

**Ankeny Community School District  
Ankeny, Iowa**

**ATHLETIC DEPARTMENT**

**COACHES MANUAL**

## **Mission, Vision and Core Values**

Members of the Ankeny community including parents, business leaders, educators, students, alumni and others joined to begin a process of strategic planning for Ankeny Community Schools. This process is ongoing and will result in a road map that will guide and drive the focus, decisions and actions of the district.

**Mission: Our Core Purpose And Distinction**

Ankeny Community Schools is unified in its commitment, passion, and vision so every learner is prepared to achieve a lifetime of personal success.

**Core Values: Drivers Of Our Words And Actions Community:** Learn and work together experiencing belonging, respect and collaboration

**Challenge:** Develop high expectations and rigor with accountability

**Excellence:** Pursue passionately world-class learning and continuous improvement

**Inspiration:** Nurture the diverse aspirations of all learners

**Leadership:** Model accountability to the district strategic road map, by acting intentionally, disciplined and compassionate in words and action

**Vision: What We Intend To Create**

Ankeny Community Schools will establish a culture known for:

Achievement and Responsiveness whereby:

- All students are engaged in and accountable for their learning
- All students are achieving their potential and prepared for success beyond K-12
- All students are accessing individualized and challenging programming

Innovation and Professionalism whereby:

- All staff are high quality and engaged with a clear focus on students and learning
- All students and staff are integrating technology innovations which accelerate learning and assure success for all

Leadership and Unity whereby:

- All embrace and are engaged and are utilizing the comprehensive strategic road map to guide every priority and decision

### **Purpose Of This Handbook**

This handbook has been developed for both the students and their parents/guardians. Every effort has been made to summarize school regulations so that students and parents/guardians will have a basic understanding of the expectations for students.

Each student is accountable for the handbook's content. More detail can be found in the School Board Policies located on the district's web site, [www.ankenyschools.org](http://www.ankenyschools.org). The policies in this document are subject to change due to the continuous review and revision of Board policies.

This handbook is designed to accomplish the following goals:

- To document school district policies and rules to serve as a guide for students and their families and to clarify the school district and school building's processes and procedures;

- To serve as a source of information for students and their families about the school district and the school building, the organizational structure and overall philosophy; and
- To provide students and their families with up-to-date, easy to understand information on the range of opportunities and programs available through the school and the school district.
- To provide legal notices as required by the Iowa Department of Education and under federal law.

Definitions In this handbook, the word “parent” also means “guardian” unless otherwise stated. An administrator’s title, such as superintendent or principal, also means that individual’s designee unless otherwise stated. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term “school facilities” includes school district buildings and vehicles. The term “school activities,” means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds. jurisdiction and expectations

This handbook is an extension of Board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity, and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, and regulation or student handbook may result in disciplinary action and may affect a student’s eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school was not in session.

Students are expected to comply with and abide by the school district’s policies, rules, regulations and student handbook.

Students who fail to abide by the school district’s policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student’s record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant. Students are expected to know the contents of the handbook and comply with it.

Students will be required to sign off on the handbook. Students or parents with questions or concerns may contact their school’s main office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

### **To all players and parents:**

The athletic program is one which affords every girl/boy in Ankeny Centennial the opportunity to learn the game and to develop skills for the sport. IT IS DESIGNED FOR EQUAL OPPORTUNITY BUT NOT FOR EQUAL PLAYING TIME. The varsity sport is a program for those who are more talented. Intramural provides for equal participation. Based on the player's abilities, performance in practices, attitude and judgement of the coach some players will participate in games more than others.

Any player from grades 9 through 12 is eligible for varsity competition. Any player in grades 9 through 11 is eligible for junior varsity competition and only 9<sup>th</sup> grade may participate on that level team. There is NO priority placed on the grade level of the student, only on the qualities he/she displays as written above.

### **PHILOSOPHY**

The eighth grade team begins competition and will afford as many students the opportunity to play as is possible within the schedule. The players will begin to develop defenses and refine the offense.

By ninth grade some of the players are obviously becoming more talented skill-wise and more aware of offense and defense positions. Therefore while an effort is made to play as many players as can be used the more advanced players will get the majority of playing time.

The junior varsity program will help develop a limited number of players and utilize those players who show the greatest ability in a variety of skills. Specialization of players may become more evident at this level. Those who are more able will be the primary players for the team.

The varsity team is for those who have learned the basics well and perform them both in practice and in matches. Specialization is often a necessity at this level and players will be used in specific roles for the benefit of the entire team.

The number of players on a squad varies although this may change depending on the level of play. In addition, players used who display excellent leadership and/or enthusiasm may be used regularly. Without this type of player any team can fall flat.

### **COMPETITION**

Competition gives all students an opportunity to learn something rarely available in the classroom situation. It is an experience, which involves preparation, dedication and hard work. The reward is measured in different ways by each individual, ranging from simply participating, to making the first team, placing in a tournament or meet, winning the conference, or being state champion.

Your job as coach is complex, but can be most rewarding. Depending upon the level you work with, your goals for success will vary. You need to work with the young athletes to see those goals or rewards are reached. You need to work for the best interest of the individuals, yet not sacrifice the goals of the team.

A major goal at the lower levels is to involve as many as possible both in practice and contests. You need to develop a feeling of individual concern and team belonging for all participants. The other critical goal at the freshman level is to develop fundamental skills and strategies of the sport so they become second nature to the athlete.

Individual success at the freshman level takes precedence over team success. However, sound development of fundamentals and strong sense of team effort will pay high dividends in overall team success. This is especially true as the athletes carry these strong fundamentals and team spirit to the next levels.

A varsity program in any sport will succeed or fail based on the fundamental program developed at the lower levels. Winning teams at the lower levels are not necessarily indicative of future success at the varsity level. It takes a team effort by the coaching staff to develop a strong program, which is successful, both for the individual and the team.

No matter what level you coach, your contribution to the success of any program is critical. There are two key factors both in teaching and coaching which are critical to your personal success. These are "reciprocal dignity" and "role model." If you will keep these as guidelines throughout your career in education, you will find success, for your students and yourself.

**The way you treat athletes should be the way you wish to have them respond to you.** You are working with young adults and you are assisting them in their future development. Each individual is important, and each must be understood and worked with to the best of your ability. Your patience and understanding may be critical to the future of an individual, who looks to you (sometimes the only one they can) for guidance or just a friendly ear.

Our programs are an extension and an integral part of the educational process, and it is imperative we keep this in mind when we work with our athletes. As a coach, you take on a responsibility that comes with respect for that position. The level you coach at has little to do with the degree of respect you receive from athletes and parents. **How you respond to them with honesty, patience and understanding will determine your success over the years.**

When you find yourself in a difficult situation, when the decision you must make is critical, just take a moment before you respond, and change places in your mind with the other person. It is amazing how some things become much more clear and logical when revised from both positions.

Be realistic while you continue to work toward idealistic goals, keeping in mind the need to be humanistic in your approach to the young people who come to you.

**Remember that records are broken and score forgotten. But the coach, who took the time to help, will be remembered and held in esteem forever.**

Finally, as a coach it is important to establish and maintain a **Positive Mental Attitude** in all of your work. PMA is paramount in building an atmosphere conducive to the best interest of our athletes, program, school and community. Daily pressures, personal physical fatigue and mental weariness can make it difficult to maintain any degree of PMA. When you find it difficult to remain positive, take a quiet moment for you, relax and let everything fall back into proper perspective. Remember that nothing is hopeless! (It just seems that way sometimes.)

A strong positive school image has been developed in Ankeny Community Schools. This image has been influenced greatly by the dedication, hard work, communication and accomplishments of our athletic staff. We are a proud staff, with fine facilities, outstanding equipment and strong community support. Our total athletic sports program is well recognized throughout the state for its sports accomplishments and sportsmanship. We want to maintain and challenge this recognition in the years to come.

Welcome aboard to a great coaching staff! May your future as a coach at Ankeny Centennial be successful and rewarding for you and our students. I am extremely proud of our program and each staff member who contributes to the total program.

Much of the success of the program depends upon the effective management and supervision of the program. To that end this manual should assist all personnel in interpreting the program in the proper perspective and serve as a reference source for carrying out responsibilities. An annual review of the policies and procedures in this manual is required in order to assess the need to alter or expand the document.

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**Tom Kinseth, CAA  
Activities Director  
Ankeny Centennial High School**

At the high school level, our interscholastic activity program provides an opportunity for maximum development of the performer. Therefore, the interscholastic activity program may not be intended for participation by all students but, rather, for those who are physically and emotionally capable of highly skilled competition.

A comprehensive and balanced activity program is an essential complement to the basic program of instruction. The activity program will provide opportunities for youth to further develop interests and talents. Participation in activities, while a privilege and not a right, should provide many students with a lifetime basis for personal values, work and leisure activities.

Every effort will be made to support the activities program with the best facilities, finest equipment and most qualified staff. As far as possible, knowledge and skills gained in classes should be applied and developed further through participation in the activity program.

The ultimate goals of the activity program are: 1) to realize the value of participation without overemphasizing the importance of winning or excelling; and 2) to develop and improve positive citizenship traits among the program's participants.

The junior varsity/sophomore programs will develop and utilize those who show the greatest ability in a variety of skills. Role specialization may become more evident at this level. Those who are more able will

be the primary participants. The varsity team is for those who have learned the basic skills well and perform them both in practice and in interscholastic competition. Role specialization is often a necessity at this level, and participants may be used in specific roles for the benefit of the entire team. Depending on the activity, not all wishing to participate will be able.

Participants who display leadership and/or enthusiasm, in combination with basic skill development, may enhance their opportunity to participate. athletics and activities offered

### **High School Sports By Season**

#### **8th Grade**

Show Choir

#### **9th Grade**

Cheerleading

Dance

Debate

Show Choir

Jazz Band

Marching Band

Speech/Drama Trapshooting

Cheerleading

Dance

Debate

Jazz Band

Marching Band

Show Choir

Speech/Drama

Trapshooting

#### **High School**

To view athletic schedules, please visit [www.cimlcentral.org](http://www.cimlcentral.org).

School-sponsored student organizations are those which are recognized by the school district and board. School-sponsored student organizations include:

Art Club

Big Brothers/Big Sisters

Book Club

Business Professionals  
of America

Cheerleading

Chess Club

Circle of Friends

Disc Golf

Drill Team

Forensics/Large Group

French Club

Friends of Rachel

Gay Straight Alliance

Hungry Hawk

Interact (Rotary)

Intramurals

Key Club

Mock Trial

Model UN

National Honor Society

Newspaper

Open Mic' Night

Robotics Club

Rugby

SADD

Scholastic Bowl

Science Club

Science Olympiad

Spanish Club

Student Council

Student Think Tank

Trapshooting

Writing Club

Yearbook

### Activity Tickets

#### **CIML Student Activity Ticket (grades 9-12) \$50.00**

Students in grades 9-12 who purchase the student activity ticket will be allowed admission to any home or away athletic event in which Ankeny is playing another CIML school. If a student does not buy the activity ticket, he/she will pay the regular adult admission of \$6.00 for football and \$5.00 for all other athletic activities.

#### **14 Punch Activity Ticket - \$30.00**

Grades 1-8 use one punch, grades 9-12 and adults use two punches. Activity tickets are available in the high school activities office or at the gate of any home varsity athletic event.

Ankeny Booster Club has adult and family gate passes available.

Please check with the high school activities office for information.

#### **Individual Event Prices:**

- Varsity Events single Adult and Grades 9-12 Admission - \$6.00 Football/\$5.00 all other athletic activities
- Varsity Events single Student-Grades 1-8 Admission - \$4.00 Football/\$3.00 all other athletic activities
- 9 & 10 grade events (no varsity playing) single Adult and Grades 9-12 Admission - \$4.00
- 9 & 10 grade events (no varsity playing) single Student- Grades 1-8 Admission - \$2.00
- 8 grade events single Adult and Grades 9-12 Admission \$3.00
- 8th grade events single Student-Grades 1-8 Admission - \$1.00

### **Athletic Awards**

Each year, a number of athletic award are given, including:

#### **Participation Award**

- In order to receive a high school participation award, an athlete must be available for competitions during the entire season, which includes post-season play.
- The activities director reserves the right to withhold a participation award in the event that an athlete has been involved in inappropriate/illegal behavior

#### **Varsity Letter**

- In order to receive an athletic letter award, an athlete must be available for participation during the entire season, which includes post-season play. In addition, coaches will establish their own lettering criteria in each sport handbook. Lettering "points" may not be earned during periods of ineligibility.
- When an athlete receives his/her first varsity letter, the activities department will present him/her with a six-inch chenille award. The chenille letter is given in addition to the varsity letter certificate, but is awarded only once during the athlete's participation in athletics.
- The Activities Director reserves the right to withhold an athletic letter in the event that an athlete has been involved in inappropriate behavior/illegal behavior. changing sports in the same season.

