

# KEOKUK ACTIVITIES DEPARTMENT



## COACH & SPONSOR HANDBOOK 2019-2020

ZACH SUMMERS  
ACTIVITIES DIRECTOR

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# NOTICE OF NONDISCRIMINATION

## Code 102.e1

Students, parents, employees and others doing business with or performing services for the Keokuk Community School District are hereby notified that this school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, marital status, sexual orientation, gender identity or disability in admission or access to, or treatment in, its programs and activities.

The school district does not discriminate on the basis of race, color, age (except students), religion, national origin, sex, sexual orientation, gender identity or disability in admission or access to, or treatment in, its hiring and employment practices. Any person having inquiries concerning the school district's compliance with the regulations implementing Title VI, Title VII, Title IX, the Americans with Disabilities Act (ADA), § 504 or *Iowa Code* § 280.3 is directed to contact: Mr. Josh Rasmussen, 1100 Linn Street, Atlantic, IA 50022, phone (712) 243-1330 who has been designated by the school district to coordinate the school district's efforts to comply with the regulations implementing Title VI, Title VII, Title IX, the ADA, § 504 and *Iowa Code* § 280.3 (2007).

# KEOKUK ACTIVITIES DEPARTMENT WELCOME LETTER

Athletics and Activities at Keokuk are a unique tool in the educational process. Our goal is to make these sports and activities some of the most educational experiences in our students' career here at Keokuk.

We want students who are willing to compete at a high level and be willing to accept challenges in practice and in competition in order to allow us to compete at the highest level possible. It is our goal to not only have exceptional student/athletes but to also have students who excel in every aspect of the classroom. We want to give our students experiences that will allow them to learn, mature and lead. We want to challenge our students hard enough in practice so that when they get in a competition they can handle any adversity that they are faced with. We also want to do this in an environment that allows freedom for students to make decisions and the guidance for them to be able to make the right choices and to correct mistakes.

Our programs are challenging and rewarding. We have high expectations for our programs as people, students and players. The expectations of our staff will not only challenge students, but also serve to guide and support them.

After graduation, a student is left with one thing from their involvement in our programs - the "experience". The "experience" refers to the lessons and values learned, the personal relationships that develop and being a part of something larger than themselves. This is an awesome opportunity and one that is often hard to duplicate in other areas of life.

This is the standard set here in the Keokuk Activities Department and is one that comes with great pride and a responsibility to lead your programs to be the very best in order to help better students as they go through their careers here. Doing this with great enthusiasm each and every day will ensure that we succeed as a program and as a school. It is a great day to be a Chief!

Zach Summers  
Activities Director  
Keokuk Jr./Sr. High  
2285 Middle Road  
Keokuk, Iowa

# INTRODUCTION

This coaches/sponsors handbook has been established to help you understand what is expected of you as coaches and sponsors in the Keokuk Community School District. The following pages outline your responsibilities as coaches and sponsors. Please take some time to read through this handbook. Follow the rules, regulations and recommendations that have been set by the administration and school board of the Keokuk Community School District.

The time that you put in supervising and coaching all of our extracurricular activities is enormous. Whether you teach in the classroom all day, or work in a career outside of the school district, we know that the reason you have chosen to be a coach or sponsor is for the benefit of the students. Thank you for your willingness and dedication to the activities participants throughout the district.

I hope that our year is full of positive growth experiences through our various activities, and that our students enjoy the activities in which they participate, and that you, as the coach or sponsor, are able to provide positive leadership in ways that help our students improve as participants and as people.

## STATEMENT OF PHILOSOPHY

1. The Keokuk Community School District believes that a dynamic program of student activities is vital to the educational development of the student. Extra Curricular activities function as an integral part of the total curriculum. They should offer opportunities to serve the institution, to assist in the development of fellowship and good will, to promote self-realization, all around growth, and to encourage learning the qualities of good citizenship.
2. The major objective of the program is to provide wholesome opportunities for students to develop favorable habits and attitudes that will prepare them for adult life in a democratic society.
3. The activities program should always be in conformity with the general objective of the school. The activities administration should be in line with the general policies of the district. At no time should the program place the total educational curriculum secondary in emphasis; the program should constantly strive for the development of well-rounded individuals, capable of taking their place in a modern society.
4. We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of the students' educational experiences. These experiences contribute to the development of learning skills and emotional patterns that enable the student to make maximum use of his or her education.
5. The interscholastic athletic programs and extracurricular activities programs shall be conducted in accordance with existing Board of Education policies and rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at all cost" and discourages any and all pressure that might tend to neglect good sportsmanship and good mental health.
6. A comprehensive and balanced activities program is an essential complement to the basic program of instruction. The activities program should provide opportunities for youth to further develop interest and talents in sports, speech, drama, journalism, music, student government and academic-related areas. Participating in these activities should provide many students with a lifetime basis for personal values, for work and leisure activities.

# GOALS OF THE ACTIVITIES PROGRAMS

Every effort should be made to support the activities program with the best facilities, equipment and with the most qualified staff available. Insofar as possible, knowledge and skills gained in classes should be applied and developed further through participation in the activities program. Coaches, directors and sponsors should also teach the specific skills necessary for improvement in activities and provide guidance in the development of self-realization, good sportsmanship, cooperation leadership, ethical behavior, artistic sensitivity and an appreciation for the importance of practice.

The ultimate goals of the activities program should be:

1. To realize the value of the process without overemphasizing the importance of winning.
2. To develop and improve positive citizenship traits among the programs participants.

## OBJECTIVES OF PARTICIPATION

1. To provide a positive image of school activities at Keokuk Community Schools.
2. To strive always for playing excellence that will produce successful teams or individuals within the bounds of good sportsmanship and mental health of the student.
3. To ensure growth and development that will raise the number of individual participants; that will give impetus to increasing attendance at each contest and that will enable a program of continuing upkeep and improvement of facilities.
4. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - a. Physical, mental, and social and emotional growth and development.
  - b. Acquisition and development of special skills in activities of each student's choice.
  - c. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - d. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, decision-making and the ideals of good sportsmanship that make for winning and losing graciously.
  - e. A focus of interests on activity programs for the student body, faculty and community that will generate a feeling of unity.
  - f. Achievement of goals as set by the school in general and the student as an individual.
  - g. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
  - h. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
5. To provide a superior program of student activities that includes appropriate activities for every boy and girl.
6. To provide opportunity for a student to experience success in an activity he or she selects.
7. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.
8. To develop high ideals of fairness in all human relationships.
9. To be socially competent and operate within a set of rules, thus gaining a respect for the rights of others.
10. To develop an understanding of the value of activities in a balanced educational process.

# COACHES/SPONSORS CODE OF ETHICS

In order to be of maximum effectiveness in serving and fostering the education of the students so entrusted to us and in promoting and supplementing the regular curriculum, it is the duty of all concerned with our secondary athletic and activities programs to:

1. Cultivate awareness that participation in athletics and activities is part of the total education process and as such, the coach/advisor should neither seek nor expect academic privileges for the participants.
2. Emphasize the proper ideals of sportsmanship, ethical conduct and fair play as they relate to the lifetime impact on the participants and using their influence to enhance sportsmanship in the Keokuk School district.
3. Develop a working awareness and understanding of all rules and guidelines governing competition, both in letter and spirit, not seeking to gain an advantage by circumventing rules.
4. Recognize that the purpose of athletics and activities is to promote the physical, mental, moral, social and emotional well being of the individual participants.
5. Avoid any practice or technique that would endanger the present or future welfare or safety of any participant.
6. Adhere to policies that do not force or encourage students to specialize or restrict them from participation in a variety of activities.
7. Refuse to disparage an opponent, an official, an administrator or spectator in any aspect of the activity.
8. Strongly encourage the development of proper health habits, including the non-use of chemicals, alcohol, tobacco and other mood-altering substances.
9. Exemplify proper self-control at all times, accepting adverse decisions without excessive public display of emotion or of dissatisfaction with the officials or judges.
10. Encourage all to judge the true success of the athletic and activities programs on the basis of the attitude of the participants and spectators, rather than on the basis of a win or loss.

# ACTIVITIES DIRECTOR

## QUALIFICATIONS:

1. Valid Iowa teaching certification & Masters Degree
2. Demonstrate successful leadership experience.
3. Knowledge of overall activities program.
4. Demonstrate successful community relations.

**REPORTS TO:** High School Principal

**SUPERVISES:** All 9-12 Coaches and Activities Sponsors

## JOB GOALS:

To exercise leadership, supervision, coordination and administrative skills so as to promote activity programs for the youth of Keokuk Community Schools and to administrate the district's athletic programs.

