

This Activity Handbook was written to help you, the coach, the activity sponsor, and the Activities Director. The purpose is to outline the responsibilities of the coach, the sponsor, the Activities Director, and the student participant.

This handbook will outline what is expected from our coaches and sponsors and who to go to if you have a request for help, a complaint, equipment need, a need to discuss a personnel matter, or any other activity problem or request.

It is going to be our charge to review and revise this handbook on a yearly basis so that it can better serve the needs of the Ballard Community Schools activity department personnel.

Best wishes for success this school year.

Go Bombers!!

## **ORGANIZATION AND ADMINISTRATION**

**Iowa High School Athletic Association  
Iowa Girls High School Athletic Union  
Iowa High School Music Association  
Iowa High School Speech Association**

The Ballard Community School is a member of both the IHSAA and IGHSAU. The purpose of these organizations is to promote, develop, direct, and regulate amateur interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools and communities throughout the state.

The Ballard Community Schools is also a member of the Iowa High School Music Association and Iowa High School Speech Association. Both organizations promote, develop and regulate the music and speech programs of member schools.

### **The Raccoon River Conference**

The senior high school of the Ballard Community School is a member of the RRC, which has been organized to stimulate and promote friendly rivalry and greater interest in our high school activities. Members of the **RRC** other than Ballard include: ADM, Carlisle, Carroll, DC-G, Boone, Perry, Saydel, Bondurant-Farrar and Winterset.

Raccoon Conference Championships are recognized in baseball, softball, volleyball, boys and girls cross country, wrestling, boys and girls basketball, boys and girls track and field, boys and girls golf, and boys soccer. The conference sponsors both a vocal and instrumental festival.

### **District 3-3A**

The senior high school football team is a member of the 3A District 3 as assigned by the Iowa High School Athletic Association. Other district schools include: Algona, Boone, Clear Lake, Hampton-Dumont, Humboldt, Nevada and Webster City.

### **The Superintendent of Schools**

The executive function is the responsibility of the Superintendent of Schools, who devises ways and means of executing efficiently the policies adopted by the Board of Directors.

He/She recommends to the Board of Directors the appointment of all personnel who are given any responsibility for handling interschool athletics and activities, and he/she approves all policies and procedures recommended by his/her staff and is in fact directly responsible to the School Board for the successful performance of the organization.

### **The School Principal-Grades 7-8 and Grades 9-12**

The school principal is the administrative head of interschool activities.

As administrative head of the school, he is directly responsible to the superintendent of schools, to the IHSAA, IGHSAU, IHSMA, and IHSSA.

Supervision of activity events is a cooperative matter among principals, activities director and site manager.

## **The Activities Director**

The activities director is under the supervision of the principal. He/she is responsible for supervising and coordinating the athletic and activities program of the Ballard Community Schools. He/she shall supervise and direct the work of all coaches and sponsors.

The activities director duties will be those described in his/her job description and any others as designated. He/she will provide the leadership necessary for day to day operation of the activities department.

## **Coaches and Activity Sponsors**

Coaches and sponsors shall act as official representatives of the school as they carry out their activity responsibilities. Coaches and sponsors will conduct their work within the framework of the goals of the school system, the policies and procedures of the department of activities, and the regulations of the Raccoon Conference and state associations.

He/she shall enforce eligibility rules, determine team selections fairly and consider activities as part of the total education program, encouraging participants to work to their maximum ability in academics as well as in their various activities.

We expect that all sponsors will have proper and exemplary behavior at all times and are entirely responsible for the guidance of students in their charge.

## **COACHING EXPECTATIONS AND RESPONSIBILITIES**

### **I. Coaches' Professional and Personal Relationships and Expectations**

The need for precise job specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Ballard School Districts objectives for its activity program. These major performance areas stand out above others:

#### **A. RAPPOR T**

A coach must be able to develop good rapport with any number of individuals and groups, including team personnel, the student body, the professional staff (i.e. faculty, administration, maintenance, etc), the community as a whole, spectators, officials, fellow coaches/sponsors in the conference, media representatives, and the parents of his/her players/participants. Good rapport and an image of competency are invaluable for the coach/sponsor.

#### **B. COOPERATION**

The district expects a maximum of cheerful flexibility between all individuals associated in any degree with the comprehensive activity program. Coaches/sponsors must work cooperatively with their activity director, principal, and other members of their staff.

#### **C. LEADERSHIP**

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, and physical condition should all be exemplary. Dressing appropriately for practice, following practice schedules, and building positive attitudes are very important.

