

***Maquoketa Valley
Coaches/Sponsors Handbook***



2015 - 2016

Maquoketa Valley Community Schools
107 South Street
Delhi, Iowa 52223

Dear Colleagues:

The extra-curricular programs are an integral part of the Maquoketa Valley Middle and High School educational program and are organized to meet the needs and interests of our students. The experiences students have in our programs will play a significant role in their development as a student and as a person.

Our goal is to actively engage student/athletes in as many activities as possible in order to support our district's mission to develop responsible, productive citizens. Involvement in team/group activities will foster more spirit, self-discipline, self-sacrifice, and loyalty. This will help develop enthusiasm and pride in teams/groups, individuals, community, and school as a whole. The life of a school is frequently affected by the success or failure of its programs.

This handbook defines the policies and procedures expected from coaches/sponsors by the Maquoketa Valley Community School District and Athletic Department. By agreeing to coach, you have accepted the responsibility to familiarize yourself with the contents of this manual and to comply with all policies and procedures of the Maquoketa Valley Community School District, the Maquoketa Valley Athletic Department, as well as the *Iowa High School Athletic Association* and *Iowa Girls High School Athletic Union*. You are obligated to uphold them regardless of personal feelings or differences of opinion. In the event that a policy proves undesirable or out modeled, it can be revisited, revised, or eliminated through careful review and shared dialogue through the chain of command process.

As a coach/sponsor you are a leader and role model for our student/athletes. Being involved in extra-curricular programs, you are also in the public eye. The manner in which you present yourself and how you deal with your student/athletes are topics constantly discussed within the school and community.

It is my desire, as I am sure it is yours, to do the very best job possible for our student/athletes, school, and community. Toward this end, your continued support and input is vital. If you have any suggestions as to how we can improve our program, please feel free to discuss these with me at your convenience. I will do everything in my power to make your job as a coach more enjoyable and rewarding. Working together, we can make the programs of Maquoketa Valley ones which students want to be a part of and of which we can all be proud. I wish you much continued success.

Sincerely,

Kevin Kudrna
Director of Athletics

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MAQUOKETA VALLEY COACHING DUTIES

2015 - 2016

FALL SPORTS

FOOTBALL

Wes Wilson	Head Varsity Coach
Larry Meyer	Assistant Coach
Scot Moenck	Assistant Coach
Brad Tucker	Assistant Coach
Greg Drew	Jr. High Coach
Steve Huegel	Jr. High Coach

VOLLEYBALL

Hannah Grow	Head Varsity Coach
Karrie Coon	Assistant Coach
Melissa Dutra	Jr. High Coach
Raechel Keltner	Jr. High Coach

CROSS COUNTRY

Christina Rudd	Head Varsity Coach
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WINTER SPORTS

BASKETBALL

Scot Moenck	Head Girls Varsity Coach
Brad Huber	Assistant Girls Coach
Creig Dunlap	Head Boys Varsity Coach
Ron Besler	Assistant Boys Coach
Jason Helle	Jr. High Girls & Boys Coach
Pat Sabers	Jr. High Girls Coach
Steve Huegel	Jr. High Boys Coach

WRESTLING

Tim Andrews	Head Varsity Coach
Brian Wegmann	Assistant Coach
Mike Beatty	Jr. High Coach

SPRING SPORTS

TRACK

Pat Meehan	Head Boys Varsity Coach
Curt Feldt	Assistant Boys Coach
Creig Dunlap	Head Girls Varsity Coach
Karrie Coon	Assistant Girls Coach
Scot Moenck	Jr. High Girls Coach
Michelle Grimm	Jr. High Girls Coach
Greg Drew	Jr. High Boys Coach
Steve Huegel	Jr. High Boys Coach

GOLF

Tim Andrews	Head Varsity Coach
Ron Besler	Assistant Coach

SUMMER SPORTS

SOFTBALL

Mike Mensen	Head Varsity Coach
Karrie Coon	Assistant Coach
Pat Sabers	Jr. High Coach

BASEBALL

Larry Meyer	Head Varsity Coach
_____	Assistant Coach
Dan Cassutt	Jr. High Coach

OTHER CO-CURRICULAR DUTIES

MS/HS Athletic Director - Kevin Kudrna
 Adult Ed. – Sue Kramer
 Band Director (7-12) – Chris Hadley
 Dance Team Sponsor – Christina Rudd
 Drama – Debbie DeVore, Chris Hadley
 FFA – Dawn Mausser
 Musical – Donald Hanson, Chris Hadley, Beth Mueller
 National Honor Society – Rebecca Besler

Newspaper – Diane Temple
 Prom Sponsor – Pam Overman
 Spanish Club – Jen Ries
 Speech – Matt DeVore, Debbie DeVore, Chris Hadley, Diane Temple
 Student Council – Barb Hollinrake
 Vocal Director (7-12) – Beth Mueller
 Yearbook – Donald Hansen

PHILOSOPHY OF ATHLETIC DEPARTMENT

The philosophy and goal of the Athletic Department at Maquoketa Valley Community School District is to aid in the academic, emotional, and social development of its students through the promotion of teamwork, sportsmanship, and athletic competition. The athletic program is a valuable asset to the total education process, and therefore operates within the same objectives and goals of the overall educational program. Research shows that athletics at the Jr. High and High School levels help foster team building skills, problem solving skills, self-discipline, and self-confidence along with a number of other skills. Through the development of these skills it is believed our student-athletes will become confident, contributing members of the school community.

Additionally, the Maquoketa Valley Athletic Program will strive to provide experiences in which individuals are able to:

- be afforded appropriate opportunities to compete or perform.
- grow in both self-concept and skill development.
- compete in a healthy and safe interscholastic program.
- participate in an athletic environment that is fair, consistent, and free from intimidation.

ORGANIZATION & ADMINISTRATION OF ATHLETIC PROGRAM

SUPERINTENDENT – The Superintendent of Schools shall be the executive officer of the Board of Directors and shall be responsible to it for the execution of its policies. The Superintendent will oversee the Principal and Athletic Director and will approve all policies and procedures recommended by the staff. The Superintendent will recommend to the Board of Education the appointment of all personnel who are responsible for the handling of the athletic program.

HIGH SCHOOL PRINCIPAL – The High School Principal shall oversee the Athletic Director and all activities and has the authority to approve or deny requests and actions of the athletic department. The High School Principal should be aware of all activities occurring within their building, thus it is important for the Athletic Director and coaches/sponsors to confer with the principal before making changes that may have an impact on other programs within the school or district. The Principal may delegate certain responsibilities and authority to the Athletic Director, but ultimate responsibility rests with the Principal, Superintendent, and Board of Education. The building Principal is responsible for the conduct of coaches, players, spectators, and other employees of the school. The supervision of the athletic contests is a cooperation of the school administration and the Athletic Director.

ATHLETIC DIRECTOR – The Athletic Director is responsible to the Superintendent and High School and Middle School Principals for the organization and direction of the personnel, policies, and activities of the athletic department. The Athletic Director assumes the responsibility of recommending and directing the program of athletics in keeping with the aims and purposes of the education as conceived by the Superintendent and Board of Education. He/she is concerned with the development of a program to effectively reach a large percentage of the school population, promote improvement in coaching, maintain positive public relations and positively promote the athletic program to the media. The Athletic Director is concerned with successfully coordinating, harmonizing, and unifying the overall middle school and high school athletic program.

