



Dubuque
COMMUNITY SCHOOLS

2017-2018

Coaching

Handbook

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DISTRICT BELIEFS AND MISSION STATEMENT

Dubuque Community Schools Activities/Athletic Programs will provide opportunities where all students can acquire the favorable habits and attitudes necessary for success in life.

Beliefs

- Activities must be competitive at the local, conference, and state level.
- Activities must receive positive evaluation by stakeholders.
- Activities must result in excellent citizenship and sportsmanship at all levels.
- Activities must promote learning life skills and academic success.
- Activities must provide the means for all students to reach their potential.
- Activities must connect to community programs.
- Activities must require the commitment of everyone involved.

The Board of Education Values

- Essential skills of digital-age literacy, inventive thinking, effective communication, and high productivity.
- Innovative programming options.
- Extra-Curricular activities and character development.
- Building leadership capacity for all employees.
- Community engagement and multiple ways of communication.
- Being transparent, ethical, and using resources wisely.

WOMEN SPORT START DATES 2017-18

Cross Country

1st Practice Aug. 7

1st Competition Aug. 21

Regional Oct. 19

State Oct. 28

Swimming/Diving

1st Practice Aug. 7

1st Competition Aug. 21

Regional Oct. 26 (Diving) – Oct. 28 (Swim)

State Nov. 3 (Diving) - Nov. 4 (Swim)

Volleyball

1st Practice Aug. 7

1st Competition Aug. 21

Regional Oct. 18, 24, Oct. 30

State Nov. 7-10

Bowling

1st Practice Nov. 6

1st Competition Nov. 20

Regional Feb. 13

State Feb. 21

Basketball

1st Practice Nov. 6

1st Competition Nov. 17

Regional Feb. 14, 17, 20

State Feb 26-March 3

WOMEN SPORT START DATES 2017-18

Track & Field

1st Practice Feb. 12

1st Competition Feb. 12

Regional May 10

State May 17-19

Golf

1st Practice March 12

1st Competition March 21

Regional May 21

State May 29-30

Tennis

1st Practice March 12

1st Competition March 26

Regional May 17

State May 31, June 1

Tennis (Team)

Regional May 12, 17, 19

State May 22, 23, June 3

Soccer

1st Practice March 19

1st Competition April 2

Regional May 30, June 4

State June 7-9

Softball

1st Practice May 7

1st Competition May 21

Regional July 5, 7, 10

State July 16-20

MEN SPORT START DATES 2017-18

Cross Country Class

1st Practice August 7

1st Competition August 21

Playing Dates 10

Scrimmages None

Post Season Tournament October 19

State Tournament October 28

Fall Golf

1st Practice August 7

1st Competition August 10

Playing Dates 12

Scrimmages None

Post Season Tournament October 3

State Tournament October 6-7

Football

1st Practice August 7

1st Competition August 24

Playing Dates 9

Scrimmages 1 after 10 practice dates

Post Season Tournament Oct. 27, Nov. 3, 10

State Tournament November 17

Basketball

1st Practice November 13

1st Competition November 27

Playing Dates 21

Scrimmages 3--Anytime During Season

Post Season Tournament Feb. 19, 23, 27 State Tournament March 7,9,10

MEN SPORT START DATES 2017-18

Bowling

1st Practice November 6

1st Competition November 20

Playing Dates 12

Scrimmages None

Post Season Tournament February 13

State Tournament February 21

Swimming

1st Practice November 6

1st Competition November 20

Playing Dates 12

Scrimmages 1--After 1st Competition Date

Post Season Tournament February 3

State Tournament February 10

Wrestling

1st Practice November 13

1st Competition November 27

Playing Dates 15

Scrimmages 3 Prior to 2A, 1A Sect. 3A District

Dual Team Reg. Tourn. February 7

Dual Team State Tourn. February 14

Post Season Tournament District-Feb. 10

State Tournament February 15-17

MEN SPORT START DATES 2017-18

Soccer

1st Practice March 12

1st Competition March 29

Playing Dates 15 dates; 2 maybe multi-tm tourn.