## PERFORMANCE RESPONSIBILITIES:

All duties as directed by the principal and/or superintendent of schools, as well as the following:

1. Responsible for administrating all interscholastic policies and procedures working within the confines of the rules and bylaws of the Iowa high school associations.
2. Observe coaches and sponsors sufficiently in order to evaluate the position as well as make recommendations in terms of job expectations.
3. Assist in making recommendations when personnel involved in activities are under consideration.
4. Responsible for administering the activity eligibility guidelines.
5. Responsible to administrate all eligibility hearings.
6. Member of the administrative team responsible to administer or designate supervision over all athletic activities and to coordinate all other school activities.
7. Coordinate all dates for the master calendar with the assistance of the music director and building principals.
8. Maintain the master calendar of all events for the district.
9. Schedule all activities, games, performances, etc.
10. Secure and coordinate all workers and officials for events.
11. Develop and maintain the activity accounts, budget and purchases.
12. Establish supervision schedules for administrators.
13. Coordinate the use of school facility by all school sponsored organizations and teams as well as all community use.
14. Coordinate the supervision of all school activity events.
15. Oversee the maintenance of all equipment and facilities used in activities.
16. Maintain record of contests, awards and achievements.
17. Publish activity handbooks, bulletins and communications.
18. Coordinate all activities related to the Booster Clubs as well as perform liaison duties with booster clubs.
19. Procure transportation for all activities.
20. Interpret physical and academic eligibility of students.
21. Coordinate the administering of physical exams each year to prospective activity participants.
22. Responsible to expand and improve the activities program in quality, balance, and participation.



23. Responsible to enter all teams and groups in the proper state activities for the school years.
24. Coordinate and approve all practice schedules.
25. Coordinate the communication between media, community and activities for all events.
26. Set up and coordinate with the assistance of coaches and/or sponsors all tournaments and special events.
27. Seek reasonable ways to increase financial resources available to the school with the approval of appropriate persons.
28. Create in the students a desire to excel through meaningful involvement in co-curricular activities that complement one's academic pursuits.
29. Support and complement the academic activities and efforts of the school.
30. Help develop a positive concept of all activities.
31. Work with all involved parties to represent the Keokuk Community Schools and the Keokuk Community in a first class manner in all areas.
32. Conduct and execute the policies established by the board that relate to the activities and educational programs.
33. Responsible to attempt to implant the ideals of good sportsmanship, discipline, respect for authority, honesty, loyalty and courage in our students.
34. Coordinate and promote in-service and professional growth for staff while maintaining an equitable balance between various areas.
35. Responsible to represent the district in all conference related activities director meetings.
36. Active participation in county, district and state associations.

# ASSISTANT ACTIVITIES DIRECTOR

## QUALIFICATIONS:

1. Valid Iowa teaching certification
2. Demonstrate successful leadership experience.
3. Knowledge of overall activities program.
4. Demonstrate successful community relations.

**REPORTS TO:** Activities Director

**SUPERVISES:** All Middle School Coaches and Activities Sponsors

**JOB GOALS:** To exercise leadership, supervision, coordination and administrative skills so as to promote activity programs for the youth of Keokuk Community Schools and to administrate the district's junior high athletic programs.

## PERFORMANCE RESPONSIBILITIES:

All duties as directed by the principal and/or superintendent of schools, as well as the following:

1. Responsible for administrating all interscholastic policies and procedures working within the confines of the rules and bylaws of the Iowa high school associations.
2. Observe coaches and sponsors sufficiently in order to assist the AD with the evaluation of all Middle School Coaches/Sponsors.
3. Assist in making recommendations when personnel involved in activities are under consideration.
4. Member of the administrative team responsible to administer or designate supervision over all middle school athletic activities and to coordinate all other school activities.
5. Develop and maintain the Middle School Activity accounts, budget and purchases.
6. Establish supervision schedules for administrators of Middle School events.
7. Coordinate the use of school facility by all school sponsored organizations and teams as well as all community use.
8. Coordinate the supervision of all Middle School activity events.
9. Oversee the maintenance of all equipment and facilities used in activities.
10. Maintain record of contests, awards and achievements.
11. Publish bulletins and communications.
12. Coordinate the administering of physical exams each year to prospective activity participants.

# HIGH SCHOOL PROGRAM COORDINATOR & SPONSOR

(Applies to all activities)

## QUALIFICATIONS:

1. Proper certification as required by the Iowa Board of Educational Examiners and/or the Iowa Department of Education (i.e. - coaching endorsement or authorization).
2. Demonstrated skills and knowledge in the sport/activity.

**REPORTS TO:** Activities Director

**SUPERVISES:** High School assistant coaches/sponsors. Consults with appropriate Middle School coaches/sponsors.

## JOB GOALS:

1. To coach the varsity team and coordinate the total program grades 7-12. This shall include development and preparation of a written philosophy and objectives for each level.
2. To provide a program which will allow students to develop their interest and a desire to excel commensurate with their ability.
3. To provide a program which is competitive within our immediate conference or class.
4. To enforce disciplined and sportsmanlike behavior at all times and establish and oversee penalties for breach of such standards by individual students.
5. To foster a sense of dedication to group goals and team effort.

## PERFORMANCE RESPONSIBILITIES:

1. Overall supervision and development of his/her program - grades 7-12.
2. Assignment of duties of assistant coaches working in his/her activity and assist in the evaluation with the Activities Director.
3. Assure that the assistants and he/she know and abide by the rules and procedures of the district, conference and state handbooks, as well as the rules of that activity.
4. Assure that each participating student has on file, prior to any form of participation (including practice, the following:
  - a. Updated physical form
  - b. Handbook release form
  - c. Signed concussion form
5. Submit all required forms on the Google Classroom page AT LEAST ONE WEEK PRIOR TO THE INITIAL PRACTICE START DATE.
6. Assure that all athletes on their squads are eligible according to district, conference and state regulations working in cooperation with the Activities Director and Guidance Counselors.
7. Keep a written record for all equipment checked out to athletes. A complete inventory turned in following the season.
8. Submit to the Activities Director a complete budget, within the timeline stipulated, requesting new equipment or repairs.
9. Submit a season ending report that will include such areas as: record, letter winners, recommendations and statistics.
10. See that their sport begins and ends on the dates specified by the IHSAA/IGHSAU.
11. Submit to the Activities Director and Transportation Director a complete list of recommended departure times for away contests AT LEAST TWO WEEKS PRIOR to the initial contest.
12. Discipline his/her team whenever they are under his/her jurisdiction.

13. Give appropriate attention to sick or injured athletes in a professional manner, referring all serious injured to the medical personnel office.
14. Fill out and submit to the office medical injury reports on athletes requiring professional medical attention.
15. Make sure medical kits are adequately supplied and available at all practices and contests.
16. Maintain and utilize all equipment in a proper manner.
17. Provide information to, and cooperate with, the local media.
18. Attend all conference meetings pertaining to his/her sport or activity.
19. Develop a program that will enhance the skill levels and competitiveness of his/her athletic squad in a safe manner.
20. Inform and explain to members of his/her squad the following rules and regulations pertaining to participation and ability by their contents:
  - a. Academic eligibility
  - b. Physical, insurance and acknowledgement of risks form
  - c. Care and return of equipment
  - d. Attendance at practice
  - e. Suiting up policy
  - f. Lettering requirements
  - g. Dress for contests
  - h. Rules and regulations of the athletic handbook and additional rules
  - i. Bus procedures
  - j. Activity code of conduct
21. Teach the skills and fundamentals associated with the sport or activity.
22. Develop and require execution of these fundamentals based on individual ability.
23. Encourage academic as well as athletic excellence.
24. Supervise the players in the locker rooms before and after practices and/or games until all students, leave school premises.
25. Maintain locker and equipment rooms in a neat and orderly manner.
26. Establish criteria for lettering and inform the Activities Director of the requirements.
27. Award letters in accordance with requirements and provide this information to the Activities Office in a timely manner.
28. Communicate after the first day of official practice and throughout the season with the student, parent and the office the name and reason of any student that drops from a squad or is suspended.
29. Instill a sense of sportsmanship and fair play in the individual athletes.
30. Keep informed of new trends and techniques in your area.
31. Develop plans for each practice session that will lead to development of the students' skills and talents, as well as conditioning.
32. Go through the principal's office for early dismissal permission involving long trips.
33. Accompany varsity squads to all home and away games.
34. Recruit student athletic managers to perform specified duties.
35. Keep daily attendance records.
36. Keep statistics as part of school records.
37. Cooperate with coaches of other sports and activities in the school and support each other in an ethical manner, encouraging students to participate in activities.
38. Attend ALL Booster Club Meetings and Assist in Athletic Department & Booster Club Fundraisers, including concessions. (MANDATORY)
39. Rate officials when requested.
40. Conduct yourself in an exemplary manner.