The following are areas the Athletic Director should assess and coordinate throughout the year:

- Consult with and inform the Superintendent and Principals of the scheduled activities, problems, and progress of the athletic department.
- Recommend the assignment of coaches within each level and sport.
- Assist in formulating and enforcing athletic policies.
- Interpret and enforce all state, conference, and school policies.
- Prepare for all schedule-making, hiring of officials, and making of contracts.
- Coordinate shared gymnasium times and weekly calendar events with the High School and Middle School Principals.
- Arrange for details of:
 - 1) budget
 - 2) publicity and public relations
 - 3) radio and newspaper contacts
 - 4) purchase of equipment and supplies
 - 5) trip arrangements
 - 6) payment for equipment and supplies
 - 7) home game details (ticket takers and sellers, law enforcement, parking, scorers, timers)

- Supervise:
 - 1) the care, repair, issuing and records of all equipment
 - 2) preparation of fields and athletic areas
 - 3) physical examinations and insurance waivers for all participants
 - 4) awards
 - 5) academic requirements of eligibility
 - 6) assists in event supervision along with building administration
- Works with the superintendent secretary and Director of Transportation to coordinate travel and bus schedules for athletic events.
- Attends meetings as directed by the Middle and High School Principals.
- Works cooperatively with the Middle and High School Principals on developing short and long range goals for facility improvements.
- Ensures positive publicity and public relations.
- Serves as a liaison between the school and the Athletic Booster Club.
- Completes other duties as assigned.

COACH/SPONSOR RESPONSIBILITIES & EXPECTATIONS

Pre-Season Responsibilities –

- Inspect, plan for, and know what equipment and supplies are available and/or needed.
- Notify Athletic Director of any special or unique equipment needs.
- Outline of practice schedule.
- Complete rules meeting for all head coaches as outlined by IHSAA & IGHSAU.
- Work with Athletic Director on completion of scrimmage and competition schedule.
- Organizational meetings with assistant coaches.
- Submit transportation (bus schedule) requests at least 2 weeks prior to first trip
- Assist Athletic Director in completion and collection of **physicals, insurance waivers, and concussion forms** for all participants. Participants will not be allowed to practice or perform without these items on file.
- Assist Athletic Director in setting up “Media Day” which may include team & individual photos.
- Update recertification of Coaching Authorization if needed.
- It is highly recommended coaches/sponsors conduct pre-season meetings with participants and parents to discuss issues pertinent to the upcoming season.

In-Season Responsibilities –

- Submit roster of squads to Athletic Director and office by end of 1st week of practice and likewise submit any updates of roster throughout the season.
- Supervision of Squad –
 - 1) It is the responsibility of each coach/sponsor to supervise his/her squad members. **This responsibility begins when athletes enter the locker rooms and ends when participants leave the building following practices/competition.**
 - 2) Coaches’ supervision responsibilities extend to locker rooms, the training room, storage areas, and weight room when used by its members. Coaches are ultimately responsible for the upkeep of facilities.
 - 3) Coaches’ supervision responsibilities extend to away/road contests. Facilities used while at other schools (locker rooms, bathrooms, dugouts, etc.) are to be cleaned & picked up prior to exiting the facility. **The coach/sponsor should always be the last person to leave the locker room when competing on the road.** The general rule of leaving the facility in better condition than what you found it in should be used in all instances.
- Assist and provide input to Athletic Director in rescheduling of events postponed during season.
- Keep team and individual statistics.
- **Quikstats –**
 - 1) Update game and season stats on Quikstats program in timely fashion as outlined by IHSAA & IGHSAU. It is the responsibility of head coaches to know and meet deadlines of stat input. Failure to do so results in two warnings from the state and eventual disqualification from district/state competition.
 - 2) Statistics must be entered on the state’s statistical portal at the following internet link: <http://www.quikstatsiowa.com> or can be accessed through the IHSAA & IGHSAU websites. Stats may be entered by clicking appropriate sport, then clicking SUBMIT STATS (Restricted Area), and using the Maquoketa Valley password (**maqu211**)

Report scores & results to media and press in a timely fashion (shortly after conclusion of competition). Contact information is provided in M.V. Coaches Handbook.

- Assume complete responsibility for conduct of squad including but not limited to dress, behavior in competitions, practice sessions, trip, locker rooms, or on any occasion when squad is representing the school.

Post-Season Responsibilities –

- Assist Athletic Director in completion of Officials' evaluations as outlined by IHSAA & IGHSAA.
- Inventory –
 - 1) Collect and store and inventory all equipment immediately following conclusion of season.
 - 2) Document lost or damaged equipment issued to athletes that are subject to a charge. This includes but is not limited to practice gear, game uniforms, school padlocks, & other miscellaneous equipment.
- Schedule/participate in awards/season ending banquet.
- Update individual/team records.
- Attend league, district, and coaches' association meetings when required (i.e. all conference/district).

General Responsibilities –

- Keep current certifications including Coaching Certification/Authorization, CPR, First Aid, and Blood Borne Pathogen, Child & Adult Abuse Mandatory Training as required by IHSAA & IGHSAA and submit appropriate paperwork to administration.
- Hold thorough knowledge of particular sport/activity, understanding various techniques, skills, & strategies necessary for successful participation. Remain up to date on latest developments, changes, and modifications in respective sport.
- Hold thorough knowledge of all extra-curricular policies approved by Maquoketa Valley Community Schools and familiarize self with Conference or district rules/regulations and IHSAA, IGHSAA, and any other state rules/policies.
- Submit purchase order paperwork to appropriate parties for signing prior to any and all ordering of materials. Communicate to appropriate parties when said orders arrive for timely payment.
- Be responsible for working within designated program budget.
- Promote morale and team spirit by stressing benefits derived from extra-curricular participation and competition.
- Be supportive of other programs.
- Communicate and seek approval of all fundraisers from administration.

Expectations for Coaches/Sponsors –

- **Never criticize or argue with any staff member within earshot or eyes of players, parents, or community members.**
- Schedule and conduct practices on a regularly scheduled basis.
- Weight Training –
 - 1) Incorporate weight training into in-season practice schedule on a regular basis.
 - 2) Encourage & support athletes during out of season times to weight train.
- Have understanding of sociological, psychological, & physiological needs of student-athletes.
- Set example of sound personal values both on and off competitive field.
- Do not use, nor allow the use by others, **profanity** with players, opponents, officials, or spectators.
- Professional coaching attire is expected for all competitions and practices. Wearing of school colors, black & gold, is encouraged.
- Promote and maintain a **positive environment** throughout program.
- Be sensitive to needs and feelings of participants, using sound judgment when addressing them, avoiding offensive or sexist comments.
- Be modest in victory and gracious in defeat and instruct your squad accordingly.
- **Game Officials:**
 - 1) Respect judgment of officials. While it is reasonable for the coach to question or disagree with an official's decisions, it must ultimately be handled respectfully.
 - 2) Instruct players to respect officials and not to argue, demonstrate, or be abusive. Questions with officials regarding rules interpretations should be made by the captain or coaching staff.
 - 3) Do not bait or harass officials into preferential calls.
- Avoid behavior in game situations that will incite players, opponents, or spectators.
- Hold self and players accountable for good sportsmanship. **Remove players from competition who demonstrate un-sportsmanlike behavior.**

- Do not lie, cheat, or mislead in attempt to impact outcome of contest. **Always respect spirit of your sport over the outcome of the contest.**
- No coach should use alcohol, tobacco, or other drugs before, during, or immediately after any practice or competition until his/her supervisory duties are completed.
- Avoid **cell phone usage** during practices and competitions except in emergency situations. Require and expect the same from your athletes.
- Be respectful of decisions & judgment of administration. Although it may be reasonable for a coach to question or disagree with an administrator's decision, coaches must ultimately accept and respect the decision. If coaches cannot abide by this termination may result.
- **Loyalty** to the coaching staff you are on and to other coaching staffs in the district are expected.

Social Networking Activity, Emailing, Cell Phone/Texting, & Web/Wiki Pages –

Listed below are reminders and guidelines faculty and staff will adhere to when using technology to communicate with colleagues, parents, and students. All communications to parents and/or students must be made on al district computer or phone system unless in case of an emergency. All emails, text messages, etc. should be copied and archived by the coach/ sponsor as well as “cc’d” to the building administrator.

Cell Phones:

- Use of school owned cell phones are subject to open record requests from the public.
- Cell phones will remain off during faculty and staff assigned instructional time for receiving and placing calls and text messages unless permission has been secured from the building administrator.
- Any text message or picture sent to a student will also be copied and forwarded to the student's parents/guardians.
- Any communication should be kept to official matters.

