

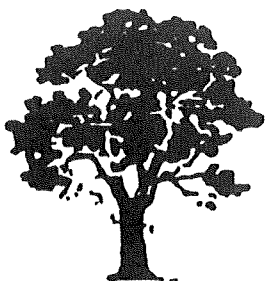
Item 6.1.3 Consideration of Student Handbooks, Coaches Handbooks, Activities Handbooks for 2013 – 2014

BACKGROUND INFORMATION: Additional handbook updates are available for consideration this evening. Enclosed are items from Jeff Spotts, Director of Activities for handbooks affecting coaches/sponsors and activities in general. Also enclosed are those handbook changes provided by Nate Perrien, Middle School Principal.

Handbook changes for the high school will be included as they become available.

The Directors are asked to consider the changes as presented and then adopt the handbooks for the 2013 – 2014 school year.

SUGGESTED BOARD ACTION: (to be determined)



Red Oak Community School District

2011 N. 8th Street

Red Oak, Iowa 51566

(712) 623-6600

www.redoakschooldistrict.com

6.18.2013

To: Board of Directors

From: Jeff Spotts: Assistant Principal/Activities Director

Subject: Coaching Handbook 2013-2014 Updates

The Activities Department recommends the following summary of changes to the Athletic Coaching Handbook for the 2013-2014 school year.

1. Policies & Procedures – pg. 7

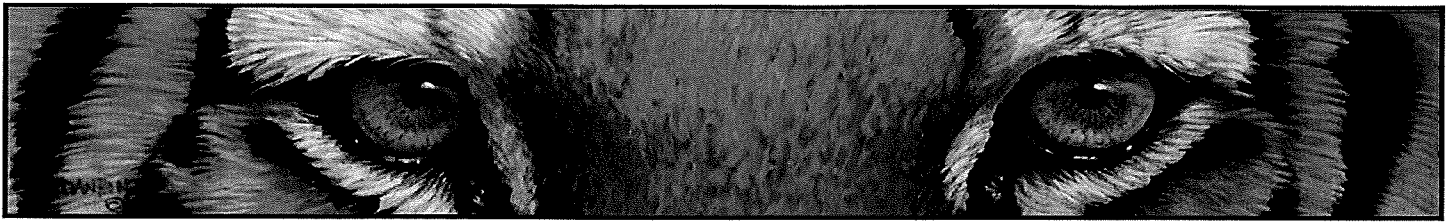
- All head coaches must complete end-of-season forms & checklist found in appendix
- All head coaches must attend a post-season conference with AD no later than 3 days after season is completed – see appendix
- See Appendix for all required forms

Appendix has been added

- Preseason Checklist for Head Coach
- Requisition Form
- Equipment List
- Roster Form
- Scheduling Form
- Academic Progress Report
- Picture Day
- Head Coach Evaluation Form
- Assistant Coach Evaluation Form
- End of Season Duties
- Supervision
- Postseason Conference
- Season Record Forms
- End of Season Checklist
- Student Athlete Program Survey

Sincerely,

Jeff Spotts



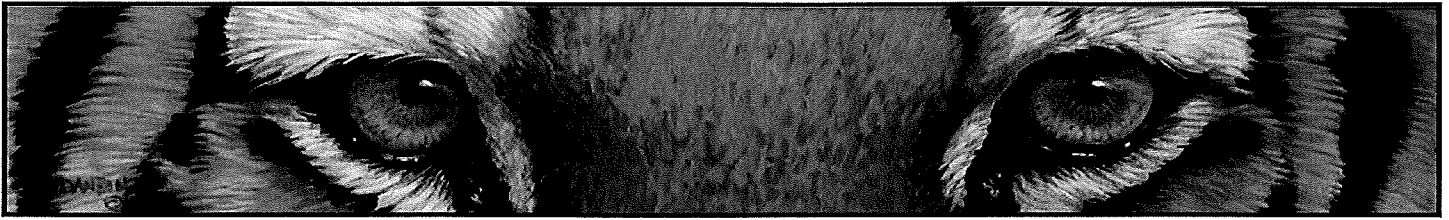
Red Oak High School Activities Department 2013-2014

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Red Oak Community Schools Dean of Students & Activities Director
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Red Oak High School Activities Department 2013-2014

Unified Professionals . . . Focused on Student Learning . . . Committed to Higher Expectations

Integrity
Respect

Sportsmanship
Accountability
Determination

Communication
Loyalty
Heart

Dedication
Self-Discipline

Expectations of Red Oak Coaches:

Individuals and teams should participate and compete in a manner that positively reflects on our school and community.

- Coaches shall set a proper example and maintain a professional, respectful attitude toward athletes, opposing coaches, assistants, fans, and game officials.
- Any display of disrespect on the athletic field or playing floor, during or following contests should be avoided.
- Coaches shall develop standards of sportsmanship and model them.
- Coaches are educators first; you are teaching when coaching.

Participation in activities should promote the personal development of each student-athlete.

- Coaches shall enhance the character development of student-athletes.
- Coaches will implement training methods that prepare athletes both physically and mentally.
- Coaches shall provide for the general welfare of student-athletes.
- Coaches will emphasize academics “first”.

Learning to do one’s best is a worthwhile educational goal but an obsession with winning, is detrimental to school programs and the student-athlete.

- Coaches shall distinguish between an emphasis on competition and over emphasis on winning.
- Coaches shall view contests in their proper perspective and cause others to do the same. The coach must stimulate a desire to win as well as teach student-athletes the benefits of competing regardless of the outcome.
- It is “how you compete” that is most important.
- Coaches should allow time for reflection by both athletes and staff the practice day following a competition. Review together what you need to improve on and what you did well. Adjust practices accordingly.

The opportunity to participate shall be offered to all students regardless of race, color, sex, national origin, religion, and disability.

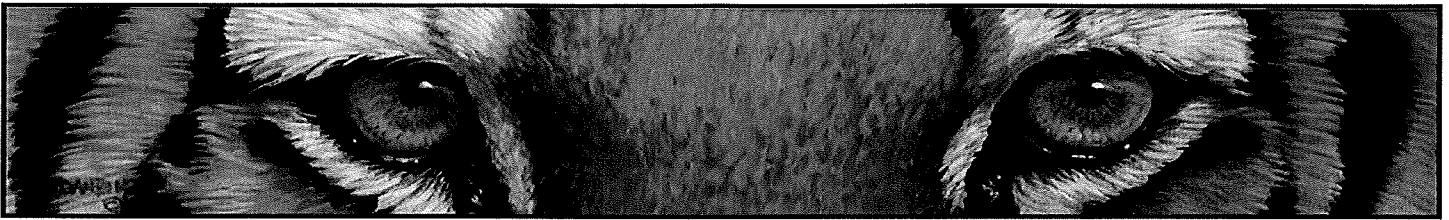
- Coaches shall encourage students to participate at all levels inviting them to be a part of a program in some capacity.

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THE STUDENT ATHLETE'S BILL OF RIGHTS

ALL STUDENTS HAVE THE RIGHT...

1. To take part in the activities of their choice, free from the pressure of ridicule of those who would have they choose another.
2. To be coached by persons who are professional in their conduct.
3. To be provided the equipment and protection necessary to enable them to participate safely.
4. To expect their chosen activities to be treated with the same dignity and respect as other school activities.
5. To be coached by persons who have more interest in the students, their well-being, and their development than they do in winning or personal goals.
6. To engage in competition at a level they can enjoy.
7. To have an atmosphere free from alcohol, drugs, and foul language.
8. To be free of pressures from coaches to participate or practice illegally.
9. To be free of pressure to participate in camps, clinics, or outside teams in order to be part of the school team.
10. To promote team memberships, school pride, fair participation and crowd sportsmanship.

Multicultural/Gender Fair Education

Students will have an equal opportunity for a quality education without discrimination, regardless of their race, religion, socioeconomic status, color, sex, marital status, national origin, creed, sexual orientation, gender identity, or disability.

The education program is free of discrimination and provides equal opportunity for the students. The education program will foster knowledge of, respect, and appreciation for the historical and contemporary contributions of diverse cultural groups, as well as men and women, to society. Special emphasis is placed on Asian-Americans, African-Americans, Hispanic-Americans, and persons with disabilities. It will also reflect the wide variety of roles open to both men and women and provide equal opportunity to both sexes.

Non-Discrimination Notification Statement

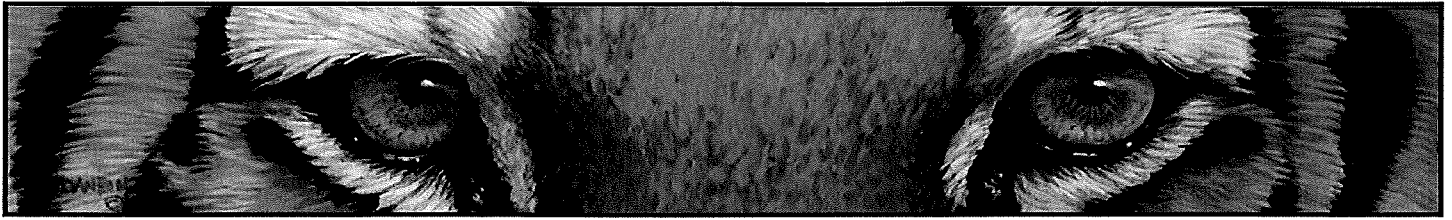
The board will not discriminate in its educational activities based on race, color, national origin, creed, religion, sex, disability, sexual orientation, gender identity, or marital status. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the school district to subscribe to all applicable federal and state laws, executive orders, rules, and regulations pertaining to contract compliance and equal opportunity. The board is

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committed to the policy that no otherwise qualified person will be excluded from educational activities on the basis of race, color, national origin, creed, religion, sex, marital status, sexual orientation, gender identity, or disability. Further, the board affirms the right of all students and staff to be treated with respect and to be protected from intimidation, discrimination, physical harm, and harassment.

COORDINATION OF PROGRAMS

The Middle School Athletic program should follow the basic principles determined important by the Varsity Head Coach, Middle School Coach, Middle School Principal, and the Athletic Director. The Varsity Head Coach is responsible for the leadership and direction of 7th grade through Varsity - one program.

All Athletic Programs shall provide:

1. Training for physical and mental development.
2. A positive environment for learning.
3. A strong emphasis on learning the appropriate fundamentals of a sport.
4. An opportunity for game participation by all who meet academic and good conduct expectations.
5. Emphasis on life skills and teamwork.