A student who has gone out for a sport but quits of his/her own accord will not be eligible to start practicing for another sport before the end of the competition in the sport that was dropped, unless the head coach of the sport that was dropped agrees to release the athlete, and the head coach of the new sport involved accepts the athlete. EVERY ATHLETE SHOULD UNDERSTAND THIS GUIDELINE. Exception To This Rule: If an agreement of coaches cannot be reached, an exception will only be granted after an appeal from the athlete him/herself has been studied and acted upon by the principal, assistant principal, and activities director. conditioning and the prevention of injuries

Proper sports conditioning will improve the power, speed and endurance of the athlete on the field or in the gym. It will also help strengthen muscles and joints, increase flexibility and maximize agility through the channeling of aerobic power. In addition to the benefit of performance, statistics indicate that sports conditioning will assist in preventing injuries. Year-round conditioning can increase athletic performance

considerably. Training, unfortunately, is easily reversible, and that is why year-round conditioning is so important. Opportunities are provided for all athletes at the high school and middle school (8-9) level to be involved in year-round conditioning. It is strongly recommended that all athletes not involved in a sport during the off-season, participate in the conditioning program. Naturally, the best course of action is to stay involved in a competitive program each of the four seasons, where conditioning is built into the sport. All athletes want to perform to the best of their ability, yet often a sprained ankle, a bad knee or a pulled muscle will prevent one from doing the best they can. Though there is no guarantee these injuries will not occur, their frequency and seriousness can be reduced through simple measures such as the year-round conditioning mentioned above, training techniques, good sportsmanship, and an awareness of the injury patterns in your chosen sport. Lastly, make certain to consult with your coach and family doctor immediately if an injury occurs.

**Conference Affiliation**

Ankeny is a member of the Central Iowa Metropolitan League (CIML), a collection of 19 high schools in the Central Iowa Region. As a member, Ankeny is committed to adhere to the rules and regulations of the organization. The purpose of the CIML is to enable each member school to operate more effectively and more efficiently in its complete athletic program. This is accomplished by permitting each member school to develop more complete schedules to minimize travel and to compete with other high schools of similar enrollments and philosophies.

The management of the league is handled by the athletic/ activity directors, with final authority resting with the principals of the member schools.

<b>Northern</b>	<b>Eastern</b>	<b>Western</b>	<b>Metro</b>
<b>Ames</b>	<b>Ankeny</b>	<b>Dowling Catholic</b>	<b>Indianola</b>
<b>Mason City</b>	<b>Ankeny Centennial</b>	<b>Valley</b>	<b>Ottumwa</b>
<b>Ft. Dodge</b>	<b>Southeast Polk</b>	<b>Johnston</b>	<b>Des Moines East</b>
<b>Marshalltown</b>	<b>Waukee</b>	<b>Urbandale</b>	<b>Des Moines Hoover</b>
			<b>Des Moines Lincoln</b>
			<b>Des Moines North</b>
			<b>Des Moines Roosevelt</b>



## **Eligibility**

Under Iowa law students must receive passing grades in all courses the previous grading period to participate in athletics. Ankeny students must meet all eligibility requirements of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. Students who do not meet these requirements are not allowed the privilege of participating in athletics. Athletes and students in other activities must be present in school all day on the day of an event in order to participate. Exceptions to this rule will be judged individually by the activities director or principal.

Participation in school-sponsored student organizations is a privilege. Individual sponsors or coaches may impose rules in addition to those contained in this handbook. The privilege of participation may be suspended or canceled for violating an individual coach's or sponsor's rules as well as for violation of school district policies, rules or regulations. Protect Your Eligibility - One function of the Department of Education is to establish eligibility standards that must be met by all students to attain the privilege of representing their school in interscholastic activities. The IHSAA and IGHSAU, of which the high school is a member, are voluntary, nonprofit, educational associations of junior and senior high schools established for the purpose of working cooperatively in adopting standards for supervising and regulating interscholastic activities and contests. Eligibility is a privilege to be granted by the school to a student which allows that student to participate in interscholastic activities. Eligibility is not a student's right by law. Precedents setting legal cases have determined that eligibility is a privilege to be granted only if the student meets all standards adopted by the school which enables the school to grant the student such a privilege. athletics & activities It is the responsibility of the superintendent to develop rules and regulations for school activities. Students wanting to participate in school activities must meet the requirements set out by the school district for participation in the activity.

### **I. Infractions Involving Athletic Related Programs And Non-Athletic Programs**

#### **A. GOOD CONDUCT POLICY**

Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetimes. Students who participate in extracurricular activities serve as ambassadors of the school district throughout the calendar year, whether away from school or at school. Students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities which are illegal, immoral or unhealthy. Students who fail to abide by this policy and the administrative regulations supporting it may be subject to disciplinary measures. The Activities Office will keep records of violations of the good conduct rule.

#### **B. POLICY VIOLATION**

A student who is participating in interscholastic athletics and related programs will be in violation of this policy under the following conditions:

1. Violation of board policy regarding use of tobacco and/or alcoholic beverages and controlled substance at any time or any place;
2. Inappropriate conduct during the school year or during the summer months so as to make the student unworthy to represent the ideals, principles, and standards of the District;
3. Admittance by the student to jurisdiction of any court for juvenile delinquency or placement on probation, or criminal activity whether through admission or being found guilty, except for minor traffic violations;
4. Any student's ineligibility under a prior school district's good conduct rule will be documented in writing. The Superintendent/designee shall determine if the violation would violate the district's conduct rule and if so, shall determine the length and nature of ineligibility, which shall take into

consideration the nature of the conduct, the time which has expired since the violation, and the notoriety of the offense; and/or

5. Violation of the rules of the governing organizations.

### **C. PENALTIES FOR VIOLATION: GRADES 9-12 ATHLETICS AND EXTRACURRICULAR PROGRAMS**

The athletics director and/or school principal will be responsible for enforcing penalties under this policy.

The student who violates this policy shall be declared ineligible to represent the district for the following periods:

First Violation: Three (3) weeks of competition and/or participation in other school activities and clubs.

Second Violation: Student will be removed from team or 9 weeks of competition, whichever is longer.

Required: Student must complete an approved treatment program. Student is responsible for providing evidence of satisfactory progress toward completion before returning to competition. Student and parent will be given a list of treatment providers.

Third or Subsequent Violation: No extracurricular activities for remainder of high school career. Previous violations from other school years will apply including 9th grade violations. The term "week" refers to a period beginning at 12:01 am Sunday and ending at midnight Saturday during which an event is scheduled. The week, as it pertains to being withheld from competition, may contain more than one event but is considered one week in the period where ineligible status is involved.

### **D. PENALTIES FOR VIOLATION: GRADE 8 ATHLETICS AND EXTRACURRICULAR PROGRAMS**

The school principal/designee will be responsible for enforcing penalties under this policy.

The student who violates this policy shall be declared ineligible to represent the District for the following periods:

First Violation: Two (2) weeks of competition and/or participation in other school activities and clubs.

Second Violation: No extracurricular activities for remainder of the school year.

A student, after completing the 8th grade school year and/ or 8th grade competition, will have his/her record concerning violations of Policy #503.60 cleared, unless the penalty for subsequent violations has not been completed. Students will officially change grade levels on August 1st each year.

#### **II. Infractions Involving Athletic, Athletic Related, And Non-Athletic Programs**

For those students who are involved in athletic, athletic related, and non-athletic programs, violation of this policy will result in a period of ineligibility under both. Students involved in more than one activity will serve out their ineligibility simultaneously with the number of weeks and events determined by the Activities Director and Principal.

#### **III. Participation Under Board Policy Regarding Substance Use/Abuse Treatment**

If a student voluntarily admits himself/herself to an approved treatment program and is not alleged to have violated board policy, the principal/designee has the authority to waive further or any penalties.

IV. Notification And Appeal Process: Whenever a student is found to be in violation of this policy, the following procedure will be set in motion:

### **THE ACTIVITIES DIRECTOR**

The Activities Director is charged with the responsibility of recommending and directing the activities program in keeping with the aims and purposes of education as conceived by the administration and board of Education.

He will work with the staff and building principals in developing guidelines, policies, philosophy, and objectives for the entire athletic program. He must determine the activities needs of the

community and make plans to satisfy these needs. He must keep abreast of current trends and is responsible for recommending additions, changes, and alterations in the school environment that relates to the activities program.

He must plan, schedule, coordinate and supervise all aspects of the total activities program. He must make certain not to show favoritism to any particular sport(s), but must display an equal interest in all activities. Fair and consistent administration of all sports will help promote a harmonious staff, which is so vital in building and maintaining a successful program.

The director in charge of each student activity, in order to inculcate good citizenship, respect for rules and authority, leadership, team pride, team-work, team discipline, and to eliminate disruptive influences, shall have the authority to establish other rules and regulations he or she feels are necessary to insure a well-disciplined squad or group. These rules and regulations shall be prepared in writing and submitted to the principal of the school for approval. Upon written approval, the rules and regulations shall be in effect..

A. The student and the student's parent/guardian shall be notified by certified mail. In this communication, the length of the period of ineligibility and a specific explanation of the reasons for the ineligibility will be stated. In addition, the parent/guardian will be invited for a conference regarding the situation of their student.

B. The student or the student's parent/guardian has the right to appeal the decision. This appeal must be filed, in writing, with the Superintendent/designee within three school days of receipt of the notification letter or of the conference between the principal and parent/guardian.

C. Upon receipt of the appeal, the Superintendent/ designee shall review the circumstances and evidence regarding the case. The Superintendent/designee shall have three school days to render a decision, and the student and the student's parent/guardian shall be notified by letter of that decision. The student will remain ineligible during the appeal process.

D. The student or the student's parent/guardian will be given three school days after receipt of the notification letter to file a subsequent appeal, in writing, with the board. The appeal will be heard at the earliest possible opportunity but no later than 10 days following the filing of an appeal.

E. The appeal will be conducted in closed session, before the board, with both the student and his/her parent/guardian and legal representative, if desired, and the district's involved administrative personnel, including the building principal, assistant principal, and activities director or sponsoring staff and with a legal representative in attendance. However, any formal action by the Board concerning this case must be taken at an open meeting.

V. Eligibility For Activities You is eligible if you:

1. Have a signed physical examination form with a doctor's permission to participate on file in the high school Activities Office. (Physical exams are valid for 13 months.)

2. Have a signed concussion form on file in the high school Activities Office. (Concussion forms are valid for one year.)

3. Are 19 years of age or younger.

4. Have not attended high school for more than eight semesters.

5. Have not received a non-passing grade in any subject, then student is ineligible for 30 consecutive calendar days in the interscholastic activity in which the student is a contestant. If not passing all classes at any check point (if the school checks at any time other than the end of a grading period), the period of ineligibility and conditions of reinstatement are left to the school.

a. Student progress will be reviewed after 30 consecutive calendar days at which time the student may regain eligibility if the student is passing all of their classes.

b. If student is not passing all of their classes at the end of twenty consecutive school days, they will be assigned to S.O.S. (after school) for academic support until such time that their grades have improved to passing.

c. Student will be deemed eligible once the student is passing all of their classes.

6. Maintain six (6) credits per semester, plus physical education (P.E.).

7. Have not changed schools this semester (except due to change of residence).

8. Have never accepted for high school competition an award other than unattached letter of your school, or

9. Have never received any money, expense or otherwise, for your participation in any other athletic event. Truancy and Suspension - In the event that truancy or suspension of a student takes place, the student will not be eligible for participation until he/she has fulfilled the disciplinary requirements established by the administration. emergency closings/activity events

High School - (includes 9th grade activities listed under "Middle Schools") - If school is canceled or dismissed early because of weather, activities may be canceled or adjusted to a later time that day. The superintendent/designee, in consultation with the principal/designee, will decide on activity practice/performance cancellations or set a delayed start time for such events that day. When a decision has been made, information can be obtained from the district website at [www.ankenyschools.org](http://www.ankenyschools.org), or the CIML Web site at [www.cimlcentral.org](http://www.cimlcentral.org)

1. School Canceled: Practices: Varsity practices may be held with permission. Practices below the varsity level will be canceled. Events not associated with a varsity event will be canceled. Varsity events will be canceled or adjusted as determined by the Superintendent/designee and Principal/designee.

2. School Dismissed Early: All practices and events will be cancelled.

3. Delayed Start: Practices/events will be held as scheduled unless safety will be compromised.

Middle School -

1. School Canceled: Practices: All practices and events will be canceled except the following 9th grade practices which are included with 9-12 varsity level.

Events: Events not associated with a varsity event will be canceled. Varsity events will be canceled or adjusted as determined by the Superintendent/designee and Principal/designee.  
athletics & activities

2. School Dismissed Early: Varsity practices as determined by head coach, all other practices and events will be canceled.

3. Delayed Start: Practices/events will be held as scheduled unless safety will be compromised.  
equipment for athletics and activities in order to give the student a sense of responsibility and an appreciation of their equipment, each will be held accountable for the abuse or loss of it. Any equipment or uniforms lost, stolen, or damaged outside of competition must be paid for by the student in whose name it was checked out.