# **ASSISTANT COACH/SPONSOR**

**(APPLIES TO ALL ACTIVITIES)**

## **QUALIFICATIONS:**

1. Proper certification as required by the Iowa Board of Educational Examiners and/or the Iowa Department of Education (i.e. - coaching endorsement or authorization).
2. Demonstrated skills and knowledge in the sport

**REPORTS TO:** Head coach

## **JOB GOALS:**

1. To provide to students specific instructions for the development of individual skills and abilities.
2. To aid with the development of:
  - a. A winning attitude
  - b. A desire to excel
  - c. A positive self image
3. To aid in developing in the student a sense of dedication to group goals and team efforts.
4. To aid the head coach in achieving the objectives of the program while performing the duties assigned by the head coach.

## **PERFORMANCE RESPONSIBILITIES:**

1. Teach the skills and fundamentals as directed by the head coach.
2. Provide assistance to the head coach on player utilization and game plans.
3. Aid in developing a physical conditioning program and to supervise its implementation.
4. Knowledgeable regarding the rules of the sport.
5. Aid in the supervision of the players.
6. Meet and confer with the head coach at times and places deemed appropriate by the head coach.
7. Aid in the recruitment of students for the sport.
8. Available for scouting as deemed necessary by the head coach.
9. Assist in all pre-season and post-season activities and responsibilities.
10. Aid in the enforcement of the training rules and squad policies adopted for the team.
11. Knowledgeable of and practice good technique in the care and treatment of injuries.
12. Carry out all duties assigned by the head coach and support the coaching philosophy and system installed.
13. Conduct self and teams in an ethical manner during contests and practice. Be in regular attendance at all athletic contests and practice sessions.
14. Assist Head Coach in attending Booster Club Meetings and participation in Athletic Department & Booster Club Fundraisers.

# MIDDLE SCHOOL COACHES/SPONSORS

(APPLIES TO ALL ACTIVITIES)

## QUALIFICATIONS:

1. Proper certification as required by the Iowa Board of Educational Examiners and/or the Iowa Department of Education (i.e. - coaching endorsement or authorization).
2. Demonstrated skills and knowledge in the sport/activity

**REPORTS TO:** JH Assistant Principal

**CONSULTS WITH:** Program Coordinator/Sponsor

## JOB GOALS:

1. To provide to students specific instructions for the development of individual skills and abilities.
2. To aid with the development of:
  - a. A winning attitude
  - b. A desire to excel
  - c. A positive self image
3. To aid in developing in the student a sense of dedication to group goals and team efforts.
4. To aid the program coordinator/sponsor in achieving the objectives of the program.

## PERFORMANCE RESPONSIBILITIES:

1. Teach the skills and fundamentals of the sport/activity.
2. Determine proper player utilization and game plans.
3. Aid in developing a physical conditioning program and to supervise its implementation.
4. Knowledgeable regarding the rules of the sport/activity.
5. Aid in the supervision of the players.
6. Meet and confer with the program coordinator at times and places deemed appropriate by the head coach.
7. Aid in the recruitment of students for the sport.
8. Available for scouting as deemed necessary by the head coach.
9. Assist in all pre-season and post-season activities and responsibilities.
10. Aid in the enforcement of the training rules and squad policies adopted for the team.
11. Knowledgeable of and practice good technique in the care and treatment of injuries.
12. Carry out all duties assigned by the program coordinator and support the coaching philosophy and system installed.
13. Conduct self and teams in an ethical manner during contests and practice.
14. Be in regular attendance at all athletic contests and practice sessions.

## **The Middle School Activities Program shall provide:**

1. A sound program of physical development.
2. A healthful environment for learning.
3. A maximum stress on development of individual fundamental skills, sportsmanship, enjoyment, and sports appreciation.
4. A minimum emphasis on the competitive aspects of athletics/activities while at the same time striving to win.
5. An opportunity for participation by all who faithfully practice, and follow the standards set forth by the coaches.

# OPENING SEASON GUIDELINES

Prior to the beginning of practice or issuance of equipment, the program coordinator/sponsor of each activity is responsible for:

1. **Eligibility** - Assuring that all participants trying out for their activity are eligible according to district and state regulations.
2. **Forms** - Assuring that all students trying out for their activity have completed and turned in:
  - a. An updated physical form
  - b. Handbook release form
  - c. Signed concussion form
3. **Rules and Regulations** - Assuring that all participants trying out for their activity have been informed regarding:
  - a. Attendance at practice (illness, injury, vacation, etc.)
  - b. Suiting up policy
  - c. Care and return of equipment
  - d. Eligibility requirements
  - e. Explanation of insurance
  - f. Lettering requirements
  - g. Inherent dangers of competition
  - h. Rules of the activities handbook
  - i. Team conduct
  - j. Bus conduct

## GENERAL INFORMATION

### **Class Attendance:**

Participants are expected to attend classes on a regular basis. Violation of student attendance policies endangers eligibility. Participants are to be in school **a minimum of a half day** on the day of a contest in order to participate. If not, they must receive permission from the Administration in order to participate. Participants may not participate while under suspension from school.

### **Coaches meetings:**

Meetings will be held at the beginning of each school year. In addition, meetings will be held as needed to share information with coaches. Information may also be shared with coaches via email. Meetings may be called during the year as warranted.

### **Coach/Sponsor Evaluations**

The Activities Director will evaluate head high school coaches at least once every year. For an evaluation, coaches should complete a team goals form ([Appendix 1](#)). At the end of the season the Activities Director will complete the summative evaluation ([Appendix 2](#)) and have a conference with the coach within 30 days. This will all be done using Google Classroom.

### **Dual Participation:**

At this time, students are allowed to participate in more than one activity in the same season. When doing so there are guidelines in place to coordinate practices and competition in each activity. The student must contact the Activities Office to discuss this option and the requirements of dual participation.

**Equipment:**

All participants are to be held accountable for any loss or abuse of equipment. All equipment lost or destroyed by any student/athlete must be paid for by the student/athlete. Any loss or destruction of equipment should be reported to the head coach/sponsor immediately. Students/athletes are not to exchange equipment. If necessary, any changes should be taken care of through a coach. Coaches/sponsors will be responsible for equipment used by their participants. The head coach will be responsible to keep accurate records for each squad. These records are to be checked against equipment turned in by each participant at the end of each season. The program coordinator/sponsor will review this list and report to the Activities Director.

**Weight Room:**

All students must be supervised at all times. Supervisors please adhere to the policies and regulations set for the weight room. The weight room is open to all high school students when opened by a supervisor.

**Fundraising:**

Fundraisers will be approved in accordance with the District's policy. All fundraisers must have prior approval from the building principal and/or activities director and school board. The fundraising form will be emailed out by the activity department at the beginning of the year.

**Make Up Work:**

When an absence is due to a school activity all work due the day of the absence must be completed and turned in before the student(s) leave. Work assigned for the day following the absence; must be completed when student(s) arrive at class the next day.

**Booster Club:**

Please support the Booster Club by attending ALL meetings and being available to help out at the various fundraising events. Booster club meetings are held the second Wednesday of each month at 5:15 in the High School Library. If the program coordinator cannot attend then have a coach representative be there.

**Off Season Practices:**

Official supervised practices held after the completion of the sports season or prior to the official start of practice for a sport season are prohibited. The rules are covered in the bylaws of the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union. The sports season is considered to be complete when the state tournament or meet is finished.

**Open Gym:**

A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. Open gyms are subject to the following restrictions set by the IHSAA and IGHSAU:

- a. The supervisor shall not engage in any type of coaching nor participate during supervision.
- b. Attendance by students is voluntary.
- c. Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach's sport.

*Respect coaches and athletes that are "in season". The "in season" activity will take priority.*



### **Parent Meetings:**

It is mandatory that each sponsor conduct a parents meeting prior to the start of their competitive season. Communication is one of the best ways to avert trouble and gain support.

### ***POSSIBLE ITEMS TO DISCUSS WITH PARENTS OF THE STUDENT IN YOUR PROGRAM:***

1. The Good Conduct Policy and Eligibility.
2. Proper training techniques and nutrition/hydration.
3. The treatment of injuries.
4. The coach's philosophy and the program's goals and objectives.
5. Going through proper chain of command.
6. Review with parents the tensions they may experience with the child playing or not playing. All of us feel our children are the best and want them to be happy. If they don't play- the coach is usually blamed. The coach will play his best athletes.
7. Students have frustrations; they voice them and then usually go on to improve if others don't interfere.
8. Equipment that the students will need to buy.
9. Policies regarding transportation, practice, vacations (spring and winter).
10. How conflicts can be resolved if they occur between two school programs.
11. Let the parents know you are open to questions and discussion during the season.
12. Encourage parents to be positive - don't tear them down -talk to the coach if they have concerns.
13. Our program is an educational one - students will grow from both positive and adverse situations.