Social Networking, Email, and School Owned Computers:

- Use of school owned computers are subject to open record requests from the public.
- No sexually explicit or vulgar music may be downloaded on school owned machines, ipods, etc.
- There should be no emailing during student instructional time.
- Any email sent to a student should also be copied and forwarded to the student's parents/guardians.
- Any communication should be kept to official matters.
- Students may not be listed as a “friend” on a staff members social network page.
- Staff members will not accept an invitation to a student's social network.
- Comments posted on a staff member's wall should not include inappropriate photos or comments.
- Employees will not use school technology to promote a business.
- Staff developed Web or Wiki pages will have administrator approval before posting.
- Parents/guardians will have access to these postings.
- Any comment section will be password protected.
- Comments posted by staff and students should be related to class content.
- Infringing on any copyrights or other intellectual property rights, including copying, installing, receiving, transmitting, or making available any copyrighted software on the school district computer network.
- Using the network to receive, transmit or make available to others obscene, offensive, or sexually explicit material.
- Use of another's account or password.
- Attempting to read, delete, copy or modify the electronic mail (e-mail) of other system users.
- Forging or attempting to forge e-mail messages.
- Engaging in vandalism. Vandalism is defined as any malicious attempt to harm or destroy school district equipment or materials, data of another user of the school district's network or of any of the entities or other networks that are connected to the Internet. This includes, but is not limited to, creating and/or placing a computer virus on the network.
- Using the network to send anonymous messages or files.
- Revealing the personal address, telephone number or other personal information of oneself or another person.
- Intentionally disrupting network traffic or crashing the network and connected systems.
- Installing personal software or using personal disks on the school district's computers and/or network without permission of the district Technology Director.
- Remind students that comments posted on these pages are subject to school's anti-bullying policy.

Please remember it should be the rarest of circumstances that a faculty or staff member will need to communicate with a student outside of class. If an instructor does need to communicate to a student, it is highly recommended that the staff employee communicate with the parent prior to communicating with the student.

ATHLETIC ELIGIBILITY

The Iowa Department of Education (D.E.), the Iowa High School Athletic Association (IHSAA), the Iowa Girls High School Athletic Union (IGHSAU), the Iowa High School Speech Association (IHSSA), and the Iowa High School Music Association (IHSMA) have established the number of classes a student must be passing in order to participate in high school athletics. The eligibility requirements (No Pass, No Play) will be evaluated more stringently at Maquoketa Valley than is currently by the State guidelines.

First quarter grades will be evaluated by the day grades are due to the high school office, as determined by the high school principal. Any student failing any course at that time will be ineligible for 10 school days beginning the next school day. At the end of the 10th day, the Athletic Director will evaluate the student's grades as they are recorded in the student information program. If the student is passing they are eligible beginning the 11th school day after the ineligibility began. If the student is still failing the same course, the student remains ineligible until the grades are reviewed 5 days later. This process will follow 5 day increments until the failing grade is raised to a passing grade. The same process is used for **third quarter** evaluation.

Semester evaluation will be conducted on the day grades are due and any failing grade will necessitate a 30 day ineligibility. Again, ineligibility follows days school is in session. At the end of 30 days the student will be evaluated and if they are passing, they are eligible on the 31st day after declaration of ineligibility. If the student is still failing a course, the student will remain ineligible until the check is done on the 35th day. The process will follow a 5-day increment, as well, for evaluation. If a student is ineligible at the end of the school year, they will be ineligible for 30 days of summer activity beginning with the day grades are due to the office.

COACHING AUTHORIZATION/CERTIFICATION

Coaches hold responsibility for staying up to date with State of Iowa Coaching Authorization, required background checks or Certification requirements, including concussion training. Coaches can locate FAQ's, documents, internet links and more helpful information on this matter at the following web address: <http://www.iahsaa.org/coaches/coaches.html>. All coaches, including **VOLUNTEER COACHES**, must have their coaching authorization or certification and background check in order to participate in the coaching activity. Head coaches shall not allow any uncertified, unapproved volunteers to help at athletic practices. This is not only a huge liability, but also illegal.

CONFLICT RESOLUTION (CHAIN OF COMMAND FOR GRIEVANCES)

Participating in activities can be an emotional and time-consuming experience. At times, conflicts between student-athletes and coaches/sponsors may arise. The following process is in place for student-athletes and their parents to follow to help resolve conflicts and/or issues between coaches/sponsors and participants.

Step 1: Individual Student-Athlete – Coach/Sponsor Contact

The student-athlete involved is to speak to the coach(es)/sponsor(s) about the issue as soon as possible.

Step 2: Parent/Student-Athlete – Coach/Sponsor Contact

The parent/student-athlete should set a time to meet individually with the coach(es)/sponsor(s).

Meetings will not be scheduled:

- 24 hours prior to or immediately following a contest.
- During an active practice session.
- During a time when other coaches, parents, or athletes are present.
- During a time when the coach/sponsor is teaching.

Step 3: Parent/Student-Athlete – Athletic Director contact

If satisfactory resolution is not reached through direct contact with the coach, the parent/student-athlete should contact the athletic director. If the meeting with the parent/student-athlete and athletic director does not result in satisfactory conclusion, the athletic director will schedule a meeting involving all concerned parties in an attempt to reach a satisfactory resolution.

Step 4: Parent/Student-Athlete – Administrator/AD/Coach contact

If after Step 3, satisfactory resolution has not been reached, the parent and student should contact the building principal to schedule a meeting with all concerned parties.

Step 5: Parent/Student-Athlete – Superintendent

If there is no resolution at Step 4, the parent/student-athlete must ask to meet with the Superintendent in an effort to resolve the issue(s).

ATHLETE PRACTICE AND COMPETITION ATTENDANCE

Students will not be permitted to take part in extracurricular activities if he/she misses **over one-half** of the school day due to illness or truancy from school (if a student is absent the last half of the school day, he/she will not be able to participate in that evening's activity). If a student's absence is school related in nature the student remains eligible for that evening's activity.

WEDNESDAY/SUNDAY PRACTICE/ACTIVITIES POLICY

No use of school facilities for school sponsored activities or practices will take place on **Wednesdays after 6:00 p.m. or Sunday during the Academic year**. Exceptions to this will be state sanctioned events of which need *Superintendent* approval in advance.

PRIORITY OF SCHOOL FACILITIES

Priority for the use of school facilities will be given to:

- 1) The sport that is in season, or has been in season the longest.
- 2) The sport that would normally use the facility.

Example 1: In the Fall of the year the volleyball teams will have priority to use the gym, its normal practice facility. If inclement weather does not allow the football or cross country programs to practice outside, then the gym shall be available for football and cross country only after volleyball practice is over. They will not share the facility during "normal" practice time.

Example 2: During the Winter when basketball is practicing in the gym, if the wrestlers wish to run, they will have to utilize hallways or wait until basketball practice is over, or use the gym in the morning before the start of school.

Example 3: In the Spring, during track, baseball, and softball seasons, inclement weather does not allow programs to practice outside. Track would be allowed to practice first in gym with baseball and softball to follow track practice.

SUPERVISION OF PRACTICES/COMPETITION

School sanctioned practices or competitions will **NOT** take place if there is not a licensed coach or administrator present. A coach, for purposes of this definition, is one whom the school board has approved.

WEIGHT ROOM

The weight room is essential in the development of student-athletes. It is required that all coaches familiarize themselves with the equipment, proper technique, and weight room etiquette. Programs should use the weight room twice a week while in-season. Coaches should encourage student-athletes to utilize the weight room three or more times a week out of season. Jr. High coaches are encouraged to use the weight room and fitness room during the course of their season. Jr. High coaches should focus on educating student-athletes on proper technique and etiquette. For maximum benefit of the weight room, the following guidelines should be followed:

- 1) In-season sports have priority of the weight room. Out of season athletes should work around athletes who are in-season.
- 2) The weight room will not be open or available unless there is proper supervision by a coach or trained adult. Weight room is to be locked at all times unless a coach or trained adult is supervising.
- 3) Proper attire is mandatory (shirt, shorts, and athletic shoes)
- 4) Weight etiquette must be observed. Equipment and weights are to be stored correctly.