Students will adhere to the following guidelines to reduce the chances for lost or stolen equipment, or injury.

1. Do not exchange or loan any of the equipment checked out to you to another teammate.

2. Keep your locker closed and LOCKED at all times. This includes when you are in the shower.

3. Any loss of equipment should be reported immediately to the head coach, rather than waiting until the end of the season.

4. Any protective equipment that does not fit properly or that has any defective parts should be reported to a coach immediately. Do not wear the equipment until the necessary adjustments have been made. This is for your protection.

5. Athletes are not to wear our school uniforms or warm-ups to school as if it were their personal clothing. Exception: Game day only.

6. Head coaches will determine uniform styles, colors, etc. for games and practices. Practice gear will be issued in some sports as determined by the coach at that level. In sports where school issued practice gear does not occur, students will wear appropriate shirts/tops and shorts/ pants. Appropriate is defined as shirts/tops which cover undergarments and shorts of a minimum of mid-thigh length.

### **Funds and Fundraising**

Students may raise funds for school activities upon approval by the athletic director and/or the head varsity coach prior to the fundraising event or start of the fundraising campaign.

Refer to the Board Policy on fundraising. Funds raised remain in the control of the school district and the Board.

All funds raised must be immediately deposited into the appropriate school account. No activity should maintain an account outside of the school district. School-sponsored student organizations must have the approval of the athletic director, principal, and/or head varsity coach prior to spending the money raised. guidelines for participation and expectations for students

District extracurricular activities are an integral part of the total educational opportunity for all students. The primary objective of the extracurricular program is to encourage student participation in a structured, wholesome, well supervised setting. The right to participate in multiple extracurricular activities is open to all students. If participation conflicts occur between District extracurricular activities, these conflicts will be resolved between the student involved, the persons in charge of the extracurricular activity, and the District Activities Director. Once students make the commitment to participate in the District sponsored extracurricular activity, they must accept the responsibility of following rules of training and conduct established by those in charge of the extracurricular activity. These established training and conduct rules will be written and provided to the Board for approval prior to the start of each extracurricular activity. These same rules will be provided to students participating in the District extracurricular activity at or prior to the first regular meeting of the activity. The Board also directs that the following specific rules apply to District and non-school extracurricular activity participation.

A. Students may participate in \*non-school extracurricular activities while participating in District extracurricular activities, if the non-school activities are not in \*\*season for the District and if this participation does not conflict with regularly scheduled District sponsored practices, games, activities, or competitive events. If special circumstances occur, the student will submit a Non- School Participation Waiver to the person in charge of the District extracurricular activity. If resolution does not occur at this level, the student may appeal the denial to the District Activities Director and/or the building principal/designee. If the issue is still not resolved, the request may be appealed to the Board for resolution.

B. A student may participate in some \*non-school athletics/ activities while participating in District extracurricular athletics & activities during the District \*\*season, if that participation does not occur on the same day/s as a District regularly scheduled practice, game, activity, or competitive event. If special circumstances occur, the student will submit a Non-School Participation

### **Waiver Request to the person in charge of the District extracurricular activity.**

If resolution does not occur at this level, the student may appeal the denial to the District Activities Director and/or the building Principal/ designee. If the issue is still not resolved, the request may be appealed to the Board for resolution.

C. A non-school activity may not involve participation that would jeopardize the amateur status of the student athlete. A student participating in a non-school activity may not wear the school uniform,

insignia, or any other indication of Ankeny school affiliation. Violation of the use of the school name, uniform, or requirement provision will result in cancellation of non-school participation permission.

D. A student in violation of this policy will be declared ineligible to participate on the District sponsored team where violation occurred. The period of ineligibility is for a period of 3 weeks, during which at least one school sponsored competition in that sport, at that level, is held in each of the three weeks. (Note: \*Non-school athletic/activities are defined as those with regularly scheduled practices and competitive events.) (Note: \*\*Season is defined as beginning with the first District practice date and ending with the last day of District competitive events.)

Student participants in school-sponsored programs must be in compliance with, in order:

A. Regulations established by the Iowa Department of Education;

B. The constitution of the state governing organization;

C. District policies governing extracurricular activities; and

D. Board approved written participation and behavior guidelines established by those in charge of the extracurricular activity. The responsibility for enforcement of and adherence to this policy governing extracurricular activities is held by the District Activities Director and/or the building principal/ designee and the adult directly responsible for the instruction and supervision of the activity. Final authority for activity programs rests with the Board. illegal substances and athletics or activities. The use of alcohol, tobacco, nicotine products, illegal substances, or non-prescription drugs is known to be detrimental to individuals as well as the team they represent.

Therefore, disciplinary action will be taken, which could result in removal from the team, should you choose to use any illegal substances. (This is more clearly defined in Board Policy #502.20). Please refer to the good conduct policy for additional information.

### **Insurance**

For more information about insurance as it relates to athletics, activities, accidents and health, please see the insurance section of this handbook. Music program

This section provides academic and good conduct eligibility clarification for students who participate in high school music programs. Due to the academic and extracurricular nature of these programs, the following guidelines will be used when a student becomes ineligible for participation due to academic and/or good conduct violations.

Students enrolled in the Concert Choir and Instrumental Music courses may participate in in-school performances but should not be featured performers (e.g., Fall, Winter, Spring concerts) and may not participate in competitions or out of- school performances (e.g., Show Choir or Marching Band competitions). Students enrolled in the Show Choir and Jazz Band programs will follow eligibility standards. notice in advance for absences High school and middle school students who will be missing school for school related activities are expected to make up all work before the absence. If this is not possible, the teacher will decide on the make-up procedure. All assignments due or tests to be taken must be fulfilled immediately upon the return of the student. If it is necessary to be absent from practice, the student is expected to notify their head coach prior to the scheduled practice. School sport practices are very important. Other activities or personal needs should be scheduled at times not in conflict with school sport practice times. athletics & activities

### **Parent, Participant, Coach And Sponsor Relationships**

Both parenting and coaching are extremely difficult vocations. Coaches/Sponsors and parents both want the participants to have a positive experience as they participate in the sport or activity.

**Communication is the key to making the positive experience** become a reality. Participants, parents and coaches/sponsors are all responsible for effective communications. expected channel of communication - As your children become involved in the programs at the high school, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach/sponsor is encouraged.

When you have a question or a concern regarding a coach/sponsor, please use the following channel of communication -

1. The participant talks to the coach/sponsor
2. The parents talks to the coach/sponsor. Remember, only the coach/sponsor can give you the answer because it is the coach/sponsor that is in charge of the program.
3. Talk to the activities director
4. Talk to the principal

Appropriate concerns to discuss with coaches/sponsors:

1. Concerns regarding your child's mental and physical status.
2. Ways to help your child improve in the activity.
3. Concerns about your child's behavior.

It is very difficult to accept your child's not participating as much as you may hope. Coaches/sponsors are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach/sponsor.

Issues not appropriate to discuss with coach/sponsor:

1. Team strategy
2. Play calling
3. Other student participants

There are situations that may require a conference between the coach/sponsor and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position.

If you have a concern to discuss with a coach/sponsor:

1. Call to set up an appointment with the coach/sponsor.
2. Do NOT attempt to confront a coach/sponsor before or after a contest or practice. These can be emotional times for both the parent and the coach/sponsor. Meetings of this nature do not promote resolution. Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school.

### **Participation**

When absent Middle school and high school students who are not in school all day because of illness or unexcused absences cannot practice or participate in after school or evening activities but may attend the event. Going to the doctor for illness does not exempt one from this policy. This policy applies to all extracurricular activities and athletics. The final discretion in these instances is with the building principal/designee. physical exams and insurance requirements

Regulations of the Department of Education, IHSAA and the IGHS AU states: The school shall require of each student participating in athletics a physician's certificate stating that he or she is physically able to participate in athletic contests of his or her school. The medical certificate is valid for the purpose of this rule for one calendar year. This certificate must be on file before the student will be allowed to practice with any of the high school/middle school's athletic teams.

The district rule requires signing of an "Assumption of Risk" form by the student before participation will be permitted. Physical forms with the "Assumption of Risk" and concussion form may be found on the

high school website at [www.ankenyschools.org](http://www.ankenyschools.org) or you may pick one up in the high school Activities Office.

Also, a medical release card must be filled out and given to the coach for each sport in which the student participates. post-secondary athletic

**Title: Middle School and Senior High Head Coach**

Qualifications: Licensure, experience, etc.

Reports to: Activities Director and Building Principal

Supervises: Assistant coaches and activity program

Evaluation: Will be evaluated by the Activities Director.  
Is responsible for evaluation of assistant coaches.

### **Responsibilities**

#### **Year Around:**

- Attends rules clinics, workshops, classes, etc. that are required to maintain district and IHSAA and IGHSAA coaching certification standards.
- Keep abreast of new knowledge and innovative ideas and techniques by attendance at clinics and reading in his/her field and encourage his/her assistant coaches to do the same.
- Understands and follows IHSAA and IGHSAA rules and regulations regarding his/her activity.
- Keep abreast of the rules and rule changes of his/her activity.
- Assist building coordinator as needed to carry out any special rules.
- Be responsible for promoting all activities and good sportsmanship throughout the school district and community; work closely with senior high and junior high coaches and take an active interest in their program while working within district parameters.

#### **Seasonal:**

- Assume responsibilities to ensure eligibility of all students (physically, medically, and academically) and adhere to all clearance procedures.
- Arrange for the timely payment of necessary fees.
- Follow the accident reporting and insurance procedures as outlined in the Coaches' Handbook (See Accident Procedures).
- Provide accurate information needed to compile eligibility lists, risk management forms, and other reports on an on-going basis.
- Communicate to his/her team all team, school district, league and state rules and regulations.
- Clarify to athletes the letter award policy.
- Arrange for a systematic check out of school equipment.

#### **During Season:**

- Provide timely information for transportation, officials and game management.
- Assume responsibility for constant care of equipment and instruction in use.
- Carefully follow the procedures for initiating work purchase orders.
- Assume supervisory control over all phases of teams in his/her program.



- Organize and schedule practice sessions on a regular basis with the idea of developing the student’s greatest potential.
- Promote good sportsmanship at all times.
- Apply discipline in a fair, firm, and positive manner.
- Emphasize safety precautions and be aware of the best training and injury procedures.
- Conduct yourself in an ethical manner during practice and contests.
- Provide any publicity information that would aid his/her program and activities.
- See that building regulations are understood and enforced.
- Develop a line of communication with athletes' parent, i.e., clinics, social hour, parent nights. etc.

**End of Season:**

- Arrange for systematic return of all school equipment and hold the athlete responsible for all equipment not returned.
- Arrange for cleaning, storing and inventorying of all equipment and equipment that needs to be purchased or repaired.
- Maintain an inventory of equipment needed to be purchased or repaired.
- Be concerned with the care and maintenance of facilities by making recommendations concerning additions and improvements.
- Arrange for issuing letters and special awards earned.
- Submit recommendations for next year's schedule and budget.
- Maintain records of team and individual accomplishments.

**SEASONAL DUTIES:      Head Coach - Make sure this read by all coaches -  
A MUST TO READ.**

1.      Head Coaches

Briefly the Seattle case: a student athlete ducked his head when being tackled - broke his neck as he was hit on the top of the head by an opposing tackler - quadriplegic - sued for 6/6 million dollars - awarded 6.3 million dollars. The primary allegation was in two areas: the failure to properly instruct and the failure to warn sufficiently.

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In order to avoid allegations of negligence; a) make certain you are teaching proper safety techniques, and rules. Coaches must spell out to athletes in very specific terms and illustrations the dangers of using incorrect techniques; and b) provide information to the players and parents of players concerning the physical risks to students participating in football.



- 2.      Notify athletes as to dates of receiving equipment and practice schedule.
- 3.      See to it that facilities and equipment are ready for use and equipment is issued.
- 4.      **MAKE CERTAIN NO ATHLETE PRACTICES UNTIL HE/SHE HAS HAD A PHYSICAL EXAM.**

5. Turn in squad roster as soon as possible for purposes of eligibility, publicity, programs, etc. (Do so alphabetically by grade, parent, address, and phone.)
6. See to it that the total program, middle school through high school is well coordinated and that all coaches know their duties and responsibilities.
7. See to it that all ordered equipment has been received.
8. In every sport, see to it that all squad members have been given the opportunity to be covered by some insurance program or sign a waiver.
9. Accompany squads to all home and away contests.
10. Fully explain and make certain that all squad members understand the eligibility rules set up by the IHSAA, and IGHSAU and the school.
11. Instruct squad members on proper use and care of equipment.
12. Explain the criteria for winning a letter in your sport area. (take into account a medical injury)
13. Keep all statistics necessary for school and publicity purposes.
14. Report results of all contests win or lose. Provide publicity materials about the sport and cooperate with the various news media.
15. Post squad-traveling lists and confirm early dismissal permission with the athletic director, attendance, and daily announcements. Have lists turned in at least one day early.
16. Make recommendations pertaining to equipment needs, facility needs, scheduling of contests, officials and coaching personnel to the activities director whom in turn will confer with the principal.
17. Begin practices as allowed by the IHSAA, the IGHSAU and/or the Ankeny Centennial Community Schools.
18. Fill in End-of-Season report and return to the athletic director's office. (Typed and alphabetized by class.)
19. See to it that all equipment is checked in, repaired, cleaned, and stored. Turn in equipment inventory immediately following the close of the season to director's office and make known equipment needs for the following year.
20. Collect for any equipment lost or destroyed through the negligence of the athlete. Cost of equipment will be determined by the athletic director and based on replacement cost. (Date of purchase to be considered.)
21. Remind athletes that school owned equipment is to be worn only at scheduled games/meets or practices, unless approved by the coach.