### **Participant's Dress and Appearance:**

The program coordinator/sponsor in charge of each activity is responsible for the participant's appearance including dress and neatness. Students should be informed by the coach/sponsor before the contest to dress in a manner to bring credit to themselves and the community. **Tee shirts worn by students representing various student activities, organizations, or groups must have approval from the high school administration.**

### **Participation Transportation:**

Students representing our school at away extra-curricular activities must go and return on the assigned school vehicle that has been designated for that particular event. A student may travel with their parent(s) or someone else's parent(s) to and from an event only if it is cleared through the high school administration. At no time may a student travel with another student.

### **PE/LTF – Extra Curricular Participation:**

Students who bring medical notes excusing them from PE will also be excused from participating in extracurricular activities (non-graded). In order to be reinstated in PE and activities, students will need to bring a doctors note clearing them for participation.

### **Physicals:**

All participants in athletics at Keokuk Community Schools are required to have, on file with the Activities Director, a physical examination form showing they are fit for participation.

### **Practice Schedule:**

Practice schedules should be turned in to the Activities Director using Google Classroom in advance of the upcoming season. Facilities are reserved for the activity in season. Practice times and facilities will be determined by the Activities Director with help from the coaches.

### **Transportation Requests:**

Any request for school transportation must be filled out by the program coordinator/sponsor and approved by the Activities Office. This needs to be done **at least 1 month prior** to the first contest.

### **Rosters:**

A completed roster of participants including name, number, grade, position and other pertinent information should be turned in to the Activities Director at **least ONE** week prior to the first date of competition using Google Classroom.

### **Scrimmages:**

Keokuk Community School follows all rules and regulations prescribed by the Iowa High School Athletic Association and the Iowa Girls High School Athletic Union, including those pertaining to scrimmages.

Coaches wishing to scrimmage other teams should first clear the date and activity with the Activities Director. Care should be taken to see that the visiting team's personal items are secure.

### **Sports Camps:**

Any coach wishing to use Keokuk Community School District facilities to conduct summer sports camps must obtain permission from the Activities Director and School Administration. The coach must file an outline of camp activities, qualifications for participation, facilities to be used and insurance to be provided.

### **Sports Season:**

In the event that a second sport is allowed to start practicing before the season in progress is finished, the second sport cannot make it mandatory for the athletes of the in season sport to participate in their sports practice or games.

### **Team Meetings:**

Guidelines set by the IHSAA and IGHSU must be followed. If a team meeting is called while athletes are currently involved in a sport season, contact the "in season" coach to inform him of your meeting. Again, respect coaches and athletes that are "in season".

### **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 district administration.

### **Requirements:**

1. Coaching endorsement or authorization from the state of Iowa.
2. Each person interested in coaching should fill out an application and background check form and turn them in to the district office. Applications may be picked up from the district office.

If the program coordinator of the sport deems it necessary, based upon the number of kids participating, to have additional coaching support beyond what is provided by the district, she/he shall discuss the situation with the activities director prior to seeking a volunteer coach.

If the applicant meets the needs of the team and is approved by the program coordinator of the sport and the school activities director she/he will be allowed to work as a volunteer assistant coach for that sport during that school year.

Volunteer coaches will be under the direction of the head coach and may be dismissed from duties at any time.

# LIABILITY REMINDER

1. Inform students and their parents of the dangers and risks of your activity.
2. Do not allow athletes to participate without a physical and filed concussion form.
3. Inspect equipment as to its safety. If faulty, be sure student access is non-existent until replaced or repaired.
4. Supervise your area and activity from the start to the finish. Do not allow athletes access to equipment or facilities without your presence, especially locker rooms, the weight room, wrestling room and gymnasium.
5. Following injuries fill out an injury report form in the main office.
6. Cover yourself. We are held accountable for the athlete's well-being during the time they are under our supervision. We cannot prevent all accidents and injuries, but we can protect ourselves from lawsuits.
7. Keys: Coaches are held responsible for all keys issued to them. The loaning of keys to students for use in an unsupervised activity or any other purpose is prohibited.

## INJURIES

The program coordinator of each athletic activity is responsible for seeing that all known injuries that occur during practices and games are cared for. Please use the following procedure:

1. Determine the extent of the injury, treating no injury as minor until finding otherwise.
2. If the injury requires medical care, either obtain the services of a doctor in attendance or if no doctor is available, call the ambulance/or rescue unit. (All coaches should know the availability of the nearest telephone and necessary emergency numbers).
3. A school official should accompany the student to the hospital when possible.
4. As soon as possible, contact the student's parents or guardian.
5. File an injury report form in the office providing any required information. ([Appendix 3](#))

## EXTRA CURRICULAR ACTIVITIES PURCHASING

Whenever a coach/sponsor wishes to make a purchase for his/her program, he/she must follow the standard guidelines and procedures required by the school administration:

1. Purchase orders will all be done online and a request must be made and sent to the AD before anything is purchased.
2. Do not initiate any purchase of equipment, supplies, or uniforms without gaining approval from the Activities Director.
3. Any item purchased without prior knowledge given to the Administration makes you liable for the purchase and payment.
4. Do not have merchandise charged to the high school without a **PURCHASE ORDER** for prior approval from the Activities Director.
5. Do not charge on your personal accounts and expect reimbursement without prior approval.
6. Whenever a coach/sponsor orders equipment, supplies, uniforms, or other clothing items that are to be paid for by the students, the coach becomes immediately responsible for collecting any money and submitting to the Activities Office for proper accounting of resale items.

7. Team stores may be ran for each sport through the coach selling tee shirts, sweat shirts, ect. The only things that cannot be sold in the team store are Polos, quarter zips, ect. similar to that in which the booster club sells.
8. The coach/sponsor must account for the use of all equipment, supplies, and uniforms, and therefore take responsibility for any items that are lost or stolen, and detail these items on the inventory sheet.
9. Upon completion of an activity, a list of items needed to be purchased or repaired will be submitted to the Activities Director. All purchase requests must be complete as to size, color, quantity, cost and other details.
10. Requests to the Booster Club must go through the Activities Director.

## MEDIA

Assign a specific person to report the results of all home events immediately after the game. Many media outlets have early deadlines. This is a **MANDATORY** part of your job. **YOUR CHANCES OF BETTER COVERAGE ARE INCREASED WITH MEDIA CONTACT AS SOON AS POSSIBLE!**

### CONTACT INFORMATION

MEDIA OUTLET	PHONE	EMAIL	TWITTER
WGEM-TV (Dave Suggarman)	(217) 209-9688	dsugarman@wgem.com	@David_WGEM
KHQA-TV (Chris Duerr)	(217) 779-7295	cduerr@chestv.com	@ChrisDuerr
Radio Keokuk (Colin Magnuson)	(612) 269-6850	<a href="mailto:colinm@radiokeokuk.com">colinm@radiokeokuk.com</a>	@ChiefSportsLive
WGEM Sportscenter 1440 (Broc Hampsmire)	(217) 440-8348	<a href="mailto:bhampsmire@wgem.com">bhampsmire@wgem.com</a>	@Broc_WGEM
Daily Gate City (Brad Cameron)	(217) 440-4928	<a href="mailto:sports@dailygate.com">sports@dailygate.com</a>	@dailygatesports
Burlington Hawkeye (Matt Levens)	(319) 457-0600	<a href="mailto:mlevins@thehawkeye.com">mlevins@thehawkeye.com</a>	@THE_SportsDept

### WEBSITES

- 1) Iowa High School Music Association [www.ihmsa.org](http://www.ihmsa.org)
- 2) Iowa High School Speech Association [www.ihssa.org](http://www.ihssa.org)
- 3) Iowa Cheer Coaches Association [www.iowacheercoaches.org](http://www.iowacheercoaches.org)
- 4) Iowa High School Athletic Association [www.iahhsaa.org](http://www.iahhsaa.org)
- 5) Iowa Girl's High School Athletic Union [www.ighsau.org](http://www.ighsau.org)
- 6) Iowa Department of Education [www.educateiowa.gov/](http://www.educateiowa.gov/)
- 7) Quik Stats has turned into Varsity Bound and more info on our new system will be given in September/October. There are many options we have with this and it is important once we get set up we keep everything up to date.

# END OF SEASON GUIDELINES/CHECKLIST

Following the completion of each activity, the head coach/sponsor is responsible for the following:

1. Arrange for the systematic return of all school equipment and hold the participant responsible for all equipment not returned.
2. Arrange for cleaning, storing and conducting an inventory of all equipment. Inventory form completed and turned in to the Activities Director.
3. Recommend students who have fulfilled requirements for letters, certificates or special awards. Student lettering record form completed and turned in.
4. Recommend additions and/or improvements for the care and maintenance of facilities and equipment.
5. Recommend to the Administration personnel changes.
6. Submit recommendations for scheduling for next year.
7. Prepare an equipment budget in for the following year. Be sure to include specific information about the equipment item and an approximate cost.
8. Maintain records of team and individual accomplishments. **End of season booklet turned in to the Activities Director.** Be sure to include W-L, record, conference record, scores, any team or individual honors, etc. This information will be on Google Classroom to fill out.
9. Suggestions for improvement of the program. This information will be on Google Classroom to fill out.
10. Provide official recommendations to Activities Director. (REQUIREMENT FROM BOTH UNIONS)

## EXTRA CURRICULAR ACTIVITIES ADMISSIONS

### 1. ADMISSION

Admission To contests:

High School Events -	ADULTS	\$5.00
	STUDENTS	\$5.00

2. **ACTIVITY CARDS** - District students may purchase activity cards that will admit them to home athletic and selected music events. These cards are good for the entire school year including summer activities. Cost is \$40.
3. **SEASON TICKETS** - Adult season tickets are available at the Activities Office.
4. **COMPLIMENTARY TICKETS**
  - a. District Athletic Pass - All full-time employees of the district may receive a district pass admitting themselves.
  - b. Coaches and sponsors will receive a complimentary pass that will admit them and their spouse.
  - c. Pre-School children - Children of pre-school age will be admitted free to home activity events.

