and your done
- Storage: all uniforms and equipment must be secured in a locked closet, folded or hanging, using a storage container to prevent damage on a daily basis. Equipment only used for your sport should at no time be left in practice areas.
- Properly store scoreboard control panels and turn off scoreboards after every practice/game.

Handbooks:

- All coaches/directors at any level are encouraged to have a team handbook or guidelines for their specific activity. An approved copy must be on hand in the AD's office. Please submit for approval before handing out:
- Items or examples to include: goals for the season, expectations of participants, parents, and coaches. Policies for missing games and practices. Practice, game, and bus schedules. Contact information. Equipment care and use. Off-season expectations. Award and letter policies.

Specialization:

- Coaches/Directors are encouraged to support cross-sport or co-curricular participation. We are interested in what is best for the individual and developing a well-rounded young adult. The following rules will be enforced:
 - There will be no deviation from practice starting dates as stated by the IHSA or the IGHSAA
 - The sport in season takes precedence when there is an overlap
 - No coach is to discourage any athlete from participating in another sport or activity
 - Any squad meeting called for any reason must be cleared by the AD unless it is during the designated season. You are allowed 2 out of season meetings, during non summer hours, per state policy
 - All other situations will be handled on an individual basis. Final decisions will be made by the AD

Lettering Criteria:

- Each coach/director needs to develop, in writing, a lettering criteria, for their sport. These criteria should be made clear to both players and parents. Also a copy should be included in the activities office in case there are any concerns whether an athlete should have lettered.

Team/Parent Night:

- Prior to each activity season a mandatory parent/student/coach(director) activity night will be held on PCM CSD grounds.
- The principal will coordinate with the head coaches and directors
- All coaches/directors and staff will be there
- Communication of expectations and policies will be the main points of emphasis. Parents and students will sign off that they were in attendance or they will not be permitted to participate.

9th Grade Eligibility:

- As a general rule, 9th grade students will participate in 9th grade teams if a team is provided. 8th graders are eligible for high school baseball/softball teams. The exceptional athlete may be given the opportunity to try out for a varsity squad with the approval of parents, coaches, and AD.

Sunday & Wednesday Practices, Holidays, and Open Gym:

- Sunday practices are prohibited unless special circumstances warrant them such as tournament play. These practices cannot be made mandatory and must be conducted after 1:00pm and no longer than 90 minutes and end by 6 PM.
- In keeping with good community relations, student's activities scheduled on Wednesday night will conclude by 6:00 p.m. and the building cleared by 6:15 p.m. from the beginning of the school year until the second Monday in May. Students may participate in activities scheduled by the state or activities re-scheduled by other schools. Students with conflicts on re-scheduling activities on a Wednesday evening shall be excused from the activity with no consequences because of changing dates. It shall be the responsibility of the building principal or designee to oversee the scheduling of school activities for compliance with this policy.
- Practice schedules for holiday breaks will be communicated at least two weeks in advance. We will not practice on Thanksgiving Day, Christmas Eve/Day, or New Year's Day. We will also respect other holy days as requested.
- Open Gyms are allowed in accordance with IHSAA and IGHS AU rules
- Coaches may submit proposed times for open gym to the AD office. Gyms will be closed on holidays.

Scrimmages:

- All scrimmages with opposing schools must be approved by the AD
- Travel restrictions will apply per state association policy and decision of the Activities Director.

Daily Practices:

- No practices are permitted until the completion of the school day by PCM teaching staff
- No practices may be held during collaboration or in-service or any teaching contract time
- A "non-teaching" coach may start practice or supervise a team during the above mentioned circumstances
- Post-high school graduates are not permitted to practice or participate with or against high school student athletes
- Boys may not be used for scout teams or participants in girls sports
- If school is called off, you may practice but may not require attendance and must have permission from the AD. The safety of students and staff will take first priority
- If school is dismissed during the day an announcement regarding practices will be made by the AD

Buses/Transportation:

