

STARMONT COACHES HANDBOOK 2022-2023

Important Contact Information

Co-Activity Directors: Gary Benda/Shalna Koppenhaver

Work Number: 563-933-2218

Cell Phone: 319-621-0170/319-361-5523

Email: gbenda@starmont.k12.ia.us or skoppenhaver@starmont.k12.ia.us

Activity Director Secretary: Cathy Smith

Work Number: 563-933-2218

Cell Number: 563-380-9763

Email: csmith@starmont.k12.ia.us

Transportation 563-933-4372 ext. 127 / Carmen Ext. #124

City of Arlington 563-633-2345

City of Strawberry Point 563-933-4417

Police, Fire, Paramedics 911

Athletic Director

The Activity Director's primary responsibilities are to provide leadership, direction, and supervision of the athletic programs. Questions concerning coaching responsibilities, athletic events, eligibility, equipment/uniforms, use of facilities, officials, transportation, awards, booster club activities, and finance must be directed to the athletic director.

Coaching Authorization

Please be responsible and up to date with your State of Iowa Coaching Authorization requirements. You may find FAQ's, documents, Internet links, and much more information on this matter at the following hyperlink: <http://www.iahsaa.org/coaches/coaches.html> or see the athletic director with any questions.

Keys/FOB

Prior to your season the athletic director or designee will assist you in checking out needed keys. The keys checked out to you are meant to meet only your official needs. Misuse of these keys can jeopardize the security and liability of the school. Therefore, do not loan or make your keys accessible to others. Loss of any keys will result in a charge for the cost of rekeying the affected locks.

Planning for the Season

- It is essential that each coach have a well-structured plan for his/her season of responsibilities if each athletic season is to be conducted smoothly. In preparing for the year, consider the following:
- Athletic Eligibility
- Athletes' Physical (Must be turned in to Cathy in the high school office)
- Written rules if applicable (turn a copy into AD) Transportation dates and times
Equipment needs and budget
- Reporting scores to media and press - copy provided
- Game / meet arrangements
- Booster Club Meeting and Events Banquet/Awards Nights
 - Place date on the calendar as soon as possible
 - Allow one week for awards to be prepared
 - Permanent records & inventory
 - Evaluation of program and assistant coaches
 - Get a listing of each student's name, address, and phone number.
 - Be sure to get a copy of this to Cathy in the high school office.
 - Fill out the participation sheet for cumulative records.

Team Meetings

Beginning of the Season:

- School rules (including code of conduct, harassment/hazing, academic eligibility and equity)
- Sports Rules
- Care of equipment
- Expectations for the year (behavior, attendance, etc.)
- Rules on lettering and other awards

End of Season

- Awards Event
- Equipment check-in and charges. Please return all fine money and unpaid bills to the athletic director.

Team Equipment

For most sports there are two types of equipment: Uniforms and general team equipment. Uniforms are checked out to individual team members who are qualified under eligibility requirements and who have been identified as team members by the coach. Although the uniform is the responsibility of the student, it is the coach's responsibility to issue the appropriate charges when equipment is lost, stolen, or damaged.

A season can be quickly ruined by the loss of essential equipment. Since equipment left on the campus and not securely stored can be stolen or vandalized, team equipment must be monitored closely by the coach. At the end of the season, an inventory sheet must be completed, listing equipment needed, equipment to be repaired, and needs for the upcoming season, and turned in to the athletic director.

Athletic Charges

When lost or damaged, the equipment issued to a student becomes subject to a charge. Please turn in a listing of each student who owes money to the athletic department to the athletic director's secretary. Make sure that the athlete understands the items that he/she is responsible for. Until a student has paid all charges, he/she will not be able to register for the next year -- in the case of a senior, the charges must be paid before graduation.

Eligibility

Because an ineligible student playing can ruin a successful season, the coach and athletic director must closely monitor the eligibility of team members. Eligibility requirements originate from three sources: IHSAA-IGHSAU requirements, Code of Conduct (See Code of Conduct), and the head coach of each sport, for information concerning the Starmont Eligibility, consult the student activity rules and regulation handbook. For information concerning IHSAA & IHSA, consult the sports guides or rulebooks provided by the respective association.