**Complimentary tickets, season tickets, and activity cards are not usable for state playoff competition.**

# STUDENT/ATHLETE INCENTIVE PROGRAM

The Activities Department is pleased to announce our new program to encourage student athletes to be better students. Every student that goes out for a sport will have the opportunity to earn incentives for having excellent attendance, good behavior and not failing classes. Each student athlete for in season and out of season can earn incentives by meeting or exceeding the following goals:

1. Do not fail any classes either semester
2. Maintain an attendance rate of at least 95% for the entire school year
3. 0-1 Major referrals for the entire school year
4. Finish the season in good standing

This incentive program will be for all sports, band, choir, cheerleading, dance, and color guard.

Student athletes that meet all three goals will receive the following incentives if they complete their respective sports in good standing:

1. Student Athlete Lanyard or T-shirt at the conclusion of their first sport season where they meet all three goals.
2. A student activity ticket (S.A.T.) for the following school year if all three goals are met for the entire 18-19 school year.
3. For seniors only, if all three goals are met during your senior year, the AD department will award you with a distinguished student-athlete cord to wear at graduation.

## RESPONSIBILITIES OF SPORTSMANSHIP

### THE PLAYER

1. Treats opponents with respect.
2. Plays hard, but within the rules.
3. Exercises self-control at all times, setting the example for others to follow.
4. Respects officials and accepts their decisions without gesture or argument.
5. Wins without boasting, loses without excuses and never quits.
6. Always remembers that it is a privilege to represent the school and community.

### THE COACH

1. Treats own players, and opponents, with respect.
2. Inspires in the athletes a love for the game and the desire to compete fairly.
3. Is the type of person he/she wants the athletes to be.
4. Disciplines those on the team who display unsportsmanlike behavior.
5. Respects the judgment and interpretation of the rules by the officials.
6. Knows he/she is a teacher and understands the athletic arena is a classroom.

### THE SPECTATOR

1. Attempts to understand and be informed of the playing rules.
2. Appreciates a good play no matter who makes it.
3. Cooperates with and responds enthusiastically to cheerleaders.
4. Shows compassion for an injured player; applauds positive performance; does not heckle, jeer or distract players; and avoids use of profane and obnoxious language and behavior.
5. Respects the judgment and strategy of the coach and does not criticize players or coaches for loss of a game.
6. Respects property of others and authority of those who administer the competition.

# STATE OF IOWA ACADEMIC ELIGIBILITY RULE

**Athletics: Language of new rule** (New language is in *italics*)

## **36.15(2)** Scholarship rules.

- a. All contestants must be enrolled and in good standing in a school that is a member or associate member in good standing of the organization sponsoring the event.
- b. All contestants must be under 20 years of age.
- c. All contestants shall be enrolled students of the school in good standing. They shall receive credit in at least four subjects, each of one period or “hour” or the equivalent thereof, at all times. To qualify under this rule, a “subject” must meet the requirements of 281—Chapter 12. Coursework *taken from a postsecondary institution and* for which a school district or accredited nonpublic school grants academic credit toward high school graduation shall be used in determining eligibility. No student shall be denied eligibility if the student’s school program deviates from the traditional two-semester school year.
  - (1) 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.
  - (2) *If at the end of any grading period a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for 30 consecutive calendar days.*
- d. A student with a disability who has an individualized education program shall not be denied eligibility on the basis of scholarship if the student is making adequate progress, as determined by school officials, towards the goals and objectives on the student’s individualized education program.
- e. A student who meets all other qualifications may be eligible to participate in interscholastic athletics for a maximum of eight consecutive semesters upon entering the ninth grade for the first time. However, a student who engages in athletics during the summer following eighth grade is also eligible to compete during the summer following twelfth grade. Extenuating circumstances, such as health, may be the basis for an appeal to the executive board, which may extend the eligibility of a student when the executive board finds that the interests of the student and interscholastic athletics will be benefited.
- f. All member schools shall provide appropriate interventions and necessary academic supports for students who fail or who are at risk to fail, and shall report to the department regarding those interventions on the comprehensive school improvement plan.
- g. A student is academically eligible upon entering the ninth grade.
- h. *A student is not eligible to participate in an interscholastic sport if the student has, in that same sport, participated in a contest with or against, or trained with, a National Collegiate Athletic Association (NCAA), National Junior College Athletic Association (NJCAA), National Association of Intercollegiate Athletics (NAIA), or other collegiate governing organization’s sanctioned team. A student may not participate with or against high school graduates if the graduates represent a*

*collegiate institution or if the event is sanctioned or sponsored by a collegiate institution. Nothing in this sub-rule shall preclude a student from participating in a one-time tryout with or against members of a college team with permission from the member school's administration and the respective collegiate institution's athletic administration. [This is NOT a substantive change; it clarifies the "college squad" rule.]*

i. No student shall be eligible to participate in any given interscholastic athletic sport if the student has engaged in that sport professionally.

j. The local superintendent of schools, with the approval of the local board of education, may give permission to a dropout student to participate in athletics upon return to school if the student is otherwise eligible under these rules.

k. Remediation of a failing grade by way of summer school or other means shall not affect the student's ineligibility. All failing grades shall be reported to any school to which the student transfers.

**MUSIC:**

c. (2) 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 competitive event sanctioned by the IHSMA or any IHSMA sponsored event that is non-graded (event doesn't effect course GPA) within a period of 30 consecutive school days. The period of ineligibility will begin with the first school day following the day grades are issued by the school district

**STARTING DATES 2019-2020**

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

<b>IHSAA Sports</b>	<b>1st Practice Date</b>	<b>1st Competition Date</b>	<b>Eligibility Resumes on THIS Date</b>
Football	August 12	August 29	September 21
Cross Country	August 12	August 26	September 25
Bowling	November 11	November 25	December 25
Swimming	November 11	November 25	December 25
Wrestling	November 18	December 2	January 1
Basketball	November 18	December 2	January 1
Track/Field	February 17	February 17	April 15
Golf	March 16	March 30	April 29
Tennis	March 16	March 30	April 29
Soccer	March 16	April 2	May 2
Baseball	May 4	May 25	June 24

<b>IGHSAU Sports</b>	<b>1st Practice Date</b>	<b>1st Competition Date</b>	<b>Eligibility Resumes on THIS Date</b>
Cross Country	August 12	August 26	September 25
Swimming	August 12	August 26	September 25
Volleyball	August 12	August 26	September 25
Basketball	November 11	November 22	December 22
Bowling	November 11	November 25	December 25
Track/Field	February 17	February 17	April 15
Golf	March 16	March 30	April 24
Tennis	March 16	March 30	April 24
Soccer	March 23	April 6	May 6
Softball	May 4	May 25	June 24

\* Check Web sites of IHSAA ([www.iahssaa.org](http://www.iahssaa.org)) or IGHSAU ([www.ighsau.org](http://www.ighsau.org)) to make sure these dates have not changed.



# PROFESSIONAL “COACHING” LEAVE GUIDELINES

The following head coaches would receive a “professional day,” to attend the Iowa State Tournament or an agreed upon “replacement tournament/event.”

Head Football	Football Playoff (Friday)
Head Volleyball	Volleyball State Tourney (Day--their choice)
Head Boys Basketball	Boys State Tournament (Day--their choice)
Head Girls Basketball	Girls State Tournament (Day--their choice)
Head Wrestling	Most years, “replacement tourney” (example would be a day for the NCAA tournament)

The following guidelines would be used for the Drake Relays, for track coaches to receive a “professional day.”

Head Track Coach	Has preference, to attend with athletes (if they desire to do so)
Assistant Coaches	If they are the position coach and athletes are participating on a school day.
Limit on this per year	Two coaches (note: one athlete participating, one coach.)

The following guidelines would be used for head coaches and their coaching staff for professional clinics.

