

APLINGTON-PARKERSBURG SCHOOL DISTRICT

2016-17 ACTIVITIES HANDBOOK



School Web Site: www.apl-park.k12.ia.us

APLINGTON-PARKERSBURG COMMUNITY SCHOOL DISTRICT MISSION STATEMENT:

*"The Aplington-Parkersburg Schools are committed to promoting
Life Long Intellectual and Personal Growth."*

PHILOSOPHY OF APLINGTON-PARKERSBURG COMMUNITY SCHOOL DISTRICT ACTIVITIES PROGRAM

The activities program will be in conformity with the Philosophy of the Aplington-Parkersburg School District. The activities administration will be in line with the general policies of the Aplington-Parkersburg School District, Iowa High School Athletic Union, Iowa Girls Athletic Union and the National Federation.

The activities program will provide wholesome opportunities for the students to develop from their experiences, favorable habits and attitudes of social and group living in a democratic world.

The leadership should be of the highest quality so as to exemplify to the participants the desired type of individual to be developed from the activities program. Measurement of the success of the leadership would be in the intangible personality development factors that are an outgrowth of the major objectives of the activities program.

The activities program will function as an integral part of the total curriculum and will constantly strive for the development of a well-rounded individual for a higher quality of life, capable of taking their place in modern society.

STATEMENT OF PURPOSE

1. To improve the image of the Aplington-Parkersburg High School and Middle School activities
2. To promote and develop leadership skills and the potential of each individual
3. To strive for excellence in all activities
4. To uphold the principles and regulations of the Aplington-Parkersburg School District and State-National governing associations
5. 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 will provide adequate and natural opportunities for:
 - a. Optimal level of physical, mental, social and emotional growth and development
 - b. Acquisition and development of skills in activities of each student's choice
 - c. Team play and the enhancement of social skills and interrelationships with both peers and adults such as: loyalty, cooperation, fair play and other desirable social traits
 - d. Directed leadership and supervision that stresses self-discipline, self-responsibility, self-worth, self-motivation, excellence, the spirit of competition and the ideals of good sportsmanship that make for winning and losing graciously
 - e. Focus of interest on the program for student body, faculty and community that will generate a feeling of pride and unity
 - f. Achievement of initial goals as set by the programs and the student as an individual
6. The athletic program is an important and integral part of the total school program and is open to participation by all students.

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ACTIVITY TRAVEL POLICY

1. A parent must request in writing to the instructor in charge of the activity if they wish their student to ride home with them after the activity.
2. A parent must request in writing that they wish their student to ride home with another parent after an activity.
3. If a parent wishes their student to stay at an activity site to be picked up by them after an activity, and the parent is not there by the time the activity bus is ready to return home, the student will ride the bus home and will not be left at the away site for their parents.
4. A parent must request in writing that they wish their student to ride home with another person after an activity. The only exception from parent would be in case of family and that family member driving must be out of high school. We want to avoid this type of situation. Use your own judgment in this area.

PARENT RELEASE FOR TRANSPORTATION FROM EVENTS

I, _____ give permission for _____
(parent) (student)

to ride home with _____ on _____.
(parents) (date)

I, _____, am taking the above-named student with me
(parent transporting)

and assume the responsibility for the transportation home.

ATHLETIC CODE

- I. General Regulations
 - A. Aplington-Parkersburg High School and Middle School rules must be followed in all cases of eligibility, physical examinations, insurance coverage, starting dates, use of school equipment, etc.. Each coach has the responsibility to know, to inform team members and parents and to enforce school and State regulations in these matters.
 - B. Students in activities must travel to and from contests away from Aplington-Parkersburg in transportation provided by the school. Students representing Aplington-Parkersburg will remain at the site of the contest unless transported by the supervisor. The only exceptions are:
 1. Injury to a participant that would require alternate transportation
 2. Personal arrangements at the site of the event made by the parent or guardian with the supervisor in writing
 - C. A display of unsportsmanlike conduct toward an opponent or official or use of profanity during a practice or contest will result in counseling by the head coach.
 - D. Unexcused absence from scheduled practice will be dealt with by the head coach.
 - E. Completion of the sports season is required in order for the student to be eligible for letter or other team or individual awards, the exception being an injury that limits participation. No awards shall be given to any student suspended for the remainder of the season for violation of the athletic code.
 - F. The music period will be from 8:00 to 8:20. High school students will be free at this time.
 - G. A-P Coaches in the 7-12 program will not coach AAU and/or Club teams in their respective sports during the school year.