TRAINING ROOM

The Athletic Training Room is to be used to treat and rehabilitate athletic injuries. Coaches must take responsibility for maintaining the room along with the trainer. Athletes are to be in the training room only when they are being treated for injuries or rehabbing an injury. Athletes should be supervised at all times by trainer or a coach. Training room supplies should not be issued to athletes to use at their disposal.

STATE TOURNAMENTS & STATE MEET POLICY

FOOTBALL – The school district will sponsor the team, staff, and number of team members allowed by the state as well as managers and will travel by bus on the day of the game and return the same day of the game. The athletic director will make arrangements for food, and allowances for the coaches and participants. The head coach & athletic director will make arrangements for transportation.

VOLLEYBALL – A maximum of twenty-three people are allowed to enter through the pass gate. The head coach will determine who those people are – they may include coaches, players (**may not exceed 15 in uniform**), managers, statisticians, scorekeeper, athletic trainer, Athletic Director, or other school administrators. The head coach and athletic director will make arrangements for transportation. No lodging will be allowed with the meet being held in Cedar Rapids.

BASKETBALL – The team will consist of fifteen players, head coach and assistant coaches. The team and coaches will stay or return home, depending on the tournament schedule and economic feasibility. Three managers will be allowed to go with the team and will remain until the team is eliminated from the tournament. At that time, they will return home by bus. The team will be permitted to travel and lodge prior to the day of the scheduled game if the state tournament game is played prior to noon. The head coach & athletic director will make arrangements for lodging and transportation. The athletic director will set allowances for the coaches and participants.

WRESTLING – The traveling team to the state meet will consist of those individuals who qualify for the state competition, coach, and assistant coach. They will remain until the tournament ends for coaches. If the qualifiers are eliminated after the first rounds and wrestle-backs, the student-athletes will return at the conclusion of the day. When one person qualifies, the qualifier would be accompanied by another person. The state will provide for a manager if three or more individuals qualify for the state meet. Therefore, one manager will be allowed to go if the above mentioned occurs. **DUAL TEAM WRESTLING:** Each team will consist of 16 wrestlers, plus four with a total of twenty; plus four which include coaches, managers, trainers, statisticians, doctors, etc. The head coach & athletic director will make arrangements for transportation.

GOLF – The team will consist of the individuals and their coaches that qualify for state competition. The team or individual will be permitted to travel and lodge the day prior to the meet if any part of the team participates prior to noon of the day of the meet. The head coach and athletic director will make arrangements for lodging and transportation. The athletic director will set food allowances for coaches and participants.

TRACK & CROSS COUNTRY – The team will consist of the individuals that qualify for state competition, coach, and assistant coach. They will remain until the meet ends. Managers will not be allowed to go. The team or part of the team will be permitted to travel and lodge the day prior to the meet if any of the team participates in an event prior to noon on the day of the meet. The head coach and athletic director will make arrangements for lodging and transportation. The athletic director will set food allowances for coaches and participants.

SOFTBALL & BASEBALL – The school district will sponsor the team, staff, and number of team members allowed by the state as well as managers and will travel by bus on the day of the game and return the same day of the game if eliminated. The team and coaches will stay until the team is eliminated if financially feasible. The head coach and athletic director will make arrangements for lodging and transportation. The athletic director will set food allowances for coaches and participants.

The Athletic Director in collaboration with the Superintendent and High School Principal will make the final determination on departure times and overnight stay requests for all sports.

TRAVEL GUIDELINES

Expenses that have been authorized by an administrator will be reimbursed to the individual upon submission of appropriate documentation. When possible, lodging will be set up on a direct-billed basis by using a purchase order to reserve the room(s). State sales tax exempt status should be noted at the time of the reservation. Appropriate documentation for both direct billing and reimbursement include the following:

Lodging:

- Personal expenses such as spouse lodging, movie rentals, local telephone calls, etc. shall be paid by the employee directly to the hotel.
- **Refer to Board Policy (603.022) for lodging allowances.** Exceptions must be approved in writing by the Superintendent.

Travel:

- Whenever possible, a district vehicle will be assigned to employees traveling on behalf of the district.
- When more travel is needed than can be accommodated by the district fleet, the Director of Transportation, Athletic Director and the Superintendent shall use the following criteria to assign district vehicles:
 - 1) Student travel vs. employee-only travel
 - 2) Distance
 - 3) Number of people in group
 - 4) Level of competition or meeting

- If all vehicles are assigned, and travel is approved, the employee will have the option of using his/her personal vehicle and being reimbursed at the current district rate per mile. Employees may choose to drive their own vehicles even if a school vehicle is available.

Meals (Employees):

- A restaurant receipt or **itemized** credit card slip must be submitted. The district will not reimburse for drinks or beverages that contain alcohol. When other than approved district employees or officials are included in the receipt total, the names and exact amounts of each meal to be reimbursed are to be identified.
- **Refer to Board Policy (603.022) for meal allowances.** Exceptions (such as a banquet incorporated into a conference program) may be presented to the Superintendent for individual review.

Meals (Students):

- Students involved in activities or competition at the state level will be allowed a per-meal allowance. **Refer to Board Policy (603.022) for meal allowances.**

ATHLETIC/COACHING TRIPS

- The district will not provide team transportation or supervision to a state tournament if the team is not participating.
- Head coach and assistant varsity coach may have one school day per year without loss of pay to attend their state tournament series (*refer to Board Policy 603.022*). Costs for using school transportation will be taken out of the respective sport’s activity account.
- Other athletic trips: Other athletic trips for each coach may be allowed with the approval of the Superintendent of schools. Such trips will normally be limited to one clinic per coach per year involving not more than one day of school. Regular expenses may be allowed, if approved in advance (*refer Board Policy 603.022*).
- Coaches applying for any of the above considerations will complete a “Teacher’s Request to Attend Professional Meeting” form and follow the same procedures as requested for any other in-service meeting (*refer Board Policy 603.022*).

AWARDING OF ATHLETIC LETTERS

Maquoketa Valley High School offers athletes the opportunity to be awarded the letter “MV” in the following sports: football, volleyball, cross country, wrestling, basketball, track, golf, softball, baseball, and dance. All participants in athletics shall receive his/her numerals upon first year participation in any one sport. The first letter awarded will be a semi-block “MV” letter. Succeeding awards will be chevrons, bars, and certificates.

REQUIREMENTS FOR A LETTER – While the ultimate decision making is to be left up to the head coach of the sport, the following may serve as guidelines for coaches when awarding an athletic letter:

- Football* – Participation in one-half or more of total quarters in a season.
- Volleyball* – Participation in one-half or the total games played in a season.
- Cross Country* – Participation in every meet excluding district and state meets.
- Wrestling* – Participation in one-half of the total dual meets at varsity level.
- Basketball* – Participation in one-half or more of total quarters played in a season.
- Track* – Participation in a majority of the major meets and all minor meets.
- Golf* – Participation in one-half or more of total meets played in a season.
- Softball/Baseball* – Participation in one-half or more of all games in a season.
- Dance* – To be determined by Head Sponsor.

BUSINESS PROCEDURES

PURCHASING PROCEDURES – Purchase Order Requisitions must be written for virtually every purchase, repair, or service request made by employees of the district prior to the purchase, repair, or service. PO Requisitions can be obtained from the Business Manager or Athletic Directors offices. Once items have been received, the coach will note one copy that items were received and return the PO copy to the Business Manager. Once purchase order is approved, a purchase order number will be issued. A copy of the purchase order will be kept in central office records for verification after purchase, repair, or service is received.