Head Coaches	Would receive \$200 for clinic use, if they attend on their own.
Coaching Staff	If head coach wants to include his/her staff, they would get \$200.00, plus \$85 per assistant coach that attends the clinic. (Limit \$540)
Professional Dues	This only will include registration fees. The school would pay staff and/or dues to the state (of Iowa) coaching association.

The following guidelines would be used for an employee in our district who works at a state sponsored event, as an official or some other paid position:

- Employee Would be granted a personal day at the cost of a sub. Any money earned by the employee would be their money----no reimbursement to the school.

## E. WAYNE COOLEY AWARD

The E. Wayne Cooley Scholarship Award was established in 1993 as a tribute to the man who served as Executive Director of the Iowa Girls’ High School Athletic Union from 1954 through 2002. The recipient of this award is recognized as being representative of the most elite of the superlative Iowa Girl, not only on the playing field, but also in the classroom, in her school and in her community. Her profile will reflect discipline, perseverance, character, citizenship and leadership, which personified the life and expectations of E. Wayne Cooley.

Each high school is limited to one nomination. It is the responsibility of the local school to determine how the nominee is selected. The criteria for the award are as follows:

- Cumulative High School GPA of at least 3.75 on a 4.0 scale (or equivalent)

- Minimum ACT score of 25
- Must have participated in at least two sports each year of high school
- Shall have earned at least one varsity letter in a minimum of two sports
- Must be enrolled full-time in an IGHSAU member school
- Must be an Iowa resident
- Must attend an Iowa college or university
- Must have a minimum 2.5 GPA throughout her college career

Six finalists will be selected from the submitted applications for personal interviews with the selection jury in late January or early February.

Five finalists will receive a \$1,000 scholarship grant. The E. Wayne Cooley Scholarship Award winner will receive a \$15,000 scholarship (\$3,750 annually). All nominees will receive a plaque commemorating their nomination by their school.

## **BERNIE SAGGAU AWARD**

This award is presented annually to the graduating student who best exemplifies patriotic spirit, with strong religious and moral convictions, living and professing the qualities of honesty, integrity, and sportsmanship; believing that both games and life should be conducted by the rules.











# KEOKUK COMMUNITY SCHOOLS ACTIVITIES END OF SEASON REPORT

Year \_\_\_\_\_

Activity/Sport \_\_\_\_\_

Head Coach/Sponsor \_\_\_\_\_

Assistants \_\_\_\_\_

Season Record \_\_\_\_\_

Conference Record \_\_\_\_\_

1. Team Honors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Individual Honors:

Captains: \_\_\_\_\_

Most Valuable: \_\_\_\_\_

Most Improved: \_\_\_\_\_

All Conference: \_\_\_\_\_

All District: \_\_\_\_\_

All State: \_\_\_\_\_

All Academic: \_\_\_\_\_

Other: \_\_\_\_\_

3. Areas of Strength: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Areas Needing Improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Coach/Sponsor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Activities Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# KEOKUK COMMUNITY SCHOOLS ACTIVITIES COACHING EVALUATION

## GOALS

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Activity: \_\_\_\_\_

1. What is your coaching philosophy?

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2. What are your goals for this season?

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3. How will your goals improve upon the weaknesses and emphasize the strengths?

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4. What do you need from the AD to be successful?

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# KEOKUK COMMUNITY SCHOOLS ACTIVITIES HEAD/COACH/SPONSOR EVALUATION FORM

Coach: \_\_\_\_\_

Sport/Activity: \_\_\_\_\_

Date: \_\_\_\_\_

## **Evaluation Rating Scale:**

- 1      Excellent
- 2      Above Average
- 3      Satisfactory
- 4      Below Average
- 5      Unsatisfactory
- N/A   Not Observed

## **A. ADMINISTRATIVE RESPONSIBILITIES:**

	Cooperates with athletic office regarding preseason paperwork (rosters, eligibility, health forms, etc.) prior to first practice. A.1
	Communicates with assistant coaches in regards to roles, duties, and expectations. A.2
	Cooperates with requests for information from the athletic office on time. A.3
	Abides by all relevant Board of Education policies, administrative, and IHSAA/IGHSAU or other governing body guidelines. A.4
	Recommends scheduling and officiating requests to the Activities Director. A.5
	Follow proper budget, purchase order, and other business procedures. A.6
	Maintains and updates team and individual records. A.7
	Supervises practice area and locker room when athletes are present. A.8
	Publicizes team and individual accomplishments to the media and school. A.9
	Demonstrates care of school facilities and equipment. A.10
	Prepares a detailed inventory of team equipment and updates it after each season. A.11
	Submits end-of-season list of award winners at least one week prior to the team banquet. A.12

## **B. RELATIONSHIPS:**

	Demonstrates enthusiasm for working with high school student athletes. B.1
	Communicates effectively with athletes and parents. B.2
	Establishes and maintains good rapport with faculty, administration, and coaching staff. B.3
	Promotes all school activities and encourages students to participate in a variety of activities. B.4

	Maintains cooperative relations with the media regarding team information, statistics, and interviews. B.5
	Keeps commitments and is punctual. B.6
	Shows an interest in the academic experiences of participants. B.7
	Supports team as well as individual accomplishments. B.8
	Works with coaches at levels below high school to develop athletes. B.9

**C. COACHING PERFORMANCE:**

	Conducts self in a professional and sportsmanlike manner at all times. C.1
	Teaches the fundamental philosophy, skills, and knowledge essential to the activity. C.2
	Develops a well-organized practice schedule with specific objectives for each practice. C.3
	Uses personnel and strategies effectively in games. C.4
	Praises athletes for positive performances. C.5
	Offers constructive criticism for poor performances. C.6
	Maintains effective individual and team discipline at practice and in games. C.7
	Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad. C.8
	Team's performance reflects enthusiasm, motivation, proper fundamentals, and sportsmanship. C.9
	Learns new strategies and trends in the sport by attending clinics and reading coaching publications. C.10

ACTIVITIES DIRECTOR'S COMMENTS: \_\_\_\_\_

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# AWARD OF ATHLETIC LETTERS

Keokuk High School offers athletes the opportunity to be awarded the right to wear and keep the “Honor K” in the following sports: Football, Cross Country, Basketball, Baseball, Bowling, Track, Golf, Tennis, Wrestling, Softball, Swimming, Volleyball, and Cheerleading, Dance. Vocal and Band. The right to wear “Honor K” is awarded to those athletes who earn the required points according to the point system for each sport and have the coach’s recommendation.

The right to wear a “Headdress” is awarded to students who have excelled in their particular activity. the criteria for earning a Headdress will be spelled out for each activity. It will include earning so many points and/or earning all-conference, district or state honors.

## 1. Awards System

A. Participation certificates for non letter winners

B. Letterwinners

1. First time letter winner—“Honor K”, certificate, and insert
2. All other letter winners (after first time)--certificate, bar

C. Headdress

1. First Headdress--headdress/Certificate
2. All other Headdresses--Certificate

D. Senior Award/Plaque

1. Lists activities that student lettered in, plus number of years lettered
2. Includes number of Headdresses received
3. Awarded to student earning four or more letters/Headdresses combination.

# BAND MUSIC LETTER

A Total of 200 points must be earned.

Must have attended at least 80% of all required events (no excuses accepted).

Must have passed the band class every semester.

Headaddresses will be awarded for acceptance into the All-State Band, 11-12 SEIBA District Honor Band, Best of Center at Solo Contest, or with the accumulation of 1200 points your senior year.

If 200 points are accumulated in a year, the player will start the next year with 0 points.

Only one letter will be awarded per year.

## Point System:

Jazz Ensemble Performance	30
Jazz Ensemble Contest	40
All-State Auditions	30
All-State Participant	60 (30 for alternate)
Honor Band Auditions	25
Honor Band Participant	50
Solo Entry at Contest	50
Ensemble Entry at Contest	40
Pep Band Performance	25
Band Staff	30
Senior Drum Major	50
Junior Drum Major	30
Marching Band Section Leader	30
Symphonic Band Principal	20
Pit Orchestra	50
Attending Band Concerts	20
Attending Rock/Pop Concert	10
SEIBA Auditions	20
SEIBA Member	40
CCCB Performance	25
Show Choir Combo Member	50
Other Instrumental Performance	25
Four-year Band Member	80
Other points given on a case by case basis	varies

The final decision on lettering will be made by the Band Director and the Activities Director.

Color Guard members may letter by attending at least 80% of rehearsals and being at all required performances.

## GUIDELINES FOR DUAL PARTICIPATION

1. State contest - sponsored by state association
2. Contest where 8 or more schools are involved
3. Local Tournament
4. Contest where score is kept
5. Scheduled music concert - plays
6. Regularly scheduled practice
7. Performance for entertainment
8. Emergency practice

Freshmen and sophomores who elect to participate in marching band and football will march with band at home games unless they have earned a position on the varsity squad.



# BASKETBALL LETTER AWARD

A total of 180 points must be earned.

Points are earned as follows:

5 points for each quarter of varsity competition.