Scrimmages 2

Post Season Tournament May 21, 23, 26

State Tournament May 31, June 1-2

Tennis

1st Practice March 12

1st Competition March 26

Playing Dates 12

Scrimmages NONE

Post Season Tournament-Ind. May 10

State Tournament-Individual May 25, 26

Post Season Tournament-Team May 12 & 19

State Tournament-Team May 29

State Co-Ed Tournament June 5

Track & Field

1st Practice February 12

1st Competition February 12

Playing Dates 12 Meets

Scrimmages None

Post Season Tournament May 10

State Tournament May 17-19

MEN SPORT START DATES 2017-18

Baseball

1st Practice April 30

1st Competition May 21

Playing Dates 40

Scrimmages None

Post Season Tournament July 13, 16, 18

State Tournament July 25, 27, 28

Starting Dates, 2017-18⁴

The first date listed after each sport is the first date on which competition is allowed (eligibility period starts). Eligibility resumes at 12:01 a.m. **on the 31st day.**

IHSAA Sports	1st competition date	Eligibility resumes at 12:01 a.m. on THIS Date:
Fall Golf	August 10	September 9
Football	August 17	September 16
Cross Country	August 21	September 20
Bowling	November 20	December 20
Swimming	November 20	December 20
Wrestling	November 27	December 27
Basketball	November 27	December 27
Track/Field	March 12 ⁵	April 11
Spring Golf	March 26	April 25
Tennis	March 26	April 25
Soccer	March 29	April 28
Baseball	May 21	June 20

IGHSAU Sports	1st competition date	Eligibility resumes at 12:01 a.m. on THIS Date:
Cross Country	August 21	September 20
Swimming/Diving	August 21	September 20
Volleyball	August 21	September 20
Basketball	November 17	December 17
Bowling	November 20	December 20
Track/Field	March 12 ⁶	April 11
Golf	March 21	April 20
Tennis	March 21	April 20
Soccer	April 2	May 2
Softball	May 21	June 20

⁴ Check Web sites of IHSAA (www.iahsaa.org) or IGHSAU (www.ighsau.org) to make sure these dates have not changed.

⁵ and ⁶ First allowable competition date for track and field is earlier than March 13. However, per agreement between DE, IHSAA, and IGHSAU, the March 13 date is when academic ineligibility

IOWA HIGH SCHOOL ATHLETIC ASSOCIATION IOWA GIRLS HIGH SCHOOL ATHLETIC UNION CONCUSSION MANAGEMENT

Iowa Code Section 280.13C states, in part,

1b. “Annually, each school district and nonpublic school shall provide to the parent or guardian of each student a concussion and brain information sheet, as provided by the Iowa High School Athletic Association and Iowa Girls High School Athletic Union. The student and student’s parent or guardian shall sign and return the concussion and brain injury information sheet to the student’s school prior to the student’s participation in any interscholastic activity for grades seven through twelve.

2. If a student’s coach or contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury in an extracurricular interscholastic activity, the student shall be immediately removed for participation.

3a. A student who has been removed from participation shall not recommence such participation until the student has been evaluated by a licensed health care provider trained in the evaluation and management of concussions and other brain injuries and the student has received written clearance to return to participation from the health care provider.

3b. For the purposes of this section, a **licensed health care provider means a physician, physician’s assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist, or licensed athletic trainer** licensed by a board designated under section 147.13.

3c. For the purposes of this section, an extracurricular interscholastic activity means any extracurricular interscholastic activity, contest, or practice, including sports, dance, and cheerleading.”

IHSAA/IGHSAU Recommended Protocol When a Student Has Sustained a Concussion or other Brain Injury as Defined in Iowa Code Section 280.13C

Effective January 1, 2013

- 1. No student should return to play/competition or practice (RTP) on the same day s/he sustained a concussion or brain injury, but a licensed health care provider as defined in Iowa Code Section 280.13C makes the final decision regarding (RTP).**
- 2. A licensed health care provider as defined in Iowa Code Section 280.13C should evaluate a student suspected of having a concussion or brain injury on the same day the injury occurs.**
- 3. After receiving medical clearance by a licensed health care provider as defined in Iowa Code Section 280.13C, RTP should follow a stepwise protocol with provisions for delayed RTP based upon the return of any signs or symptoms.**
- 4. Education of contest officials, school coaches and other appropriate school personnel, contestants, parents, and licensed health care providers.**
 - The Iowa High School Athletic Association and Iowa Girls High School Athletic Union will provide educational materials related to concussions and brain injuries developed by the CDC and other organizations knowledgeable about concussions.
- 5. Removing students who exhibit signs, symptoms, & behaviors of a concussion or brain injury from participation, and their return to participation.**
 - Coach Removal** - If the student's coach observes signs, symptoms, or behaviors consistent with a concussion or brain injury, during any kind of participation, i.e. practices, scrimmages, contests, etc., the student shall be immediately removed from participation and shall not return until the school's designated representative receives

written clearance to return from a licensed health care provider as defined in Iowa Code 280.13C

□ **Contest Official Removal** - If a contest official observes signs, symptoms, or behaviors consistent with a concussion or brain injury, during scrimmages, contests, etc., the student shall be immediately removed from participation and a designated contest official at the contest/event must receive the written clearance to return from a licensed health care provider as defined in Iowa Code 280.13C before the student can return to participation in that contest/event, including an event that takes place over multiple days.