II. Rules & Regulations

A. IHSAA & IGHSAA Regulations (High School)

1. All contestants must be enrolled and in good standing in school.
2. All contestants must be under 20 years of age.
3. No student shall be eligible to take part in interscholastic athletic contests more than eight consecutive semesters.
4. A medical exam by a licensed physician is required each year.
5. A student may not receive any award that exceeds \$10.00 for participation in interscholastic or non-school activities.
6. All contestants must be covered by accident/health insurance, either by taking out a school policy or by filing with the A.D. written consent that the student is covered under a family policy. A student may not participate on a non-school team during the same season without written permission of the student's school; violation of this regulation will result in ineligibility for 12 calendar months for the student, and the school must forfeit contest said student participated in.
7. Athletes 7th through 12th cannot take part in organized practice by a coach following the conclusion of the State tournament of that sport.

B. State Association (Middle School)

1. Rules and regulations of State associations of which the school is a member and school district policy shall be followed by the students in an activity.

III. Aplington-Parkersburg High School and Middle School Local Rules (apply to all co-curricular activities sponsored by the Aplington-Parkersburg School District).

A. Attendance

1. High School

Students are required to be in attendance the entire day of a performance, game, meet other school activity if they expect to practice or participate in that day's activities. If the event falls on a Saturday or Sunday, the student must be in school one-half day (four FULL periods) on Friday. The ONLY excused absences which would allow the student to practice or participate even though he/she was absent would be if the absence was due to a medical or court appointment (as long as the student was gone ONLY for appointment and driving time), funeral, emergency or school visit (for the amount of time signed up on the "anticipated absence" form). Any other time the student is absent and still would like to practice/participate, he/she needs to get prior approval from the Principal. NOTE: Students coming late to school (past 8:45 a.m.) or leaving the building prior to 2:45 p.m. will NOT be allowed to practice or participate in that day's activities. Exceptions may be made by a building administrator.

2. Middle School

Any student who is to participate in a practice or a performance on a regular school day must attend school the entire day. Individual exceptions may be approved by the principal when known in advance.

B. Eligibility Policy:

1. Senior High School: State Scholarship Rule 36.15(2):

A "student with a disability" and an IEP is judged based on progress made toward IEP goals. A student 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, toward the goals and objectives on the student's IEP program.

a. Any student participating in an extracurricular activity will be ineligible for a period of 30 consecutive calendar days in the activity the student participate in. 30 days begins on the first legal playing date.

1. Ineligibility begins the next day after the last day of the trimester. That is when it starts for a student to be ineligible if they are involved in an activity.

b. Ability to use summer school or other means to make up failing grades for eligibility purposes are stricken.

2. Extracurricular Activities
 - a. Athletics - Drill Team - Cheerleading
If a student is not passing all at the end of a grading period (trimester grade/grade on transcript), student is ineligible for the first period of 30 consecutive calendar days in the interscholastic athletic event. If they are not involved with a sport after that grading period and a student passes all of their classes before their sport begins, they will be eligible.
 - b. For a 9th grader following the first trimester grading period, they will be ineligible in the first sport they participate in after this grading period.
3. Ineligibility for students participating in sports immediately following a grading period:
 - a. If the grading period is in the middle of an affected student's season, the period of ineligibility starts with the first calendar day after final grades are issued (example: winter activities).
 - b. Students in summer programs will become ineligible for 30 consecutive calendar days upon school notification of grades from third trimester. They will then be eligible at the beginning of first trimester.
 - c. Ineligibility for students participating in activities not following a grading period will begin their 30 calendar days from the first legal competition date set by the State Association for the given sport in the next season,
 - d. Example of Ineligibility for a one-sport athlete: If a student is a one sport person and they fail a class. That person will be ineligible when that sport comes back around unless they participate in another sport or event. (Ex.) If I only play a fall sport and I fail a class at the end of the 2nd trimester and then pass all my classes the 3rd trimester, I am still ineligible at the start of that fall season dating back to the F of the 2nd semester.
4. Band-Vocal-Drama-Speech-FFA
If a student is not passing all at the end of a grading period (trimester grade/grade on transcript), student is ineligible for the first period of 30 consecutive calendar days in the trimester following the grading period.
 - a. First trimester ineligibility begins with the first day of school beginning while second trimester ineligibility begins upon the date that final grades are issued by the school for the first trimester.
 - b. Ineligibility is only for competitive events that are non-graded. Most of the IHSMA events are festivals that receive a rating based on a set standard and are therefore not competitive; therefore, those festivals and home concerts are exempt from the eligibility requirement if they are receiving a grade in the course. Example: Marching band in the fall -- students would participate in band at home football games because it is part of the curriculum and grade, but would not be eligible to participate in a marching band contest. Students would not be eligible to participate in pep band during sports events during the winter because it is not part of the curriculum or grade.
 - c. A student would be ineligible for the following activities in the fall if they fell within the first 30 days of school such as FFA judging contests or conventions, Quiz Bowl, All-State auditions, OPUS auditions where we send in tapes, marching band invitational.
 - d. A student would be ineligible for the following activities during the first 30 days of second and third trimesters following when grades are issued such as Large Group Speech contest, Jazz Band / Show Choir contest, FFA contests and Quiz Bowl.