Promoting Programs

It is the responsibility of each coach (Varsity, Jr. Varsity & Jr. High) to promote the success of individuals and teams. This shall be done by providing articles and information to the local newspaper, Strawberry Point Press Journal. Articles can be faxed to appropriate destinations in the HS Office. Nightly scores and stats may be provided to some of our major publications such as CR Gazette, Waterloo Courier, Telegraph Herald, DSM Register, local radio stations, and local t.v. stations. A list of current contact information is attached.

Statistics

Recently the state has put in specific dates as to when statistics must be updated for major athletic seasons, which are usually released in letter form, at pre-season rule meetings, or can be found on the IGHSAU or IHSAA prior to each sports season. Statistics must be entered on the state's statistical portal at the following Internet link: Varsity Bound It is your responsibility as head coach to know and meet your deadlines, failure to do so results in two warnings from the state and eventual disqualification from district/state competition. You may enter your stats by clicking on the appropriate sport, then clicking SUBMIT STATS.

Finances

The athletic director will do the ordering on all major requests. Obtaining a purchase order from the athletic director or business manager will be required to fill requests for other small orders.

NOTE: The high school cannot and will not accept responsibility to meet payments if this procedure is not followed.

Tournaments

Starmont is honored to host many invitational, conference, and district-sponsored tournaments.

The athletic director is responsible for the administration of all such tournaments and meets.

He/she may on certain occasions hire meet managers to assist in the operation of large tournaments or events that he/she may not be able to attend.

Locker Room Supervision

It shall be the duty of all coaches to see that locker rooms are properly supervised before and after practice sessions and games. Coaches are expected to ensure all players have been picked up by parents or otherwise gone home prior to the coach leaving from practices and activities.

Transportation Requests

Transportation requests should be turned at least one month prior to the beginning of each season to Duane Borrett. Coaches are responsible for checking times and making any necessary adjustments as soon as they know of any.

School Bus Regulations

- When the bus is in motion, the driver of the bus is in the final position of authority and must make final decisions on all matters.
- A coach must be present on all athletic trips. His/her specific assignment is to enforce all rules and regulations set by the school and particular driver on the bus. The coach is directly responsible for the control of the students.
- Drivers will enforce the following student behavior rules:
 - Two people per seat.
 - Remain seated at all times.
 - Keep arms and head inside the bus at all times.
 - Do not throw anything from the bus.
 - Profane language.
 - Students must ride the bus both ways on activity trips. The ONLY exception is written approval from the principal prior to bus departure from Starmont if they are planning on riding home with their parents.
- The driver's responsibility is for the safety and welfare of the students and personnel on the bus. Although in a final position of authority, the driver does not have the specific

responsibility of enforcing the rules and regulations regarding student control. This is the specific responsibility of the coach.

- Parents of a student must sign out with the coach if they are riding home from a game or contest. If they are riding home with someone other than their legal guardian they must have a written note turned in to the Principal or Athletic Director by noon of the date of the contest.

Early Dismissal Roster

Occasionally it will be necessary to have team members released from classes for an athletic contest or tournament before the end of the school day. These dates are important not only for students and teachers' preparation for missed class time but also so the school can find our coaches/sponsors substitutes when needed.

- In such instances, it will be necessary to follow these steps:
 - Provide all early dismissal times, rosters, and relevant information to the athletic director as soon as transportation requests are given to the Transportation Director. This should be at least one month prior to the first playing date of the appropriate seasons.
 - Times, rosters, and relevant information will be sent via e-mail to appropriate staff members by the athletic director at the beginning of each season and at least one week prior to each early dismissal.
 - Make-up games, delays, and late additions will be dealt with as soon as they come up. Please be patient and understanding about these uncontrollable circumstances.
- The field trip roster must:
 - Be neat and legible.
 - Provide specific information on the tournament, date, and time students are to be released.

School Closings

It is the policy of Starmont Community School that when school is closed due to inclement weather, whether it is heat or cold, no practices will be held at the end of the school day. In the case of heat, a coach may elect to bring student-athletes back in the evening when the heat of the day has passed.