POLICIES AND PROCEDURES:

Specific responsibilities for coaches:

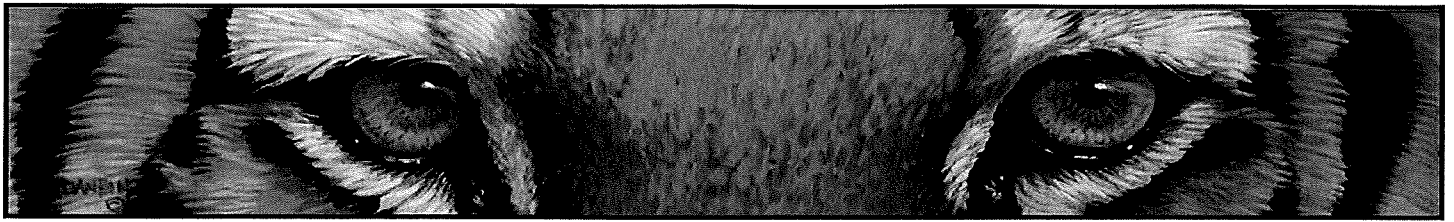
- Coaches will collect all physical and insurance forms before athletes are allowed to practice. Use the provided check-off forms from the Activity Office to facilitate efficiency and most of all safety. While fall coaches will collect a majority of these forms, other coaches must verify that students have fulfilled these requirements with the Activity Office before they begin practice. In order to participate, the athlete must have on file in the high school principal's office or middle school principal's office the following:
 - Current physical form.
 - A signed insurance waiver and parent permission form.
 - Concussion Form
- All coaches must attend the state rules meeting for the sport that they are coaching and turn in the form that provides verification of their participation to the AD office.
- All coaches must attend a monthly coaches meeting that will take place on the last Wednesday of every month in the Athletic Conference room at 7:15am – 7:45am

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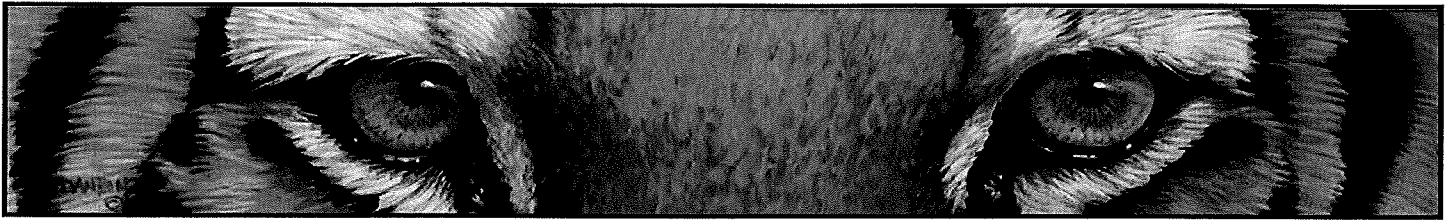
- The coach will create parent/athlete handbooks that explain philosophy, goals, team rules, Good Conduct Policy, expectations, etc. A copy should be submitted to the A.D. for approval prior to printing and before the Parent Meetings.
- The coach will organize and conduct middle school (when applicable) and high school Parent Meetings in the high school auditorium.
- Handbooks will be reviewed, worker sign-ups, and apparel orders will take place at this time. Parent meetings = opportunities for communication.
- The coach shall provide in writing any additional team rules to the Athletic Director for approval.
- The coach shall communicate timely information to the media - see attached media sheet. Accurate statistics must be kept. Girls/Boys coaches for select sports will be required to submit stats by two mandatory dates (middle and end of season) to quikstats.com. If coaches fail to comply by the second deadline, they will not be allowed to coach in the postseason tournament.
- Practice plans should be used and available at every practice. Be organized and provide opportunities for your assistants to instruct. Be sure to demonstrate a skill correctly, or have an upper classmen who has mastered the skill model it. 90% of your practice should be reinforcing fundamentals and mental skills – not scrimmaging. Coaches need to be evaluators/instructors not practice players.
- Communicate with the Activities Dept. if you have any practice time changes. All purchases must have prior approval by the A.D. Every purchase must have a P.O. number. Receipts must be kept and left over monies turned into the Activities Office promptly. Should purchases be made without prior approval of the AD you could be held responsible for the purchase and will be subject to possible disciplinary actions.
- Each head coach is expected to know and abide by the regulations established by the IHSAA and IGHSAU. Consult their websites frequently (listed in the media section).
- Each coach must have current coaching certification from the Iowa Dept. of Education on file at the Central Office and Activities Office.
- The coach shall instruct all players and assistants in the rules of the sport, making sure that each is aware of any new rules or rule changes.

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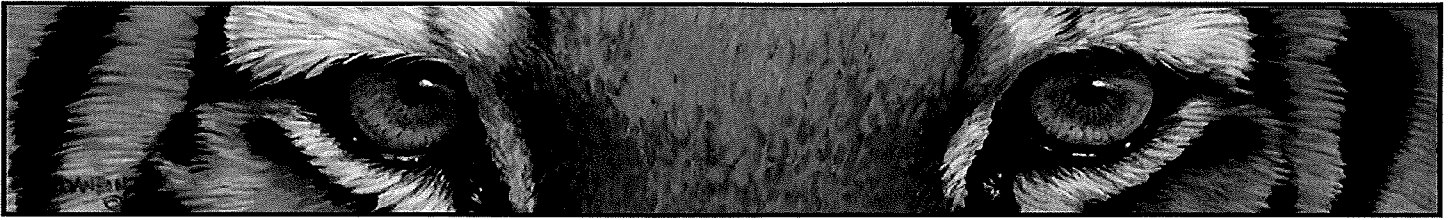
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- Coaches should communicate to the A.D. parent/student issues as soon as possible. Use “preventive officiating”.
- Head coaches have the authority to assign his/her assistants in such a way that he/she feels the best overall results of coaching will be obtained. Assistant coaches should be prepared and actively involved in practices.
- Head coaches are encouraged to visit a middle school practice and competition at least one time during the season. Take your high school athletes to watch a competition if possible.
- Assistant coaches will be considered (7th-JV) and will emphasize the fundamentals and expectations stressed in each program as outlined by the Head Coach.
- Take care of equipment and uniforms. Be sure everything is accounted for at the end of practice and secured. Please shut off the gym lights after each practice.
- Head coaches will be asked to meet with the A.D. at the end of their season. At this meeting, End of the season reports will be submitted for each sport; they will include inventories, records, letter winners, goals, suggestions for improvement, and a “wish list”. Inventories need to be organized and accurate.
- Coaches should model the life skills that they expect from their student-athletes – No Profanity, no “Put-Downs”, and no references to personal actions that do not represent the coaching profession at its best.
- No inappropriate use of technology. No use of cell phones during practices or competitions. Exception: emergency. Facebook pictures are public, be sure they are appropriate for anyone to see.
- Maintain a professional distance with student athletes.
- Coaches will seek to improve knowledge in their sport and provide opportunities for student-athletes to improve in the off-season. Coaches will make every effort to instruct fundamentals at local camps and clinics. It is strongly encouraged that each sport invite a collegiate (well respected “expert”) coach to conduct a camp in Red Oak or that you take your athletes to a camp. Be respectful of the sport in season and consult that particular coach prior to making any camp commitments. A budget of \$300 for camps/clinics will be given to each sport. *Avoid conflicts between current coaching duties and camp/clinic attendance.
- All coaches will respect and support the “sport in season”. Every effort should be made to work with all extracurricular activities. Respectful communication helps prevent most problems and eliminates



the student-athletes from being “put in the middle” or forcing them to choose. If we want high levels of participation in all activities, we have to work together and support each other.

- Make every attempt to involve the head coach in the selection or recruitment of assistant coaches.
- Dress professionally. Spring/Summer sports, XC, and Football will have a different protocol than sports played in a gym. Saturday tournaments (nice sweat suits permitted), no jeans, sweat shirts for VB, Wr, and Basketball (indoor sports). Expect your athletes to dress appropriately - we do reflect whom we are by how we dress.
- All coaches should be willing and prepared to take part in Athletic Awards Ceremonies & pep rallies.
- All head coaches must complete a pre-season & conference checklist found in the appendix.
- All head coaches must complete end-of-season forms & checklist found in appendix
- All head coaches must attend a post-season conference with AD no later than 3 days after season is completed – see appendix
- *See Appendix for all required forms*

CONTACT RULES

1. During the school year, high school coaches may not have any contact with high school students outside of the season (exception: baseball/softball pitchers and catchers). High school coaches may have contact with students in middle school at any time and middle school coaches may have contact with high school students. High school coaches may not be present at an out-of-season camp or clinic.
2. During the summer (school not in session) - Contact between coaches and students are permitted at any time with two restrictions:
 - a. An out-of-season coach may not have contact with a student who is participating in softball and baseball if the contact results in the student missing a softball or baseball practice or game.
 - b. A coach may not require students to participate in any activity during the summertime. Participation will not be considered voluntary in the following examples:
 1. Attendance is taken at the activity.
 2. Participation is a condition of lettering or making the varsity team.
 3. Participation is otherwise rewarded by means such as having one’s name printed on the back of one’s jersey.

SPORTS CAMPS

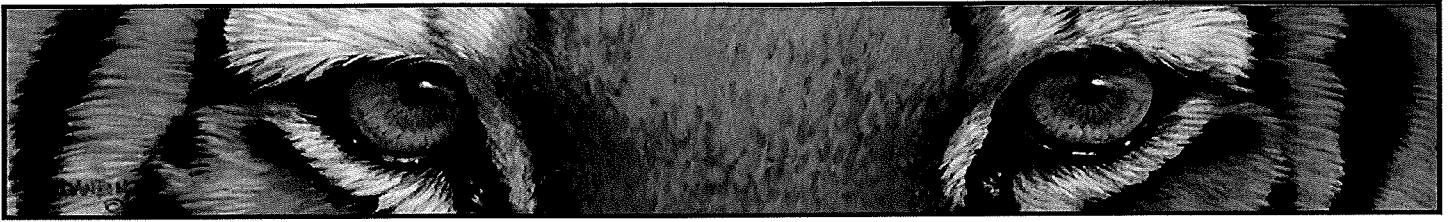
1. Any coach wishing to use Red Oak School facilities to conduct a summer sports camp must obtain permission from the athletic director and be approved by the Board of Education. The coach must file with the district’s secretary:
 - a. Facility request form.

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- b. Outline of camp activities.
- c. Provide proof of insurance.
2. If the coach uses the facilities of his/her employer, the school **MUST** charge actual costs to the coach, and the charge must be in accordance with school board policies for school facility rental.
 - a. Camp fees are paid to the coach, not the school. The camp or clinic is not a school sponsored activity.
3. School uniforms **may not be used** for non-school activities.

OPEN GYM POLICIES

1. Red Oak School may open its gym or athletic facilities for the purpose of making recreational activities available for all students.
2. When students are participating in open gym in the hours immediately before or after school, school personnel will supervise.
3. The Term Open Gym no longer exists so individual programs may have an open gym time for their sport athletes; however they may not coach them during this time.

LOCKER ROOM POLICIES

1. Each coach is responsible for his/her own squad and must be responsible for the locker room while athletes are dressing before practice and while athletes are showering and dressing after practice. Athletes may use a classroom as their "locker room" prior to competitions, due to limited space for visiting teams.
2. Each coach must see that all equipment is locked up and all towels are picked up after practice and games.
3. Keep locker rooms neat and clean.

CARE OF INJURIES AND STRETCHING

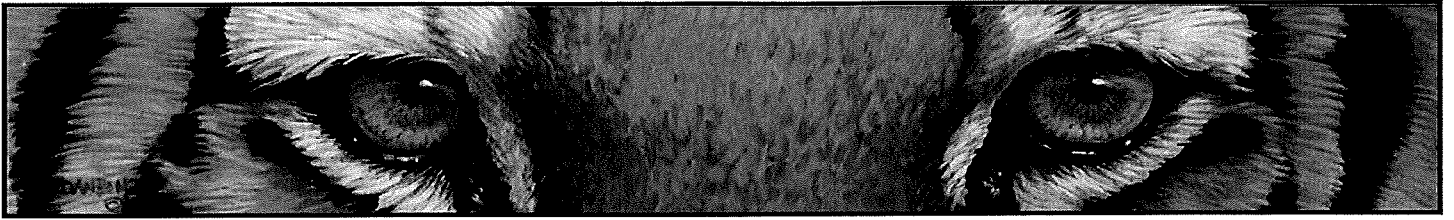
1. All coaches are expected to know and be proficient in first aid treatment.
2. Care of injuries shall take precedence over all other activity
3. Treat injured athletes as if they were your own children.
4. The head coach shall assign a member of the coaching staff to accompany the athlete to the hospital and to remain with him/her
5. The head coach shall notify parents, building principal and A.D. when an injured athlete is transported to a hospital.
6. The head coach shall file an injury report within 24 hours.