#### **D. DISCIPLINE**

Every facet of discipline is the coach's/sponsor's responsibility. Individually, the coach becomes a model of all that the program represents, including observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season at home and away, and the conduct of the crowd, especially where students are concerned. The desire to do well, to win well, and to lose well should be emphasized. Staff, players and spectators should be motivated toward accomplishing established goals.

#### **E. IMPROVEMENT**

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

## II. COACHING TECHNIQUES

- A. Use sound and acceptable teaching practices.
- B. Run well-organized practice sessions
- C. Complete pre-season planning well in advance of starting date
- D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor, and parents.
- E. Construct a well-organized game plan.
- F. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning, and replacement. All purchasing should be accomplished through established purchasing procedures.
- G. Keep assistant coaches, student managers, and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people, and other similarly involved in the overall program.

## III. COACHES' RESPONSIBILITIES

### A. **TO THE PLAYERS ON THE TEAM**

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim.

We must promote and teach only clean, aggressive, and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example. The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes, and environments.

Players have a right to expect coaches to have genuine and up-to-date knowledge of that which they propose to teach. The safety and welfare of players should always be uppermost in the coaches minds.

The coach's primary responsibility is to the individual boy or girl. The athlete's family must not be ignored, consideration must be given to the family and their requests.

### B. **TO THE SCHOOL DISTRICT**

The coach/sponsor is a frequent topic of conversation at various community locations, including the home, the work place, and meetings of many civic organizations. The coaching profession, as well as one's reputation as a coach, is constantly under scrutiny. The coach's actions and statements should always reflect confidence and respect for the Ballard Community School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

### C. **TO THE SCHOOL**

A coach/sponsor owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school. To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important, but most important is the example set by the coach. Being respected is much more important than being well liked.

The coach/sponsor should treat the faculty, the athletes, and the other students with the same honor and respect that he/she desires to be shown. Firm, fair, and consistent

discipline must be maintained. The work of the coach/sponsor must be an integral part of the educational program of the school.

The coach/sponsor should show mastery of the principles of education and consequent improvement in teaching and coaching. The coach should give support to all endorsed activities of the school. At every opportunity, the coach/sponsor, should urge the student body to be polite, courteous and fair to the visiting team.

**D. TO THE PROFESSION**

A coach/sponsor in the Ballard Community School District should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach/sponsor should belong to the various coaching associations open to the profession.

**E. TO FELLOW COACHES**

The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independence though on the part of the staff. An important factor is human relations skills which provide for an open exchange of ideas in a courteous, thoughtful manner. A head coach should praise the assistants and award recognition whenever possible.

Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program. The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program.

The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill their responsibilities to the head coach, the boys and girls, and the sport itself.

It is difficult to be a good assistant coach; however, the success of the school, the team, and the coaching staff is dependent upon the quality and effort of the assistant coaches.

**F. TO THE OTHER COACHES IN THE SCHOOL**

One must always bear in mind that his or her sport/activity is not the only sport/activity; it is only part of the total athletic/activity educational program and of the school. Therefore, it is important to support, promote, and cooperate with all of the other coaches and activity sponsors for the well-being of the total program.

**G. TO THE FACULTY MEMBERS**

A coach/sponsor is responsible for cooperating with every faculty member on the staff. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test during practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the athletes eligible and to get that extra helping hand when needed.

**H. PHYSICAL PLANT**

Each coach is responsible for the following:

1. Keeping practice areas and locker rooms in order.
2. Storing equipment neatly and cleaning equipment properly within three weeks of the end of the season. Pride in equipment and facilities is of primary importance to all athletes and coaches.
3. Keeping storage areas locked.

## ACTIVITIES DIRECTOR

Title: Activities Director

Qualifications:

1. Valid Iowa Teacher Certificate
2. Previous experience as a head coach
3. Knowledge of the overall operation of activities program

Reports to: Junior-Senior High Principal

Supervises: Assist principal in supervision of coaches/sponsors and other involved in the Ballard Activities Program.

Job Goal: To provide overall leadership and coordination among the various activities to facilitate programs that provide students worthwhile learning experiences.