□ Before allowing a student who has been exhibiting signs, symptoms, & behaviors of a concussion to return to participation (*practice and/or competition*), licensed health care providers as defined in Iowa Code 280.13C should follow the return to participation protocol from “Suggested Guidelines for Management of Concussion in Sports,” NFHS Sports Medicine Advisory Committee 2009 and “Consensus Statement on Concussion in Sport 3rd International Conference in Sport Held in Zurich, November 2008,” Clinical Journal of Sports Medicine, Volume 19, Number 3, May 2009.

6. At events where the Iowa High School Athletic Association or Iowa Girls High School Athletic Union have provided licensed health care providers as defined in Iowa Code 280.13C, those licensed health care providers have final authority regarding RTP when a student has exhibited signs, symptoms, and behaviors consistent with a concussion.

RETURN TO PARTICIPATION PROTOCOL FOLLOWING A CONCUSSION (GUIDELINES FOR LICENSED HEALTH CARE PROVIDERS)

Return to participation following a concussion is a medical decision made on an individual basis by licensed health care providers. Medical experts in concussion believe a concussed student should meet ALL of the following criteria in order to progress to return to participation. However, these criteria are GUIDELINES ONLY and not required by Iowa Code Section 280.13C when licensed health care providers determine a student’s return to participation.

Asymptomatic at rest, and with exertion (including mental exertion in school), AND have written clearance from physician, physician’s assistant, chiropractor, advanced registered nurse practitioner, nurse, physical therapist or licensed athletic trainer . **Written clearance to return by one of these licensed health care providers is REQUIRED by Iowa Code Section 280.13C!*

Once the criteria above are met, **the student should progress back to full activity following the stepwise process** detailed below. A licensed health care provider as defined in Iowa Code Section

280.13C, or their designee, should closely supervise this progression.

Progression to return is individualized and should be determined on a case-by-case basis.

Factors that may affect the rate of progression include: previous history of concussion, duration and type of symptoms, age of the student, and sport/activity in which the student participates. A student with a history of concussion, one who has had an extended duration of symptoms, or one who is participating in a collision or contact sport may progress more slowly as determined by a licensed health care provider as defined in Iowa Code Section 280.13C, or their designee.

Step 1. Complete physical and cognitive rest. No exertional activity until asymptomatic. This may include staying home from school or limiting school hours (and studying) for several days. Activities requiring concentration and attention may worsen symptoms and delay recovery.

Step 2. Return to school full-time /normal cognitive daily activities, or normal cognitive functions.

Step 3. Low impact, light aerobic exercise. This step should not begin until the student is no longer having concussion symptoms and is cleared by the treating licensed health care provider. At this point the student may begin brisk walking, light jogging, swimming or riding an exercise bike at less than 70% maximum performance heart rate. No weight or resistance training.

Step 4. Basic exercise, such as running in the gym or on the field. No helmet or other equipment.

Step 5. Non-contact, sport-specific training drills (dribbling, ball handling, batting, fielding, running drills, etc.) in full equipment. Weight-training can begin.

Step 6. Following medical clearance*, full contact practice or training.

Step 7. Normal competition in a contest.

NOTE: Generally, each step should take a minimum of 24 hours. If post concussion symptoms occur at ANY step, the student must stop the activity and their licensed health care provider as defined in Iowa Code Section 280.13C should be contacted. If any post-concussion symptoms occur during this process, the student should drop back to the previous asymptomatic level and begin the progression again after an additional 24-hour period of rest has taken place.

References: "Suggested Guidelines for Management of Concussion in Sports," NFHS Sports Medicine Advisory Committee 2009; "Consensus Statement on Concussion in Sport 3rd International Conference in Sport Held in Zurich, November 2008," Clinical Journal of Sports Medicine, Volume 19, Number 3, May 2009. Updated 05/22/12

APPLICATION OF IOWA CODE SECTION 280.13C (CONCUSSION LEGISLATION) BY SPORT

Effective January 1, 2013

A. COACH REMOVAL

When a student's coach removes a student from any kind of participation Due to observing signs, symptoms, or behaviors consistent with a concussion or brain injury the student shall not return until designated school personnel have received written clearance to return from a licensed

health care provider as defined in Iowa Code 280.13C.