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7. C.P.R. in-service (in a planning stage).
8. Stretching – warm up muscles before stretching, include agility/speed drills in warm-ups (high kicks, lunges, shuffle, high skips...) Warm down at the end of practice.

TRAVEL POLICY

1. Athletic Director and Head Coach will set up travel schedule. Coaches are responsible for filling out van requests. If changes are made in transportation departures, please let our office know.
2. The entire team will travel by bus or other school transportation to and from a game or meet.
3. Athletes will ride the bus/vans to and from all away events. The only exception would be for those families who live outside of Red Oak and it is more feasible for their child to ride home with them. In this case, the parent will sign a release form for their child and their child only. Forms are available in the Activities Office.
4. During the school year: Transportation of students to camps and non-school competitions by a coach is considered contact and is not permitted.
5. During the summer (school not in session): School transportation may be used for summertime activities/camps as long as the transportation is properly leased and the school does not absorb any of the actual costs of the transportation.

LODGING AND MEALS

1. For trips where athletes must stay overnight, the athletic director and coach will make arrangements.
2. Meal money will be determined by the athletic director when teams are competing at the state tournament level.
3. Please keep track of all receipts and submit them to the Activities Office.

CHURCH NIGHT POLICIES

1. Wednesday night will be honored as “Church Night” and all practices will be over, “lights off” by 6:30 p.m.

SUNDAY AND HOLIDAY PRACTICES

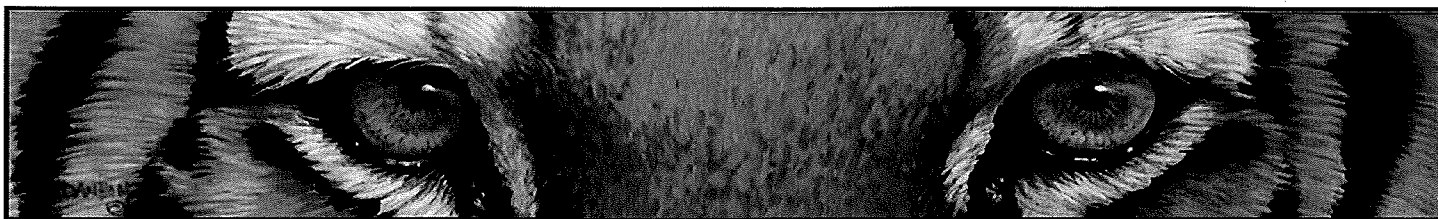
1. Sunday and/or holiday practice is not allowed (this includes film sessions).
*Exceptions to the Sunday/Holiday practice policy are:
 - a. Teams preparing for tournament games and/or matches.
 - b. Special occasions approved in advance by the athletic director or building administration.

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WEIGHT ROOM AND WEIGHTLIFTING POLICIES

1. To avoid any possible liability of this area we must:
 - a. Provide supervision. Be mobile, this is part of “classroom management”.
 - b. Enforce Wt. Room Rules.
 - c. Inform A.D. of any problems in the Wt. Room immediately.
 - d. Keep the weight room locked when no supervision is available.
 - e. Teach athletes with correct lifting and spotting procedures.
 - f. Keep athletes informed as to the rules, regulations, & time schedules for use of the weight room.
 - g. Keep weights organized and the room clean.
2. Lifting should be a part of your practice schedule. In order to have athletes benefit from weight lifting it should be done year round and not just for certain sports. Please consult members of our coaching staff if you need help or would like to increase your knowledge in this area. Weight lifting not only increases physical strength but mental strength as well; it is also important with prevention of injuries.
3. Weight Lifting Class – Athletes should be in weight lifting class at least one semester a year and may sign up for both semesters. Problems occur when student-athletes change their minds and want to change their classes after schedules have been set.
4. The B.F.S. Program will be used throughout the year by all sports involved.

VOLUNTEER COACHES

1. Definition: A volunteer coach is a non-paid person who holds a coaching authorization or coaching endorsement and who is acting under the direction of an employed coach and with the knowledge and approval of the Board of Education.
2. A student teacher who has been assigned by their college or university coordinator to coach as part of their learning experience may coach under the supervision of the cooperating coach.

AWARDS

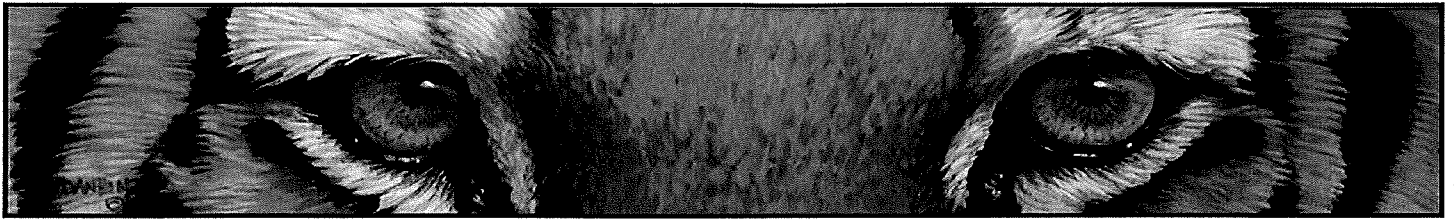
1. All community awards and/or scholarships must be filed with and approved by the athletic director/administration.
2. The head coach will govern all team awards.
3. End of the Year Awards will be determined by the Head Coaches – please attend the meeting. All nominees will be submitted in advance of the meeting with written or typed information concerning each student/athlete.
4. Head coaches are required to attend All Conference and All District meetings. Should an emergency arise and you are unable to attend please contact the A.D. An assistant coach should fulfill this responsibility and be well versed in conference/district protocols for these meetings. This will enable them to vote with confidence and integrity. In addition, the Head Coach should submit nominations for Western Iowa, SWI, and All State.

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TOURNAMENT/PLAYOFF ATTENDANCE/TEAM MEETINGS

1. Head coaches will be granted one (1) professional leave to attend a state tournament/playoff game or match.
2. Head coaches will be charged a personal day for any additional attendance during a school day.
3. Mileage, meals, tickets, etc. will not be reimbursed.
4. Assistant coaches supervising a team trip will be granted one (1) professional leave day.
5. The principal or his designee must approve other arrangement or leave of absences.
6. Leave approval is subject to availability of a substitute teacher.
7. You may have 1 scheduled meeting with your team during the school year. All meetings should be cleared through Ms. Earley in the Activities Office.

COACHES' PROTOCOL FOR UNSUPERVISED NONPARTICIPANTS

*When securing lodging arrangements, we will ask the hotel management to keep other non-participants from our "athlete" block of rooms when at all possible.

If suspicions of violation warrant, please follow these steps:

1. Stay away from and out of non-participant rooms, cars, etc.
2. Contact hotel security; identify who you are and your concerns. Let them decide whether or not law enforcement should be contacted.

OTHER:

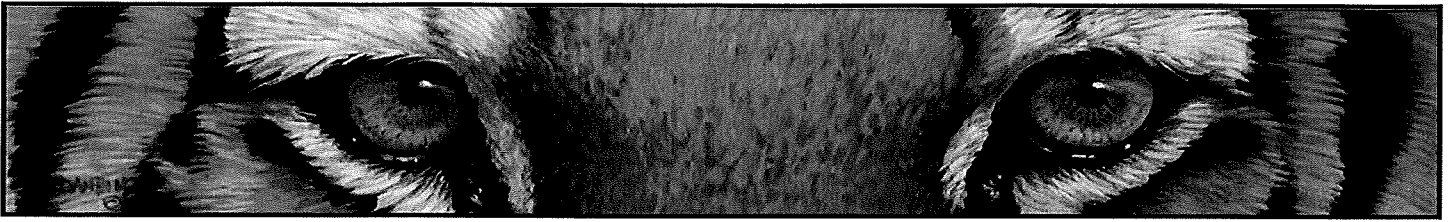
1. Please do not loan out your keys.
2. Scholarship Rule, 36.15(2) "No Pass No Play" – See Changes on the IGHS AU website.
3. Respect "free time" of student-athletes; in other words do not text, or call them unless it is an absolute necessary communication.
4. Coaches' Room and Athletic Storage Area (SW corner of the school). Medical supplies, uniform storage areas, equipment areas. There is a marker board, table/chairs and you may also have video viewing with your staff in this room. All head coaches will be given a key. Please keep it clean, secure, and organized.
5. The Activities Office is located in the East hallway.
6. H-10 Fall Student Leadership Conference will be held in September.
7. Study Room Requirement - see page 11

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So...what is a successful Activities Department?

It consists of a solid group of dedicated educators (professionals) “doing what we say we are going to do”. We strive to bring out the best in our student-athletes by providing them with fundamental tools, mental skills, and quality opportunities for learning. Through positive encouragement we help them reach their potential. By working together as one unified group, we celebrate our successes together, build chemistry, and support each other through challenges. As a “team” we give far more than is expected because each of us knows how important the values of participation are for young people...

Thank you for your dedication and looking forward to working with each of you. We can make this a great school year...together. - Jeff

ROHS Study Room

Goals:

1. To develop a proactive study program that will encourage strong study habits for student activities participants who are struggling academically in courses.
2. To provide an additional learning opportunity for student activities participants thus enabling them to help improve their academic standing.
3. To stress the importance of a quality education; academics come first.

Study Room Requirements:

Students participating in activities and receiving a current grade of a “D” or below will be required to attend Study Room sessions in order to raise their academic standings. A student must attend 2 out of 3 sessions (see days and times) until their grade improves to a “D+” or higher. The days and times will be selected by the student. The status of the student’s grade will be verified by the classroom teacher in cooperation with the Activities Department. If a student does not attend the required amount of study time within the week, they will not be allowed to participate in the next competition/event of the activity or activities that they may be involved. Students will be expected to sign in at each session and work quietly while in attendance. Tutors may be available for students if prearranged.

Study Room Location: High School Athletic Conference Room

Monitor: A.D. or other designated school personnel.

Study Room Session Times:

Tuesday, Wednesday, & Thursday mornings (7:30-8:00)

Wednesday afternoon (1:15-1:55)

Tutors: Staff, NHS and Lettermen’s Club members.