22. Athletes will be allowed to participate in practice or contests only if they are in school on that day. Individual exceptions may be approved by the principal when arranged in advance (i.e. doctor's appointment, funeral, college visitation, etc.).
23. Unexcused single period absences during a given day will cause an athlete to be withheld from practice on that day.
24. Due to the legal liability involved, only students enrolled in the Ankeny Centennial Community Schools should be allowed to participate in a regular practice session.
25. Only school personnel are to ride with the team unless arrangements have been made with the principal and athletic director.

#### **CODE OF ETHICS FOR COACHES**

A Coach/Director Should:

1. Be loyal and support the policies of his administration.
2. Have lofty ideas and firm principles of right and truth.
3. Always strive for more education and culture.
4. Be a good will ambassador between their school and the public.
5. Teach and practice true sportsmanship.
6. Be humble in victory and courageous in defeat.
7. Neither knowingly nor unethically strives for another person's job.
8. Respect and support officials at all times. Never publicly criticize other coaches or officials.
9. Offer congratulations in public - win or lose.
10. Never "run up the score."
11. Dress in a manner suitable to their profession.
12. Conduct one so as to earn the respect and confidence of all.
13. Not engage in conduct detrimental to players, officials, or spectators.
14. Conduct one to be a worthy member of the coaching profession.
15. Be loyal to their profession.
16. Be more concerned about obtaining the respect from their students than in running a "personality contest."

#### **The Coach/Director and Their Leadership**

- A. The function of the /director is to education students through participation in sports. This primary and basic function must never be disregarded. In teaching an activity, the coach/director must realize that there are certain rules designed to protect the students and provide common standards for determining a winner and loser. Any attempt to beat these rules, to take unfair advantage of an opponent, or to teach deliberate unsportsmanlike conduct, have no place in athletics, nor has any coach guilty of such teaching any right to call himself a coach.

The coach should set the example for winning without boasting and for losing without bitterness. A coach who conducts himself accordingly to these principles need have no fear of failure, for in the final analysis; the success of a coach can be measured in terms of the respect he has earned from his own players and from his opponents.

- B. In his relationship with the institution, for which he works, the coach should remember that he is on public display as a representative of his institution. It is important, therefore, that he conduct himself so as to maintain the principles, the integrity, and the dignity of his school. School policy regarding activities should be adhered to, both in letter and in spirit. The coach should remember that other members of the faculty also have an interest in the institution and its students, and his conduct must be such that there arises no criticism of his efforts to develop the common interests and purposes of the school.

### Losing

The degree of disappointment in losing is in direct proportion to the amount of effort, energy, and sacrifice put forth.

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- C. In relationship with other coaches, it should be assumed that all members of the coaching profession are people of integrity and are making an honest effort to follow the precepts of this code. Therefore opposing coaches should be treated courteously and as guests of the school. Moreover, the winning coach should do all that is possible to assure that the losing team is allowed to lose with dignity and leave the contest with its self-respect intact.

Sportswriters and sportscasters should not be used as a means of relieving ill feelings toward other coaches, players, officials, or other schools. They also have an interest in athletics and should be treated with the same respect and honesty, which is expected of them.

### Personal Qualities Desired in Activities Staff Members

1. Enthusiasm.
2. Ability to get along with high school students yet keeping their respect and demanding perfection within their ability limits.
3. Good health.
4. Willingness to learn and to accept constructive criticism.
5. Willingness to be an active and dedicated builder of a well-balanced athletic program with major emphasis placed on whatever is best for the students.

6. Good grooming, with clean personal habits.
7. A philosophy that coaching is done for reasons other than monetary return, or personal glory.

### **Duties and Responsibilities of Coaches**

1. Coaches must always be teachers first; coaches second.
2. Coaches are responsible for the conduct of squad members during practice, at games, and on trips.
3. Coaches should not smoke, chew or drink in the presence of athletes.
4. No school keys are to be issued to students under any circumstances.
5. Cooperation is an essential part of the school athletic program. Every coach is expected to cooperate with the administration as well as other coaches in the school.
6. Coaches should report promptly for all practice sessions and contests and dress appropriately.
7. All athletic activities are to be organized and supervised by the coaches so as to insure student safety, no "horseplay" should be tolerated at any time in the gymnasium, locker room, shower room, or on the athletic field. Remember - NEGLIGENCE CONSTITUTES GROUNDS FOR LEGAL ACTION.

### **Professional Meetings Guidelines for Ankeny Centennial High School Coaches**

1. You will be provided financial assistance if you help supervise tournament events here at Ankeny Centennial to pay for clinics and state tournament contests. Coaches are encouraged to attend professional meetings such as clinics and coaching schools to keep abreast of the latest developments in sports, which they are coaching. Such meetings will not be regarded as a "bonus" for good effort in coaching but as a sincere attempt to learn to be a more effective teacher. Coaches attending will be expected to pass on newly acquired information and techniques to other members of the Ankeny Centennial staff.
2. Any high school coach, head or assistant, wishing to attend a clinic, coaching school or coaches meeting, as a student or teacher, may be absent from teaching duty for one contract day per school year, for the purpose of attending such professional meetings by taking a day of professional leave. Permission to leave is subject to availability of substitute teachers and the school schedule.
3. Any high school head or assistant coach may miss one contract day to attend the Iowa State tournament in sport classification of the sport he/she coaches (when their team is not competing).
4. For each additional contract day missed for attending such clinics or meetings, coaches must use personal days or temporary leave. Under no circumstance may a coach be reimbursed for loss of salary from any school funds.
5. Coaches needing to miss practice or contests to attend such clinics or meetings need approval of the head coach, athletic director and principal.

6. Under no circumstances will expenses be paid for any members of the coach's family when attending clinics or state tournament events where their team is competing.
7. To help eliminate conflicts, request for coaches to be absent on a contract day for clinics or meetings needs to be in the Principal's Office at least two weeks prior to the absence.

### **COACHES ATTENDING STATE CHAMPIONSHIP FINALS**

The policies for attending coaching clinics and meetings in no way will affect the policy of coaches attend the championship finals of the different sports. This established policy is:

For all coaches, grades 8<sup>th</sup> Grade - Varsity, the Athletic Department will furnish transportation, tickets, championship contests, in the sport those people are coaching.

It will be the responsibility of the Head Varsity Coach to provide the Athletic Director with the names of those wanting to attend. This needs to be in the Athletic Office at least two weeks before the game/meet so all arrangements may be completed.

### **ORGANIZATION AND ADMINISTRATION**

The Iowa High School Athletic Association and Iowa Girls' High School Athletic Union.

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

The "CIML" League (Central Iowa Metro League) – Northern Division

The object of this conference is to stimulate and promote friendly rivalry and greater interest in our high school activities.

The following schools are now members of the "CIML" Northern Conference:  
Ankeny High School, Ankeny Centennial, SE Polk, Waukee

The following schools make up the CIC:  
Ames, Ankeny, Ankeny Centennial, Mason City, Marshalltown, Waukee, Valley, Urbandale, SE Polk, Johnston, Dowling, Waukee

The following schools make up the CIML:  
Ames, Ankeny, Ankeny Centennial, Mason City, Marshalltown, Waukee, Valley, Urbandale, SE Polk, Johnston, Dowling, Waukee, DM East, DM Roosevelt, DM Hoover, DM North, DM Lincoln, Indianola, Ottumwa

**Championships are recognized in:**

Boys: Football, Basketball, Bowling, Wrestling, Track, Baseball, Golf, Swimming, Cross-Country, Tennis, and Soccer.

Girls: Golf, Tennis, Swimming, Bowling, Track, Soccer, Softball, Basketball, Cross Country, and Volleyball.

Management of the Conference is vested in a board of Directors, consisting of principals of the member schools.

### **The Ankeny Community Schools**

The Board of Education, responsible directly to the people, is the supreme education agency for the public schools.

### **The Superintendent of Schools**

The executive function is delegated to the Superintendent of Schools, who is charged with the responsibility for devising ways and means of executing efficiently and policies adopted by the Board of Education.

### **The School Principal**

The school principal is the administrative head of inter-school athletic activities, as well as all other activities of the school.

As the administrative head of the school, she is directly responsible to the Superintendent of Schools and to the IHSAA and IGHSAA.

## **ATHLETIC PROGRAM**

The primary goal of interscholastic sports is to provide each enrolled student an opportunity to participate in an extra-curricular activity that will develop physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sports and the principles of fair play.

Interscholastic sports are a completely voluntary program. No student is obligated to take part in any extra-curricular activity. Participation is not required for graduation and the student does not need athletic credits for college entrance. While it is considered a privilege to participate in athletics, most educators agree that no student in good standing, with the proper qualifications and skill level, should be denied the right to participate.

However, because athletics is a "high profile" program, and because those participating represent their school and community, they have a greater responsibility as a student than those who are not privileged to do so do. The image that they create reflects the character and personality of themselves, their parents, their coach and the school.

Athletic contests provide a showcase for the school and every facet of conduct from effort, determination and sportsmanship by the players, to partying, supervision, police, facilities, spectator behavior, etc., help establish the picture the public has of the school system.

Therefore, students who elect to participate in athletics shall be expected to exemplify high standards of behavior, both in and out of school. Programs suffer when the people involved had bad habits and are poor citizens. Standards should never be lowered or compromised for the sake of winning. While athletics can serve as a positive program for individuals, it was never intended to rehabilitate, retain, or reform the habitual troublemaker. It would be nice if it could do so, but there are just some individuals who will not comply and abide by the rules and regulations of the structured program, and as a result of their actions and conduct, they may be denied the privilege of representing their school.

## **IGHSAU ADMINISTRATIVE REGULATIONS**

### **BOYS ON GIRLS TEAMS**

“Males shall be excluded from female athletic teams.” This action by the Iowa Girls’ High School Athletic Union Board of Directors, September 9, 1990.

### **WHO CAN COACH?**

Any head, assistant or volunteer coach must hold a coaching authorization or a coaching endorsement. Community members, alumni, etc. may not assist a team in practice unless that individual has the appropriate coaching certification.

### **VOLUNTEER COACHES**

What are the requirements for a volunteer coach? A volunteer is an unpaid person who holds a coaching authorization or a coaching endorsement and who is acting under the direction of an employed coach and with the knowledge and approval of the school administration.

### **WHO CAN PRACTICE?**

Students from the school and qualified coaching personnel are the only individuals who may participate in a practice. Alumni, students from other schools, community members, etc. may not participate in a school sponsored practice.

A school may permit male students to practice with female students. A school may permit students below high school age to practice with high school aged students. His is done solely at the discretion of each local school district’s administration.

### **CHEERLEADERS**

The number of cheerleaders, including the mascot, is limited to six in any IGHSAU-sponsored tournament series. All must be in uniform. The regular season limit is local prerogative.

### **Transportation For Athletic And Activity Trips**

The primary objective of the Transportation Department of the Ankeny Community School District is to protect the safety of students, staff, and drivers at all times. Distractions that divert the attention of the driver away from the safe operation of the vehicle can endanger the safety of other students and the driver and must be avoided. For purposes of these rules and regulations, the term “vehicle” applies to all school buses, vans, and other passenger vehicles used by the District to transport students and/or staff, whether on a regularly scheduled transportation route or to and from a school activity/event. See the

**Transportation section under District Information for rules and regulations.**



Athletic/Activities students will be transported to and from respective games, meets, etc. via school transportation. The only exception to this is when a parent makes a request to transport the student and contacts the head coach personally to seek permission and provides a written note. Students traveling to and from school on busses will not be permitted to take athletic equipment on busses (for example, golf clubs, baseball or softball equipment bags). Trips to away events. Students who ride the bus and other school district vehicles to and from school, extracurricular activities or any other destination must comply with the school district policies, rules and regulations. Students are responsible to the driver while on the bus or in another school vehicle, loading or unloading or leaving the bus. The driver has the authority to discipline a student and may notify the principal of a student's inappropriate bus conduct. Please refer to the transportation rules listed in the District Section.