B. CONTEST OFFICIAL REMOVAL (Information below is only listed for winter sports where contest officials have jurisdiction; therefore, bowling is not listed.

When an official removes a student from participation, the following procedures are used.

Basketball:

1. If a student with signs, symptoms, or behaviors consistent with a concussion or brain injury is removed from participation by a contest official, the contest referee must receive written clearance from a licensed health care provider as defined in Iowa Code 280.13C before the student can return to participation in that contest/event.
2. If the contest is in progress, the written clearance to return shall be presented to the referee during a time when the clock is stopped.
3. If the event is between contests, i.e. between lower level and varsity contests, the written clearance to return may be presented to the referee before the next contest begins.

4. For multiple day events, i.e. conference tournament, when the contest referee will not be the same throughout the entire event, the contest referee on the day the student was removed will make a verbal report about the injury to the tournament manager. The tournament manager will be responsible to report the incident to the referee(s) of the contest(s) in which the student may participate on subsequent days of the event. The referee(s) of future contests during this event must receive written clearance from a licensed health care provider as defined in Iowa Code 280.13C before the student can return to participation.

Swimming:

1. If a student with signs, symptoms, or behaviors consistent with a concussion or brain injury is removed from participation by a contest official, the contest referee must receive written clearance from a licensed health care provider as defined in Iowa Code 280.13C before the student can return to participation in that contest/event.
2. If the contest is in progress, the written clearance to return shall be presented to the referee after a race has finished and before the next race has been called to the blocks.
3. If the event is between contests, i.e. between lower level and varsity contests, the written clearance to return may be presented to the referee before the next contest begins.
4. For multiple day events when the contest referee may not be the same throughout the entire event, the contest referee on the day the student was

removed will make a verbal report about the injury to the tournament manager. The tournament manager will be responsible to report the incident to the referee(s) of the contest(s) in which the student may participate on subsequent days of the event. The referee(s) of future contests during this event must receive written clearance from a licensed health care provider as defined in Iowa Code 280.13C before the student can return to participation.

Wrestling:

1. If a student with signs, symptoms, or behaviors consistent with a concussion or brain injury is removed from participation by a contest official, the head contest referee, or his/her designee, must receive written clearance from a licensed health care provider as defined in Iowa Code 280.13C before the student can return to participation in that contest/event.
2. For dual meets, clearance to return shall be presented to the head contest referee before the match resumes. Injury time is NOT extended for a student with signs, symptoms, or behaviors consistent with a concussion or brain injury.
3. For one-day events when the head contest referee may change during the event (multi-dual meets & tournaments), written clearance to return shall be presented to the head contest referee, or his/her designee, before the student participates again that day. The designee may be the host administrator, head event official, designated on-site licensed medical professional, etc. The student's coach, or other school-designated representative, is responsible for providing the written clearance to return to head contest referee, or his/her designee. The head contest referee, or designee, will then notify the other contest officials that written clearance to return has been received.
4. For multiple day events when the head contest referee may change during the event, the head contest referee on the day the student was removed will make a verbal report about the injury to the tournament manager. The tournament manager will be responsible to report the incident to the referee(s) of the contest(s) in which the student may participate on subsequent days of the event. The referee(s) of future contests during this event must receive written clearance from a licensed health care provider as defined in Iowa Code 280.13C before the student can return to participation.

Record Keeping:

A. Health records, such as written clearance to return to participation, should become part of a student's cumulative file kept by the school. *Iowa Administrative Code 281.12.3(4)*

IMPACT TESTING

All 9-12 Student Athletes will complete a concussion pre-screening. This test will be done prior to the first official practice. Below provides information regarding the test.

IMPACT's Test is computerized and takes about 25 minutes to complete. IMPACT recommends that it be administered by an IMPACT trained athletic trainer, school nurse, athletic director, team doctor or psychologist. Baseline tests are suggested every two years. If a concussion is suspected, the baseline report will serve as a comparison to a repeat IMPACT test, which professionals can use to assess potential changes or damage caused by a concussion. The management of concussions should only be conducted by trained medical professionals. To achieve this, IMPACT is expanding reach to manage concussions through a growing [national network](#) of several hundred clinical professionals who are Credentialed IMPACT Consultants™ (CICs).