** Students will be excused from practices during the time that they are in attendance at the Study Room. Following the session they will be expected to attend practice.*

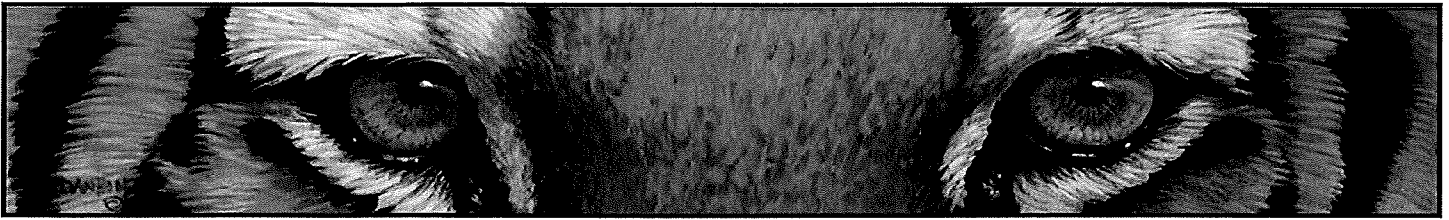
Red Oak Community Schools Dean of Students & Activities Director

2011 North 8th Street Red Oak IA 51566

Jeff Spotts - Asst. Principal/AD
712-623-6610 ext. 3001

Fax - 623-6613

Erisha Barkley - Secretary
623-6610 ext. 3007



*****Phone Numbers -*Alphabetized by First Name**

Angie Montgomery: 319-239-9122(c)	Jim Hambright: 712-370-4967(c)
Bob Boeye: 712-370-2351(c)	John Gambbs: 623-2750 / 712-350-0378 (c)
Bob Peterson: 712-370-2667	Johnny Walker: 623-4076/621-5158 (c)
Brandon Krause: 712-249-9703 (c)	Juan Batula: 641-831-3190 (c)
Carlos Guerra: 712-370-6606(c)	Mark Erickson: 621-4365 (c)
Cheri McFarland: 712-579-0781 (c)	Mandy Manz: 702-592-0956 (c)
Curt Adams: 712-767-2741	Patty Henke: 712-229-0418 (c)
Dan & Nita Martinez: 402-250-8432(c)	Rachel Lammert: 712-310-1781(c)
Darrell Berry: 712-621-1414(c)	Shanna Brown: 712-542-7312 (c)
Dean Strovers 623-5746/621-1200(c)	Sharon Allison: 712-621-4547(c)
Deb Drey: 712-621-1448(c)	Sueanne French: 712-621-6945(c)
Jeff Spotts: 712-621-3399(c)	Tiegen Podliska: 319-321-3352(c)
John Allison: 712-621-6878(c)	Trish Earley: 712-370-0949(c)
Joe Erickson: 712-621 7244 (c)	

Steve Mitchell 515-281-6896 steve.mitchell@iowa.gov Licensure 1-800-778-7859

H-10 Schools

Atlantic: 712-243-5358	Harlan: 712-755-3101
Clarinda: 712-542-5167	Kuemper: 712-792-3596
Creston: 641-782-2116	LC: 712-366-8245
Denison: 712-263-3101	Shenandoah: 712-246-4727
Glenwood: 712- 527-4897	St. Albert: 712328-2316

Media Guide

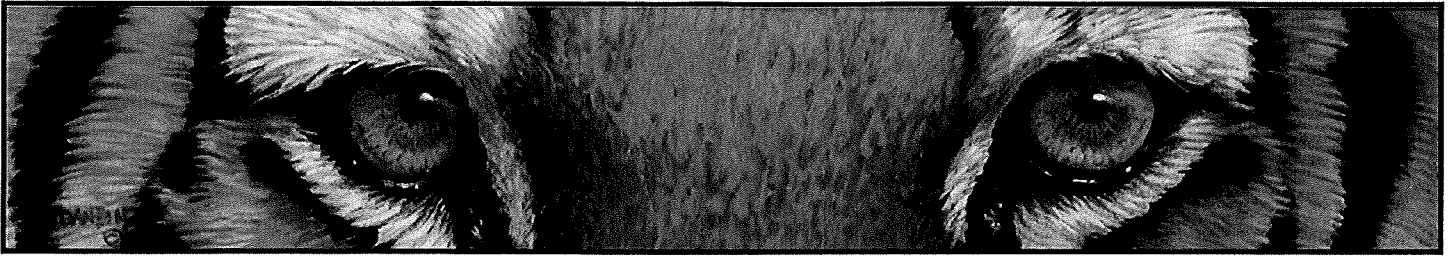
RO Express: 623-2566 Fax: 623-2568 sports@redoakexpress.com	Des Moines Register: John Naughton 800-5321455 ext.8012 Fax: 515-284-8391
KCSI: 623-2584 – Jerry & Marilyn Dietz Fax: 712-623-2583/ 621-5274 (txt message) Email: kcsi@kcsifm.com	KETV Channel 7: 800-279-5388 402-978-8957
www.hawkeye10.com/Scores@Hawkeye10.com www.hawkeyeten.org www.quikstatsiowa.com	KMA: 800-246-5270 ext. 199 800-234-5622 Fax: 712-246-5275 Chris William/ sports@kmland.com
Omaha World Herald 800-284-639 sports@owh.com Fax: 402-344-3343	Associated Press – John Lehn Fax: 1-888-832-0338/ apscores@ap.org
CB NonPareil:712-325-5756/Fax: 712-325-5776 1-800-300-8340 (scores) sports@nonpareilonline.com	

Red Oak Community Schools Dean of Students & Activities Director
2011 North 8th Street Red Oak IA 51566

Jeff Spotts - Asst. Principal/AD
712-623-6610 ext. 5001

Fax - 623-6613

Trisha Earley - Secretary
623-6610 ext. 5007



Red Oak high school
ATHLETIC STATEMENT OF DECLARATION

I, _____, have decided to participate in the following activities
(Name of Athlete)

_____ and _____ during the _____ sports season. I declare
(Name of Activity) (Name of Activity) (Sporting Season)

that my primary sport for the sporting season is _____. My secondary sport for the
sporting season is _____.

In the event of an athletic conflict between the two activities I will attend my primary
sporting choice unless one of the following criteria occurs:

- The secondary activity involves either a conference championship or postseason competition.
- The head coach of the primary activity grants permission to attend the secondary activity.

By signing this document, I hereby understand and pledge that I will follow the guidelines
outlined in this document to the best of my ability.

Athlete Signature

Date

Parent Signature

Date

Primary Coach Signature

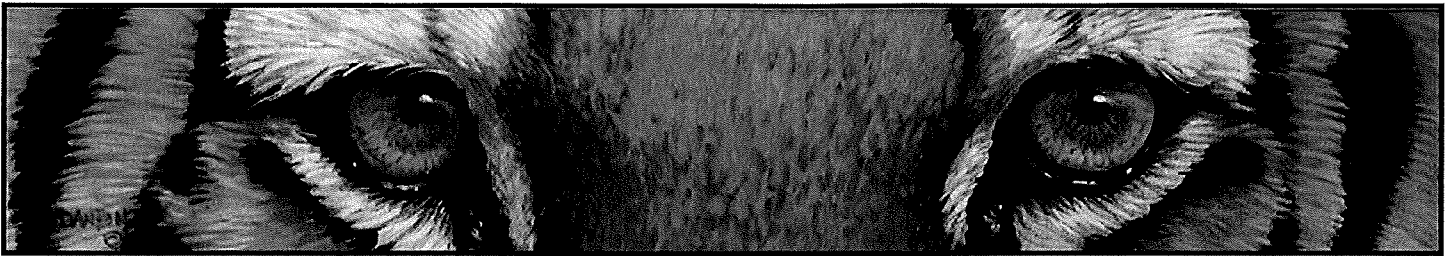
Date

Secondary Coach Signature

Date

Athletic Director Signature

Date



Code No. 102.R1

GRIEVANCE PROCEDURE

Level Three - Appeal to Board

If the grievant is not satisfied with the superintendent's decision, the grievant can file an appeal with the board within five working days of the decision. It is within the discretion of the board to determine whether it will hear the appeal.

The Compliance Officer is:

Name Terry Schmidt, Supt.

Office Address Administrative Center, 2011 N 8th Street, Tech Bldg., Red Oak, IA 51566

Phone Number (712) 623-6600

Office Hours 7:30 a.m. to 4:30 p.m.

Code No. 102.E1

SECTION 504 NOTICE OF NONDISCRIMINATION

Students, parents, employees and others doing business with or performing services for the Red Oak Community School District are hereby notified that this school district does not discriminate on the basis where women, men, minorities, persons with disabilities, sexual orientation, gender identity, race, color, creed, national origin, religion, age, marital status in admission or access to, or treatment in, its programs and activities. 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:

(Title) Superintendent of Schools

(where located) Administrative Center, 2011 N 8th Street, Tech Bldg., Red Oak, IA 51566

(telephone number) (712) 623-6600

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 (2003).

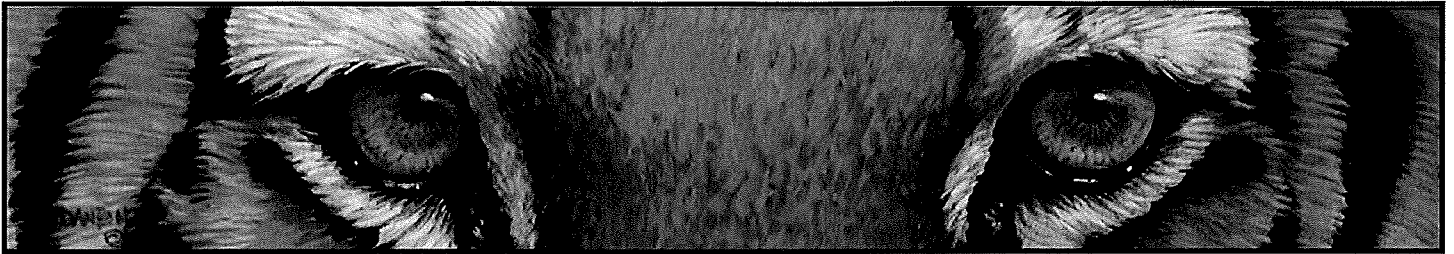
Red Oak Community Schools Dean of Students & Activities Director
 2011 North 8th Street Red Oak IA 51566

Jeff Sports - Asst. Principal/AD
 712-623-6610 ext. 5001

712-623-6610

Trisha Farley - Secretary
 623-6610 ext. 5002

62



Code No. 102.E2

GRIEVANCE FORM FOR COMPLAINTS OF DISCRIMINATION OR NON-COMPLIANCE WITH
FEDERAL OR STATE REGULATIONS REQUIRING NON-DISCRIMINATION

I, _____, am filing this grievance because

(Attach additional sheets if necessary)

Describe incident or occurrence as accurately as possible:

(Attach additional sheets if necessary)

Signature _____

Address _____

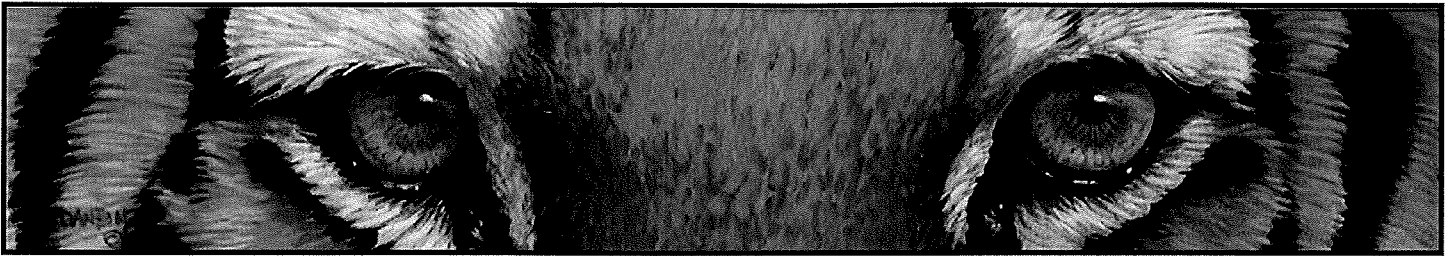
Phone Number _____

If student, name _____ Grade Level _____

Attendance center _____

Red Oak Community Schools Dean of Students & Activities Director
2011 North 8th Street Red Oak IA 51566

Jeff Shatts - Asst. Principal/AD 712-623-6610 ext. 3001	Fax - 623-6616	Trisha Farley - Secretary 623-6610 ext. 3007
--	----------------	---



Code No. 102.E3

GRIEVANCE DOCUMENTATION

Name of Individual Alleging Discrimination or Non-Compliance

Name _____

Grievance Date _____

State the nature of the complaint and the remedy requested.

Indicate Principal's or Supervisor's response or action to above complaint.