- Coaches/Directors must submit departure time and transportation needs before the first practice and update them immediately when they change
- All participants will ride the bus/van to and from the event
- Parents are allowed to sign their own child out after an event and coaches must have a sign out form ready
- Any exceptions must be requested in writing to the AD by the parent/guardian, in advance of departing for the event, and only for unique or emergency

situations

- In the event of approved private transportation, the student must go home with the parent or designated guardian and no one else. Students will NOT be allowed to ride to/from events with their not parent/guardian (unless given prior approval)

Overnight Activities:

Student activity events must be approved by the superintendent, unless it involves unusual travel expenses, in which case the board will take action. The events must not disrupt the education program or other school district operations. It is the responsibility of the coach to notify the athletic director at the beginning of each season of potential events that may require unusual travel expenses/overnight stay.

Team Pictures/Posters:

- Coaches/Directors are responsible for contacting a photographer for their specific team picture. A copy of your picture with proper identification should be submitted to the yearbook teacher.
- Posters are at the discretion of the coaches/directors and will be organized by coaches or team parents and cannot be funded by the PCM Activities Fund

Fundraising:

- Efforts will be focused on opportunities that maximize revenue and minimize personal selling. Through fundraising efforts, teams have bought numerous items that the regular budget cannot or should not be responsible for.
- If a fundraising activity does present itself, it must be approved by the activities director first and then approved by the school board. There are forms available in the HS office for fundraisers.
- Coaches/Directors should actively recruit volunteers to help in the Activities Booster Concession Stand, as they are our biggest fundraising effort by far.

Activity Banquets:

- Each high school activity team should provide an opportunity for celebration or banquet following the completion of their sports season to honor participants. Banquets should be held near the end or shortly after the completion of the season. PCM High School and Middle School **can** provide the facilities for the banquets, but will not be responsible for debts incurred by these banquets. Permission to host banquets on Wed/Sun must be obtained from the AD.
- Head coaches/directors should inform the AD of their intent to hold a banquet at least 4 weeks in advance. This should help to minimize conflicts and allow the administrative assistant to prepare awards. The head coach/director should contact a parent rep to help organize the event.
- Tips for a successful banquet:
 - Should be kept at a maximum of 90 minutes, including a meal
 - Highlight the key moments of the season
 - Emphasize goals and expectations for next season
 - Honor participants in a positive way
 - Avoid sarcasm as some members of the audience may not understand inside jokes or can be easily offended

- o Be sure to thank parents, staff, custodian and all other stakeholders

Activity Camps:

- PCM High School Activities Department encourages the development of active, well-supervised sports camps for the youth of the community. The head coach, in conjunction with the AD, will supervise and coordinate the camp. Each sports camp will be responsible for filing a list of activities, personnel, and number of students participating in the camp. A financial report will be filed upon completion of the camp, showing revenue, expenses, and profits. This is to be filed with the activities director within one week of the conclusion of camp.
- When selecting dates for camps, coaches should inform the AD so that no conflicts occur during the summer. The cost of camp must be approved by the AD and as most camps are fundraisers the school board must also approve them.

NCAA/NAIA/NJCAA Initial Eligibility Clearinghouse Registration:

- Every high school student who wants to play sports at a Division I or II level must register with the NCAA Initial Eligibility Clearinghouse. The clearinghouse will review your high school transcript and your test score information. It will determine if you are eligible to play sports your freshman year. For more information, ask the guidance counselor. NAIA and NJCAA also have their own version of the NCAA Clearinghouse.

Uniform Purchases:

- Each team is placed on a uniform purchase cycle of approximately 5 years. When your team is on cycle, extra money will be allocated for your purchase. The AD reserves the right to delay or advance the purchase based on condition of uniforms, number of participants, or financial resources available

Coaches/Director Meetings:

- Coaches/directors are required to attend meetings as requested by the AD or Principal during their season or in preparation of their season
- Goals of the meetings are to keep the lines of communication open review rules/policies, go over expectations, and address any needs as they arise
- All coaches/directors are strongly encouraged to attend any offered HOI Conference PD meetings.