LOCAL PURCHASE ORDERS – Purchase Order Requisitions also must be submitted for local purchases. The principal or director will authorize the Central Office or Athletic Director offices to issue a purchase order. These may be used for any approved purchase in the local area made by employees only. The purchase order can be carried to the local vendor if the items will be picked up, or mailed, or faxed to the vendor for regular delivery. Generally, student purchases will not

be authorized nor approved for payment. The high school principal may authorize student use of a local purchase order in extenuating circumstances. The sponsor will need to submit a written request for this authorization. The vendor is to send invoices directly to the Central Office. If the employee receives the invoice or the sales slip, it must be turned in to the Central Office. In the case of an emergency, a principal or the superintendent may authorize a purchase without a local Purchase Order. If an item is purchased without a Purchase Order, the employee will be responsible for payment.

ACTIVITY FUND BALANCES PROCEDURES INCLUDING RESALE AND FUNDRAISING –

In general, all **Activity** funds including **Resale and Fundraising Accounts** are expected to operate with positive balances. Certain non-revenue or low revenue activity accounts may be allowed to run deficits during the school year. The Board of Directors will authorize zero out negative balances by subsidizing from other activity accounts to eliminate any negative balances at the end of the fiscal year. No activity or fund may borrow money from the district or outside financial institutions. For long-term projects, funds must be raised in advance of due dates for payments or purchases. Activity Fund checks are generally written around the 15th following the Board of Directors approval. Please plan accordingly. Registration fees due before the next Board of Directors meetings should be **hand delivered** to the Business Manager for payment.

Occasionally, **Resale Accounts**, which are not for profit but items sold for cost, will be collected by employees for payment of safety equipment, athletic apparel, prom tickets, and music equipment (reeds, etc.) as opposed to a **Fundraising Accounts** which are dedicated to making a profit for a particular activity account. It is imperative that when the sponsor or coach records the collection of funds on the money tally sheet, it is correctly marked as a resale, fundraising, or a normal operating activity account item.

The following procedures, practices, and rules are the same for the **Activity Fundraising, and Resale Accounts**. The process to collect funds is designed to enhance responsible stewardship of public funds and protect those individuals responsible for collecting money. Good judgment should be used in handling all funds. The following rules outline the minimum required effort:

- 1) When collecting money for activity fundraising or resale accounts, secure a receipt book from the building secretary.
- 2) The sponsor shall issue a receipt for the amount of money collected from each student.
- 3) Turn money in daily to the Building Secretary. Smaller amounts are easier to count and verify than larger amounts.
- 4) Complete an activity Money Tally Form (see appendix) prior to turning it into the Building Secretary.
- 5) Clearly identify the activity and account in which the money will be deposited on the Money Tally Form.
- 6) Once money has been verified on the Money Tally Form, the sponsor and Building Secretary will sign on the form.
- 7) Building Secretary will seal money in an envelope and secure it in the vault.
- 8) The Business Manager will collect envelopes twice a week.
- 9) Central Office will recount the money, initial the tally form, and Business Manager will deposit money in the local bank.
- 10) The Business Manager will submit to the principals through the Board of Director packet material a monthly accounting of activity balances. Account detail will be available from the Board Secretary following each regular monthly board meeting.
- 11) Sponsors for each activity are responsible for obtaining their activity's balances from the building principal and monitor their activity balance.
- 12) When ordering equipment and supplies, obtain an activity requisition form from the High School Secretary. (See Activity Fundraising Procedures Section)
- 13) Money that is collected must be submitted to the building office for safekeeping.
- 14) The sponsor will not leave money unattended on a counter or desk.
- 15) The sponsor will place funds in a locked drawer/file whenever he/she is out of the area.
- 16) The sponsor will not leave the money in his or her room overnight. The money will be turned over to the office to be deposited in the bank or stored in the vault. The district will not be responsible for money left in the room.

At the conclusion of the fundraiser or resale project:

- 1) Record total of project daily receipts and expenses and turn into principal as a part of the summary report.
- 2) Return receipt book and turn in final summary report.
- 3) Check the following month's budget printouts with the Business Manager to verify crediting of all funds.
- 4) Refunds should be processed only through the reimbursement form located in the building office. Refunds should **never** be made directly from receipts.
- 5) Any expenses, including student incentives, must be paid and authorized through regular accounting procedures. They may not be paid directly from receipts. All student incentives must be pre-approved by the sponsor's supervisor.

USE OF DISTRICT CREDIT CARDS – The district will maintain credit cards in the Board Secretary’s/Business Manager Office for use by specified employees when traveling.

The Board has authorized the district to maintain credit cards for proper use by employees. Only those purchases that would normally be eligible for operating, activity, or nutrition account purchases are to be made with the credit card. Credit cards may be for the use of employees when conducting approved District business. Credit cards may be checked out from the Business Manager/Board Secretary. The credit card is to be used primarily for those types of purchases normally encountered in travel. **Direct billing or purchase orders are to be used whenever possible instead of credit cards.** The credit card may be checked out from the Business Manager/Board Secretary for purchases from vendors who do not accept school purchase orders or direct billing. Each administrator or director is responsible to ensure that using a district credit card does not result in a negative balance in any fund for which he/she is responsible. Typical expenses may include lodging, meals, and contracted transportation. Credit cards do have a maximum limit. Employees expending beyond the limit may result in the district holding the employee responsible for the over-limit fee. Complete the credit card form with an **attached itemized receipt** and building administrator signature is required before the bill can be paid.

ATHLETIC CONTACT RULE

OUT OF SEASON WHILE SCHOOL IS IN SESSION – The only coach-athlete contact is to be during the sport season. Exceptions are made for softball and baseball pitchers. The weight room is excluded as well. A total effort must be made to avoid conflicts between sports and other extra-curricular activities in regard to participation. Coaches will be expected to inform the in-season coach of any workouts he/she has planned for student-athletes. Disciplinary action may result for failure to abide by this policy.

COMPLETE OUTLINE OF CONTACT RULE BY STATE BOARD OF EDUCATION –

During School Year:

- a) School personnel, whether employed or volunteer, of a member or associate member school shall not coach that school’s student athletes during the school year in a sport for which the school personnel are currently under contract or are volunteers, outside the period from the official first day of practice through the finals of tournament play. Nor shall volunteer or compensated coaching personnel require students to participate in any activities outside the season of that coach’s sport as a condition of participation in the coach’s sport during its season.
- b) High school coaches (grades 9-12) may not have any contact with high school students outside the season. High school coaches may have contact with students in grades 7-8 at any time and middle school coaches may have contact with high school students.
- c) If a high school coach is present in a facility in which his/her students are participating out-of-season (camps, non-school team practice, Sunday or nighttime open gyms, etc.), the coach violates the contact rule regardless of whether the coach is directly working with his/her students in this setting. Nothing prevents a coach from being a spectator at a regularly scheduled competition, which is open to the general public.
- d) Coaches may supervise, but not instruct or participate in open gyms. By definition, open gyms occur immediately before or after school. A coach’s presence at an “open gym” held at any other time, such as weekends, holidays, after the “supper hour” on a school night, etc., during the school year constitutes a contact violation.
- e) Transportation of students to camps, non-school competitions, etc. by a coach is considered contact and is not permitted. School uniforms and equipment may not be used for non-school activities. A former school jersey purchased by a student may be worn.

During Summer:

- a) A summer team or individual camp or clinic held at a member or associate member school facility shall not conflict with sports in season. Summertime coaching activities shall not conflict with sports in season.
- b) Contact between coaches and students is permitted at any time with two restrictions:
 - 1) An out-of-season coach may not have contact with a student who is participating in softball or baseball if the contact results in the student missing a softball or baseball practice or game.
 - 2) A coach may not require students to participate in any activity during the summertime. Participation will not be considered voluntary in the following examples:
 - i. Attendance is taken at the activity (for example, weightlifting).
 - ii. Participation is a condition of lettering, making the varsity team, etc.
 - iii. Participation is otherwise rewarded by means such as having one’s name printed on the back of one’s jersey.