### Duties and Responsibilities:

1. Responsible to the superintendent of schools and works under the direction of the Junior-Senior High Principal.
2. Responsible for administrating all interscholastic policies and procedures working within the confines of the Rules and By-Laws of the Iowa High School Athletic Association, Iowa Girls High School Athletic Union, Iowa Speech Association and Iowa High School Music Association.
3. Observes coaches sufficiently in order to make future recommendations in terms of job expectations and to make recommendations to the school principal as to coaches job assignments.
4. Responsible for all recommendations for the improvement of adequate facilities which shall be directed to the superintendent of schools for consideration and referral at his/her discretion.
5. Responsible for the development of all interscholastic game schedules supported by a copy of the contract form in his/her files and approves the publication of all schedules.
6. Responsible for contracting all game officials.
7. Interprets board policy to the extent necessary to provide guidance for the schools and coaches under his/her jurisdiction.
8. Resolves conflicts that may develop from time to time within the activities department.
9. Seeks and finds ways for supporting and financing the athletic/activities program.
10. Makes arrangements for all activities such as transportation, lodging and meals when required.
11. Receives equipment quotations from authorized coaches, evaluates such requests, and approves appropriated orders.
12. Attends all home athletic contests and/or arranges for proper supervision of home athletic contests by administrative personnel.
13. Acts as tournament or contest manager for all league and tournament playoff activities assigned to the school district.

14. Sends reminders of future events to schools and officials.
15. Responsible for, along with the principal, after consulting the head coach or activity sponsor, the cancellation or postponement of contracted contests or scheduled performances because of conditions that prevent play or performance.
16. Supervises all radio and television broadcasts, as well as the public address system operation at the various games.
17. Maintains permanent records of each sport, such as wins and losses, outstanding records, letter persons, etc.
18. Maintains a file of all athletic suspensions and expulsions from teams in regard to giving each athlete due process.
19. Responsible for game management at all home interscholastic contests and when admission is charged is responsible for the safekeeping and deposit of gate receipts.
20. Provides for the cleaning, repairing and storing of all athletic equipment and maintaining a perpetual inventory of all equipment.
21. Arranges for medical personnel at all home varsity football games and other large athletic events.
22. Supervises the physical equipment and schedules facilities for all interscholastic athletic events.
23. Promotes publicity for all interscholastic sports and assists in the organization of the game programs.
24. Coordinates with the supervisor of maintenance the repair and maintenance of the football field, track, softball field and gymnasiums.
25. Manages athletic facilities and controls the use of facilities by band, football team, track squads. Hires or makes necessary arrangements to provide security and other services required by the activity program.
26. Represents the school in all athletic/activity business at district, conference and state meetings.
27. Responsible for the operation and organization of the press boxes.
28. Attends and serves as the school liaison at all booster club meetings.
29. Assists the administration in the preparation and the distribution of complimentary passes for the school district.
30. Maintains an active program that promotes sportsmanship and welcomes the competing teams and guests.
31. Responsible for the annual review of the activity policy and staff handbook.
32. Constantly evaluates the program, always seeking ways of improving interscholastic activities.
33. Presents recommendations for changes in the activity program to the junior-senior high principal.

34. Coordinates an orientation meeting for all coaches/sponsors at the beginning of each new school year.
35. Performs such other duties as the principal and/or superintendent of schools may direct.

## HEAD ATHLETIC COACH JOB DESCRIPTION

Title: Head Athletic Coach

Qualifications:

1. Valid Coaching Authorization
2. Has the ability to organize and supervise a total sports program.
3. Has previous successful coaching experience in assigned sport.
4. The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field.

Reports to: The activity director, who provides overall objectives and final evaluation in conjunction with the secondary principal.

Supervises: The head coach must advise, coordinate, and support a staff of high school assistant coaches and middle school coaches in conjunction with the athletic director and respective principal.

Job Goal: To instruct athletes 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 athletes shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

### General:

1. The success of athletic programs has a strong influence on the community's image of the entire school system. The public exposure is a considerable responsibility and community parent pressure for winning performance is taxing, but must not over-ride the objectives of good sportsmanship and good mental health of the athletes.
2. The position includes other unusual aspects such as extended time, risk/injury factor, and due process predicaments.
3. It is the express intent of this job description to give sufficient guidance for the coach to function effectively. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

### Duties and Responsibilities:

1. Has a thorough knowledge of all athletic policies approved by the Ballard Board of Education and is responsible for policy implementation by the entire staff of the sport.
2. Has knowledge of existing school system, state and league regulations; implements regulations consistently and interprets them for staff.
3. Understands the proper administrative chain of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.

### Staff Responsibilities:

4. Establishes the fundamental philosophy, skills, and techniques to be taught by staff. Designs conferences, clinics, and staff meetings to insure staff awareness of overall program.
5. Trains and informs staff and encourages professional growth by encouraging clinic attendance according to local policy.

6. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants.
7. Maintains discipline, adjusts grievances, and works to increase morale and cooperation.
8. Performs such other duties which may be assigned by the activity director.
9. Aids in the recruitment and selection of assistant coaches as the need arises.

Administrative Duties:

10. Assists the activities director in scheduling, providing transportation, and requirements for tournament and special sport events.
11. Makes necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
12. Submits to the activity director's office a complete list (roster) of eligible participants for the sport at least one week prior to the initial contest. This list should include name, height, weight (if applicable), grade, position and jersey number.
13. Provides documentation to fulfill state and school system requirements concerning physical examinations, parental consent, and eligibility.
14. Provides proper safeguards for maintenance and protection of assigned equipment sites.
15. Consults the activity director concerning recommendations for policies, methods, or procedural changes.
16. Submits end-of-year report including the following:
  - a. conference placing and record,
  - b. results of all contests,
  - c. letter winners,
  - d. all conference awards winners, and
  - e. number of athletes completing the school year.

Student Responsibilities:

17. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant. These areas should be covered by the head coach:
  - a. academic eligibility,
  - b. physical, insurance, and parental forms acknowledging risk and understanding of the good conduct policy,
  - c. care and return of equipment,
  - d. attendance at practice,
  - e. suiting up policy,
  - f. lettering requirements,
  - g. dress for contests,
  - h. rules and regulations of the athletic handbook and additional rules, and
  - i. bus procedures
18. Gives constant attention to a student-athlete's grade and conduct.
19. By his/her presence at all practices, games and while traveling, provides assistance, guidance, and safeguards for each participant.

20. Initiates programs and policies concerning injuries, medical attention, and emergencies.
21. Completes paperwork on all disabling athletic injuries on proper forms and submits to the nurse's office within 24 hours.
22. Directs student managers, assistants, and statisticians.
23. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary.
24. Assists athletes in their college or advanced educational selection.

#### Finance and Equipment:

25. Participates in the budgeting function with the activities director by establishing requirements for the next season. Recommends equipment guidelines as to type, style, color or technical specifications.
26. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing, and reconditioning of equipment and submits annual inventory within three weeks of the end of the season and current records concerning equipment.
27. Properly marks and identifies all equipment before issuing or storing.
28. Monitors equipment rooms and coaches' offices, authorizes who may enter, issue, or requisition equipment.
29. Makes sure medical kits are adequately supplied and available at all practices and contests.
30. Permits the athletes to be only in authorized areas of the building at the appropriate times.
31. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
32. Supervises locker rooms and is responsible for the safety of athletes before and after practices or games.
33. Secures all doors, lights, windows, and locks before leaving building if custodians are not on duty.
34. Instills in each player a respect for equipment and school property, including its care and proper use.

#### Public Relations:

35. Organizes parents, coaches, players and guests for pre-season meetings.
36. Organizes end-of-year banquet to award letters and any special awards.
37. Promotes the sport within the school through recruiting athletes who are not in another sports program and promotes the sport outside the school through news media, little league programs, or in any other feasible manner.
38. Responsible for the quality, effectiveness, and validity of any oral or written release to local media.

39. Responsible for maintaining good public relations with news media, parents, officials, volunteers, and fans.
40. Presents information to news media concerning results.

## ASSISTANT COACH JOB DESCRIPTION

Title: Assistant Coach (High School and Junior High School)

Qualifications:

1. Valid Iowa Coaching Authorization
2. Previous coaching experience in assigned sport is desirable.
3. Has knowledge and background in assigned sport.

Reports to: The head coach, in conjunction with the activities director and respective principal.

Supervises: Athletes and team assigned to him or her and assumes supervising control over all athletes in program when such control is needed.

Job Goal: To carry out the aims and objectives of the sport program as outlined by the head coach. To instruct athletes in individual and team fundamentals, strategy, and physical training necessary for them to realize a degree of individual and team success.

### Duties and Responsibilities:

1. Has a thorough knowledge of all athletic policies approved by the Ballard Board of Education and is responsible for its implementation.
2. Has knowledge of the existing system, state, and league regulations; implements regulations consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.

### Administrative Duties:

5. Assists the head coach in scheduling and providing transportation to tournaments and special sport events.
6. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees.
7. Provides documentation to the activities director to fulfill state and system requirements concerning physical examinations, parental consent, and eligibility.
8. Provides proper safeguards for maintenance and protection of assigned equipment sites.