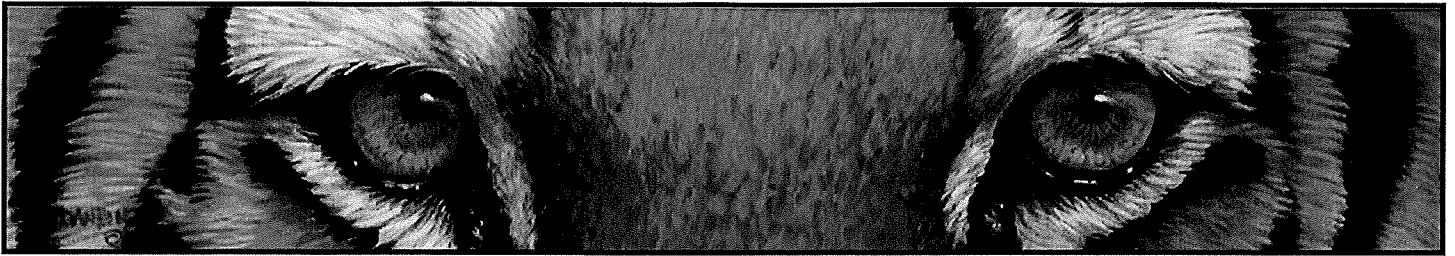
Signature of Principal or Supervisor

Red Oak Community Schools Dean of Students & Activities Director
2011 North 8th Street Red Oak IA 51566

Jeff Spotts - Asst. Principal/DAD
712-623-6610 ext. 5001

fax - 623-6613

Trisha Earley - Secretary
623-6610 ext. 5002



Red Oak Varsity Coaches' End-of-the-Season Review

Coach: _____ Sport: _____ Year: 2013 - 2014

*Softball and Baseball Coaches will review "summer" of '13 season.

1. Please attach a typed list of varsity athletes, denoting letter winners and grade levels.

2. Identify tournament finishes, team awards, new records, and individual honors.

3. Attach the Season Record Form.

4. What were your team's goals for this season? Were you able to reach any of them? Please comment:

5. Looking back on your season what would you change as far as your own coaching? Assistant Coach Observations (7th – JV)? Other?

6. Concerns that you have as a coach and ways that I can help you address these?

7. Requests – Please attach the requisition form (uniform, equipment, needs) for next season:

8. *If your sport has 1 set of uniforms just fill out the "home" inventory section. Your uniforms stored? _____

Inventory of Home Uniforms:

Varsity Top _____ Varsity Bottom _____ Warm-Up Jacket _____ Pant _____
JV Top _____ JV Bottom _____ Freshmen Top _____ Freshmen Bottom _____

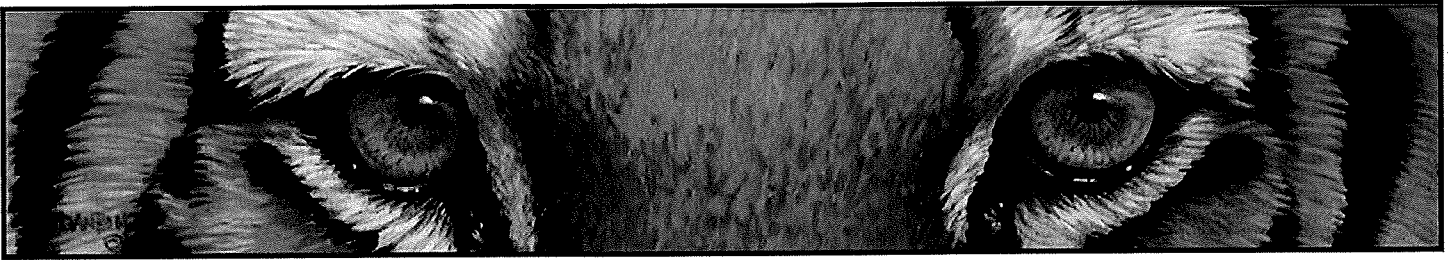
Inventory of Away Uniforms:

Varsity Top _____ Varsity Bottom _____ JV Top _____ JV Bottom _____
Freshmen Top _____ Freshmen Bottom _____

9. Inventory of equipment. Please attach your equipment sheet for your sport and where it is stored.

10. Suggestions for Improvement for me, as your A.D.

11. Plans for Off-Season Commitment:



SUPERVISION

You must demonstrate your greatest vigilance whenever you consider the supervision of athletes, managers/statisticians, and spectators before, during, and after a game or practice. You risk a liability problem if you fail to supervise properly.

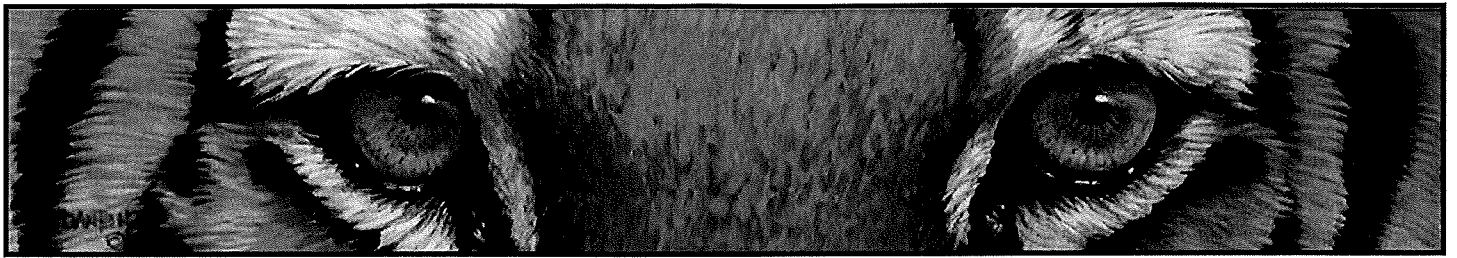
Key Areas of Supervision

Here are some key places for security attention:

1. practice site
2. locker room/shower room
3. entering/exiting home facility
4. entering/exiting opponent's facility
5. hallways and stairs (if applicable at your practice)
6. school lobby areas (especially during ticket sales)
7. parking lots
8. weight-room facility
9. bleachers
10. concession stand area

You should employ extra security personnel (i.e., auxiliary police) for every home competition. They can monitor parking lots, doorways, and bleachers, allowing the visiting opponents to have easy access to their locker room and bus before and after a competition. You should also distribute the **Supervision Memo** at the beginning of the season to all coaches.

Whenever athletes are engaged in running, weightlifting, or drills at practice, it is wise to have several coaches present. Coaches need especially to oversee athletes' movements from one area to the next (practice field, gym, locker room) so that they move swiftly, smoothly, and safely. Potential problems are lessened when athletes recognize the coaches' concern for proper supervision.



Preseason Checklist for Head Coach

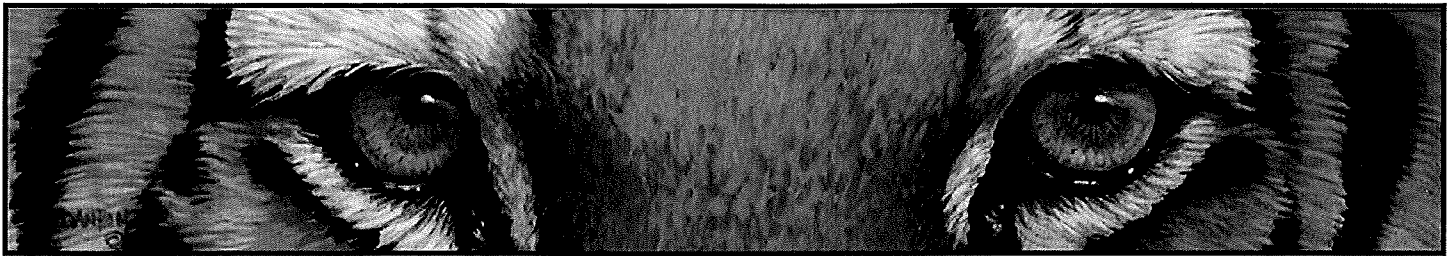
Name _____ Sport _____

Before the season begins officially *all members* of the coaching staff must:

- _____ 1. Obtain CPR and Sports Medicine certificate.
- _____ 2. Inventory all equipment, supplies, uniforms, and related items. (Use a preseason inventory form.)
- _____ 3. Complete and turn in all transportation forms for the middle school and high school teams for away scrimmages and contests.
- _____ 4. Read attached information on transportation regulations.
- _____ 5. Provide a practice schedule (dates and times).
- _____ 6. Obtain medical kits for all squads.
- _____ 7. Arrange picture-day responsibilities.
- _____ 8. Prepare facilities and/or game site.
- _____ 9. Submit to the athletic director a preliminary roster of athletes listed in alphabetical order.
- _____ 10. Submit an updated roster by the second practice. This should include all varsity, junior varsity, freshmen, and middle school athletes.
- _____ 11. Review the job description related to the sport.
- _____ 12. Submit any other forms required by the athletic director.
- _____ 13. Obtain necessary keys for assistant coaches.
- _____ 14. Meet with trainer.
- _____ 15. Prepare effective public relations handout (parents).

Before participating in any practice, all athletes on the team must complete and turn in:

- _____ 1. a physical examination form
- _____ 2. emergency medical authorization form
- _____ 3. insurance waiver form
- _____ 4. training rules form
- _____ 5. helmet rules form (if applicable)



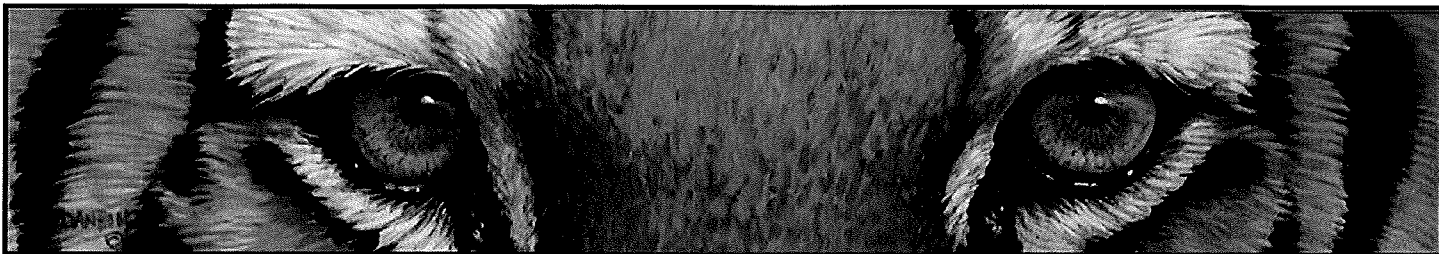
With regard to these items, no student will be permitted to attend practice, either as a participant or spectator, unless all these forms are submitted to the athletic director. Coaches are personally responsible for the administration of this paperwork.

Preseason conference items to discuss include:

- ___ 1. your sport's policies and procedures you plan to distribute to athletes
- ___ 2. eligibility requirements and ineligible list
- ___ 3. Booster Club meeting the staff will attend
- ___ 4. "Meet the Team" night
- ___ 5. date and content of the pep rally
- ___ 6. expectations for the coming season
- ___ 7. any concerns related to this sport
- ___ 8. any criteria related to varsity squad selection

Other important duties:

- ___ 1. Arrange for the results of all competitions to be read on the school public address morning announcements and publicized by the local media.
- ___ 2. Attend all scheduled meetings of the Athletic Council.
- ___ 3. Keep in storage all equipment, supplies, and uniforms in assigned storage bins until the conclusion of the season.
- ___ 4. Monitor closely the middle school and recreation program (if applicable).