- c) School transportation may be used for summertime activities as long as the transportation is properly leased and the school does not absorb any of the actual costs of the transportation.
- d) School uniforms and equipment may not be used for non-school activities. A former school jersey purchased by a student may be worn.

“OPEN GYM” POLICY

As outlined in the Department of Education code Chapter 36, 36.15(6) the open gym policy is as follows:

- a) A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. When students are participating in open gym in the hours immediately before or after school, school personnel shall be assigned to supervise. Open gyms are subject to the following restrictions:
 - 1) The supervisor shall not engage in any type of coaching nor participate during supervision.
 - 2) Attendance by students is voluntary.
 - 3) Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach’s sport.
 - 4) Open gym shall not be called or posted for specific sports.
 - 5) An open gym notice shall be posted on the general student information bulletin board and shall be signed or initialed by a school administrator other than the coach supervising the open gym.
- b) Penalty – A school whose volunteer or compensated coaching personnel violate this is rule is ineligible to participate in a governing organization-sponsored event in that sport for one year with the violator(s) coaching.

GOOD CONDUCT POLICY/CODE

I. STATEMENT OF PHILOSOPHY

- a) Encouragement of Participation – The Maquoketa Valley Community School District encourages students to participate in co-curricular activities and recognizes that such activities are of significant educational benefit. These educational benefits are as follows:
 - 1. The development of good citizenship and moral character.
 - 2. The development of personal habits aimed at lifetime success.
 - 3. The promotion of the image and identity of the school and community.
 - 4. The training for successful lifelong careers.
- b) Participation is a privilege – by legal interpretation, participation in co-curricular activities is a privilege extended to students by the citizens and taxpayers of the district.
- c) Participation carries responsibilities – this privilege carries with it a corresponding responsibility to represent the school and community in an appropriate manner. The community recognizes that participants in co-curricular activities are respected and emulated by the community as a whole. Therefore, a Good Conduct Code is established to set forth behavioral expectations of those students involved in co-curricular activities. Those expectations shall be applicable on a year-round basis.

II. COVERAGE

If the student is currently engaged in an extracurricular activity the suspension of contests, percentage of events, or period of time to be suspended will begin immediately. If not currently participating in an extracurricular activity the suspension of contests, percentage of events, or period of time to be suspended will be carried over to the time the student seeks to go out for the next activity or contest. Students involved in multiple same season activities will be suspended in all those activities in which a suspension could be applied. If one or several activities do not have performances or events during the season the violation occurs, then there will not be any suspensions in those activities provided there was a suspension in at least one activity of the original season.

The following activities are covered by the board’s policy and these rules: Athletics, instrumental, and vocal music performances, drama productions, speech contests, FFA, National Honor Society, all co-curricular and service clubs, all honorary and selected offices (e.g. Homecoming King/Queen/court, class officer, student council officer or representative), Homecoming activities, state contests and performances for spirit squad and drill team, or any other activity where the student represents the school (district) outside the classroom.

III. A STUDENT WILL LOSE ELIGIBILITY UNDER THE GOOD CONDUCT RULE FOR ANY OF THE FOLLOWING BEHAVIORS:

- possession, use, or purchase of tobacco products, regardless of the student’s age;
- possession, use, or purchase of alcoholic beverages, including beer and wine;

- attending a function (without their own parent or guardian’s supervision) where alcohol is present and being used by minors and the student has knowledge of such use, and does not immediately remove themselves from the situation;
- being in a vehicle where alcohol is present and the student has knowledge of such presence, and does not immediately remove themselves from the situation;
- attending a function or being in a vehicle where illegal drugs are present and the student has knowledge of such presence, and does not immediately remove themselves from the situation;
- possession, use, or purchase of illegal drugs and/or drug paraphernalia; or the unauthorized possession, use of purchase of otherwise lawful drugs;
- stealing, vandalism or other serious offenses, including those which would violate the Iowa Criminal Code, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted, or adjudicated for the act(s). If a student transfers from another Iowa school district and the student had not yet completed a period of ineligibility of a Good Conduct Rule in the previous school district, the student shall be ineligible if the administration determines that there is general knowledge of the student’s violation in the previous district.

IV. CONSEQUENCES

Consequences for violation of this policy will be enforced over a student’s junior high school career and over his/her senior high school career. Convictions, admissions, and consequences served will not carry over from the student’s junior high years to his/her senior high years.

When a student is found in violation of the Good Conduct Code, the conditions of the penalty are as follows:

1st Offense within the student’s high school career –

The student will be ineligible to participate in ½ of an athletic season or an appropriate portion of a co-curricular activity. The student must also compete (A) and (B) below.

- A. An appropriate evaluation session at a recognized substance abuse center or agency that is equipped to handle the problem. This will be at the student’s expense.
- B. Ten (10) hours of community service to worked off at a place other than school.

2nd Offense within the student’s high school career –

The student will be ineligible to participate in one full season or an appropriate portion of a co-curricular activity. The student must also compete (A) and (B) below.

- A. Appropriate evaluation and counseling sessions at a recognized substance abuse center or agency that is equipped to handle the problem. These sessions will be conducted some place other than school and will be at the student’s expense.
- B. Twenty (20) hours of community service to be worked off at a place other than school.

3rd Offense within the student’s high school career –

12 months of ineligibility from athletics and/or co-curricular activities. The student must also complete (A) and (B) below.

- A. An appropriate evaluation and counseling sessions at a recognized substance abuse center or agency that is equipped to handle the problem. These sessions will be conducted some place other than school and will be at the student’s expense.
- B. Forty (40) hours of community service to be worked off at a place other than school.

4th Offense within the student’s high school career –

Permanent ineligibility to participate in all extra-curricular activities at Maquoketa Valley.

The time served toward the penalty is not credited until the student has completed the session(s) in good standing to the satisfaction of the coach or sponsor.

The period of ineligibility attaches immediately upon a finding of a violation if the student is currently engaged in an extracurricular activity and, if not, or if not completed during the current activity, is begun or carried over to the time the student seeks to go out for the next activity or contest.

V. LIFESTYLE CHANGE CLAUSE

A student that has become permanently ineligible for extra-curricular activities can apply for reinstatement of their ineligibility after 12 months of being violation free. The Good Conduct Appeals Committee will meet for a hearing with the student to determine if the student’s eligibility should be reinstated. For the student to be reinstated the following must be fulfilled:

- 1) The student has no violation for a 12-month period.
- 2) The student must show significant lifestyle changes.

VI. HONESTY CLAUSE (REDUCTION IN CONSEQUENCES)

Admission Prior to Determination: if a student comes forward to a coach, administrator, or activity sponsor to admit (self report) a violation of the Good Conduct Code prior to a finding of guilt by the administration, the student's consequences may be reduced from ½ of the season to 1/3 of the season. This may be used only on the first violation.

VII. DETERMINATION OF GUILT

A student may only be found in violation of the Good Conduct Code if any one of the following occurs.

- 1) Admission of guilt to coach/sponsor, athletic director, or administrator.
- 2) Report by staff member that witnessed the student committing a violation.
- 3) Signed complaint by a credible adult who witnessed the student committing the violation.
- 4) Notification of violation by an official of a law enforcement agency or Juvenile Court Services.

VIII. ACADEMIC CONSEQUENCES

Unless the student violated the Good Conduct Code while on school grounds or at a school event or activity off school grounds, there will be no academic consequences (e.g. detention, suspension from school) for the violation.

IX. LETTERS AND AWARDS

Students who are ineligible at the conclusion of an activity shall not receive a letter or award for that activity.

X. APPEALS

Any student who is found by the administration to have violated the Good Conduct Code may appeal this determination to the Good Conduct Review Committee by contacting the Principal in writing within 3 working days of being advised of the violation. The committee will consist of two students (one of the student's choosing), two teachers (one of the student's choosing), one of the student's coaches or activity sponsors, athletic director and an administrator. The administrator will serve as the facilitator for the committee.

The committee will meet within 7 working days for a hearing with the student and/or parents/guardians. The consequences will be in effect pending the committee's decision.