20 points for reporting regularly for practice and abiding by training rules in the judgment of the coaches.

45 points scored for being a member of a squad that is conference champion, or qualifies for state, but not for both.

100 points for completing 4 years of service, provided 180 points have not been accumulated during that time.  
(No service letter awarded after 180 points have been earned)

Headdress is awarded to those placing on first or second All Conference Teams, or higher.

If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

A player who participates in 75% of eligible varsity quarters may be considered for a varsity letter. This applies to a player who participates on both JV and Varsity teams, where varsity quarters are limited by state guidelines.

Final decision for lettering of an injured athlete rests with the head coach.

If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn't include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

# BOWLING LETTER AWARD

A total of 180 points must be earned.

Points are earned as follows:

15 points for each quarter of varsity competition.

20 points for reporting regularly for practice and abiding by training rules in the judgment of the coaches.

45 points scored for being a member of a squad that is conference champion, or qualifies for state, but not for both.

100 points for completing 4 years of service, provided 180 points have not been accumulated during that time.  
(No service letter awarded after 180 points have been earned)

Headdress is awarded to those placing on first or second All Conference Teams, or higher.

If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

Final decision for lettering of an injured athlete rests with the head coach.

If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn't include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

# CHEERLEADING LETTER AWARD

A total of 275 points must be earned (fall)  
A total of 375 points must be earned (winter)  
\*\*725 Points to secure spot next year.

## EARNING OF POINTS:

- 5 Attend practice on time
- 5 Cheer at a game scheduled to cheer at
- 5 Sub for someone at a game
- 5 Cheer at extra game
- 5 Putting posters up for sport teams around school
- 15 Make up dance for team to perform
- 10 Meeting fundraising goal in spring  
(Fundraiser effectively participated in equals 10 pts)

## LOSING OF POINTS:

- TBD Trouble with the law and or school for any reason other than minor violations (includes- but not limited to- MIP, drugs, vandalism, theft, tobacco, fighting etc.)- You will be docked the points from the activities you missed during ineligible time period
- 5 Being suspended from school (ISS or OSS)
- 5 Not finding a sub and missing game (this is for any reason including- but not limited to- **sickness**, work, family plans, etc.) **This includes school related events. Find a sub!**
- 5 Per game ineligible for grades
- 5 School detentions or any other problem with school officials
- 5 Showing disrespect to coaches (by attitude, body language, voice tone, etc.)
- 5 Don't wear assigned outfit to school on game day
- 5 Miss practice for any unexcused reason! (This excludes school events approved by the coaches)
- 5 Failure to follow rules concerning jewelry, body glitter, fingernails, and hair tied back
  - a. Second offense-one game/meet suspension
  - b. Third and subsequent offenses-two week game/meet suspension
- 5 Miss a team meeting for any reason!
- 5 Inappropriate behavior at any game (includes but not limited to: talking to crowd, not listening to captain, standing against wall, not being back from halftime at right time)
- 5 Not looking "made-up" for games- hair done and bow in is included
- 3 Tardy for practice or games (this is even 1 minute tardy and includes transportation leaving times!)
- 3 Receiving a negative progress report
- TBD Conduct detrimental to squad or school

**Dismissed from team-** After 10 absences or 10 tardies the cheerleader will be removed from the squad. However, they may try back out for the squad at the next tryout process.

# CROSS COUNTRY LETTER AWARDS

A total of 180 points must be earned.

Points are earned as follows:

## Meets with 2-5 schools

1st place	200 points	11th place	100 points
2nd place	190 points	12th place	90 points
3rd place	180 points	13th place	80 points
4th place	170 points	14th place	70 points
5th place	160 points	15th place	60 points
6th place	150 points	16th place	50 points
7th place	140 points	17th place	40 points
8th place	130 points	18th place	30 points
9th place	120 points	19th place	20 points
10th place	110 points	20th place	10 points

## Large Meets with 6 or more schools

1st place	300 points	19th place	120 points
2nd place	290 points	20th place	110 points
3rd place	280 points	21st place	100 points
4th place	270 points	22nd place	90 points
5th place	260 points	23rd place	80 points
6th place	250 points	24th place	70 points
7th place	240 points	25th place	60 points
8th place	230 points	26th place	50 points
9th place	220 points	27th place	45 points
10th place	210 points	28th place	40 points
11th place	200 points	29th place	35 points
12th place	190 points	30th place	30 points
13th place	180 points	31st place	25 points
14th place	170 points	32nd place	20 points
15th place	160 points	33rd place	15 points
16th place	150 points	34th place	10 points
17th place	140 points	35th place	5 points
18th place	130 points		

## Separate scoring for State Meet

1st place	600 points	15th place	460 points
2nd place	590 points	16th place	450 points
3rd place	580 points	17th place	440 points
4th place	570 points	18th place	430 points
5th place	560 points	19th place	420 points
6th place	550 points	20th place	410 points
7th place	540 points	21st place	400 points
8th place	530 points	31st place	300 points
9th place	520 points	41st place	200 points
10th place	510 points	51st place	100 points

11th place  
12th place  
13th place  
14th place

500 points  
490 points  
480 points  
470 points

60th place

10 points

10 points for running on varsity for each meet.

20 points for reporting regularly for practice and abiding by the training rules in the judgment of the coach.

60 points for participating for two years only as a senior

100 points for participating for three or four years and still needs points for his letter, he/she may receive 100 points in his/her senior year.

100 points for being a member of a varsity squad that wins the Conference Meet, Regional/District Meet.

1100 points must be earned to receive a Trojan Head.

If 180 points or more are earned or accumulated during a season, the participant must start the next season with no points.

If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

Final decision for lettering of an injured athlete rests with the head coach.

If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn't include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

# FOOTBALL LETTER AWARD

A total of 180 points must be earned

Points are earned as follows:

10 points for each quarter of varsity participation.

20 points for reporting regularly for practice and abiding by training rules in judgment of coaches.

45 points for being a member of varsity squad that is conference champion or qualifies for play-offs, but not for both.

100 points for the completion of 4 years service, provided 180 points have not been accumulated during this time. No service letter awarded letter after 180 points have been earned.

Headress is awarded to those placing on first or second All Team Conference Teams, or higher.

If 180 points or more are earned or accumulated during season, the participant must start the next season with no points.

If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

A player who participates in 75% of eligible varsity quarters may be considered for a varsity letter. (This applies to a player who participates on both JV and Varsity teams, so varsity quarters are limited, by state guidelines.)

Final decision for lettering of an injured athlete rests with the head coach and Activities Director.

If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn't include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

# GOLF LETTER AWARD

A total of 180 points must be earned.

## INDIVIDUAL

10 points	Participate in a varsity meet
15 points	Participate in a varsity tournament
	**If a player's score is used towards the team's total, that player will receive an additional 10 points.
20 points	Medalist of a match/triangular
25 points	Place or medal in a tournament
30 points	Runner-up of an Invitational/Sectionals/Districts
40 points	Medalist of a tournament/invitational
50 points	Medalist of SEC Tournament/Sectionals/Districts
150 points	Runner up State Tournament
200 points	Medalist of State Tournament
100 points	4 years participation if not previously lettering
	4 years participation and not previously lettered. Good standing/good conduct Seniors may letter.

## TEAM

10 points	Each varsity golfer who participates in a victories match/triangular
20 points	Each varsity golfer who participates on a team placing 1st at an invitational/tournament
25 points	Each golfer who participates on a runner up team of SEC Tournament/Districts/Sectionals
30 points	SEC/Sectionals/Districts Champions
100 points	State Champions

## Headdress

500 points must be accumulated to obtain a Headdress

# **SOCCER LETTER AWARD**

A total of 180 points must be earned.

Points are earned as follows:

10 points for each half of varsity competition.

15 points for reporting regularly for practice and abiding by training rules in the judgment of the coaches.

45 points scored for being a member of a squad that is conference champion, or qualifies for state, but not for both.

100 points for completing 4 years of service, provided 180 points have not been accumulated during that time. No service letter awarded after 180 points have been earned.

Headress is awarded to those placing on first or second All Conference Teams, or higher.

If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

A player who participates in 80% of eligible varsity halves may be considered for a varsity letter. (This applies to a player who participates on both JV and Varsity teams, so varsity halves are limited, by state guidelines.)

Final decision for lettering of an injured athlete rests with the head coach and the Activities Director.

If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn't include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.



# SOFTBALL AND BASEBALL LETTER AWARD

A total of 180 points must be earned.

Points are earned as follows:

2 points for each inning of competition.

10 points for each completed inning pitched.

20 points for reporting regularly for practice and abiding by training rules in the judgment of the coach.

45 points for being a member of a squad that is conference champion, or qualifies for state, but not for both.

100 points for completing 4 years service, provided 180 points have not been accumulated during that time. No service letter awarded after 180 points have been earned.