Requisition Form (#2)

SPORT _____ COACH _____

CURRENT DATE _____

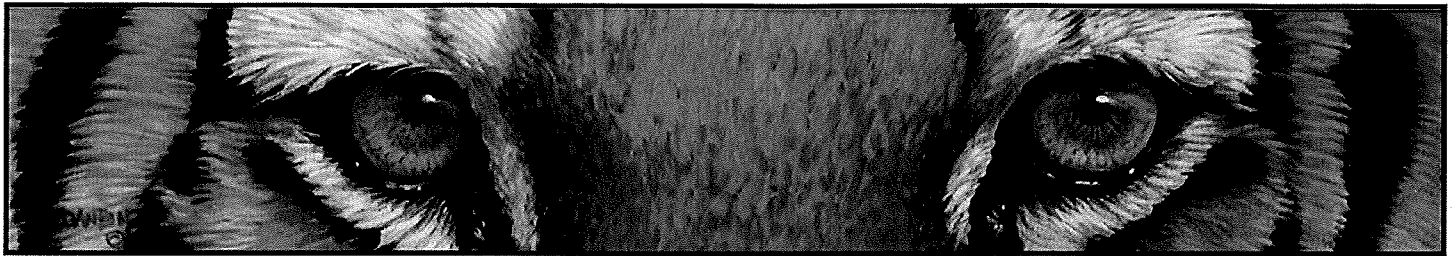
FUND NUMBER _____ FUND NAME _____

VENDOR _____

Quantity	Item Description	Unit Price	Total

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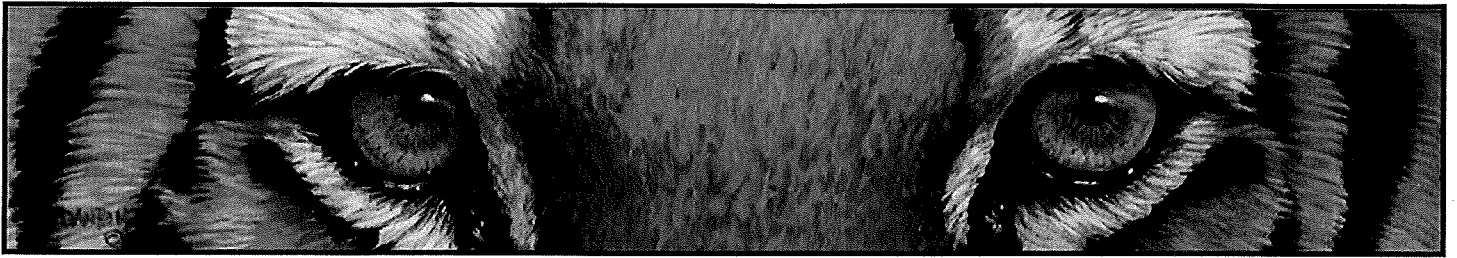


Equipment List

Sport _____ Season _____
Coach _____ Date _____

EQUIPMENT/ UNIFORM	TOTAL NUMBER	CONDITION*			NUMBER TO DISCARD
		P	F	G	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
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_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

*P = Poor; F = Fair; G = Good



Roster Form

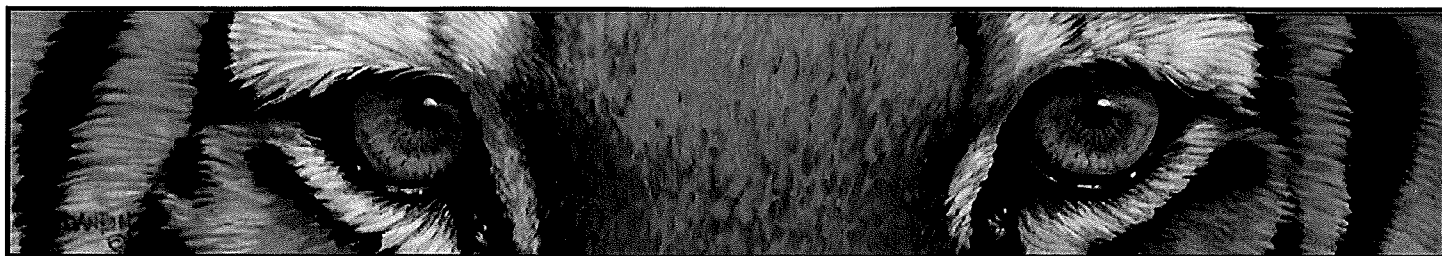
Sport _____ Season _____

Head Coach _____

Name	Class	Height/Weight	Position
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____
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_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____
_____	_____	_____/____	_____

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Athletic Department



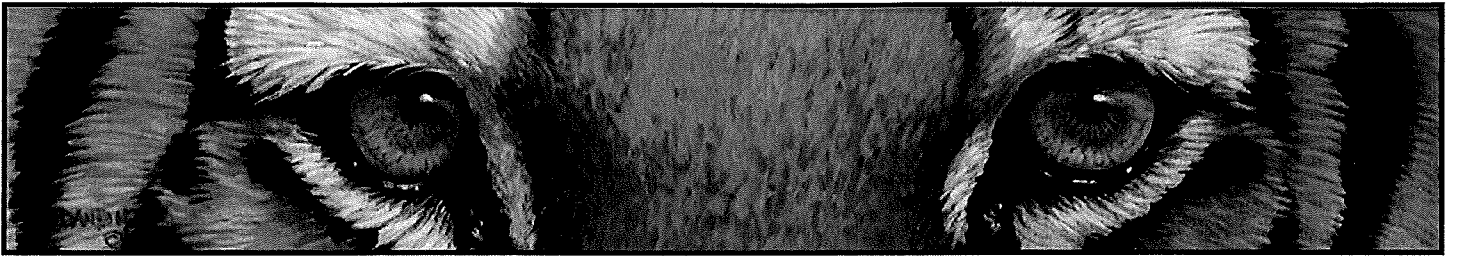
Scheduling Form

Sport _____ Year _____

DAY	DATE	OPPONENT	PLACE	TIME
-----	------	----------	-------	------

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Athletic Department



Academic Progress Report

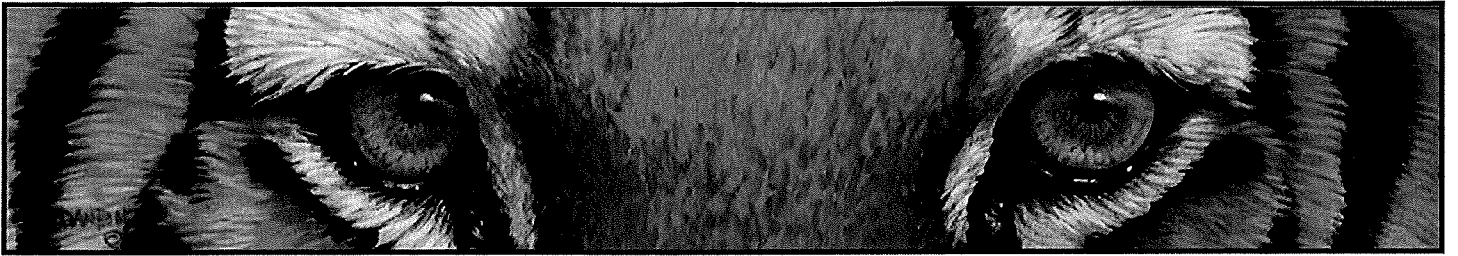
Name _____ Grade _____
Sport _____ Due Date _____

Directions: Each athlete is required to request the current grade/academic progress in his/her classes. Please indicate this below and include your signature. For borderline grades, indicate the lower grade. Thank you.

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Period	Course	Current Grade	Comment	Signature
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
(Example)	Algebra	C-	low quiz scores	

Athletic Department



Picture Day

To: Coaches, Parents, and Administration

From: Athletic Director

Date: _____

Agenda

When: _____

Where: _____

What: Pictures—team, group, and individual

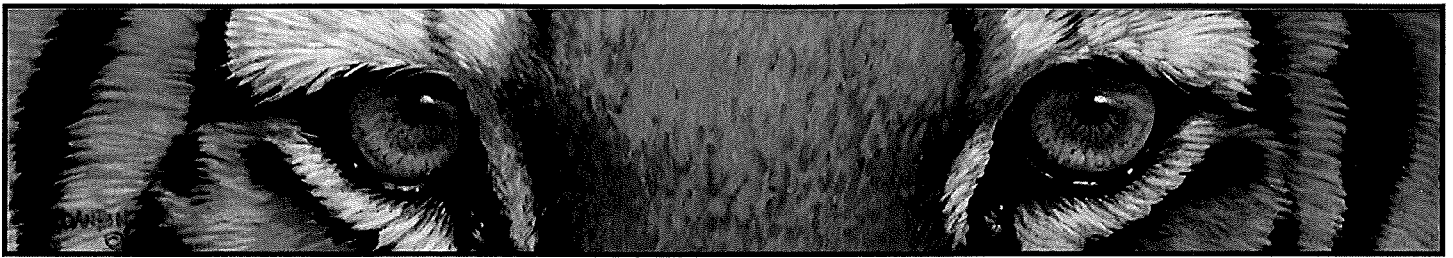
Time

Team

_____	Organize teams to prepare for pictures, to be taken in the following order:
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____	Players begin reporting to concession stand for refreshments—hot dogs and soda
-------	--

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Head Coach Evaluation Form (#1)

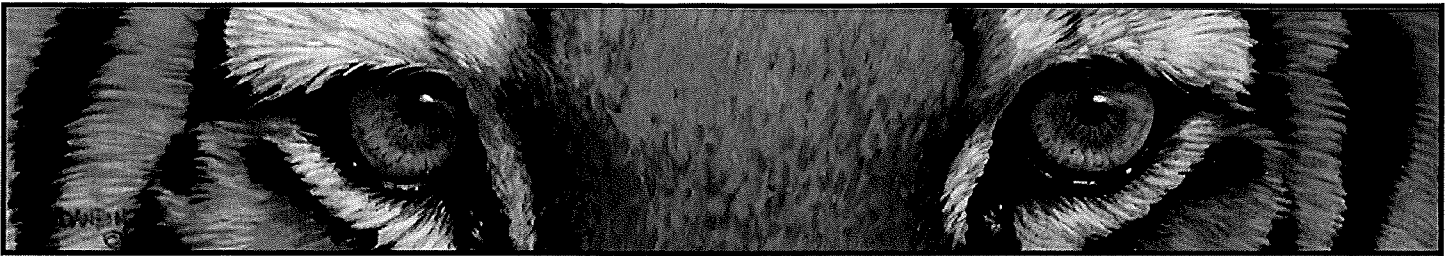
This form is used to provide a detailed evaluation for a head coach. The **Narrative** section is used as a formative tool and is completed throughout the year, whenever appropriate, as the season progresses. It is hoped that the narrative comments will provide feedback and encouragement for continued movement toward excellence. The **Coach's Comments** section of this form provides the head coach an avenue for self-evaluation by giving additional insight regarding the success of the program. The narrative section also provides a means for the evaluator and the coach to describe any items deemed as "Needs Improvement" at the conference at the conclusion of the season.

Sport: _____

Head Coach: _____

Administrative Responsibilities

1. Assigned duties and responsibilities to assistant coaches with approval of the athletic director.
 Satisfactory Needs Improvement
2. Coordinated effectively the issuance, care, and inventory of equipment, supplies (medical, as well as others), and uniforms.
 Satisfactory Needs Improvement
3. Assisted the athletic director in purchasing equipment, supplies, and uniforms for the particular sport according to the annual budget.
 Satisfactory Needs Improvement
4. Assisted the athletic director in scheduling independent games and officials.
 Satisfactory Needs Improvement
5. Supervised athletes and the facility at all times from the time practice or activity started until athletes left for home.
 Satisfactory Needs Improvement
6. Submitted all necessary forms to the athletic director.
 Satisfactory Needs Improvement
7. Ensured the proper completion of physical examinations and all forms relating to the examinations and emergency medical authorization before any athlete participated.
 Satisfactory Needs Improvement



8. Coordinated the distribution, collection, and storage of athletic equipment, uniforms, and supplies (during the season and at its conclusion), and for the collection of fees for lost equipment and uniforms by athletes.