Security

It is the responsibility of each coach to closely monitor the security of school facilities. Traditionally, locker rooms, classrooms, equipment storage rooms, gymnasiums, and other physical education facilities are an object of vandalism and theft. Therefore, it is incumbent upon a coach to ensure that all lockable facilities are secured after use, all equipment is returned to its proper storage facility, and to see that the storage facility is locked.

Team members should be encouraged to make use of quality locks in the locker room and not store valuable items in their lockers. The school district cannot accept the liability of stolen or vandalized property.

Practice Times

Most squads will practice immediately after school with the exception of winter sports, for which a rotating schedule of gym space is used. Practices on Saturdays are allowed; please check with the athletic director on the use of facilities. Wednesday night is church night and all practices should be completed by 5:45 p.m. Also, there will be no interscholastic competition on Wednesday night, unless scheduled by a state association. Practice on Sundays is discouraged and should be scheduled only in the event of Monday night varsity competition. If you are scheduling a Sunday practice, you must receive consent from the Superintendent. If you anticipate the need for facilities on the weekend please fill out a Building Request form found in the HS Office.

- A scheduling meeting will be held prior to each Winter Sports season with all winter sports coaches and sponsors to establish a master calendar to determine practice times and facility availability.

Emergency Care of Students

- First Aid Procedures
- General Policies and procedures
- Emergency Procedures for Serious Accidents
- Accident Reporting Medication Policy
- Med Kit from Secretary
- Work closely with an athletic trainer to ensure quality care of student-athletes

Accident Reporting

All injuries occurring in or around the school building during school hours or supervised school activity whether involving students, staff or visitors must be reported to the school nurse and the building principal and an accident report must be completed. Any student injury requiring parent notification should also be recorded on an accident report. A doctor's clearance is to be turned in to the Athletic Director before the athlete returns to practice or competition following any injury in which a student/athlete has been removed from competition and/or practice for two or more days.

Medication Policy

- Only school personnel who have received instruction to give prescribed medication should do so.
- Absolutely no medications, including aspirin and any over-the-counter medication, are to be given by school personnel without written permission of both the parent and the physician.

This is from the Code of Iowa, Chapter 152, Section I, which states, *"Only a physician can legally prescribe medication such as aspirin and vitamins. Absolutely no medication should be dispensed by school personnel, including the school nurse unless written permission has been granted by the parents and the physician."*

First Aid Procedures

If an emergency situation develops and appears to be a life-threatening situation, call the city emergency number 911 first, then administration, seconds count!! Waiting could mean a life!!

General Policies and Procedures

Definition of School Responsibility

- First aid as defined in these emergency procedures will mean that immediate but temporary care is given to a person who has sustained an injury or who has become suddenly ill.
- All injuries occurring at school are to receive first aid and first aid only.
- First aid should be considered a joint responsibility of the various members of the school staff. Since the school nurse will be in each building part-time, it is essential that the staff be able to give first aid when necessary.
- When the injured or ill student is placed in the care of the family and/or physician, the school's responsibility is fulfilled.
- The name of each student's family physician, as well as other pertinent emergency information, is recorded on their med. card. No medications are to be given by school personnel without the written permission of a physician and parents. *Absolutely no medication should be dispensed by school personnel, including the school nurse unless written permission has been granted by the parents and the physician.*

Emergency Procedures for Serious Accidents

- Examine and administer first aid as needed. Check quickly for stoppage of breathing and serious bleeding. Call an ambulance - 911- if necessary.
- Keep the injured person warm.
- Keep calm. Do not move the injured person unless it is absolutely necessary.
- Never give an unconscious person anything to drink.
- Keep the crowd away.
- Make the person comfortable. Give reassurance.
- Instruct someone to notify parents and the building principal. If unable to locate parents, refer to the alternate person listed on the med. card. If unable to reach either, call the physician or hospital emergency room for instruction.