Headdress is awarded to those placing on first or second All Conference Teams, or higher.

If 180 points or more are earned or accumulated during a season, the participant must start the next year with no points.

If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

Final decision for lettering of an injured athlete rests with the head coach.

If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn't include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

# SPEECH LETTER AWARDS

## **Speech Points**

300 points for a Choir Letter  
1300 points for a Headdress  
Points will carry over year to year

## **Performances:**

### **Leadership:**

Speech President 20  
Librarian 20  
Section Leader 10  
Accompanist 10 per performance  
Choreography 10 per number

### **Miscellaneous:**

Contest Worker 25

### **Honors:**

All-State Auditions 50

### **Solo Contest:**

Ensemble 20 (III) 40 (II) 60 (I)  
Solo 30 (III) 40 (II) 50 (I)  
Best of Center (75)

# SWIMMING LETTER AWARD

A total of 180 points must be earned.

Points are earned as follows:

Major Meets ---- (4) or more schools (includes District and Conference)

1st place.....150 points	Relays.....100 points	Medley Relay.....75-75-100-150
2nd place.....140 points	Relays..... 80 points	Medley Relay.....50-50-80-140
3rd place.....120 points	Relays.....65 points	Medley Relay.....40-40-65-120
4th place.....90 points	Relays.....50 points	Medley Relay.....30-30-50-90
5th place.....70 points	Relays.....40 points	Medley Relay.....25-25-40-70
6th place..... 50 points	Relays.....30 points	Medley Relay.....20-20-30-50

Quadrangular ---- (4) schools

1st place..... 110 points	Relays..... 70 points
2nd place..... 90 points	Relays..... 50 points
3rd place..... 70 points	Relays..... 30 points
4th place..... 50 points	
5th place..... 35 points	

Triangular ---- (3) schools

1st place..... 50 points	Relays..... 25 points
2nd place..... 30 points	Relays..... 20 points
3rd place..... 20 points	
4th place..... 10 points	

Dual ---- (2) schools

1st place..... 40 points	Relays..... 20 points
2nd place..... 25 points	
3rd place..... 15 points	

State Meet

1st place..... 400 points	Relays..... 300 points
2nd place..... 360 points	Relays..... 270 points
3rd place..... 320 points	Relays..... 240 points
4th place..... 260 points	Relays..... 220 points
5th place..... 220 points	Relays..... 200 points
6th place..... 180 points	Relays..... 180 points

20 points shall be earned by reporting regularly to practice and abiding by training rules, on the judgment of the coaches.

To earn a Headdress an athlete must score 1500 or more points.

If 180 points or more are earned or accumulated during a season, the participant must start the next season with no points.

If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

Final decision for lettering of an injured athlete, rests with the head coach.

If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn't include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

Only 90 points earned in a Freshmen/Sophomore may be applied toward a letter.

# TENNIS LETTER AWARD

A total of 180 (boys) 144 (girls) points must be earned.

## Points are earned as follows:

20 points are earned for reporting regularly for practice and abiding by the training rules in the judgment of the coach.

2 points for each game won in each match

1 point for each exhibition match

### Example:

Wins 6-2; 2-6; 6-3; 28 points

Loses 6-3; 7-5; 16 points

Loses 6-0; 6-0; 0 points

100 points scored for the completion of four year service, providing 180 (boys) 144 (girls) points have not been accumulated prior. No service letter awarded after 180 (boys) 144 (girls) points have been earned.

A Headdress may be awarded after an accumulation of 400 (boys) 320 (girls) points in a season.

If 180 (boys) 144 (girls) points are earned or accumulated during a season, that participant must start the next season with no points.

If 180 (boys) 144 (girls) points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

Final decision for lettering of an injured athlete rests with the head coach and the Activities Director.

If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn't include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

# TRACK LETTER AWARD

A total of 180 points must be earned.

Points are earned as follows:

Major Meets ---- (5) or more schools (includes District and Conference)

1st place.....150 points	Relays.....100 points	Medley Relay.....75-75-100-150
2nd place.....140 points	Relays..... 80 points	Medley Relay.....50-50-80-140
3rd place.....120 points	Relays.....65 points	Medley Relay.....40-40-65-120
4th place.....90 points	Relays.....50 points	Medley Relay.....30-30-50-90
5th place.....70 points	Relays.....40 points	Medley Relay.....25-25-40-70
6th place..... 50 points	Relays.....30 points	Medley Relay.....20-20-30-50

Quadrangular ---- (4) schools

1st place..... 110 points	Relays..... 70 points
2nd place..... 90 points	Relays..... 50 points
3rd place..... 70 points	Relays..... 30 points
4th place..... 50 points	
5th place..... 35 points	

Triangular ---- (3) schools

1st place..... 50 points	Relays..... 25 points
2nd place..... 30 points	Relays..... 20 points
3rd place..... 20 points	
4th place..... 10 points	

Dual ---- (2) schools

1st place..... 40 points	Relays..... 20 points
2nd place..... 25 points	
3rd place..... 15 points	

State Meet or Drake Relays

1st place..... 400 points	Relays..... 300 points
2nd place..... 360 points	Relays..... 270 points
3rd place..... 320 points	Relays..... 240 points
4th place..... 260 points	Relays..... 220 points
5th place..... 220 points	Relays..... 200 points
6th place..... 180 points	Relays..... 180 points

20 points shall be earned by reporting regularly to practice and abiding by training rules, on the judgment of the coaches.

To earn a Headdress an athlete must score 1500 or more points.

If 180 points or more are earned or accumulated during a season, the participant must start the next season with no points.

If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

Final decision for lettering of an injured athlete, rests with the head coach.

If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn't include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

Only 90 points earned in a Freshmen/Sophomore may be applied toward a letter.

# VOLLEYBALL LETTER AWARD

A total of 180 points must be earned.

## Points are earned as follows:

5 points for each game of varsity competition.

20 points for reporting regularly for practice and abiding by training rules in the judgment of the coaches.

45 points scored for being a member of a squad that is conference champion. or qualifies for state, but not for both.

100 points for completing 4 years of service, provided 180 points have not been accumulated during that time. No service letter awarded after 180 points have been earned.

Headdress is awarded to those placing on first or second All Conference Teams, or higher.

If 180 points or more are earned or accumulated during a season, the participant must start the next season with no points.

If 180 points are not earned in one season, those that are earned will be carried over to the next season or seasons until enough points are earned for a letter.

Final decision for lettering of an injured athlete, rests with the head coach.

If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn't include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.

# VOCAL MUSIC LETTER AWARDS

## **Vocal Music Points**

300 points for a Choir Letter  
1300 points for a Headdress  
Points will carry over year to year

## **Performances:**

Fall Vocal Concert 20  
Winter Concert 20  
Late Winter Concert 20  
Spring Vocal Concert 20  
State Large Group Contest 20

## **Show Choir:**

Fall Vocal Concert 20  
Power City Classic  
State Show Choir Contest 20

## **Honors:**

All-State Auditions 50  
All-State Chorus 100  
Opus Auditions 20  
Opus Honor Choir 50  
Chamber Choir member 10 per semester

## **Solo Contest:**

Ensemble 20 (III) 40 (II) 60 (I)  
Solo 30 (III) 40 (II) 50 (I)  
Best of Center (75)

## **Musical:**

Lead 60  
Supporting Lead 50  
Chorus/Pit 40  
Crew 30

## **Leadership:**

Choir President 20  
Librarian 20  
Section Leader 10  
Accompanist 10 per performance  
Choreography 10 per number

## **Miscellaneous:**

Contest Worker 25  
National Anthem 5 per

# WRESTLING LETTER AWARD

A total of 180 points must be earned.

Points are earned as follows:

Varsity Tournaments 3 or more schools (including Conference, Sectional, & District Tournaments)

10 points..... Representing varsity squad

90 points..... Fourth Place\*

110 points..... Third Place\*

140 points..... Second Place\*

150 points..... First Place

\*must score team points in sectional tournaments

Dual - 2 schools

10 points..... Representing Varsity Squad

15 points..... Draw (tie)

40 points..... First Place

State Meet or a Varsity Tournament of 12 or more schools

10 points..... Representing Varsity Squad

180 points..... To Place

20 points for each pin in varsity competition

To earn a Headdress a wrestler must score 900 points or more.

If a boy has participated for 4 years and still needs points for his first letter, he may receive 100 points in his senior year.

If 180 points or more are earned or accumulated during a season, the participant must start the next season with no points.

If 180 points are not earned in one season, those that are earned will be carried over to the following year.

If for any reason, other than physical disability or sickness, a squad member is dismissed or quits the squad, he will lose all points earned to date.

Final decision for lettering of an injured athlete rests with the head coach and the Activities Director.

If for any reason, other than physical disability or sickness, a squad member is dismissed or quits (this doesn't include serving a Code of Conduct violation) the squad, he/she will lose all points earned to date.