___ Satisfactory ___ Needs Improvement

9. Attended meetings punctually.

___ Satisfactory ___ Needs Improvement

10. Performed all duties or responsibilities related to the coaching position as needed or directed by the high school principal and/or athletic director.

___ Satisfactory ___ Needs Improvement

Narrative

Coach's Comments

Interpersonal Relationships

1. Effectively involved the entire coaching staff in the team's preparations for competition.

___ Satisfactory ___ Needs Improvement

2. Demonstrated an interest in the classroom efforts and other activities of athletes; worked effectively with teachers.

___ Satisfactory ___ Needs Improvement

3. Provided leadership that promoted positive attitudes and good sportsmanship.

___ Satisfactory ___ Needs Improvement

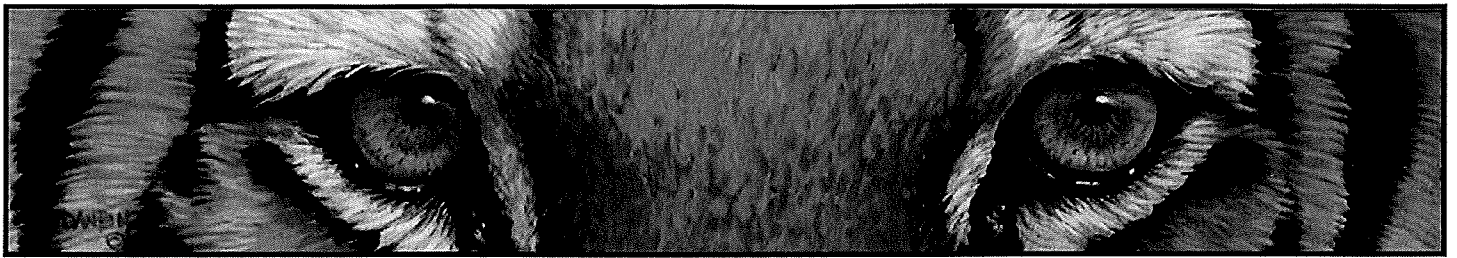
4. Conducted interactions with athletes in a tolerant, fair, understanding, sympathetic, and patient manner.

___ Satisfactory ___ Needs Improvement

5. Encouraged representation on the team from all groups within the student body and provided an opportunity for athletes in all stages of development.

___ Satisfactory ___ Needs Improvement

Athletic Department



Narrative

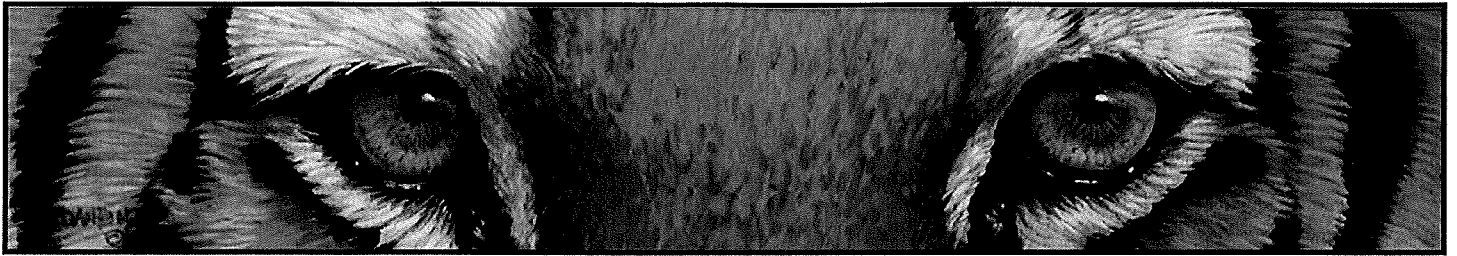
Coach's Comments

Professional Relationships

1. Notified all members of the team of all policies, rules, procedures, and requirements as they pertain to the team.
 Satisfactory Needs Improvement
2. Took responsibility for the conduct of student-athletes, assistant coaches, and other team personnel at all times—practices, games, bus rides, other schools, etc.
 Satisfactory Needs Improvement
3. Promoted unity within the coaching staff and entire athletic department.
 Satisfactory Needs Improvement
4. Set up all scouting trips and meetings with assistant coaches.
 Satisfactory Needs Improvement
5. Showed respect for officials, press, opposing coaches, visiting teams, parents, fans, students, athletes, fellow coaches, and teachers.
 Satisfactory Needs Improvement
6. Promoted school and community interest in the sport by appearing at school pep rallies, holding a preseason parent meeting, and attending Booster Club meetings.
 Satisfactory Needs Improvement
7. Maintained a pleasant, workable relationship with the news media.
 Satisfactory Needs Improvement
8. Developed teamwork, morale, sportsmanship, courtesy, fair play, academic excellence, and strict adherence to rules of training and conduct.
 Satisfactory Needs Improvement
9. Worked effectively with medical personnel and trainers.
 Satisfactory Needs Improvement

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Athletic Department



10. Promoted the attitude among athletes and coaches that winning is important but is secondary to good sportsmanship and the overall welfare of the athlete.

___ Satisfactory ___ Needs Improvement

Narrative

Coach's Comments

Overall Performance

_____ Satisfactory _____ Not Satisfactory

Athletic Director's Signature _____

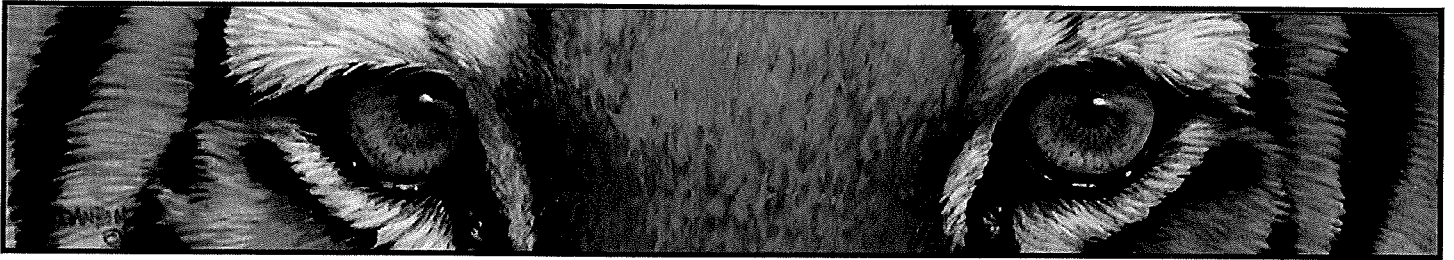
Principal's Signature _____

Head Coach's Signature _____

Date _____

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Athletic Department



Assistant Coach Evaluation Form (#1)

This form is to be used to provide a detailed evaluation of assistant coaches. The **Narrative Section** should be completed throughout the year, whenever appropriate, as the season progresses in order to provide feedback and encouragement for continued movement toward excellence. The **Coach's Comments Section** provides the assistant coach the opportunity to engage in self-evaluation and to offer insights about the over-all program.

Name _____ Sport _____

Item #1: The coach cooperated in the management and supervision of the program 7-12.

_____ Satisfactory _____ Unsatisfactory

Narrative:

Coach's Comments:

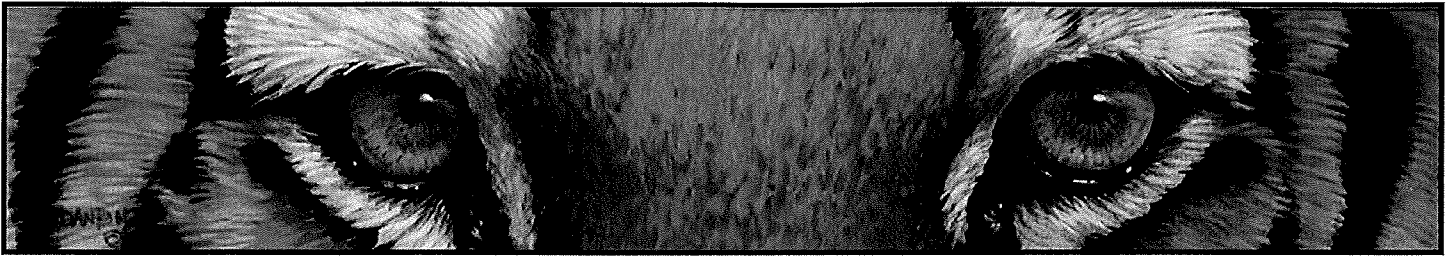
Item #2: The assistant coach conducted himself/herself in a positive, sympathetic, understanding, and fair manner with all athletes, which led to their developing a positive self-image.

_____ Satisfactory _____ Unsatisfactory

Narrative:

Coach's Comments:

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Item #3: The assistant coach encouraged teamwork, discipline, participation, morale, and competitiveness while considering at all times the overall health and welfare of the athletes.

_____ Satisfactory _____ Unsatisfactory

Narrative:

Coach's Comments:

Item #4: The assistant coach completed assigned duties and responsibilities in an efficient and punctual manner; attended required meetings; and performed according to the policies and regulations as established by our local school board/administration and state athletic association.

_____ Satisfactory _____ Unsatisfactory

Narrative:

Coach's Comments:

Assistant Coach's Signature

Date

Head Coach's Signature

Date

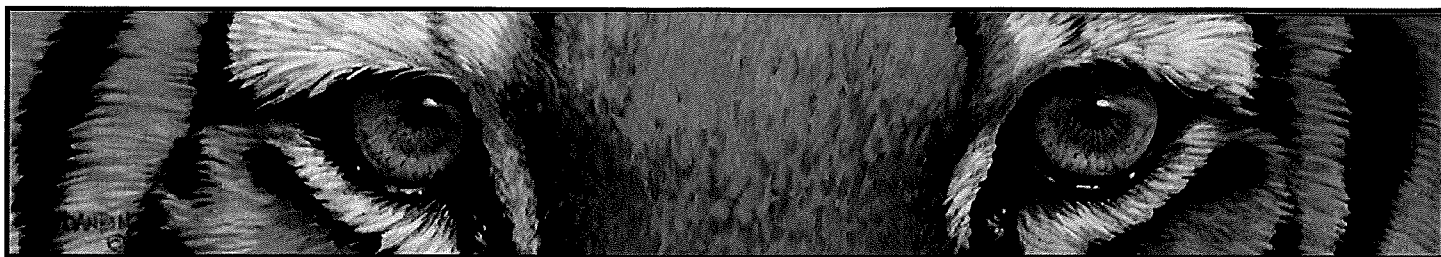
Athletic Director's Signature

Date

Principal's Signature

Date

Athletic Department



End-of-Season Duties

To: All Coaches

From: Athletic Director

Date: _____

As your season finishes, you need to complete several important duties. I have included the necessary forms you must complete in order for you to conclude your obligations for the season and to assist me in preparing for the Sports Awards Banquet.

Turn in these forms to me no later than three days after your season has ended.