Community Use of Facilities Application

Employees should direct all requests for the use of school facilities to the building principals or superintendent. The Starmont Board of Directors may act on granting the use of school facilities to community members under certain conditions outlined in board policy. The Community Use of Facilities application is not required of school employees. However, school employees are expected to contact the administration for reserving school facilities for events that are not approved on the district's activity calendar.

Volunteer Coach/Sponsor Agreement

The Board of Directors shall approve or deny volunteers for curricular and extracurricular programs. Volunteer Coach/Sponsor Agreement forms are available from the building principals or superintendent. The Agreement outlines specific responsibilities and conditions to be a volunteer working with students, athletes, and staff. The Agreement does not apply to one-time or short-duration volunteers such as guest speakers, field trip chaperones, occasional mentors, and classroom readers. The ongoing volunteer with consistent or routine exposure to students must be approved by the school board and is subject to criminal background checks and certifications depending on the nature of the volunteer work provided. The building principal must vet all volunteers in advance, prior to seeking board approval or serving as a short-term volunteer.

Drone or Unmanned Aerial Vehicles (UAVs)

The district prohibits the use of drones or UAVs on school grounds. The building principals or superintendent may make exceptions. The purpose of this rule is to protect students, staff, and spectators, and limit distractions during school functions and events. The FAA and athletic organizations have specific rules pertaining to UAVs.

Booster Club

The Starmont Booster Club meets monthly or bi-monthly. Coaches are invited and encouraged to attend. Requests for Booster Club funding can be reviewed at the coach's meetings and should be presented to the A.D. before bringing them to the Booster Club.

Coaches Meetings

In a typical year, Coach's meetings are held on a quarterly basis. Agendas and discussion topics may be handed out prior to each meeting. The athletic director and the head coaches of each sport usually meet for these meetings. Special meetings will be called as needed.

Lettering Procedures

At the beginning of each season, you should review with your squad the procedures for lettering for that particular sport. Starmont High School awards a major and minor certificate. Names

should be submitted at least one week in advance of your presentation date. If you have any further questions, please contact the athletic director.

End of the Season Procedures

At the conclusion of each sport's season, the athletic director will meet with each head coach to review the season. At this time all permanent records, inventories, and evaluations of assistant coaches should be turned in. A review and evaluation of the coach's performance with respect to the job description will take place at this conference.

Evaluation of Coaching Effectiveness

Each head coach will be formally evaluated each year. The purpose behind evaluation is to help coaches to improve overall coaching performance, and to recognize them for their areas of effectiveness. Additional evaluation sessions may be scheduled as needed.

Transportation for Coaches Meetings

All coaches are encouraged to secure the use of school vehicles first for any meetings, workshops, or clinics that they must attend. Please contact the athletic director for arrangements.

Weight Room

Coaches who use the weight room facility with any student-athlete (s) MUST directly supervise them at all times. Do not leave the weight room for extended periods while supervising. Please have your athletes observe the rules established for the weight room facility. **(Weight room rules are posted in the room at all times.)**

Supervision

Supervision will be from 6:30 - 7:30 - Monday, Wednesday, and Friday during the school year. Feel free to open the room earlier and keep it open later if you wish to. If no coaches in the assigned programs are able to supervise, please let the athletic director know immediately.

Uniform Rotations for JH/HS athletics

ALL uniforms will be purchased through the athletic director, NO EXCEPTIONS. DO NOT place any orders without checking with the athletic director first.

2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
B/G Track	B BBall (D)	Volleyball G/Wrestling	Softball/Baseball	B BBall (W)
G BBall (D)	B/G XC	G BBall (W) B/G Golf	Cheerleading Football (V)	Wrestling Football- (H)

Starmont CSD Equity Statement

It is the policy of the Starmont Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity, and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination.

The Starmont Community School District offers career and technical programs in the following service areas: Agriculture, Business, Family Consumer Science, and Industrial Technology. Superintendent/Equity Coordinator at 3202 40th St, Arlington, IA 50606, or call (563)933-4598. For questions related to the District's policy against sex discrimination under Title IX, please contact the Title IX Coordinator: Rachael Hach, 3202 40th St, Arlington, IA 50606, (563)933-2218, rhach@starmont.k12.ia.us

The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity.