

STARMONT COACHES HANDBOOK 2024-2025

Important Contact Information

Activity Directors: Tracy Curtis

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Activity Director Secretary: Cathy Smith

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Transportation 563-933-4372 ext. 152 Duane Borrett / 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 FAQs, 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

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 (turn a copy into AD) Transportation dates and times Equipment needs and costs
- Reporting scores
- Game / meet arrangements
- Permanent records & inventory
- 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 and uniform 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 a team member 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 about 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. 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 IHSAA-IGHSAU requirements, Code of Conduct (See Code of Conduct), student handbook, and coach's policies. 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. The head coach will provide policies on eligibility for their specific programs.

Classroom Attendance

Students participating in school-sponsored activity must be in attendance for at least 5 full class periods to practice or participate in a game or performance that day. Exceptions (funeral, college visit, etc) to this are if the student has prior approval from the principal on the school day the activity is held.

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 newspapers, Strawberry Point Press Journal, social media platforms and the Booster Club.

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, and 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.

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 submitted at 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.

Students are expected to ride to events on the bus. Students wishing to ride home with someone other than their parent or guardian must have prior approval from the school through email or phone call to the school. In no cases will a participant be allowed to ride home with another student. They may only ride with a family member 18 years or older and have graduated high school.

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.
- 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 into 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 teacher 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 secretary as soon as transportation requests are given to the Transportation Director. This should be within the first two weeks to the start of the season.
 - Times, rosters, and relevant information will be sent via e-mail to appropriate staff members 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.

School Closings

When school is canceled as a result of inclement weather, the following guidelines will apply and be decided by the 7-12 administration.

1. The general procedure will be if school is canceled or dismissed early due to hazardous conditions there will be no practices. Special circumstances would be that if school were called off but conditions were improving, the administration could approve an **optional** practice.
2. If coaches would call an **optional** practice, it would be stressed to the athletes that a practice under these circumstances is optional and will **NOT** jeopardize an athlete's position on the team.
3. In the case of heat, a coach may elect to bring student athletes back in the evening (7:00pm or after) when the heat of the day has passed. The guidance provided by the association using the WBGT will be used to monitor these situations.

Security

It is the responsibility of each coach to closely monitor the security of school facilities. 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. Practices on Saturdays are allowed; please check with the athletic director's secretary 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.

Sunday Practices:

Practice on Sundays is discouraged but is allowed under the following conditions:

1. In preparation for sectional, district, regional, or state tournament play that is scheduled for Monday or Tuesday of the following week.
2. In preparation for a Monday night varsity competition.
3. Any practice held on a Sunday must not interfere with area church services meaning the practice must end at least 1 ½ hours before service and 1 ½ hours after the start of the service.
4. Requests for Sunday practice must be made by the head coach to the activities director as soon as the need for the practice has been determined.

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, athletic director, 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 into 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 unless written permission has been granted by the parents and the physician."*

14.1(3) A statement that authorized persons administering medication include licensed health personnel working under the auspices of the school, such as licensed registered nurses, physicians, physician assistants, and persons to whom authorized practitioners have delegated the administration of prescription and nonprescription drugs (who have successfully completed a medication administration course).

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 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 athletic director or athletic director secretary. The Starmont Board of Directors may act on granting use of school facilities to community members under certain conditions outlined in board policy. School employees are expected to contact the administration to reserve 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, 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 quarterly. Coaches are invited and encouraged to attend. Requests for Booster Club funding should be presented to the A.D. before bringing them to the Booster Club.

Coaches Meetings

In a typical year, an all-coaches meeting is held at the beginning of the school year. An agenda and discussion topics may be available prior to the meeting. The athletic director, principal, superintendent and the coaches of each activity usually meet for these meetings. Head Coach meetings will take place at the end of each season. 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. Information needs to be filled out on the participation sheet and the Booster Club binder. 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 self-evaluations 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 for any meetings, workshops, or clinics that they must attend. Please fill out the transportation request form for arrangements. Attending the All-Conference meeting is an expectation of the Head Coach.

Weight Room

Coaches who use the weight room facility with any student-athlete **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, Tuesday, and Friday during the school year for students in 6-12 grade. Subject to change upon Coach Odtoerfer's schedule. He will communicate this out to student-athletes.

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.

2024/2025	2025/2026	2026/2027	2027/2028	2028/2029
B BBall (W) (SMA)	B/G Track	B BBall (D)	Volleyball (SMA) G/Wrestling	Softball/Baseball
Wrestling Football- (H)	G BBall (D) (SMA)	B/G XC	G BBall (W) B/G Golf	Cheerleading Football (V)

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.