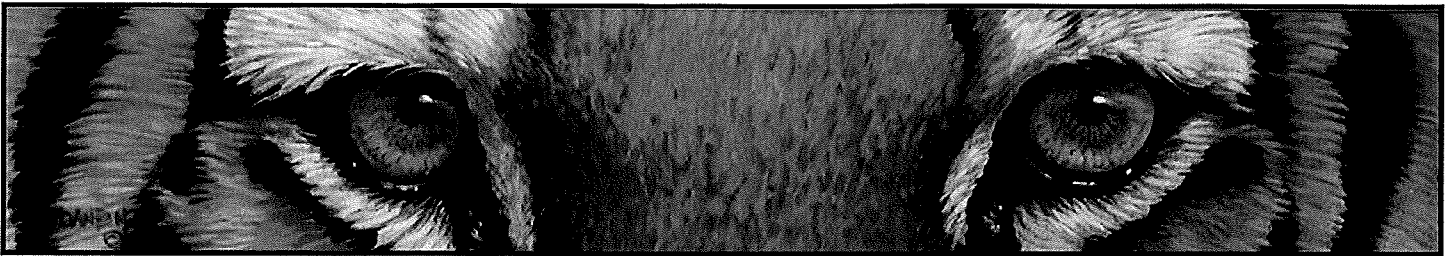
Attached you should find the following:

1. Postseason Checklist
2. Season Record Form (type or print)
3. Varsity/JV/Freshmen/Middle School Letters Lists
4. Trophy Orders
5. Inventory Form (Complete for both the MS and HS teams)
6. Lost Equipment Form (Complete for both the MS and HS teams)

Make every attempt to collect each piece of equipment from each player. No player can begin practicing for a new sport until all his/her obligations have been fulfilled.

7. Mileage Report Form (if applicable)
8. Budget Request Form

I appreciate your prompt attention to these duties and look forward to meeting with you at our postseason conference. Please be prepared to turn in all coaches' athletic keys as well.



Postseason Conference

To: All Coaches

From: Athletic Director

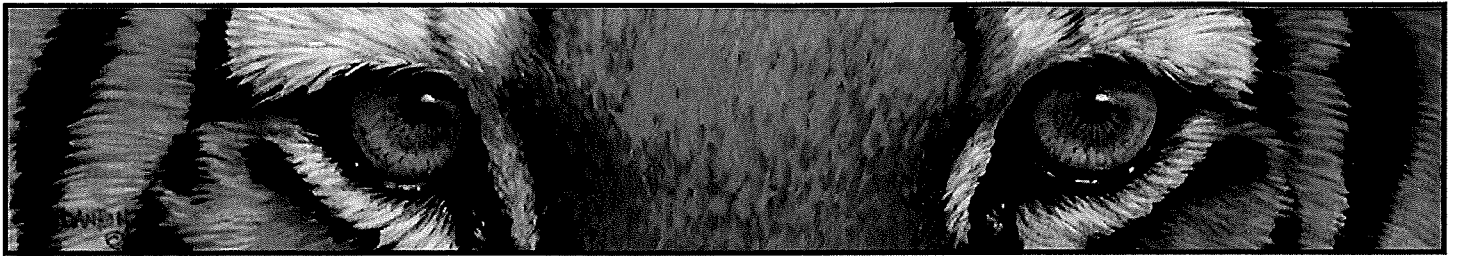
Date: _____

As your season finishes, you need to complete several important duties. I have included the necessary forms you must complete in order for you to conclude your obligations for the season and to assist me in preparing for our Postseason Conference.

Here, we will plan to discuss:

- (1) purchasing equipment, supplies, or uniforms
- (2) the budget for your sport
- (3) the schedule of competitions (home/away)
- (4) the entire coaching staff (evaluations)
- (5) your evaluation

Also, please provide me any information, updates, or special news about your team and/or individual players. Thank you.



Season Record Form—Individuals

Sport _____

Year _____ Head Coach _____

All-State Players

Name	Team	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

All-District Players

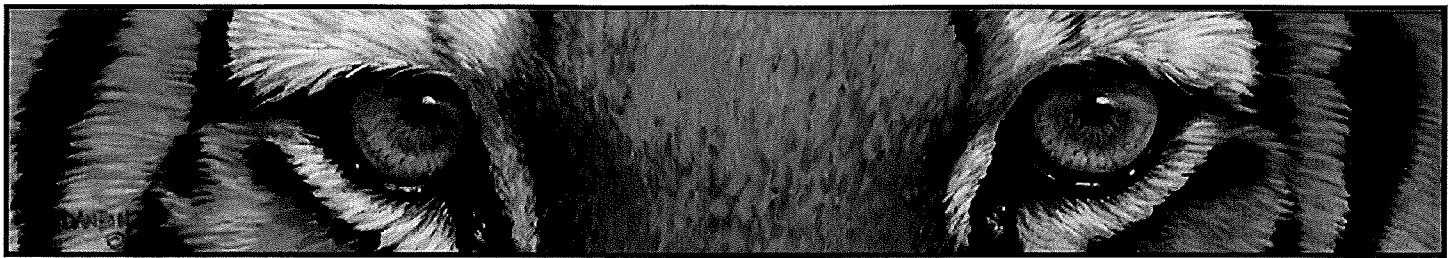
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

All-Conference Players

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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Athletic Department



Season Record Form—Team

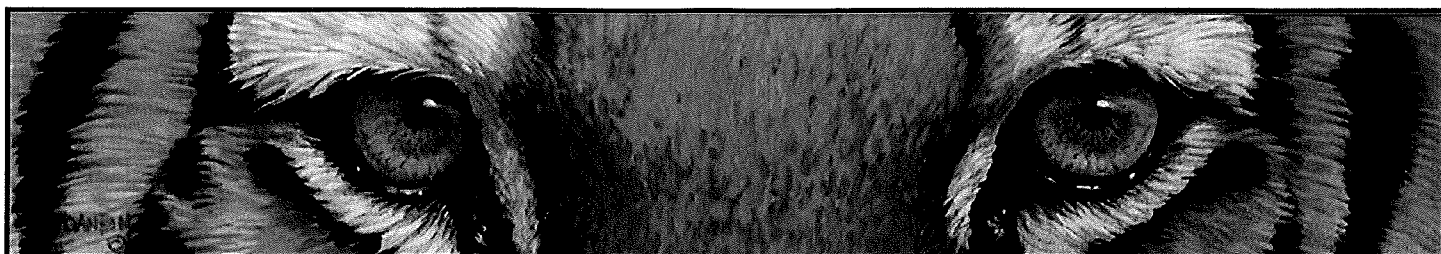
Sport _____

Year _____ Head Coach _____

Date	Opponent	Score: Us/Them	Conference Record
_____	_____	_____	W____ L____
_____	_____	_____	Independent Record
_____	_____	_____	W____ L____
_____	_____	_____	
_____	_____	_____	Season Record
_____	_____	_____	W____ L____
_____	_____	_____	
_____	_____	_____	Tournament Record
_____	_____	_____	vs. _____
_____	_____	_____	
_____	_____	_____	vs. _____
_____	_____	_____	
_____	_____	_____	vs. _____
_____	_____	_____	
_____	_____	_____	vs. _____
_____	_____	_____	
_____	_____	_____	vs. _____
_____	_____	_____	

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Athletic Department



End-of-Season Checklist

SPORT _____ SEASON _____

HEAD COACH _____

(Write the names and key numbers returned to Athletic Department.)

HEAD COACH _____ KEY(S) _____

ASST. COACH _____ KEY(S) _____

ASST. COACH _____ KEY(S) _____

ASST. COACH _____ KEY(S) _____

ASST. COACH _____ KEY(S) _____

ASST. COACH _____ KEY(S) _____

Have the following been completed? (Add comments as needed.)

_____ TEAM AWARDS FORM turned in

_____ VARSITY LETTER and JV LETTER winners list turned in

_____ SEASON RECORD FORM turned in

_____ INVENTORY FORM turned in

_____ UNIFORMS/EQUIPMENT prepared for laundry and repair

_____ LOST EQUIPMENT FORM turned in

_____ FIRST-AID KIT cleaned and stored

_____ LOCKERS cleaned and vacated

_____ BUDGET REQUEST FORM turned in

_____ POSTSEASON MEETING WITH COACHING STAFF

_____ RECOMMENDATIONS FOR COACHING STAFF FOR NEXT SEASON

_____ SEASON REVIEW and OBJECTIVES FOR NEXT SEASON

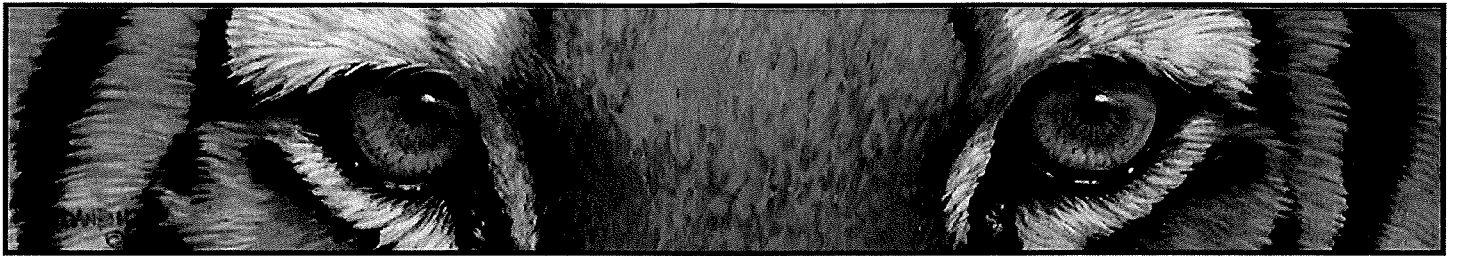
Signature of Head Coach

Date

Signature of Athletic Director

Date

Athletic Department



**Student Athlete Program Survey
Red Oak Schools Athletic Department**

Q1 Sport

Football	<input type="checkbox"/>	Golf- Boys	<input type="checkbox"/>	Tennis - Boys	<input type="checkbox"/>	Track - Girls	<input type="checkbox"/>
Volleyball	<input type="checkbox"/>	Wrestling	<input type="checkbox"/>	Tennis - Girls	<input type="checkbox"/>	Golf - Girls	<input type="checkbox"/>
Swimming- Girls	<input type="checkbox"/>	Basketball - Boys	<input type="checkbox"/>	Track - Boys	<input type="checkbox"/>	Baseball	<input type="checkbox"/>
Cross-country - Boys...	<input type="checkbox"/>	Basketball- Girls	<input type="checkbox"/>			Softball	<input type="checkbox"/>
Cross-country - Girls ...	<input type="checkbox"/>	Swimming- Boys	<input type="checkbox"/>				

Q2 Level

Varsity ...	<input type="checkbox"/>	JV.....	<input type="checkbox"/>	10th	<input type="checkbox"/>	9th	<input type="checkbox"/>
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Q3 Current Grade

12	<input type="checkbox"/>	11.....	<input type="checkbox"/>	10	<input type="checkbox"/>	9	<input type="checkbox"/>
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Q4 Please respond to the following questions by marking the appropriate answer.

	Strongly Agree	Agree	Disagree	Strongly Disagree	Not Applicable
Coach treats me with respect and dignity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach gives me feedback regarding my strengths and tells me what I need to do to improve.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practices are well organized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach knows me and cares about me as an individual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach emphasizes team, learning, sportsmanship, and competing more than winning.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach has taught me the value of each role a person plays on the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coach is passionate, energetic, and enthusiastic during practices and during games/competitions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
While the coach has the final say, I feel like I have the opportunity to provide input.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As I reflect on the season, I had fun.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall, there was a positive team atmosphere and I was proud to be a member of the team.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Describe your experience in the program this season.

Please list suggestions you have to improve the overall program.

Please feel free to contact your coach with additional feedback.