IMPACT Features

- Measures player symptoms
- Measures verbal and visual memory, processing speed, and reaction time
- Reaction time measured to a 1/100th of second
- Assists clinicians and athletic trainers in making difficult return-to-play decisions
- Provides reliable baseline test information
- Produces a comprehensive report of test results
- Results are presented as a PDF file and can be emailed
- Automatically stores data from repeat testing
- Testing is administered online for individuals or groups
- Compatible with PC and MA

COACHING INFORMATION

Coaching Leave Time—DCSD Employees

A. Professional Development

Coaches are encouraged to attend coaching clinics/workshops in the sports they are coaching.

1. Head Varsity Coaches will be allowed **two** days of school time to attend approved tournaments and/or clinics in their sport.
2. All other athletic coaches will be allowed **one** day of school time to attend approved tournaments and/or clinics in their sport.

Assistant coaches of two or more sports can combine their leave time for clinics to a maximum of one day.

B. School Business

1. When teams or individuals qualify for state-sponsored tournaments/meets, head coaches and assistant coaches may be excused from school to accompany their participants to such competitions.

C. Approval

1. In advance of the event, requests for absence from school must be submitted to the Assistant Principal-Activities/Athletics and the building principal as soon as possible. This is to facilitate coverage of assigned duties.

D. Expense Allowance

1. The athletic budget for each sport includes money for professional development. It is budgeted for each coach to receive **\$75.00** per sport to put toward registration, lodging, and/or transportation. Receipts for all expenditures must be shown.

Practice Sessions

A. INCLEMENT WEATHER

1. Early Release due to heat and humidity
 - a. Grades 6-8- Cancel practices and games.
 - b. Grades 9-12- Reschedule practices for the evenings (after 5:00 p.m.)
 - c. Varsity can schedule with the District Office the use of Roosevelt or the Hempstead Pool.

Modify practices according to the following recommendations:

- 1) Decrease conditioning and sprints
 - 2) Frequent water breaks
 - 3) Ready access to cold towels
 - 4) Gear down or shade breaks for 15 minutes
 - 5) Limited use of full equipment
 - 6) Two-hour time limit on field
2. Early Release due to inclement winter weather
 - a. Grades 6-9- Cancel practice and events
 - b. All bus route students should ride DCSD bus.
 - c. High School Teams-Possible volunteer practice when scheduled through the building Athletic Director within a two-hour window after school.
 3. Cancellation of School
 - a. Grades 6-9- No practice
 - b. Grades 10-12- Voluntary practice if weather conditions improve when scheduling through the building Athletic Director.

EVENTS

A. INCLEMENT WEATHER

1. In-town events. Events can be held if weather conditions are not hazardous for driving.
2. Out-of-town events. Decisions regarding events should include the following:
 - a. Weather Bureau reports
 - b. Bus company/transportation reports
 - c. Consultations with other school administrators
 - d. Highway Patrol/IDOT reports
 - e. Consultation with Superintendent

TRAVEL

DEPARTURE TIMES

1. Guidelines for departure times to State competition are intended to give consistency and uniformity to all squads and schools. Criteria considered was distance, meet schedule (time of day), finances, available transportation, readjustment time for travel, and sleeping in a strange environment versus a familiar one.
 - a. Long Trips: Des Moines, Fort Dodge, Marshalltown, or Ames. If competition starts prior to 3:00 p.m., the team MAY depart the day before.
 - b. Short Trips: Cedar Falls, Cedar Rapids and Iowa City. If competition starts prior to 11:00 a.m., the team MAY depart the day before.
2. State Swim Meet
 - a. Men: Departure after school on Friday
 - b. Women: Divers- Early a.m.
Swimmers-After 11:15 a.m.

VANS

1. Request for reservations of vans should be made to the Assistant Principal-Activities/Athletics.
2. School vans may not be used for non-school/personal purposes.
3. Operators must adhere to guidelines, procedures, and rules relating to the use of vans.
4. Vans should be filled with gas at departure and refilled immediately upon return with BP receipts to Building Athletic Directors.
5. Vans need to be cleaned out after each event. All trash needs to be removed.
6. If anything goes wrong or is broken, contact the Assistant Principal/AD as soon as possible.

GASOLINE CREDIT CARD

1. Vehicles-This card is to be used to charge gas for a school van or a rented van. It is NOT to be used for a personal vehicle or any other vehicle.
2. Procedure
 - a) Check out credit card from Activities Director.
 - b) Check to make sure the van is full. If it is not full, fill it before leaving.

- c) Fill the vehicle as soon as you return (same day, not 3 days later) so vehicle can be used the next day.
 - d) Return the credit card (and keys) with the receipt(s) of purchase to the Activities Director. Payment is made from the receipt so be sure it is returned the day following the event.
3. If you choose not to use the credit card (no station is open), fill the van at your expense and give the receipt to the Activities Director for reimbursement.