### **Use Of Facilities By Student Organizations**

School district facilities are available during non-school hours to school-sponsored and non-school sponsored student organizations for the purpose of meetings or activities. School sponsors wishing to use the school district facilities should contact the activities office to reserve a room. School district policies, rules and regulations are in effect during these meetings. For non-school sponsored activities, contact the Community Education Office at 515-289-3960 to reserve a room.

### **USE OF SCHOOL EQUIPMENT, TRANSPORTATION**

School owned uniforms and equipment might not be used in non-school competition involving junior high or high school students. School transportation may be leased or rented from the school for use in non-school competition involving junior high or high school students as per the guidelines listed below: Iowa Code 285.10 (9) and (10) permits a school to lease busses for the purpose of transporting students in such situations. When school transportation is used for camps, clinics or non-school games, The local board shall charge and collect an amount sufficient to reimburse all costs of furnishing the bus and driver. In addition, if a school district leases a bus for this purpose, section 43.10(10) 5 of the School Rules of Iowa must be complied with. This reads as follows:

43.10(5) School buses may be used by an organization of, or sponsoring activities for, senior citizens, children, handicapped, and other persons and groups, and for transportation of persons other than pupils to activities in which the pupils from the school are participants of or are attending the activity for which the school is a sponsor under the follow conditions:

- a. The "school bus" signs shall be covered and the flashing warning lamps and stop arm are made inoperable when the bus is being used in a non-school sponsored activity.
- b. Transportation outside the state of Iowa shall not be provided without approval of the Interstate Commerce Commission.
- c. For adult groups, no more than two persons shall occupy a thirty-nine inch seat. Standees shall not be permitted.
- d. A chaperone shall accompany each bus to assist the passengers in the boarding and disembarking from the bus and to aid them in case of injury or illness.
- e. The driver of the bus shall be approved by the local board of education and must possess a chauffeur's license and a school bus driver's permit.
- f. The driver of the bus shall observe the maxim speed limits for school buses at all times.

The Department of Education states, "Certainly we would agree that a district increases its liability exposure when it leases its buses for the purpose of transporting students to summer camps or for non-school competition, but the law quite clearly gives them the authority to do so. We would certainly agree that the district should contact their insurance company before entering into any type of agreement to lease a bus."

## **ATHLETIC INJURIES**

When an injury occurs, it is the responsibility of the coach to see the athlete has proper care.  
Action to be taken:

- A. Give appropriate first aid.
- B. When in doubt and if the injury appears serious:
  - 1. Call ambulance.
  - 2. Notify parent - if unable to contact parent or guardian, call the patient's physician. If unable to contact parent, guardian, or physician, assume action necessary under emergency conditions to ensure the welfare of the student.
  - 3. Whenever possible, a coach should accompany an injured player to the hospital or physician's office.
- C. It is the responsibility of each coach to have on file the MEDICAL CONSENT FORM signed by the parent or guardian for each of their athletes.
- D. It is the responsibility of each coach to fill out an injury report and turn it in to the Principal's office within 24 hours after the injury occurs. This is required for insurance purposes and as a precaution against personal and school liability.

## **PURCHASING EQUIPMENT**

- 1. A coach should determine equipment needs well in advance of the season.
- 2. Purchases of small amounts will need only the approval of the athletic director. Major purchases will need the approval of both the athletic director and principal. Also, on all major purchases, please get comparative bids.
- 3. Purchase requests must be complete as to size, color, quantity, etc.
- 4. The athletic director will handle the actual ordering of equipment and supplies.
- 5. Always purchase good quality equipment. This doesn't necessarily mean the most expensive, but it does mean avoid buying inferior quality goods.  
REMEMBER: "There is always someone in the world that can make something a little cheaper and sell it for a little less and those who consider price only is this man's lawful prey."
- 6. All things being equal - price, quality, and service-patronize the local merchants.
- 7. Be sure to fill out the "Booster Club" form if you want the purchase to go through them.

## **COACHING CLINICS**

Coaches are encouraged to attend in-state coaches' clinics to keep abreast of new trends and developments in their sports area. Professional leave may be granted upon written request to and at the discretion of the superintendent. The request should go through the athletic director and building principal. Transportation, lodging and registration fees will be assumed by the school district. All other expenses will be assumed by the coach/coaches.

## **HIGH SCHOOL ATHLETIC AWARD**

Varsity Award

- 1. The high school varsity athletic award shall be a 7" chenille letter "C."

2. The award for student manager shall be the same as above. Not more than 2 manager letters shall be issued per sport per season.
3. The award for varsity cheerleading shall be the same as above.
4. A varsity athlete shall be awarded the 7" red-letter "C" the first time he/she qualified for it in any sport. Thereafter, an athlete will be awarded an "Achievement Certificate" in lieu of additional letters.
5. All athletes who do not qualify for a letter award in any given sport will receive a "Participation Certificate."
6. A red star is awarded to the captain(s) in each sport.
7. In order to receive a letter award, an athlete must be eligible at the conclusion of his/her season. This pertains to scholarship and citizenship. Season meaning from the start of practice until after the awards are given. (The above pertains to cheerleaders as well.)
8. The official letter jacket is black sleeves and black body.
9. Injury - any varsity player who has competed in competition and by projecting the time he would have played - from the time of the injury to the end of the season - may be granted a letter at the discretion of the coach and athletic director.
10. Senior squad members may be recommended for a letter if they have been participating in the sport for 4 years while in the Ankeny Centennial School System.
11. The criteria for winning a letter will be determined by each coach in various sports with approval of the athletic director and/or principal.
12. Awards will be presented upon recommendation of the head coach and again with the approval of the athletic director and/or principal.
13. When considering a player for an award, the coaches will judge the individual on the following requirements:
  1. Participation - the amount of time the athlete competed in varsity competition.
  2. Attendance and attitude.
    - a. Prompt and regular attendance at practice and games.
    - b. Shows proper field and locker room conduct.
    - c. Teamwork, team discipline, and team pride.
    - d. Care and respect for school equipment and property. THE TAKING OF ANY SCHOOL EQUIPMENT, TOWELS, UNIFORMS, ETC., WILL BE CONSIDERED GROUNDS FOR DENYING AN INDIVIDUAL THEIR LETTER AWARD.
  3. Scholarship and Citizenship.
    - a. Good sportsmanship and sense of fair play.
    - b. Good citizenship and respect for rules and authority.
    - c. Good conduct in and out of school.
    - d. Must maintain 10 semester hours (2 credits) of passing work on a term basis.
14. A copy of the requirements for earning a letter should be made available to all participants in each sport. Each coach should take time early in the season too fully explain their lettering system. Turn in a copy to the athletic director for principal's approval.

**CONTACT INTERPRETATIONS**  
**OPEN GYM INTERPRETATIONS**

**NON-SCHOOL PARTICIPATION INTERPRETATIONS**

## **FAMILY - COACH CONTACT**

### **SPORT MANUALS**

Accompanying each sport's tournament assignments will be a sport manual, with specific guidelines and regulations for the district, regional and state tournament in each sport.

**Eighth-Grade Student Eligibility**  
(Softball and Soccer)

Junior high students may practice with the high school teams with permission of the local school administration.

A junior high student may practice or play only in a school district which she is currently a student. She must have a current physical on file.

8th grade students are eligible to compete interscholastically on Monday, May 30, 2005.

### **IHSAA & IGHS AU AWARD POLICY**

### **PRACTICE SCRIMMAGE WITH OTHER SCHOOLS**

**POST HIGH SCHOOL GRADUATES NOT PERMITTED TO PRACTICE OR PARTICIPATE WITH OR AGAINST  
HIGH SCHOOL STUDENT ATHLETES**

### **TRANSPORTATION**

**ALWAYS HAVE YOUR ROSTER TURNED IN TO THE OFFICE AND ATTENDANCE OFFICE A DAY BEFORE YOU LEAVE ON AN AWAY TRIP.**

1. Athletes are to be transported by means of school authorized transportation.
2. Modes of travel will be a) charter bus, b) school bus; c) school vans; d) private car.
3. When it is necessary to use private cars for transporting squad members, it is imperative that a coach, a member of the faculty, or a parent drive the car. No student should ever be allowed to drive a car for out-of-town games.
4. Large squads making long trips, (over 90 miles), will use charter Buses. However, if the squad can be transported in three or fewer vehicles occasionally we will travel this way. The will pay the difference of the charter bus – yellow bus.
5. On short trips, i.e. Ames, Carroll, or shorter, district bus transportation will be used when available; again, if three or fewer vehicles will transport the squad, we may opt this way.
6. When using school vehicles, each coach must fill out a mileage chart and make certain the vehicle is free of debris when returned.
7. On all trips, athletes are expected to dress appropriately and conduct themselves as ladies and gentlemen at all times. Remember they represent themselves, but also you, the coach, the school, and the community.
8. On bus trips, at least one coach must accompany the squad.
9. On extra long trips, when using school vehicles, pick up the credit card at the transportation office and return it there.
10. Whenever a school vehicle is to be used, bus-van-wagon, and make out your vehicle requisition 10 days in advance so it can clear through the principal, superintendent and be in the hands of the person in charge of transportation at the bus garage. Authorization for the use of a school vehicle must have the signature of the superintendent of schools.
11. When a private car is used, mileage will be paid at the district's current rate per mile.
12. A traveling roster should always be turned in to the principal's office by noon, on the day before the trip.
14. In case of adverse weather conditions, use sound and prudent judgment regarding the advisability of returning home. In case of doubt, check weather and road conditions with the proper authorities, radio stations, highway patrol, etc. Notify Ankeny Centennial so telephone call system can get started if you are staying.
15. In case of vehicle trouble, the following actions should be taken:
  - a. If there is going to be an unusual delay in returning, use your call system so all parents can be notified.
  - b. Charter bus - in case of a breakdown, the company driver has the responsibility of providing other means of transportation

### **NON-CERTIFIED COACHES (EDUCATIONAL AIDES)**

1. It is important that schools recognize that a person not having proper certification for coaching duties may not, in any way; act as a substitute for a coach or assistant coach holding proper certification.
2. Coaches may supervise educational aides working with students.
3. However, educational aides cannot, under any circumstance, be engaged in the diagnosis, prescription, evaluation, assessment or director of student learning on the athletic field or at practice sessions.
4. If an injury occurs to a student as a result of engaging a non-certified person in a role, which required certification, such as coaching, the school involved can expect to pay any damages resulting from liability for such action.

### **Section 3. New Section. 260.31 Coaching Authorization**

1. The minimum requirements for the board to award a coaching authorization to an applicant:
  - a. Successful completion of one semester credit hour or ten contact hours in a course relating to knowledge and understanding of the structure and function of the human body in relation to physical activity.
  - b. Successful completion of one semester credit hour or ten contact hours in a course relating to knowledge and understanding of the structure and function of the human body in relation to physical activity.
  - c. Successful completion of two semester credit hours or twenty contact hours in a course relating to knowledge and understanding of the prevention and care of athletic injuries and medical and safety problems relating to physical activity.
  - d. Successful completion of one semester credit hour or ten contact hours relating to knowledge and understanding of the techniques and theory of coaching interscholastic athletics.
2. The board of education examiners shall adopt rules under Chapter 17A for coaching authorizations including, but not limited to approval of courses, validity and expiration, fees and suspension and revocation of authorizations, The board of educational examiners shall work with institutions of higher education, private colleges and universities, emerged area school and area education agencies to insure that the courses required under Subsection 1 are offered throughout the state at convenient times and at a reasonable cost.

### **Section 4. Extra-curricular contracts shall be offered pursuant to this Act or after March 15, 1985 for the school year commencing July 1, 1996.**

MANDATORY FORM  
**Notification of Foreign Exchange Student Participation  
In Athletic Events Sanctioned by IGHSAU or IHSAA**

Notification is hereby provided that the following foreign exchange student desires to participate in interscholastic athletic contests and competitions on behalf of the school named below.

Iowa Code section 256.46 was amended, effective July 1, 2006, to now state that foreign exchange students (those with J-1 visas) shall have immediate eligibility to participate "unless undue influence was exerted to place the child for primarily athletic purposes."

In accordance with this change, the IGHSAU and IHSAA, in collaboration with the Iowa Department of Education, have developed this form for high schools to use to report their foreign exchange students who desire to participate in an athletic contest or competition sanctioned by the Union or Association. [As with all secondary students, foreign exchange students must also be under 20 years of age, not have completed eight consecutive semesters of high school following the entry of the 9th grade or its equivalent for the first time, possess an appropriate physical examination report, and be eligible under the scholastic rule.]

Please complete one Notification Form for each foreign exchange student who desires to participate in an interscholastic athletic activity (one form per student). If the student is female, fax the form to the Iowa Girls High School Athletic Union at 515/284-1969; forms for male students are to be faxed to the Iowa High School Athletic Association at 515/432-2961.

*Student's Name* \_\_\_\_\_ *Date of Birth* \_\_\_\_/\_\_\_\_/\_\_\_\_

*Name of Sponsoring Exchange Program* \_\_\_\_\_

*Sports (list all) that the student desires to compete in for your school*  
\_\_\_\_\_

*Describe all communication with or about the student about athletic participation in the U.S by any of your school officials, students, parents of students, or host family members. (Use reverse side if necessary.)*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

[The IGHSAU and IHSAA reserve the right to make further inquiry about this student.]