### Student Responsibilities:

9. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
10. By his/her presence at all practices, games and while traveling, provides assistance and guidance to and safeguards for each participant.
11. Directs student managers and statisticians on respective teams.
12. Determines discipline and delineates procedures concerning due process when the enforcement of discipline is necessary. Contacts parents when a student is dropped from a team or becomes ineligible.

#### Equipment and Facilities:

13. Is accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned. Arranges for issuing and storing of equipment and submits to the head coach an annual inventory and current records concerning equipment.
14. Recommends to the head coach budgetary items for the next year in his/her area of the program.
15. Monitors equipment rooms and coaches' offices and authorizes who may enter.
16. Permits the athletes to be only in authorized areas of the building at the appropriate times.
17. Examines locker rooms before and after practices and games, checking on general cleanliness of the facility. Responsible for cleanliness and maintenance of specific sport equipment.
18. Secures all doors, lights, windows, and locks before leaving building if custodians are not on duty.
19. Instills in each player a respect for equipment and school property including its care and proper use.

#### Program Responsibilities:

20. Assists the head coach in carrying out his/her responsibilities.
21. Makes press releases and school announcements.
22. Instructs team members as to changes in the rules and teaches fundamentals of the sport as outlined by the head coach.
23. Maintains a record of team statistics.
24. Works within the basic framework and philosophy of the head coach of that sport.
25. Attends all staff meetings and carries out scouting assignments as outlined by the head coach
26. Arrives early enough before practice, contests, and meetings to prepare adequately and remains long enough afterwards to help players with problems or to become involved in staff discussions.
27. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight program.
28. Never criticizes, admonishes, or argues with head coach or any staff member within ears or eyes of players or parents.
29. Strives to improve skills by attending clinics and using resources made available by the head coach.
30. Attends most of the contests, when possible, of other teams in the program.
31. Performs such other duties that are consistent with the nature of the position and that may be requested by the head coach.

## **VOLUNTEER COACHES**

When a need arises and an authorized individual can be found, the Ballard Athletic Department will use volunteer coaches as assistants.

1. The volunteer coach will be evaluated by the head coach.
2. The volunteer coach will be held accountable for the duties and responsibilities listed under the job description of an assistant coach.
3. All volunteer coaches must meet Ballard Board of Education approval.
4. Have provided the activities director a copy of their coaching authorization.

## SEASONS AND STARTING DATES

The practice and playing seasons are all determined by our state associations and/or union. The number of contests/games are determined also by our state associations. A copy of this year's starting dates and contest limits are found in this handbook.

## CARE OF ATHLETIC FIELDS

The care of the athletic fields, practice field, softball diamond and track is the primary responsibility of the supervisor of grounds and head custodian. The activities director shall consult with coaches/directors about what is needed for events and practices.

## PUBLICITY

The activities director shall also serve as director of publicity. It will be his/her duty to release statements to the press and radio, to make arrangements for press and radio coverage of games and to secure any advertising that is deemed necessary.

It shall be the duty of the coaching staff to notify the press of game scores and to provide them with any information that is requested. The Des Moines Register, Ames Tribune and Tri-County Times are newspapers that need to be notified of results.

## CARE OF EQUIPMENT

All basketballs, volleyballs, footballs, softballs, baseballs, tennis balls, and golf balls are purchased and paid for through the athletic fund as budget allows. The balls are held through each department and passed down to the physical education classes after several years of use.

Coaches are responsible for equipment including uniforms, and they are expected to keep them in good serviceable order. When they become non-serviceable and of no use, they should be discarded because storage space is limited. An up-to-date inventory of all equipment used in each sport will be on file in the Activities Office. Equipment used in more than one sport must be recorded by each coach that uses it.

## OPEN GYM

This could be any time during the academic year but is most common in the fall and spring. Open gym is permissible only if it is communicated to all students, is supervised by a faculty member, and has prior approval of the principal or activities director. No students are to be involved in "play activities" in the gym at any time unless supervised.

## NON-STUDENT PARTICIPATION

Non student participation at **practice sessions** and in the **weight room** is not allowed. Junior and senior high school programs are of jr.-sr. high students only. Exceptions are not allowed. There is a serious liability question when non-students use school facilities at unauthorized times.

## **WEIGHT ROOM**

Use of the weight room is necessary for the athletic program to be competitive. In season sports have priority for using the facility after school. Head coaches must coordinate its use.

Non participants for that season will use the weight room according to a predetermined schedule when supervision is available. This schedule will be coordinated by the weight room supervisor. The times recommended for such a use are 7:00-8:00 am and after 5:00 pm.