If the student is still dissatisfied, he or she may appeal to the Maquoketa Valley School Board by filing a written appeal with the Board Secretary no later than three working days following the decision of the Good Conduct Review Committee. The Board Secretary will contact the student about the date and time of the hearing with the Board. The hearing by the Board of Directors will be in closed session, unless the student's parent(s) (or the student, if the student is 18) request an open session. The grounds for appeal to the Board of Directors are limited to the following: the student believes he/she did not violate the Good Conduct Code; the student believes he/she was given inadequate due process in the investigation and determination of the violation; or the student believes the consequences the student must experience in violation of the Handbook Rules or Board Policy. The consequences will remain in effect pending the outcome of the hearing with the Board of Directors. If the School Board reverses the decision of the committee, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

XI. GOOD CONDUCT CODE SUSPENSION CONSEQUENCES FOR 2015-2015

The number of contests/performances is listed for the varsity level. Freshman and Junior Varsity levels will have slightly different consequences. A contest/performance is defined as that activity which occurs on that date. Multiple games, meets, or one date count as one contest. Students who are in violation of the Good Conduct Policy will lose some eligibility in all activities they are involved in during a particular season. Students must be involved in an activity from the first day of practice to entitle the student to serve their suspension. The following list of activities is broken down into seasons. Some activities encompass more than one singular season. If game/activity suspensions are not fulfilled in one season, they will carry forward to the next season the student participates in.

Fall Season:	<u>Activity</u>	<u>1st Offense</u>	<u>2nd Offense</u>
August 10, 2015 – November 8, 2015	Band	½ of Fall activities	all Fall activities
	Class Officer	½ of Fall season	full season
	Cross Country	½ of all meets	entire season
	Fall Musical	all performances	all performances
	FFA	½ of Fall events	all Fall events
	Football	½ of all games	entire season
	Homecoming Court/Royalty	all activities	all activities
	Homecoming Activities	all activities	all activities
	Spirit Squad	½ of Fall season	all of Fall season
	Student Council	½ of Fall season	all of Fall season
	Vocal Music	½ of Fall activities	all of Fall activities
	Volleyball	½ of all games	entire season

Winter Season: November 19, 2015 – March 11, 2016	<u>Activity</u>	<u>1st Offense</u>	<u>2nd Offense</u>
	Band	½ of Winter activities	all Winter activities
	Basketball	½ of all games	entire season
	Class Officer	½ of Winter season	full season
	Dance Team	½ of performances	all performances
	Speech	either Lg. Group/Individual	all performances
	FFA	½ of Winter events	all Winter events
	Student Council	½ of Winter season	all of Winter season
	Vocal Music	½ of Winter activities	all Winter activities
	Wrestling	½ of all meets	entire season

Spring Season: March 12, 2016 – May 21, 2016	<u>Activity</u>	<u>1st Offense</u>	<u>2nd Offense</u>
	Band	½ of Spring activities	all Spring activities
	Class Officer	½ of Spring season	full season
	FFA	½ of Spring events	all Spring events
	Golf	½ of all meets	entire season
	Spring Play	all performances	all performances
	Student Council	not eligible to be elected	not eligible to be elected
	Track	½ of all meets	entire season
	Vocal Music	½ of Spring activities	all of Spring activities

Summer Season: May 22, 2016 - August 8, 2016	<u>Activity</u>	<u>1st Offense</u>	<u>2nd Offense</u>
	Band	1/2 summer activities/no trip	all summer activities/no trip
	Baseball	½ of all games	entire season
	FFA	½ of summer events	entire season
	Softball	½ of all games	entire season
	Spanish Club	Sponsor Discretion	no trip
Vocal	Sponsor Discretion	no trip	

It should be noted that as an example: if you take ½ of a nine game football schedule it comes out to a 4 ½ game suspension. In the case of an odd number, whether it is ½ of the season or 1/3 of the season, we will always round up to the next highest number. In this case a student would miss 5 games. Some performances in Band and Vocal music are considered part of the music curriculum. Students will be permitted to be involved in performances that are an extension of classroom curriculum. The Principal and music director will decide as to what activities students will be ineligible for.

GOLF TEAM PARTICIPATION

Starting in the Spring of 2005, a limit was placed on the number of participants on both the boys and girls golf squads. Both teams will be limited to the top sixteen golfers after an intra-squad meet on a specific date or the first regular season golf meet. This date will be set on a yearly basis by the head golf coach and/or Athletic Director. Under this policy, all golfers will be given the opportunity to become one of the top sixteen golfers. This will be based on their personal scores at the qualifying event(s). Golfers are highly encouraged to spend personal time, in addition to team practices, preparing themselves for these qualifying events.

CROSS COUNTRY PROGRAM

There shall be a minimum of 8 total participants for the Cross Country Program to be offered. These participants shall be designated at an appropriate date in the Spring preceding the upcoming season.

ATHLETIC BOOSTER CLUB

The Maquoketa Valley Athletic Booster Club meets monthly. Coaches are invited and encouraged to attend.

- Requests for Booster Club funding should be presented to the Athletic Director prior to presenting them to the Booster Club.
- *Arts & Crafts Workers* – The Athletic Booster Club hosts an annual Arts & Crafts Show as a fundraiser. The Booster Club requests the help of our athletic programs in setting up and clean up. Rotation of programs is as follows:

2014 – Girls Basketball, Boys Basketball
2015 – Cross Country, Girls Track, Boys Track
2016 – Varsity Football, Varsity Volleyball
2017 – Wrestling, JV Football, JV Volleyball
2018 – Softball, Baseball

HALL OF FAME

Starting with the 2003 school year, Maquoketa Valley athletics will be eligible for the Maquoketa Valley Hall of Fame by receiving state recognition in a state sanctioned sport. The recognition is the result of the athlete's outstanding athletic skills, competitive play, and being a positive role model. The IHSAA and the IGHSAU do not necessarily have any, or the same, criteria for All-State recognition. Therefore, Maquoketa Valley has its own criteria for athletes that receive state recognition in individual or team sports.

Athletes will be eligible for the Hall of Fame if they receive state recognition or recognition from a sanctioning body in either an individual or team sport. Individuals that earn athletic recognition will have a bronzed picture of themselves displayed on the Hall of Fame. The picture must be a uniformed or graduation picture.

Individual Sport Criteria: Cross Country, Wrestling, Golf, and individual Track & Field events.

- 1st or 2nd place finish in a state event.

Team Sport Criteria: Football, Volleyball, Basketball, Baseball, and Softball.

- 1st team All-State selection to at least one of the following:
 - 1) Des Moines Register
 - 2) Iowa Newspaper Association
 - 3) Other sanctioning body

Awards Ceremony: Athletes that have met one or more of the criteria listed above will be recognized after the completion of their senior year. The bronze picture will be presented to the athlete during a Maquoketa Valley athletic event. This event will be determined by the team's head coach in which the athlete received state recognition. If the athlete received recognition in more than one sport, the head coaches must mutually agree on when the award will be presented. If a mutual agreement can't be reached, the high school principal will make the final decision.

State Championship Recognition: Maquoketa Valley athletic teams, including track relay teams, that achieve a state championship will have their picture in the high school trophy case.

Athletic Academic Honors: Athletes earning academic honors will have their name engraved on a nameplate and placed on the plaque in the Maquoketa Valley Hall of Fame. All of the following criteria must be met:

- 3.80 GPA at the completion of their senior year.
- 25 ACT score or higher.
- Starter or part-time starter on the team.

NOTICE OF NONDISCRIMINATION

It is the policy of the Maquoketa Valley Community Schools not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, religion in its programs, activities, or physical or mental disability in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 19B.11, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 - 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.). Students are educated in programs that foster knowledge of, and respect and appreciation for, the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Students who feel they have been discriminated against are encouraged to report it to the school district Equity Coordinator. The Equity Coordinator is Doug Tuetken and can be reached at (563) 922-2091. Inquiries may also be directed in writing to Doug Tuetken, Maquoketa Valley Community Schools, P.O. Box 186, Delhi, Iowa 52223, (563)922-9411.