\_\_\_\_\_  
*Signature of High School Principal School Name*

\_\_\_\_\_  
*Date*



NOTE: Failure to submit this form before competition starts for the above student's first sport shall result in ineligibility of the student.

**ADMISSION PRICES AND PASSES FOR HIGH SCHOOL ATHLETIC EVENTS**

<u>Admission</u>	Football	Adults (9-12)	\$6.00
		Students (K-8)	\$4.00
	Track	Adults (9-12)	\$5.00
	Basketball	Students (K-8)	\$3.00
	Wrestling		
	Swimming		
	Volleyball		
	Baseball		
	JV-9 <sup>th</sup>	Adults (9-12)	\$3.00
		Students (K-8)	\$2.00
<u>All Sports Season Ticket</u>		<b>Adults</b>	<b>\$55.00</b>
		Students 7-12	\$40.00
		Elementary	\$30.00
		Senior Citizen	\$30.00

Good for all athletic events except those sponsored by the IHSAA or IGHSAU.

Faculty Passes

Each faculty member at Ankeny Centennial will receive one activity pass (by Chaperoning two events) which in general is good for all high school activities except those Sponsored by the IHSAA and IGHSAU.

Lifetime Passes

To all Board of Education members and very few other individuals as an honorary award For outstanding school or community service.

Complimentary Passes

Complimentary passes are sent to local press, radio and other individuals who perform a service to the school, i.e., the stores who sell booster and game tickets for the school, team doctors, etc.

**OFFICIALS FEES**

		<b>07-08</b>	<b>08-09</b>
Football	Varsity	\$75.00 (5 officials)	\$80
	JV, 10	\$50.00 - 4 officials	55
	10 <sup>th</sup>	\$50.00 - 5 officials	55
	9 <sup>th</sup> A&B \$50 1 game, 2 games \$75		55/75
	9 <sup>th</sup> plus 5 quarter	\$65.00	65
	8 <sup>th</sup>	A & B - \$50.00	
Basketball	Var/Var or 10/Var	\$90.00	90
	Varsity-1 game	60	60
	JV, 10, 9	\$40	40
	9 <sup>th</sup>	\$60 (2 officials)	60
	9 <sup>th</sup>	\$65 (if 2 <sup>nd</sup> game is 8 min)	65
	9 <sup>th</sup>	\$45 (3 officials)	
	7 <sup>th</sup> -8 <sup>th</sup>	\$42.50 (A & B) \$25 C game	
Wrestling	Varsity	\$80.00	
	Double Dual	\$85.00	
	JV, 10 <sup>th</sup>	\$140.00 (4 officials)	
	9 <sup>th</sup> Inv.	\$100.00 (4 officials)	
	7-8-9 meets	\$30.00	
Swimming	Dual Meet	\$60	Inv. Meet \$100
Track	Conference	\$100-120	
Volleyball	Dual	\$80.00	JV/V - \$65.00
	JV, 10 <sup>th</sup>	\$45.00	
	8-9	\$30.00	
	Inv. Meet	\$125.00 (JV - \$105)	
Softball Varsity		\$42.00 per game	44
	Lower level	\$33.00 per game	33
Baseball	2V or V-JV	\$47.50 per game	50
	Non varsity	\$45.00	47.50
	Non varsity DH, 1 umpire, 2 hr limit,	\$127.50	
Soccer	Varsity	\$47.50 (3 pc)	
	Lower Level	\$42.50 (3 pc)	
	Lower Level (2 pc)	\$47.50	

**Announcer, Scorer, Timer - \$20.00 per contest**

**Ticket Seller - \$10.00 per hour**

**Parker - \$10.00 per hour**

## **“Good” Must Precede Sportsmanship What Is A Good Sport?**

The term sportsmanship has been defined as conduct becoming to a sportsman. A true sportsman exhibits fairness, courteous relations and graceful acceptance of the results. Sportsmanship has also been defined as the quality of responsible behavior, which is characterized by a spirit of benevolence and genuine concern for an opponent. A good sport exercises the “fair play” ethic in every facet of life - business, commerce, law, education and all other human interactions.

Good sportsmanship may be an overworked expression, but good sportsmanship is the key to success. Without the word “good” in front of both sportsmanship and conduct, there can be no justification for interscholastic athletics.

The most rewarding sound in high school athletics is a blending of cheers for the home team and applause for the visitors. This sound indicates good sportsmanship has been attained.

### The Coaches

Good sportsmanship begins with an athletic team’s coach. The coach possesses a great deal of influence over the attitudes of the athletes, student body, spectators and the community as a whole.

In order for good sportsmanship to become a reality, the coach should:

- \*Always set a good example for athletes, fans and the community.
- \*Teach good sportsmanship and establish high standards for the athletes, parents and fans.
- \*Develop and enforce penalties for those athletes who do not abide by these standards.
- \*Treat coaches of the opponent with respect.
- \*Respect and work with officials, recognizing their importance to the athletic contest.
- \*Attend workshops and clinics to keep up-to-date on eligibility standards and contest rules.
- \*Assume a positive attitude before conducting interviews with the media or making comments to teams, parents, or other groups.

### The Athletes

Athletes’ responsibility in displaying good sportsmanship is second only to that of the coach. Because athletes are admired and respected, they carry a great deal of influence over the actions and behavior of spectators.

Therefore, athletes should:

- \*Live up to the high standard of sportsmanship established by their coaches.
- \*Help fellow athletes and fans maintain these standards.
- \*Be well versed in the rules and strategies of the game.
- \*Remember that, as athletes, they are representing not only themselves, but also their school, family and community.
- \*Treat opponents with respect.
- \*Practice self-control in adversity or success.
- \*Respect the officials, accepting their decision without emotion.
- \*Display positive public action at all times - shaking hands with opponents, showing concern for injured athletes and asking fans to display good sportsmanship.

### **The Fans**

The spectators at an athletic contest also have an important role in displaying good sportsmanship. Their habits and reactions reflect directly upon the reputation of their school and community.

#### **Fans should:**

Show respect for the opponent in every way possible.

- \*Positively supports their team in every manner possible - including the content of cheers and pep signs.
- \*Know and understand the rules and concepts of the game.
- \*Maintain self-control at all times.
- \*Recognize and acknowledge good performances by athletes on either team.
- \*Give support to those participating in and/or conducting the athletic event.

### **Coach's Ejection Rules, Grades 7-12**

Coaches will adhere to the same rules as players. If a coach is ejected from a contest for flagrant, violent, or verbal misconduct he/she will miss the next regularly scheduled game/meet at that level of competition and all other games/meets in the interim at any level in addition to any other penalty the IHSAA/IGHSAU or school may access. The second time a coach is ejected, he/she will be missing the next four scheduled contests/meets. If the coach is ejected from the last scheduled contest/meet of the season, the penalty will carry into the next season of that sport.

### **Procedures for Handling a Coach Ejection**

Any time a coach is removed from a contest/meet, whether he/she is the head coach or assistant, the officials shall notify the IHSAA/IGHSAU office the day following the ejection. If the game/meet is held Friday or Saturday, the report should be made the Monday following the game/meet. The coach is responsible for notifying his/her administration. The administrator is to file a report form with the Athletic Association and report their coach has notified them and he/she has been informed that he/she will not coach the next contest.

Any school that does not enforce this policy will be placed on probation and will not be permitted to participate in any IHSAA/IGHSAU sponsored events for one calendar year.

The Association does not determine whether the coach's salary is affected if he cannot coach. It is left to the discretion of the local school administration. The coach will not be permitted to attend the contest/meet in which he is prohibited from coaching. Automatic forfeiture of the contest/meet will be the result if he attends.

At the conclusion of each season, a report will be sent to all member schools of coaches who have been ejected from contests. This report will be published in the next official IHSAA bulletin. The name of the coach and his/her school will be listed.

### **Player Disqualification Rule, Grades 7-12**

Any student disqualified from an interscholastic contest by game officials for flagrant, violent, or verbal misconduct will be ineligible for the next regular scheduled game/meet at that level of competition and all games/meets in the interim at any level in addition to any other penalties the IHSAA/IGHSAU or the school may access. The second violation carried a four-game/meet ineligibility. If penalties are imposed at the end of the sport season and not contest remains, the penalty is carried over in that particular sport until the next school year. The penalty is not imposed from one sport program to the next sport program.

Any school what does not enforce the policy will be placed on probation and will not be permitted to participate in any IHSAA/IGHSAU sponsored events for one calendar year.

It is the responsibility of the game/meet official to report any disqualification to the association the day following the game/meet. If the game/meet is held Friday or Saturday, the report should be made the Monday following the game/meet.

It is the coach's responsibility to inform his/her administrator of any disqualification. The administrator will file an official report form with the association. These forms will be provided to each member school.

## MIDDLE SCHOOL ATHLETIC PROGRAM

The Middle School Athletic Program is a gradual transition from elementary physical education to intramural to low-key competition, and finally, to interscholastic competition. The major emphasis at this level is on skill development and participation.

With a no cut policy, many squads are quite large. In order to ensure full student participation, certain procedures had to be implemented, i.e. 1) B squad games; 2) extra quarters; 3) two squads divided evenly according to talent in wrestling, etc. Our aim is to allow every student, regardless of ability, to participate in interscholastic athletics. At the middle school level, sportsmanship, physical conditioning, teamwork, the will to do their best, and the satisfaction found in competition are the priorities of the program.

While the ultimate goal is the encouragement of total student participation at the middle school level, we must not forget that it is the first step of the interscholastic athletic program that culminates at the Senior High School. So while the emphasis is on participation, the middle school coaches must also keep in mind the interscholastic program and coach accordingly.

### 8<sup>TH</sup> GRADE ATHLETICS

#### Football

The season will start the first day of school and run until the middle of October. Practices will be held after school. Two squads will play a heavy-light weight schedule. Five varsity games will be scheduled. A reserve schedule of five games or extra quarters following varsity games will be scheduled. All boys will participate equally in reserve games. We believe it is important especially in football for boys to compete on their own level of competition.

#### Volleyball

The season will start the first day of school and run through October. A maximum of 9 matches will be scheduled with schools.

#### Basketball - Boys and Girls

The girls' basketball season will start in October and run through the first week in December. The boys' basketball season will start the first week in January and proceed through March. Practices will be held after school. Nine to twelve varsity games will be scheduled. All athletes will participate equally in reserve games.

#### Wrestling

The program starts in October and runs through December. Practice and meets are held after school with a minimum of 9 meets being scheduled. Boys are matched according to weight, ability and experience with no team scores kept. The program follows the recommendations of the IHSAA.

#### Track

The season will start the middle of March and run until the second week in May. Practices will be held after school; seven meets will be scheduled. Home meets will be held at Ankeny Stadium.

## **NEW SCHOLARSHIP/ELIBILITY RULE AND PENALTY FOR IOWA HIGH SCHOOL STUDENTS**

Eligibility. Contestants must be under twenty years of age and bona fide members and undergraduates of their respective schools. Contestants shall be enrolled students of the school in good standing. They shall receive credit in a least four subjects, each of one period or the equivalent thereof, at all times. To qualify under this rule, a “subject” must meet the requirements of 180-Chapter 12. Coursework taken under the provisions of Iowa code Chapter 261C, postsecondary enrollment options, for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be use in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year. To qualify under this rule, a “subject” must meet the requirements of 218-subrules 12.5 (14), 12.5 (15), and 12.5 (16).

Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements at the end of each grading period. Grading period, graduation requirements, and any interim periods of ineligibility are determined by local policy. For purposes of this sub-rule, “grading period” shall mean the period of time at the end of which a student in grades 9 through 12 receives a final grade and course credit is awarded for passing grades.

If at the end of any grading period a participant receives a failing grade in any course for which credit is awarded, the participant is ineligible to participate in any event sanctioned by the IHSAA or IGHSAU sponsored event within a period of 20 consecutive school days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district.

A student with a disability who has an IEP shall not be denied eligibility on basis of scholarship if the student is making adequate progress as determined by school officials, toward the goals and objectives on the student’ individualized education program. Superintendent/Principal of the respective schools will verify the eligibility of their contestants at least two and ½ weeks before any contest.

### **EXTRA AND CO-CURRICULAR ELIGIBILITY**

Ankeny Centennial School follows all eligibility requirements as established by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union.

In order for a student to be academically eligible they must meet the following criteria:

- Each student shall have passed all classes in which the student was enrolled at the end of each grading period.
- Each student shall make adequate progress toward meeting graduation requirements at the end of each grading period.
- Each student must have earned a minimum of two credits toward graduation in the semester immediately preceding the semester in which the student wishes to participate.
- Each student must be enrolled in at least three classes during the semester in which the student wishes to participate.