Volunteer Staff:

- Volunteer staff can be vital to your programs. If you have a person who you would like to volunteer, they must meet the following criteria:
 - o Valid Iowa Coaching Certificate or Authorization on file (sports only)
 - o Background check – completed by the district
 - o They may not run a practice without a contract person there
 - o Fill out an application for the district file
 - o Have approval from the Activities Director and be approved by the school board annually

Keys:

- Although there are circumstances where keys need to be shared, in general, all coaches will be issued the keys necessary to conduct their activities. It is the responsibility of the coach to make sure the keys are secure. Do not allow your athletes access to your keys.

Journals:

- The activities department subscribes to numerous professional journals, most of which are geared towards activities. These can be of great assistance in keeping coaches current on the latest ideas and techniques of their individual activity. Feel free to come and browse or photocopy any pertinent information

Media:

- A vital role for any head coach/director is a positive relationship with the media. All media should be treated with honesty and integrity. All coaches/directors should contact media outlets, after their contest, with the results of their competition.

Booster Clubs:

- PCM has a very active and supportive Booster Club. They have supported and supplemented the activities department with tens of thousands of dollars. Membership is recommended for all coaches. Meetings take place on the first Wednesday of the month for Athletics and the first Wednesday of the month for Music. Attendance by head coaches and directors are highly recommended as it provides an opportunity to share about your program and express your needs or appreciation.
- All desired purchases will be taken to the booster club by the AD.
- Assign a parent rep from your program to assist with communication and organization of team functions with the booster club and the program.

Professional Organization:

- Coaches/Directors are encouraged to join their respective coaching organizations. Memberships in state organizations, when included in clinic registration, will be paid for by the activity department. This practice will continue as long as there is funding available.

Injury Procedure- Communicate with the Athletic Trainer as much as possible!

The key words in any injury situation are “BE PREPARED!”

Before each practice or game:

- 1) Have a well-stocked medical kit available on the field.
- 2) Know where the stretcher is and how to use it.
- 3) Know where the air splints are and how they work.
- 4) Ensure all asthmatics have their inhaler with them.
- 5) Know where the AED is and be prepared to operate it.

- 6) Know where the emergency telephone is located.
- 7) Have an emergency card for every athlete with a training kit.
- 8) Check the field/practice area for broken glass, potholes, etc.

IF AN INJURY OCCURS...don't alarm the athlete. Remain calm and supportive. Assure the athlete that they will be fine and help is on the way.

Keep all other athletes away from the area. Evaluate the injury to the best of your ability.

In the event of a serious/life threatening emergency provide urgent care for life support:

- 1) Send a bystander to call 911.
- 2) Unconscious non-breathing athlete: Initiate mouth-to-mouth or CPR as indicated.
- 3) Suspected neck and/or back injury; DO NOT MOVE!
- 4) Uncontrolled bleeding: direct pressure, use pressure points, elevate until controlled or until help arrives.
- 5) Monitor vital signs: color, pulse, consciousness, pupil size.

Non-life threatening injuries:

- 1) Obtain history.
- 2) Provide immediate care to the injured area.
- 3) Examine for secondary injuries.
- 4) If deemed necessary:
 - a. Call health specialist
 - b. Accompany athlete to locker room area
 - c. Contact parents but do not alarm or upset them.

With an injury:

- 1) Record all information on the daily treatment sheet in the training room; leave information if injury needs to be seen by doctor or injury form needs to be filed.
- 2) DO NOT make a diagnosis or discuss athlete's status with bystanders.
- 1) If ever in doubt, proceed by using a cautious approach utilizing common sense.

Ambulance Procedure:

- 1) Whenever an ambulance is called, the athlete will be accompanied by a staff member—either a health specialist or, at his discretion or absence, a coach or member of the athletic training staff.
- 1) Attempts need to be made to contact the parent/guardian using emergency information cards which should be available at all practice/games.
- 3) Ambulance phone number - 911.

Handling Out-of-Town Injuries:

- 1) Evaluate the injury to determine the extent of damage present.
- 2) If a physician is available, obtain medical consultation.
- 3) Use your professional judgment to determine if transporting to a local

- hospital is necessary.
- 4) An attempt to contact parents is necessary.