CLAIMS REQUEST FORM

1. Vehicles- Personal or any vehicle other than school van or rental van.
 - a. Contact Activities Director and fill out a DCSD TRAVEL and PERSONAL EXPENSE CLAIMS REQUEST form. After trip, return form to Activities Director ASAP
 - b. Reimbursement will be made according to approval mileage rate.

TRAVEL RELEASE FROM CUSTODY OF SCHOOL

1. All students participating in out-of-town activities should depart from and return to the school parking lot under the supervision of the assigned coach/sponsor. The following procedure should be followed if custody of a student is transferred to a parent:
 - a. Parent(s)/guardians should request release of the student by a note to the coach or by signing out their child on a sign-out sheet. Parent(s)/guardians must meet face-to-face with the coach/sponsor at the conclusion of the event and assume custody of the student.
 - b. If the child will be released to someone other than a parent/guardian the parent(s)/guardian (s) must have a note to the building Athletic Director 24 hours prior to the event. Athletic Directors will then give that note to the coach. The adult assuming custody of that student must meet face-to-face with the coach/sponsor at the conclusion of the event and assume custody of the student.

COACHES ACCOMPANYING SQUADS

1. Head coaches must accompany respective squads to all regularly scheduled games. Assistant coaches are expected to accompany their respective squads unless otherwise assigned by the head coach.
2. Varsity and sophomore coaches may accompany their respective varsity squads to state sponsored tournaments if their school is competing. If their school is not competing, coaches may accompany athletes, if there is no loss of school for either athletes or coaches. District vehicles may not be used.
3. Varsity track and field coaches may accompany squads to the Drake Relays or State Meet on the following basis:

1-4 athletes competing	2 coaches
5-8 athletes competing	3 coaches
9+ athletes competing	4 coaches
4. Drake Relays
 - a. District will pay for entry fees and transportation
 - b. District will not pay for lodging, volunteer coaches, and food
5. Varsity wrestling coaches may accompany teams to State Tournaments on the following basis:

1-2 athletes competing	2 coaches
3-4 athletes competing	3 coaches
5+ athletes competing	4 coaches
6. Wrestling Cheerleaders accompanied by a coach may travel to State competitions on the following basis:

1 athlete competing	2 cheerleaders
2 athletes competing	4 cheerleaders
3+ athletes competing	6 cheerleaders
7. When all athletes are eliminated from competition, coaches and athletes are expected to return to Dubuque in a reasonable length of time.
8. State Co-Ed Tennis and Golf
 - a. District will pay for entry fees and transportation
 - b. District will not pay for lodging and food

PARTICIPATION

DUAL PARTICIPATION

Dual participation is difficult for a student/athletes to due to the following reasons.

- 1) Time Demand
- 2) Physical Demand-susceptibility to injury
- 3) Conflicts between practices and contests
- 4) Difficulty of coaches agreeing on expectations
- 5) Potential impact on academic performance

In certain circumstances some may feel that this would work for them. If a student/athlete is interested in dual participation they must follow the below guidelines.

- a. Talk to the Building AD
- b. Must have agreement between both coaches of both programs
- c. Must complete Dual Participation Contract

OVERLAPPING SPORTS

Student Athletes are allowed to practice for two DCSD sports at the same time with agreement between the two coaches involved.

CHANGING LEVELS OF COMPETITION

When consideration is given to moving an athlete to a different level of competition, communication must include:

1. The assistant principal-activities/athletics
2. The student-athlete
3. The parents/guardians of the student-athlete
4. The squad the athlete is leaving
5. The squad the athlete is going to

NON-SCHOOL PARTICIPATION RULE

1. Dubuque Community School Board Policy #5307

Chapter 5: STUDENT PERSONNEL

Chapter 4: STUDENT ACTIVITIES

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.

Any student (grades 7-12) in the Dubuque Community School District who participates in school-sponsored sport programs may participate in a non-school-sponsored sport program during the same season. However, a student who chooses to give non-school participation priority over the school-sponsored sport programs may jeopardize his or her status or standing as a member of the school-sponsored sport program. Communication among athlete, parents, and coaches is essential in this regard.