Neither a withdrawal “W” nor an incomplete “I” on a student’s report card at the end of a semester will be considered a failing grade. All make-up work must be completed within one week of the end of the semester to receive credit. Work that is not made up by the final deadline becomes failing work. Any request to be withdrawn from a class must have been made within five (5) days after mid-term parent/teacher conferences to be considered a withdrawal “W.” Any request after this deadline becomes failing work. Extenuating circumstances will be handled through the office of the Principal.

### **PROCEDURES FOR HANDLING STUDENT DISCIPLINE IN EXTRA AND CO-CURRICULAR ACTIVITIES**

The athletic code has been our guide for making it clear what rules and attitudes will be. Our school board recognizes this and is assuming that coaches are enforcing this in spirit as well



as in fact. It has been my observation that those coaches who have used the Code have had the best discipline.

As coaches, directors, coordinators, we will not make decisions on kids and their membership or continuing membership on teams or in activities in the wake of a disciplinary situation; We will avoid making such decisions when we are angry or when we are frustrated by the situation. Further, we will not allow students/athletes/participants to make those types of decisions when they are angry, embarrassed, or feel "backed into a corner."

Your position as coach provides one of the greatest opportunities to understand the need for discipline that a person may encounter in all his/her educational experiences. Your turnout procedures, attendance regulations and game tactics, as well as how you deal with rule violations, will reflect your disciplinary abilities and greatly determine your effectiveness as a coach. It is the weak coach who is the athlete's "buddy," instead of his teacher, and leaves the discipline to others or neglects it entirely.

If you want your coaching efforts to be taken seriously by administration, teachers, and community and most important, by kids themselves, it is in this area that the difference lays. In appointment of coaches, it is much easier to evaluate their technical coaching potential than it is this highly subjective ability to handle athletes in a manner that will insure the realization of aims and objectives set forth.

The head coach is usually the judge of what shall be done where rules are violated, but the Building Coordinator, Principal and Athletic Director, will be informed when any serious violation occurs (i.e., athletic code infractions). Some standard guidelines might help us be more consistent, however when lesser infractions do occur:

1. We want to be firm, but insure that justice prevails.
2. We are concerned first with what is best for "all" athletes in our program.
3. Restriction is usually the best device where discipline is needed, as it is felt most strongly by the athlete and makes it clear that you will do without him/her, if they do not live up to standards set.
4. It is here that parents, teachers and community members do not always understand your actions. (The athlete almost always understands quite clearly.)

#### COACHES

1. No one (coach) can expel a student off a squad unless you:
  - A. Turn in a set of rules to be approved by the Athletic/Activities Director.
  - B. Counsel the athlete if you see any unapproved behavior.
  - C. Notify the parent (in writing or by phone).
  - D. Notify the Athletic/Activities Director in writing.
  - E. Athletic/Activities Director will then decide if athlete stays or is removed (after the athlete is interviewed).
  - F. May be appealed to the Superintendent.
  - G. May be appealed to the Board of Education.

#### **GOOD CONDUCT FOR ACTIVITIES PARTICIPANTS POLICY: 502.7**

Good conduct is expected from students who participate in extra and co-curricular

activities. The district's program of student activities is designed for the development of the whole student. Participation in these activities is voluntary and a privilege. Students participating in these activities are obligated to:

- a. Project a positive image and be a role model of good conduct on and off school property at all times during the term of the activity in which they participate, and
- b. Comply with the good conduct standards set forth below and with all other written rules.

#### SEVEN GOOD CONDUCT STANDARDS

- I. A participant shall not violate any federal, state, or local criminal statute or ordinance. A minor traffic offense shall not constitute a violation of this standard.
- II. A participant shall not commit a delinquent act or engage in criminal conduct that may subject the participant to the jurisdiction of juvenile authorities.
- III. A participant shall not remain at the site if the participant knows or should know that unlawful conduct (including but not limited to underage drinking or possession of alcohol) is occurring.
- IV. A participant shall not drink, possess, purchase, or deliver beer, alcoholic beverages, or any controlled substance, as defined in the Iowa Code, except with the permission of the participant's parent and as part of the exercise of the participant's religious faith either within a private home or while engaging in a supervised religious activity.
- V. A participant shall not sponsor, host, or provide a location for a party or gathering where beer, alcoholic beverages, or any controlled substance, as defined in the Iowa Code, are consumed, served, or used.
- VI. A participant shall not purchase, possess, or use tobacco.
- VII. A participant shall not violate School Discipline Policy 500.6.

A violation of this policy (502.7) may result in a short or long-term suspension of a participant from extra/co-curricular activities or for as long as a school suspension/expulsion is in effect. Due process, however, shall be followed when violations are alleged to have occurred.

Persons-in-charge of an activity and the designated administrators shall uniformly enforce this policy. An annual report shall be given to the Board by each designated administrator on the number of students punished due to first, second, and third time violations of this policy, including a breakdown by gender, ethnicity, and standard(s) violated.

#### **GOOD CONDUCT FOR ACTIVITIES PARTICIPANTS PROCEDURES: Exhibit 502.7**

Five definitions are necessary for implementing and understanding the policy on Good Conduct for Activities Participants.

Definition I: Student activities (both extra and co-curricular) refer to performing, competitive, or participatory activities (e.g. athletics, cheerleading, wrestling club, drama debate, marching band, student senate, clubs, class officer).

Definition II: A “person-in-charge” refers to the district-designated person who has direct responsibility to supervise the students in an activity.

Definition III: A designated administrator, identified by the district, refers to the person who: a) supervises the athletic program; or b) supervises the non-athletic program. That supervision includes the supervision of the “persons-in-charge” of each activity in the program.

Definition IV: The term “participant” refers to a Ankeny Centennial student in grades 7-12. A participant in an activity during the summer following his/her graduation from Senior High shall also be considered a “student.”

Definition V: Each activity shall have a “season.” A season shall be defined as: a) when organized practices begin for an activity that has “official school-scheduled events,” b) when the activity is either school-year long or for a defined period of time but has no “official school-scheduled events,” or c) when the activity is a series of scheduled gatherings/meetings either for the entire school year or for a defined period of time and has official school-scheduled events.”

A “person-in-charge” of an activity may also have additional written rules/regulations for participants. Those additional rules/regulations are to promote and contribute to: good citizenship, respect for rules and authority, leadership, team pride, teamwork, team discipline, and appropriate directly-related-to-the-activity behavior and conduct. The “person-in-charge” shall submit those additional rules/regulations to the designated administrator for approval each year. Once approved, the additional rules/regulations and Policy 502.7 and its procedures shall be given to and discussed with all participating students each year prior to the beginning of the activity. The “person-in-charge” shall secure signed documentation from each participant indicating they understand the good conduct requirements and consequences for violations.

### **(I) Short-term Suspension of an Activity Participant**

When a violation of an activity’s additional written rules/regulations is alleged to have occurred or a minor violation of the Board policy on Discipline (500.6) as determined by district personnel is alleged to have occurred, a short-term suspension of a participant from one to ten school days may be considered. Prior to a short-term suspension, the “person-in-charge” shall meet with the participant. The participant shall be notified of the rule(s) and/or policy that were alleged to have been violated and the proposed short-term suspension. The participant shall be granted the opportunity to state his/her side. Parents/guardians shall be notified as soon as possible that a conference was held. If the participant requests a hearing, that hearing will be held within a reasonable number of school days, not to exceed five days. The hearing will be conducted by the designated administrator. The participant may continue to participate in the activity until the hearing is held. Parent/guardians are encouraged to attend and participate in the hearing. The designated administrator shall rule on the short-term proposed suspension. If the suspension is invoked, the number of days of suspension will begin at that time. However, nothing shall prevent the immediate suspension of a student from any activity(ies) when it is believed that continued participation and/or attendance at school would: a) endanger the safety

or well being of other students or activity participants; b) endanger the safety or well being of staff members, or c) substantially interfere with the proper functioning of the school or the activity.

Short-term suspensions do not count as first, second, or third violations as referenced in the long-term suspension punishment scheme.

## **(II) Long-term Suspension of a Participant**

When is it determined by district personnel that a violation of the policy on Good conduct For Activities Participants (Standards I, II, III, IV, V, or VI) or a major violation of the Board policy on Discipline (500.6) have been alleged to have occurred and long-term suspension is being considered, a hearing shall be held. The hearing shall occur only after the "person-in-charge" has:

1. reviewed Board Policies 500.6 and 502.7 including its procedures;
2. reviewed the Activity's written rules/regulations;
3. Conducted an investigation; and
4. Consulted with the designated administrator for the activity regarding the alleged violation(s), the investigative finding(s), and the long-term suspension being considered. Once that designated administrator has been consulted with, a long-term suspension is proposed, the designated administrator and the "person-in-charge" shall conduct a conference with the participant and his/her parents/guardians to:
  - a. Provide information on the violation(s) and the investigation;
  - b. Identify the disciplinary action(s) being considered; and
  - c. Provide the participant the opportunity to respond.

If the participant disputes the findings discussed at the conference and requests a formal hearing, the designated administrator shall convene the formal hearing (to be conducted by the other designated administrator) as soon reasonably possible to permit the participant to confront witnesses of the violation(s) and to represent his/her own testimony. The other designated administrator shall rule on the long-term suspension. The activity participant may appeal to the Superintendent and then to the Board. An appeal to the Superintendent or the Board shall be upon the record below. However, nothing shall prevent the immediate suspension of a student from any activity (ies) when it is believed that continued participation and/or attendance at school would:

- a. Endanger the safety or well being of other students or activity participants;
- b. Endanger the safety or well being of staff members; or
- c. Substantially interfere with the proper functioning of the school or the activity.

If the participant disputes the findings discussed at the conference and requests a formal hearing, the designated administrator shall convene the formal hearing (to be conducted by the other designated administrator) as soon as reasonably possible to permit the participant to confront witnesses of the violation(s) and to present his/her own testimony. The other designated administrator shall rule on the long-term suspension. The activity participant may appeal to the Superintendent and then to the Board. An appeal to the superintendent or the Board shall be upon the record below. However, nothing shall prevent the immediate suspension of a student from any activity(ies) when it is believed that continued participation and/or attendance at school would:

- a. endangers the safety or well being of other students or activity participants;
- b. Endanger the safety or well being of staff members; or
- c. Substantially interfere with the proper functioning of the school or the activity.

In the event of an immediate suspension, notice shall be mailed to the participant and his/her parents/guardians within two school days. Every attempt will be made to have a hearing with three school days of the suspension. The designated administrator shall document in the notice the basis for the immediate suspension. The notice will also include the investigative facts which gave cause for the suspension and the Board Policy(ies) and/or rules/regulations violated? The Superintendent and the Board President shall also receive a copy of the written notice.

When a participant is officially suspended from an extra or co-curricular activity, him /her is suspended from participating from all activities in the extra/co-curricular program. When suspension/expulsion from school is in effect for a participant; he/she is also not permitted to participate in any activities of the extra/co-curricular.

### **Suspension Periods**

Suspensions are prescribed for the first, second, and third time that violations occur and are cumulative between seventh grade and graduation from Senior High, including summer activities. The actual period of suspension shall be determined by the designated administrator for the activity. Penalties shall apply to all participants in extra or co-curricular activities (Middle School: Grades 7-8 and Senior High: Grades 9-12). If the suspension exceeds the maximum time, the reason(s) shall be stated in writing. An activity participant who received a suspension shall not have any of their academic grades affected by a suspension. Those suspension periods are:

**First Time:** Not less than thirty or more than forty-five consecutive calendar days from participation in all extra-cocurricular activities. If the parent/guardian of an activity participant who violates standards V or VI identified in the policy on Good Conduct for Activities Participants (502.7) agrees to secure counseling or treatment for their child from an appropriate treatment center/clinic, then the period of suspension will be reduced to fifteen consecutive calendar days.

The costs of counseling and/or treatment are the responsibility of the student and his/her family. Documentation to District officials that the second option is being used and has been completed is the only requirement. Failing to certify completion of counseling or treatment will cause re- imposition of the amount of suspension originally reduced.

**Second Time:** Not less than sixty or more than seventy consecutive calendar days of suspension from participation in all extra-co-curricular activities. If the parent/guardian of an activity participant who violates standards V or VI identified in the policy on Good conduct for Activities participants (502.7) agree to secure an evaluation, counseling and/or treatment for their child from an appropriate treatment center/clinic, then the period of suspension will be reduced to thirty consecutive calendar days. The costs of evaluation, counseling and/or treatment are the responsibility of the student and his/her family. If the treatment option is chosen the student shall sign of waiver of confidentiality to enable the student shall sign a waiver of confidentiality

to enable the treatment center/clinic to disclose to the designated administrator the results of the evaluation, any treatment recommendations, and proof that treatment is being given. Failure to certify completion of evaluation, counseling, or treatment will cause re-imposition of the amount of suspension originally reduced.

According to the season defined as "a" in Policy 502.7 participants suspended for first or second violations shall continue to practice but cannot participate in "official school-scheduled events.": The only exception to continue to practice would be, if in the judgement by the person-in-charge, the continuation would substantially interfere with the proper functioning of the activity. For those participants in an activity defined as seasons "b or c," participants may not attend of the activity's meetings/gatherings.