Decision-making regarding athletic injuries—withholding and/or returning athletes to competition:

- 1) The goal of any injured athlete is to return to participation in the shortest period of time with the least possible chance of re-injury, keeping in mind the best interest of each individual athlete.
- 2) Considerations when returning athletes to participation:
 - a. Physical status
 - b. Psychological attitude
 - c. Limitations of the sport and specific position of the athlete in regard to injured body part.
 - d. Physician's recommendation (if applicable).
- 3) Decisions to withhold or return any athlete to participation must be cleared through the health specialist.
 - a. Any athlete seen by a physician **MUST** have a written release on file with the health specialist prior to being cleared for participation.
 - b. Student trainers are not to make decisions regarding any athlete's status without consulting the health specialist.

Coaching/Directing Guidelines/Expectations

Game day/performance responsibilities

1. Be a true leader and role model at all times.
2. Promote and encourage sportsmanship.
3. Never quit!

Responsibilities each season

1. Get rosters to the activities office as soon as possible.
2. Get bus times for your games to the activities office as soon as possible.
3. If you have to leave early for a road game, contact your building principal to have your class covered. **Submit a field trip form when the team leaves early.**
4. Check physical, concussion, and emergency medical cards from all athletes before you let them practice.
5. Inventory all equipment annually. Submit requests for equipment replacements as soon as the season is completed.
6. Take care of your equipment! No equipment should be left out in your practice or game facility after the completion of your activities. Make sure it is locked up.
7. Expect your players to treat each other and their opponents with respect. NEVER TOLERATE ANYTHING LESS!!!
8. **Head coaches/directors have the responsibility of recommending all equipment purchases to the AD.**
9. Give copies of all handouts and handbooks to the activities office.
10. PCM provides ticket takers, officials, official scorers (for varsity), and scoreboard operators. You need to make arrangements to have competitions or practices filmed if you choose to do so. Work to find student or parent volunteers for all other duties for lower level competitions.
11. All scheduled practices are expected to be run as scheduled. **All cancellations must go through the AD.**
12. Support your entire program.
13. Support all PCM programs.
14. Head coach/director or designee is the last one out of the building at all times following games, practice, rehearsals, or performances.

Common Traits Among Successful Coaches by Bruce Brown

A number of successful methodologies are employed in the profession of coach. Depending on the circumstances, some are more effective than others for a given situation. As such, each coach utilizes the strengths of his/her personality and experiences to formulate his/her coaching style. On the other hand, several common threads can be seen in most successful coaches.

Philosophy:

- Coaches who know who they are and what they believe. They understand why they have chosen their profession and believe in themselves
- A guide that gets them through the inevitable tough times and great times with equal grace
- Successful coaches do not imitate other coaches. They may look for qualities to model, but they find their own style based on personality and appropriate balance of strengths and weaknesses
- Successful coaches have a philosophy that is specific to the sport they coach. Furthermore, coaches must isolate and develop philosophies for different sections of the game (Offense, defense, participation, squad selection, coaching staff).
- Successful coaches are competitive, but maintain proper perspective. They always strive to win, but understand that if they have prepared well, losses are not failures and some teams/coaches can benefit from occasional defeats.
- Promote positive attitudes and behaviors. They look for the good in each athlete and willing to confront behavior that is not acceptable
- Is a coach who is confident and has the ability and skills to develop confidence in the people around them
- Successful coaches/avoid people who diminish the confidence of others
- Successful coaches know that preparing and providing small, steady successes with appropriate positive reinforcement, spreads confidence.

How to develop your personal coaching philosophy:

- Coach as a profession – Why are you doing this?
- The game you coach – Why do you love this game?
- Your athletes – What are your expectations for them?
- Practice – if preparation is the key to true confidence, what do your practices look like?
- The most important thing the athletes will get from this experience – what do you want the finished product to look like?
- The role character will play in your coaching – what life lessons can your sport teach and how are you going to teach them?