There will be no use of the weight room during the school day, except by those students in a scheduled physical education class.

\*No students shall be in the weight room when supervision is not available. Weight room will be locked.

## **LOCKER ROOMS**

The coaching staff is responsible for locker room supervision. This means a coach is the first to arrive and the last to leave the facility.

It is the responsibility of the athletes, with proper instruction from the coach, to police the locker room. Equipment must be locked in a school provided locker or taken home. Each student must provide their own towels.

Athletes are to enter and leave the locker room area by the nearest possible exit as determined by the coach. Students are not to be in the academic wings of the building after practice except with permission.

## **PURCHASING EQUIPMENT**

All equipment used for athletics must be purchased by the activities director.

Coaches may purchase equipment and/or supplies only after the request has been presented to the activities director and a signed purchase order has been obtained. This purchase order must be signed by the high school principal or activities director.

Items purchased by school employees that are going to become personal possession of that employee are to be charged to the employee, not the school district. The vendor will directly invoice the employee and the employee will make the payment.

Items purchased by teams (team T-shirts, sweatshirts, state tournament T-shirts) **must be paid for prior to the order being placed. All T-shirts & sweatshirts will have a \$2.00 service charge added to the cost.**

Team T-shirt slogans need to have administrative approval prior to ordering.

The school will not pay bills if they result from an unauthorized purchase.

## **CANCELING/POSTPONING TRIPS DUE TO WEATHER**

The jr.-sr. high school principal and activities director will make all decisions regarding the cancellation/postponement of all activity events including those related to weather conditions. The transportation director will be consulted before any decision on cancellation/postponement is made if a school vehicle is to be used.

The activities director will be responsible to reschedule the contest or event as per league rules or the next possible playing date. Additional athletic contests will only be scheduled by the activities director.

## **INCLEMENT WEATHER AND ACTIVITY PRACTICE**

### **Ballard Jr. High School**

1. School canceled before classes begin  
No practice, games or performances
2. School called off after classes have been in session  
All conditions (except heat)-no practice. This includes voluntary practice.  
Heat-practice can be held. Activities need to be appropriate to conditions. This could be reduced activity or a chalk talk.

### **Ballard Sr. High School**

1. School canceled before classes begin  
Practice, games or performances could be held later in the day if prior approval of principal or activities director is obtained. No student can be penalized for not attending.
2. School called off after classes have been held part of the day.  
All conditions except heat-practice can be held with permission of the principal or activities director and is voluntary in nature. No student may be penalized for not attending.  
Heat-practice can be held. The time may need to be set later in the day. Activities need to be appropriate to the conditions. This could be reduced activity or a chalk talk.

## **ATTENDANCE AT STATE VARSITY TOURNAMENTS**

1. The athletic department will purchase tickets for each coach for up to two (2) of the sessions. The department will not pay for wives' tickets.
2. Coaches may be allowed one school day attendance at their state varsity tournament when their squad or squad members are not participating. This day will be arranged between the head coach and the high school principal.
3. The athletic department will not be responsible for any other expenses other than tickets.

## **STAFF DEVELOPMENT**

Each sport will have the following budget for reimbursed expenses. These expenses will be for tickets, registration and lodging.

Girls & boys basketball, football, volleyball and wrestling	\$300.00 per staff
Baseball, softball, girls & boys track, girls & boys cross country	\$200.00 per staff
Girls & boys golf and tennis , girls & boys soccer	\$200.00 per staff

1. Each head coach will decide how their program's money for staff development will be spent.
2. Registrations may be sent in ahead of time and paid for from their budget.
3. Any unspent funds will remain in the activity fund.

## **FLOOR TAPE**

When lines need to be taped on the floor of any gym, consult the head custodian prior to application. **Special tape must be used.** The head custodian will work with the coach at all buildings to insure appropriate taping of lines.

## **RUNNING IN THE HALLS**

No student or staff member may use the hall for running purposes after **7:45 am** and before **4:00 pm** on days when school is in session

## **RESERVATION OF FACILITIES**

Communication is the key. A season long practice and game schedule worked out between coaches and activity sponsors of a given sport and approved by the activities sponsor is the place to begin. This schedule will be given to the principal and the head custodian. Any change in the schedule needs to be communicated to the coaches, sponsors, activities director, principal and head custodian.

The junior-senior high gym will be used only for activities sponsored by the Ballard Community Schools. Exceptions to this will be approved by the principal or activities director.

## **FAMILY NIGHT**

The Ballard Community Schools honors Wednesday night as family night. All student activities need to be completed by 6:30 pm in the evening. Family night is in effect from the Wednesday after Labor Day to the Wednesday prior to Memorial Day.