CONFLICTS BETWEEN SCHOOL ACTIVITIES

The DCSD Activities Council supports participation in as many and varied school activities as possible. To facilitate this belief, the following steps should be followed:

1. A strong effort should be made in scheduling to avoid major conflicts.
2. When confronted with a conflict, resolution should be handled with communication between the coach/sponsor/advisor of the two activities. If no resolution results, the assistant principal-activities/athletics should be involved.
3. Criteria that might be considered:
 - b. Two competitions/performances
 - i. Can both be attended?
 - ii. Relative Importance (i.e. State, Conference, etc.)
 - c. Competition/performance supersedes a practice
 - d. Two practices-
 - i. Importance relative to upcoming competitions/performances
4. Resolution of conflicts shall not result in loss of membership, academic penalty, or status in either activity.

DROPPING OR TRANSFERRING SPORTS

A student-athlete who makes the squad in one sport and who does not complete the season in that sport, will not be eligible to start practicing for another sport before the end of the competition in the sport he/she dropped, unless he/she has the consent of the coaches of both sports.

PLAYING AT TWO LEVELS

1. MVC RULE-SECTION 10

TRANSFERRING IN-DISTRICT

Beginning the Fall of 2013, A student in grades 9 through 12 who transfers within the DCSD is ineligible to compete in interscholastic athletics for 90 school days. The period of ineligibility applies to Varsity level contests and competitions.

The only exclusion from this would be if the student's family moves. (Example: if they live in the Hempstead district and attend Hempstead HS, and then move into the Senior district and want to attend Senior HS.) This student would be immediately eligible once the change of residency has occurred.

BOYS PRACTICING WITH GIRLS

As of November 2015, the IGHSAU has approved a policy change that boys can participate in girls' practice in all sanctioned sports.

The DCSD has decided to adopt this following the below criteria.

1. The student must be a current student in the high school.
2. The student must have a current physical.
3. The student will follow the academic rule for all students involved in activities.
4. The student will follow the code of conduct rule for all students involved in activities.
5. The student must have a concussion screening like all students involved in activities.
6. All students must be approved by the building Athletic Director prior to the first practice.

EQUIPMENT RENTAL

If a student/athlete uses school equipment to attend a camp/clinic there will be a \$10.00 rental fee charged. If a student/athlete needs the equipment they must do the following.

1. Talk to coach regarding the equipment needs and rental dates.
2. Fill out the rental agreement form.
3. Return the rental agreement form and \$10.00 to the school business office.
4. Return all rental equipment once the camp/clinic is finished

MEAL POLICIES

1. Coaches have the option on regular season out-of-town contests to return directly to Dubuque following the contests or to stop with the team. No food allowance will be provided. If food is purchased for the team from outside vendors, all money collected from the parents/guardians must to be deposited into a district account and a purchase order will be issued to the vendor.
2. Food Allowance- State Competition
Food allowance per person will be: **Breakfast- \$7.00, Lunch - \$10.00, Dinner- \$12.00.** For multiple-day tournaments, additional allowance may be made.
3. Coaches should submit a request for meal money to the building athletic director at least (14) days prior to an event.
4. Coaches receiving checks for team meals are to return a financial report to the building Business Manager the **NEXT SCHOOL MORNING** after the trip. The Business Manager will provide the form. Receipts for all expenditures need to be turned in with the form.
5. Under **NO** circumstances are coaches to distribute cash to their players. Each coach is to pay the bill and return the paid bill and any unused money to the Business Office.
6. **The district will only pay for meals outside of the venue. The district will not pay for concession stand food.**

DUBUQUE COMMUNITY SCHOOL DISTRICT ASSISTANT COACHING EVALUATION

The goal of this evaluation is to help our coaches improve on any areas that may come from the evaluation and to recognize any/all of their strengths.

Coach's Name _____ Sport _____ Date _____

1= Poor 2= Below Average 3= Average 4= Above Average 5= Excellent

The coach....

COMMUNICATION

- | | | | | | |
|---|---|---|---|---|----------------|
| 1. Communicated effectively with the coaching staff. | 1 | 2 | 3 | 4 | 5 (Circle One) |
| 2. Communicated effectively with the players. | 1 | 2 | 3 | 4 | 5 |
| 3. Communicated effectively with the parents. | 1 | 2 | 3 | 4 | 5 |
| 4. Communicated well with other coaches in the building | 1 | 2 | 3 | 4 | 5 |

Comment: _____

PREPARATION AND ORGANIZATION

- | | | | | | |
|--|---|---|---|---|---|
| 1. Is prepared for all practices. | 1 | 2 | 3 | 4 | 5 |
| 2. Is punctual and dependable. | 1 | 2 | 3 | 4 | 5 |
| 3. Accepted duties assigned by the head coach. | 1 | 2 | 3 | 4 | 5 |
| 4. Was willing to assume extra duties. | 1 | 2 | 3 | 4 | 5 |