COACH/SPONSOR CHECKLIST

PRESEASON -

- _____ Check & verify season competition schedule
- _____ Check inventory & equipment
- _____ Check student-athletes' athletic physicals prior to 1st practice, hand out insurance waivers
- _____ Preseason meetings (Assistant Coaches, Student-Athletes, Parents)
- _____ Check eligibility (No Pass – No Play, Good Conduct)
- _____ Check on eligibility of student-athletes new to district
- _____ Attend/watch online sport's rules meeting
- _____ Complete & turn in Transportation Request Form for season schedule
- _____ Set up Media & Press Day with Athletic Director

IN-SEASON –

- _____ Team roster to Athletic Director – 1 week after 1st practice
- _____ Issue & record equipment and uniforms
- _____ Submit game results to media night of or morning after each contest
- _____ Submit Quikstats on or before state required date
- _____ Attend all in-season required meetings

POST-SEASON –

- _____ Collect uniforms
- _____ Equipment turned in and stored
- _____ Award list (MV Letters & Certificates) to Athletic Director (no later than 1 week following conclusion of season)
- _____ Schedule end of season meeting with Athletic Director
- _____ Submit all equipment orders on required forms
- _____ Attend all end of season meetings
- _____ Organize & attend end of the season banquet/gatherings for team & distribute team awards
- _____ Update athletic web site with records as needed
- _____ Submit requests for team academic awards to IAHSAA or IGHSAU with help from guidance office.

2015-2016 MAQUOKETA VALLEY ACTIVITIES DIRECTORY

Superintendent / HS Principal	Doug Tuetken	<u>Cell Phone</u> 563-608-4483	<u>Home Phone</u> 563-922-2176
K- 8 Principal	Tracy Morrison	563-920-6319	563-927-5186
Dean of Students / Athletic Director	Kevin Kudrna	563-920-4542	563-922-2473
<u>FOOTBALL</u>		<u>Cell Phone</u>	<u>Home Phone</u>
Head Coach	Wes Wilson	319-480-2326	
Assistant Coaches	Larry Meyer	563-608-6802	
	Scot Moenck	319-558-8390	
	Brad Tucker	563-543-8732	
Junior High Coaches	Steve Huegel	563-920-4396	563-927-6090
	Curt Feldt	563-608-5257	563-927-5064
	Greg Drew	563-920-1574	563-927-2452
<u>VOLLEYBALL</u>		<u>Cell Phone</u>	<u>Home Phone</u>
Head Coach	Hannah Grow	608-669-1704	
Assistant Coach	Karrie Koon	815-990-7613	
Junior High Coaches	Melissa Dutra	563-920-8911	563-923-4047
	Raechel Keltner	563-920-2478	
<u>CROSS COUNTRY</u>		<u>Cell Phone</u>	<u>Home Phone</u>
Head Coach	Christina Rudd	563-495-2831	563-875-6301
<u>GIRLS BASKETBALL</u>		<u>Cell Phone</u>	<u>Home Phone</u>
Head Coach	Scot Moenck	319-558-8390	
Assistant Coach	Brad Huber	563-920-7391	563-926-2327
Junior High Coaches	Jason Helle	563-608-5117	563-926-2611
	Pat Sabers		563-923-5885
<u>BOYS BASKETBALL</u>		<u>Cell Phone</u>	<u>Home Phone</u>
Head Coach	Creig Dunlap	563-329-0886	
Assistant Coach	Ron Besler	563-599-7582	563-875-6079
Junior High Coaches	Jason Helle	563-608-5117	563-926-2611
	Steve Huegel	563-920-4396	563-927-6090
<u>WRESTLING</u>		<u>Cell Phone</u>	<u>Home Phone</u>
Head Coach	Tim Andrews	563-542-2149	
Assistant Coach	Brian Wegmann		
Junior High Coach	Mike Beatty	319-929-9493	563-927-5493
<u>TRACK</u>		<u>Cell Phone</u>	<u>Home Phone</u>
Head Boys Coach	Pat Meehan	563-920-6180	563-926-2573
Head Girls Coach	Creig Dunlap	563-329-0886	
Assistant Coach - Boys	Curt Feldt	563-608-5257	563-927-5064
Assistant Coach - Girls	Karrie Koon	815-990-7613	
Junior High Coaches	Greg Drew	563-920-1574	563-927-2452
	Steve Huegel	563-920-4396	563-927-6090
	Scot Moenck	319-558-8390	
	Michelle Grimm	319-533-7147	563-927-2002
<u>GOLF</u>		<u>Cell Phone</u>	<u>Home Phone</u>
Head Boys & Girls Coach	Tim Andrews	563-542-2149	
Assistant Coach	Ron Besler	563-599-7582	563-875-6079
<u>SOFTBALL</u>		<u>Cell Phone</u>	<u>Home Phone</u>
Head Coach	Mike Mensen	563-920-7021	563-922-3202
Assistant Coach	Karrie Koon	815-990-7613	
Junior High Coach	Pat Sabers		563-923-5885
<u>BASEBALL</u>		<u>Cell Phone</u>	<u>Home Phone</u>
Head Coach	Larry Meyer	563-608-6802	
Assistant Coach	Jacob Coyle	563-608-5830	
Junior High Coach	Dan Cassutt		563-927-3078
<u>DANCE TEAM</u>		<u>Cell Phone</u>	<u>Home Phone</u>
Head Coach	Christina Rudd	563-495-2831	563-875-6301

MIDDLE SCHOOL & HIGH SCHOOL VOCAL

Head Instructor Beth Mueller

Cell Phone
563-608-3629Home Phone
563-927-5516**MIDDLE SCHOOL & HIGH SCHOOL INSTRUMENTAL**

High School Instructor Chris Hadley

Cell Phone
319-929-2561

Home Phone

HIGH SCHOOL SPEECHHead Speech Debbie DeVore
Speech Assistants Matt DeVore
Chris Hadley
Diane TempleCell Phone
319-480-0060
319-480-0640
319-929-2561Home Phone

419-465-3975**MEDIA CONTACTS & PHONE NUMBERS**

NEWSPAPERS	PHONE	FAX	EMAIL
Cedar Rapids Gazette	1-888-577-8287 319-368-8976	319-368-8973 888-577-8281	sports@gazcomm.com
Hopkinton Leader	563-926-2626		cs leader@yahoo.com
Dyersville Commercial	563-875-7131	-----	blutgen@wcinet.com
Monticello Express	319-465-3555	-----	ptemple@monticelloexpress.com
Manchester Press	563-927-2020	563-927-4945	jakereeves@mail.com
Telegraph Herald	(800) 553-4801	563-588-5745	thesportsdesk@yahoo.com
Des Moines Register	(800) 532-1455 (800) 453-2113	515-284-8391	sports@dmreg.com
Waterloo Courier	(800) 798-1702	319-291-2069	sportsdoor@wfcourier.com
Associated Press	(800) 300-8340	-----	-----
TELEVISION	PHONE	FAX	EMAIL
Ch. 2 KGAN	(800) 222-5426 319-395-9076 #4	-----	news@kgan.com
Ch. 7 KWVL	(800) 484-9639 ext. 5673	-----	kwwlnews@kwwl.com
Ch. 9 KCRG	(800) 332-5443 319-398-8391	-----	webmaster@kcrg.com
RADIO	PHONE	FAX	EMAIL
KMCH – Manchester	563-927-6249	563-927-4372	kmchnews@iowatelecom.net
KDST – Dyersville	563-875-8193 (800) 905-KDST	563-875-6001	kdst993@iowatelecom.net
ASSOCIATIONS	PHONE	FAX	EMAIL
IHSAA – Boys	515-432-2011 ext. 219	515-432-2961	blegg@iahsaa.org
IGHSAU - Girls	515-288-9741	515-284-1969	www.ighsau.org for contact list