Exceptions to this may be state sponsored tournament events or those events which have the permission of the high school principal or activities director.

## **HOLIDAY OR SUNDAY PRACTICES**

Sunday practices maybe held on Sunday only when a varsity contest has been scheduled on the following day beyond the school's control (contests canceled because of weather or tournament contests). Permission to conduct these practices must be received from the principal or activities director.

When a varsity contest is scheduled on the day immediately following a holiday, practice may be held on that holiday. Permission to conduct the practice must be received from the principal or activities director.

## **TRANSPORTATION**

All buses are ordered by the activities director. At the beginning of each season the coach will be informed by the activities director of bus departure times. It is the responsibility of the coach to have the members of his/her squad ready to board the bus at the designated time. The coach must exercise control and maintain proper supervision of his/her squad.

Students who are members of athletic teams or activity squads will be transported to events by school transportation. Students who are members of the athletic teams or activity squads going to events will return in the bus.

Occasionally parents or guardians will want to bring an athlete home from an event: this is acceptable if the head coach agrees, and if the parent makes verbal contact with coach before leaving the event. Athletes may leave an away event only with a parent or guardian. Athletes may not ride home with a brother, sister, or any other immediate relative, family or friend.

Notes will not be accepted as permission to leave an away event with any other party other than a parent or guardian. If an athlete must leave an event, they may leave only with a parent. Arrangements could be made prior to the event for an athlete to leave with another party by contacting the main office in writing before the bus leaves for the event.

Transportation will be provided for the cheer squad to out of town events. This will be bus transportation and they are under supervision and regulations of the head coach in charge of the trip and are to cooperate with his/her wishes.

## **PRIVATE TRANSPORTATION**

Students transported to activity events in private transportation must be accompanied by adult supervisors or parents driving the cars. Should students be released following events they may be released only to their parents and may only accompany their parents home.

## **BOOSTER CLUBS**

### **ATHLETIC BOOSTERS**

The head coaches of each sport need to choose a sport representative at the beginning of each school year. The sport reps will serve a two year term. The parent representatives may be a couple or individual and will serve on the booster club executive board.

### **MUSIC BOOSTERS**

The department head of the instrumental and vocal music departments will choose individual parents or couples to serve as class representatives for grades 7-12. These parents will serve on the Music Booster executive board.

## **INJURY INSPECTION AND EVALUATION**

1. Stay calm
2. Do a primary survey. ABC's  
Airway--Breathing--Circulation
3. Be reassuring and keep the athlete calm
4. Evaluate the extent of the injury
5. If the injury is more than you can handle have someone contact another person for help
6. Make sure the athlete does not have a head or neck injury before allowing the athlete to move
7. Immobilize the injured segments, if necessary, before moving the athlete.
8. Put evacuation plan into action

## **EMERGENCY EVACUATION PLAN**

If an ambulance is needed follow the following instructions

1. Dial 911. Give your name, identify yourself as a coach at Ballard. Give the location of the athlete and nature of the injury.
2. Have someone stay with the injured athlete and send someone to meet the paramedics and help direct them to the scene of injury.
3. In the event of an emergency injury situation the parents must be notified. This should be done by the coach or by Mr. Olberding or Mr. Ronca, if available.
4. The injury must be documented by promptly filling out an injury report.

## **EMERGENCY CARE OF MUSCULOSKELETAL INJURIES**

(soft tissue injuries, muscles, ligaments, tendons, and bones)

1. Attention should be given to hemorrhage, early inflammation, muscle spasm, and pain.
2. Use RICE treatment. REST-ICE-COMPRESSION-ELEVATION
3. RICE schedule:
  - evaluate the extent of the injury
  - apply ice pack on the injury with a single layer of wrap
  - hold ice pack to injured site with elastic wrap
  - ice rotating on and off for 20 minutes apiece
  - elevate injury

## **BALLARD ATHLETIC ALL-STATERS**

Athletes who have been chosen to be on an all-state team (not elite, special, or honorable mention) or place at a state meet will have an 8 x 10 professional taken photo taken to hang in the jr.-sr. high cafeteria. An athlete who earns honors in more than one sport, will have their picture taken for each sport. Their picture will be taken only once for each sport.

Coaches are responsible for setting up an appointment for your athlete to get their picture taken in uniform. Do not slight your athlete this honor.

Following are the qualifications for each sport.