Comment: _____

COACHING PERFORMANCE

- | | | | | | |
|--|---|---|---|---|---|
| 1. Conducts self in a professional manner at all times. | 1 | 2 | 3 | 4 | 5 |
| 2. Conducts self in a sportsmanlike manner at all times. | 1 | 2 | 3 | 4 | 5 |
| 3. Is fair, honest, and patient. | 1 | 2 | 3 | 4 | 5 |
| 4. Provides positive, specific feedback to players. | 1 | 2 | 3 | 4 | 5 |
| 5. Gives constructive criticism. | 1 | 2 | 3 | 4 | 5 |
| 6. Works well with coaching staff. | 1 | 2 | 3 | 4 | 5 |
| 7. Was loyal to the head coach and coach's system. | 1 | 2 | 3 | 4 | 5 |
| 8. Has great knowledge of the sport. | 1 | 2 | 3 | 4 | 5 |

Comment: _____

Head Coach Signature _____ Date _____

Assistant Coach Signature _____ Date _____

Assistant Coach Self-Evaluation Form

Coach _____

Date _____

Sport _____

1. Assess the team's performance this season.

2. Assess your performance as an Assistant/Head coach this season.

3. What are your personal goals as an Assistant/Head coach next season?

DUBUQUE COMMUNITY SCHOOL DISTRICT HEAD COACHING EVALUATION

The goal of this evaluation is to help our coaches improve on any areas that may come from the evaluation and to recognize any/all of their strengths.

Coach's Name _____ Sport _____ Date _____

1= Poor 2= Below Average 3= Average 4= Above Average 5= Excellent

The coach....

COMMUNICATION

- | | | | | | |
|--|---|---|---|---|----------------|
| 1. Communicated effectively with the administration. | 1 | 2 | 3 | 4 | 5 (Circle One) |
| 2. Communicated effectively with the players. | 1 | 2 | 3 | 4 | 5 |
| 3. Communicated effectively with the media. | 1 | 2 | 3 | 4 | 5 |
| 4. Communicated effectively with the parents. | 1 | 2 | 3 | 4 | 5 |
| 5. Communicated well with other coaches in the building. | 1 | 2 | 3 | 4 | 5 |

Comment: _____

PREPARATION AND ORGANIZATION

- | | | | | | |
|---|---|---|---|---|---|
| 1. Prepared for all practices. | 1 | 2 | 3 | 4 | 5 |
| 2. Made good use of all practice times. | 1 | 2 | 3 | 4 | 5 |
| 3. Had the team ready for competition. | 1 | 2 | 3 | 4 | 5 |
| 4. Turned in all paperwork and required stats on time, including assistance coaching evaluations. | 1 | 2 | 3 | 4 | 5 |
| 5. Maintains and updates team and individual records. | 1 | 2 | 3 | 4 | 5 |

Comment: _____

COACHING PERFORMANCE

- | | | | | | |
|--|---|---|---|---|---|
| 1. Conducts self in a professional manner at all times. | 1 | 2 | 3 | 4 | 5 |
| 2. Conducts self in a sportsmanlike manner at all times. | 1 | 2 | 3 | 4 | 5 |
| 3. Is fair, honest, and patient. | 1 | 2 | 3 | 4 | 5 |
| 4. Provides positive, specific feedback to players. | 1 | 2 | 3 | 4 | 5 |
| 5. Gives constructive criticism. | 1 | 2 | 3 | 4 | 5 |
| 6. Adapts to mid-competition needs. | 1 | 2 | 3 | 4 | 5 |
| 7. Has high expectations for all athletes. | 1 | 2 | 3 | 4 | 5 |
| 8. Works well with coaching staff. | 1 | 2 | 3 | 4 | 5 |

Comment: _____

LINKS FOR COACHES

Please use the following link to find all **Dubuque Community School District Board Policies**.

<http://www.dubuque.k12.ia.us/schoolboard/policies/index.html>

Anti-Harrassment/Bullying	1001
Abuse of Students by School District Employees	4606
Participation Code for Activities	5305

Iowa High School Athletic Association

<http://www.iahsaa.org/>

Iowa Girls High School Athletic Association

<http://www.ighsau.org/>

Iowa Board of Educational Examiners

<http://www.boee.iowa.gov/>

National Federation of State High School Associations

<http://www.nfhs.org/>

Quick Stats

<http://www.quikstatsiowa.com/>