**Third time or more:** The suspension will be twelve months from the determination of the infraction.

**ANKENY CENTENNIAL COMMUNITY SCHOOL DISTRICT  
STUDENT CONDUCT IN EXTRA-CURRICULAR ACTIVITIES**

Board Policy 502.7 - Effective from the first official practice day as established by the Ankeny Centennial Community School Board until the conclusion of the season. Following is a brief summary of the policy:

It is a privilege to participate in extra-curricular activities in the Ankeny Centennial School District. It is expected that students will conduct themselves in an exemplary fashion in recognition of this fact. They shall project a positive image and be a role model of good conduct on and off school property at all times (24 hours a day, seven days a week) during their participation in an activity. The term "Extra-curricular activities" shall apply to all performing or competitive activities such as athletics, music, cheerleading, debate, drama, forensics, Model UN, and all students holding positions of special privilege such as class officers.

The privilege to participate in extra-curricular activities may be lost by a breach of discipline standards as outlined in the Student Discipline Policy, Policy 500.6.

Examples of Breach of Discipline:

- I. A participant shall not violate any federal, state, or local criminal statute or ordinance. A minor traffic offense shall not constitute a violation of this standard.
- II. A participant shall not commit a delinquent act or engage in criminal conduct that may subject the participant to the jurisdiction of juvenile authorities.
- III. A participant shall not remain at the site of unlawful conduct.
- IV. A participant shall not drink, possess, purchase, or deliver beer, alcoholic beverages, or any controlled substance, as defined in the Iowa Code.
- V. A participant shall not sponsor, host, or provide a location for a party or gathering where beer, alcoholic beverages, or any controlled substance, as defined in the Iowa Code, are consumed, served, or used.
- VI. A participant shall not purchase, possess, or use tobacco.
- VII. A participant shall not violate School Discipline Policy 500.6.

Students who violate the Discipline Policy may be excluded from participation in extra-curricular activities for not less than 30 or more than 45 consecutive calendar days for the first offense. If (in the areas V and VI) the student secures counseling after the first offense, the suspension will be reduced to 15 consecutive calendar days. The second offense should not be less than 60 or more than 70 consecutive calendar days. If (in the areas V or VI) the student secures counseling after the second offense, the suspension will be reduced to 30 consecutive calendar days. The third offense (or more) will be a suspension of twelve months from the determination of the infraction.

In cases where guilt has been established, either by admission or sufficient evidence, the suspension period will start with the date of the violation. In other cases, which are delayed because of litigation, the suspension period will start the day following the decision.

A student found in violation of conduct regulations shall meet with the building principal or his designee. At this meeting the student shall be informed of his/her punishment and his/her right of appeal.

I fully understand the provisions of the Student Discipline Policy regulations and am aware of the consequences in case of violation.

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_

Date

**ANKENY CENTENNIAL COMMUNITY SCHOOL DISTRICT**

**MEDICAL CONSENT FORM**

Student: \_\_\_\_\_

Permission is hereby granted to the attending physician to proceed with any medical minor surgical treatment, x-ray examinations and immunizations for the above named student. In the event of serious illness, the need for major surgery, or significant accidental injury, I understand that an attempt will be made by the attending physician to contact me in the most expeditious way possible. If said physical is not able to communicate with me, the treatment necessary for the best interest of the above named student may be given.

In the event that an emergency arises during a practice session, an effort will be made to contact the parents or guardians as soon as possible. Permission is also granted to the advisor/coach to provide the needed emergency treatment to the student prior to his/her admission to the medical facilities.

Phone numbers where parents can be reached:

HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_

NAME OF FAMILY PHYSICIAN \_\_\_\_\_ PHONE \_\_\_\_\_

ANY PHYSICAL PROBLEMS THAT WE SHOULD KNOW OF \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

INSURANCE CO. \_\_\_\_\_ POLICY NO. \_\_\_\_\_

\_\_\_\_\_  
**Signature of Parent or Guardian**

\_\_\_\_\_  
**Date**



**GUARDIAN AND PARTICIPANT  
ACKNOWLEDGEMENT OF RISK AND RELEASE  
(NON-FOOTBALL)**

It is a matter of common knowledge that participants in athletics may injure themselves and each other, and that no amount of precaution or supervision on the part of parents, coaches and participants will necessarily avoid such injuries. While some injuries may be of an inconsequential nature, parents/guardians and athletes must also be aware that there is the possibility of severe injury and permanent disability due to participation in athletics. Injuries incurred in athletics can certainly be minimized by using good, sound preventative measures. Coaches' instructions regarding playing techniques, training and team rules and use of protective equipment must be followed.

In consideration of the Ankeny Centennial Community School District permitting me to try out for a Ankeny Centennial Community School District athletic team and to engage in all activities related to the team, including but not limited to trying out, practicing or playing, I hereby assume all the risks associated with this sport and agree to hold the Ankeny Centennial Community School District, its employees, agents, representatives, coaches, and volunteers harmless from any and all liability, actions, causes of action, debts, claims, or demands of any kind and nature whatsoever which may arise by or in connection with my participation in any activities related to my participation in this athletic activity due to negligence or any other fault of any person or entity. The terms hereof shall serve as a voluntary release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

I HAVE READ AND UNDERSTAND THE FOREGOING WARNING, AGREEMENT TO OBEY INSTRUCTIONS, RELEASE, ASSUMPTION OF RISK & AGREEMENT TO HOLD HARMLESS.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

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I AM THE PARENT/LEGAL GUARDIAN OF ABOVE NAMED STUDENT. I HAVE READ THE ABOVE WARNING AND RELEASE AND UNDERSTAND ITS TERMS. I UNDERSTAND THE RISKS INHERENT IN PARTICIPATION IN ATHLETICS.

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

**GUARDIAN AND PARTICIPANT  
FOOTBALL RELEASE**

The undersigned is aware that football is a **violent contact sport** and that it is a dangerous activity involving **risks of serious bodily injury and death**.

The dangers and risks of playing or practicing football could result not only in serious injuries, but also in a serious impairment of my future abilities to enjoy life and earn a living.

I further recognize the importance of following the instructions of all coaches regarding playing techniques, training and team rules, and I agree to obey such instructions.

In consideration of the Ankeny Centennial School District permitting me to try out for the Ankeny Centennial High School football team and to engage in all activities related to the team, I hereby assume all the risks associated with football and agree to hold the Ankeny Centennial School District, its employees, agents, representatives, coaches and volunteers harmless from any and all liability, actions, causes of action, debts, claims or demands of any kind and nature whatsoever which may arise by or in connection with my participation in any activities related to the Ankeny Centennial High School football team due to negligence or any other fault of any person or entity. The terms hereof shall serve as a voluntary release and assumption of risk for my heirs, estate, executor, administrator, assignees, and for all members of my family.

I HAVE READ AND UNDERSTAND THE FOREGOING WARNING, AGREEMENT TO OBEY INSTRUCTIONS, RELEASE ASSUMPTION OF RISK AND AGREEMENT TO HOLD HARMLESS.

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date

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I AM THE PARENT/LEGAL GUARDIAN OF ABOVE NAMED STUDENT. I HAVE READ THE ABOVE WARNING AND RELEASE AND UNDERSTAND ITS TERMS. I UNDERSTAND THE RISKS INHERENT IN PARTICIPATION IN ATHLETICS.

\_\_\_\_\_  
Parent/Legal Guardian

\_\_\_\_\_  
Date

### ATHLETIC REGISTRATION PROCEDURE

1. Obtain the Athletic Registration Form for each athlete from the Athletic Director's Office. The Athletic Registration Form includes the physical, parent permission, risk of injury, insurance, emergency treatment and athletic code information required to participate in interscholastic athletics.
2. Make certain that every athlete understands that all items on the Registration Form must be completed before being permitted to turn out - NO EXCEPTIONS.
3. Physical Examinations - during the 12 month period prior to the first participation in interscholastic athletics, a student shall undergo a medical examination and be approved for competition by a medical authority licensed to perform a physical exam. Prior to each subsequent year of participation, a student shall furnish a physical signed by a medical authority providing clearance for continued participation.
  - The school in which the student is enrolled must have on file a registration form signed by a medical authority certifying that the student's physical condition is adequate for the activity or activities in which he/she participates.
  - To resume participation following an illness and/or injury serious enough to require medical attention by a doctor, the student must present a physician's written release.
  - At present the medical authorities licensed to perform a physical examination are Medical Doctors, Doctor of Osteopath, Certified Nurse Practitioner and Physician Assistant.
4. Athletes are to turn in the completed registration form to the athletic director or assigned designee (school nurse). Under no circumstance can an athlete attend practice prior to submitting his/her signed physical form.

### TEAM STANDARDS

Each coach, at the beginning of the season, shall meet with his/her team to review the Fort Dodge School District Athletic Team and District Rules. If a coach wishes to include any other standards, please follow the procedures listed below:

1. Meet with the entire squad (varsity, JV, etc.) and discuss the rules.
2. Promote and obtain a consensus of the athletes if you wish to impose any appearance standards beyond what is stated (re: length of hair, sideburns, beards, dress on game day, etc.) It is suggested that "consensus" be interpreted as meaning that everyone is willing to accept the additional standards, even though there may have been some disagreement when the consideration began.
3. Each coach should put any self-imposed standards in writing, having the athlete and parents sign, and submit them to the Athletic Director.

## RESPONSIBILITY FOR PUBLICITY

The responsibility for publicity rests on the coach. The coach owes it to his team to see that they are recognized for their efforts. Athletes enjoy receiving publicity and when used effectively, it is a tremendous means of motivation. Publicity reports should include information pertaining to pre-season, post game and post season.

Procedures for publicity:

The coach may report directly to the news media, or send information to the Athletic Department for distribution.

Northview Middle School - Coach should have articles in the school bulletin, before and after each contest.

Senior High - Coach should have:

1. Articles in the school bulletin, before and after each contest.
2. Publicity reports or articles to the FD Messenger.
3. Publicity reports or articles to the DM Register.
4. Scores phones to the area papers directly after the contest.  
FD Messenger - 573-2141 or 1-800-622-6613  
DM Register - 1-800-532-1455

## MOVING THE INJURED ATHLETE

STOP (stop play immediately at the indication of an injury)

LOOK (look for obvious deformity or other deviation from normal)

LISTEN (listen to the athlete's complaint)

ACT (move the athlete only after serious injury is ruled out)

The first aid chart for athletic injuries thus places "action" last among the four final steps of first aid to protect the athlete at the time of injury.

Serious injuries occur in sports as in other activities of life. The advantage of participating in supervised sports is that those injuries can be anticipated and appropriate safeguarding measures taken. First aid procedures and equipment can be pre-arranged. Student managers, as well as coaches, trainers and especially proper methods of moving the injured player. Improper or careless methods can increase the severity of the injury and may even cause disability or death.

A physician hopefully is present at athletic contests such as football where the risk of injury is obvious. One of the responsibilities of the attending physician is to supervise the transportation of an injured athlete when this is necessary. However, such a provision is no assurance against problems, because serious injuries can occur:

1. in practice when a physician may not be at hand,
2. in sports that are not so hazardous as to require the regular attendance of a physician.

In such instances it may be necessary to move the injured player in accordance with sound principals, although it would be preferable to do so only on a physician's instructions.

1. Avoid being hurried into moving an athlete who has been hurt. Meriting re-emphasis is the admonition that to protect the athlete at the time of the injury, move him only after serious injury is ruled out. Few injuries in sports require breakneck speed in removal of the players; the game officials will respect the judgment and caution of responsible personnel.
2. Obtain medical supervision before moving an athlete with a suspected neck or spinal injury. An athlete's inability to move or feel an extremity, even if momentary, is sufficient cause for the first aid provider to be determined in his conservatism. Moving a player with such an injury can cause further damage and result in permanent disability, if not death. The game can wait.
3. Have near at hand for ready use at the site of participation: a) stretcher; b) telephone and c) safe means of transportation to the nearest hospital. The stretcher may be in conflict with the heroic stoicism an injured player mistakenly wants to display. The immediate availability of a vehicle for rapid transit can be a lifesaver. Rapid communication with an assigned physician is frequently necessary.
4. If the player can be moved, support the injured joint or limb. If in the lower extremity, avoid weight bearing. If the upper extremity is involved, giving support against gravity will bring the player to medical care with the least pain and risk.
5. If the player is to be moved, move him away from the proximity of the crowd. An emergency medical station near but not at the site of action will minimize the natural tendencies of the athlete to attempt unauthorized return to play. It will also give the physician the opportunity to make a quiet, unrushed initial evaluation of the severity of the injury.
6. Post conspicuously and have understood by all supervisory personnel, the step-by-step directions for emergency first aid procedures. The physician closest to the school's sports program can help develop the best practical plan for fitting the community's resources to the supervisory coverage of games and practices.