Volleyball-	all state teams 1-6
Basketball-	all state teams 1-6
Football-	all state teams 1-6
Softball-	all state teams 1-6
Baseball-	all state teams 1-6
Soccer-	all state teams 1-6
Wrestling-	a 1st-8th place finish at the state meet.
Track-	a 1st-8th place finish at the state meet (a relay team will have their picture taken as a team)
Tennis-	a 1st-6th place finish at the state meet (a doubles team will have their picture taken as a team)
Cross Country-	a 1st-6th place finish at the state meet
Golf-	a 1st-6th place finish at the state meet

Only sports to be recognized are those sanctioned by either the IHSAA or IGHSAA.

## **BALLARD FINE ARTS ALL STATERS**

### **INSTRUMENTAL AND VOCAL MUSIC**

Those students who are chosen to represent Ballard in the All State Music Festival will have an 8 x 10 photo taken to be placed on the wall in the auditorium lobby.

### **SPEECH**

Those students who have been selected to super all-state will have an 8 x 10 picture taken to be placed on the wall in the auditorium lobby. Ensemble groups will have a group photograph taken.

Those students who qualify as All-Staters in both music and speech will have individual pictures taken for both areas.

## **END OF THE SEASON BANQUETS**

The activities department does not provide for a banquet at the end of each season to honor that season's athletes. Instead each coach is free to choose the format for handing out the awards for his/her sport. Potlucks and pizza parties have been popular in the past. Please discuss the plans for our banquet with the activities director. Following are some guidelines for an awards banquet.

1. Identify a location. The high school cafeteria may be used for a potluck. You may chose to use a restaurant, one of the parks in the area or go to a private home.
2. Communicate to the parents/guardians in writing the plans for the banquet. The activities department will send the invitations out for you. Information sent home with the athlete does not get home, especially if it is verbal only.
3. Discuss with the activities director plans for something to drink. If it is held in high school cafeteria the soft drink machine may be used. The activities department has a coffee maker for your use.
4. Present your list of letterwinners to the activities director at least one week prior to the banquet to insure that all awards are properly prepared.
5. If you give special awards please be aware that they can not exceed \$10.00 in price according to guidelines set by the IHSAA and IGHSAU.

## **BOOSTER CLUB ATHLETIC BANQUET**

The Ballard Athletic Boosters host an athletic banquet at the end of the school year. At this time the senior athletes are presented their senior plaques and special awards are presented to the honorees. No letters are to be awarded at this banquet. Coaches and senior athletes are guests of the Booster Club.

## **ATHLETIC DEPARTMENT AWARDS**

### **Junior High School**

All seventh and eighth graders completing a sport season will be presented a certificate recognizing their participation.

### **Senior High School**

All athletes completing a sport season will be presented with a certificate recognizing their participation.

Athletes meeting minimum requirements identified by the head coach may earn an athletic varsity letter.

1. First time letter winners receive:
  - a. Varsity "B"
  - b. Pin insignia for that sport
  - c. Bar
2. Additional letters in the same sport will be recognized with a bar.
3. An athlete will be presented with a pin insignia for each sport in which he/she letters.

Athletes competing in a state meet are awarded the Ballard High School State Qualifier Medal.

## **SPECIAL ATHLETIC DEPARTMENT AWARDS**

### Hustler Award (Boys Basketball)

Awarded to a high school boys basketball player selected by his teammates.

### Richard Heggen Award (Football)

Awarded to a senior football player who is selected by his teammates on a secret ballot.

### Flo Hyman Award (Volleyball)

Awarded to a high school volleyball player selected by a secret ballot of the squad.

### Outstanding Wrestler (Wrestling)

Awarded to a high school wrestler upon selection by the high school wrestling squad. A closed ballot is used for selection.

### Softball Award

Awarded to a high school softball player as voted on by her teammates.

### Bernie Saggau Award

Awarded to a senior boy or girl selected by the activities staff. A closed ballot is used for selection.

### Three Sport Letter Winners

A certificate is awarded to all athletes who letter in three sports during a school year.

### Four Sport Letter Winners

A plaque is awarded to all athletes who letter in four sports during a school year.

Above awards are awarded at the athletic banquet in the spring.

## **SPECIAL MUSIC DEPARTMENT AWARDS**

### John Phillip Sousa Award (Instrumental Music)

Awarded to senior boy or girl selected by instrumental music staff.

### Louis Armstrong Jazz Award (Instrumental Music)

Awarded to senior boy or girl selected by instrumental music staff.

### National School Choral Award (Vocal Music)

Awarded to senior boy or girl selected by vocal music staff.