Plan, Organize, Persist, Learn, and Adjust

- Coaches should not confuse activity with achievement. The most important factors in effective practices and team improvement are:
 - Focused attention of the athletes
 - Focused effort of the athletes
 - The coach's ability to teach the physical skills required
 - The coach's use of practice time
 - Plan and Organize –

- Each drill must have a specific purpose and goal explained as related to your system.
- Make notes throughout your practice on the overall effectiveness of the drill, use of time and space
- Write your plan, post your plan, and follow your plan
- Vary your drills. Drills that go too long often turn into unfocused activity and development of bad habits
- Name your drills to avoid describing them each time
- Make every drill as competitive as possible. Keep score or compete against the clock
- Get team conditioning done during drills done at game speed
- Make sure the coach teaches the drill correctly the first time
- Say it once, say it right, and require your players' full attention
- Practice what you want your team to do during timeouts, halftime, substituting, national anthem, etc
- Teach to the level of your fastest learners
- To assist on transition time between drills, call out the next drill to the players with 30 seconds left in the current drill, then hustle in the transition

Persist

- Successful coaches have the inner strength to persevere
 - Continue to see the big picture and visualize the finished product
 - Stay with and believe in your kids
 - All cues from how a team will respond are taken from leadership
 - Do not coach against your opponent; coach against a vision of how good your team is capable of being
- Learn and Adjust
 - Never stop learning and improving by questioning and assessing your methods
 - Go watch effective coaches
 - Bring in trusted coaches to watch or scout your practices
 - Stretch your mind, stay current, and increase your knowledge base

Steps to undertake with regard to being prepared and well-organized

- Develop a written master checklist (skills, drills, offenses, defenses, situations, calendar).
- Prioritize everything on your list into categories of essentials and non-essentials
- Identify and contact any coaches you would like to observe
- Make a list of all coaching responsibilities and delegate within your staff and parents

Teaching and Simplifying the Game

- Teaching the Game
 - Define
 - Model
 - Shape
 - Reinforce
- Simplify the Game
 - Model behavior that provides confidence, concentration, and poise
 - Respond to adversity the way you want your athletes to respond
 - Remember positive reinforcement

- o Focus on the performance of your team. You cannot control the opponents, officials, conditions, etc.
- o Don't be the center of attention (overactive, yelling, trying to make every decision)
Work hard for your team
- o Be careful with your words when things get emotional
- o Avoid long post game evaluations, end on a positive note, save the other stuff for practice

Shared Behavioral Expectations

- Great coaches have athletes that meet their expectations, because these coaches are strong enough to confront incorrect behavior and half-efforts and therefore get the love and respect of their athletes
- Discipline is not a dirty word. It is a balancing act of control and fun
- Whatever behavior, effort, and attention you tolerate will be perpetuated year after year. If you don't correct poor behavior, you are sending a message of acceptance
- Establish which behavior choices are acceptable and which ones are not with every athlete
- Look for the good in every athlete
- Work year-round to make changes. Do not wait until the season begins because you will be catching players doing things wrong instead of being proactive
- One hard day of cutting people with good talent but bad attitudes is better than three or four miserable months

Establishing an environment where positive behavior is the norm, you should address the following challenges:

- Do a style check to see if you have encouraged a climate of where change can occur
- Write a profile of what you want an athlete in your program to look like
- Write and post your definition of a great athletic attitude
- Identify and be willing to work with potential players year-round to ensure character development
- Identify and use positive character traits as part of your squad selection process
- Work with your entire coaching staff to see if you can agree on shared expectations

Positive Motivation

- A motivated team requires common agreement between all the participants concerning high expectations for the team
- Eight Keys for Individual and Team Motivation:
 - o Communication
 - o Build on Successes
 - o Be consistent and persistent
 - o Be creative
 - o Be positive
 - o Find value and individual worth
 - o Do the extra things
 - o Model motivation

Activities to assist you in motivating your team:

- Meet with your staff and identify ways you can improve your communication efforts to your players, staff, parents, and community

- Be willing to do some self-assessment
- Challenge your creativity – look for different methods to teach the same skills, for fun ways to end practice, and for opportunities to build relationships and teams
- Examine ways you and your staff can go the extra mile for individual players and your teams. Be willing to do the small things that will build lifetime friendships and memories