5. Students involved in both athletic and other extracurricular activities can face double jeopardy in their eligibility. An example would be a student who is in speech and tennis. He/she will be ineligible for the first 30 days of 3rd semester and miss large group speech and would then be ineligible for 30 days during tennis from their first competition date.
6. Grade Notification: Any student failing a class will be notified at the end of the second, fourth, sixth and eighth, tenth and twelfth week of each trimester. Ineligibility will be determined solely on the trimester final grades.
7. Middle School
 - a. Eligibility will be determined by the grades received every 4 weeks.
 - b. If a student fails one or more academic courses in the given period of time, he/she will be ineligible for their next scheduled event.

EXTRA-CURRICULAR ACTIVITIES POLICY

I. Consequences for violating Aplington-Parkersburg Extra-Curricular Activity Code: Violations of the Activity Code are accumulative from completion of the eighth grade through the summer after graduation from high school. The Activity Code is in effect for twelve months of the year.

Smoking. The Board of Education adopted the new smoking definition as definition the School Laws of Iowa Section 98.42, subsection 16 which reads:

98A.1 Smoking Defined. “Smoking” means inhaling or exhaling the smoke of, or control of, a lighted cigarette, pipe, cigar, electric cigarette or little cigar. The Board of Education goes further than this section including smoking means inhaling or exhaling the smoke of, or the possession of, all tobacco. This was adopted in a motion by Hosch, seconded by Kluiter. Motion carried unanimously.

A. Substance Abuse (alcohol, tobacco, controlled substances or other forms of substance abuse) or the possession thereof. Students who have reached the legal age for tobacco use must still adhere to the extra-curricular activity code governing participating in extra-curricular activities.

1. First Violation: When a student has been determined to have violated the Activity Code, he/she may choose from the following options:
 - a. ***One-half of the present and/or future public performances***
 - b. The student may reduce their ineligibility from ***one-half to one-third (No less than 3 events or public performances) if he/she immediately enrolls in a treatment program at Monarch Therapy Services Choices Program OR self reports to an administrator, head coach, director within 24 hours of the violation.*** The student must complete the program and have verification from the program director. The cost of and transportation to the treatment program is the responsibility of the student and his/her legal custodian. If the program is not completed, the period of ineligibility reverts back to ***one-half***.
 - c. The student must enroll in the first available class following the violation, and it is the students responsibility to pay for the class.

2. Second Violation: When a student has been determined to have violated the Activity Code a second time, he/she may choose from the following options
 - a. Two-thirds of the present and/or future public performances
 - b. The student may reduce their ineligibility from two-thirds to ***(one-half with a minimum of 5 events or performance)*** if he/she is enrolled in Monarch Therapy Services Choices Program with an added 1 on 1 evaluation. The student must complete the program and have verification from the program director. The cost of and transportation to the treatment program is the responsibility of the student and his/her legal custodian. If the program is not completed, the period of ineligibility reverts back to two-thirds.
 - c. The student must enroll in the first available class following the violation.
3. Subsequent Violations (3+):
 - a. The student is declared ineligible for a period of one calendar year.
 - b. Reinstatement Provision:
 1. Completion of a mandatory treatment program as recommended by Northeast Council of Substance Abuse
 2. Student and his/her legal custodian must go before the Board of Education to seek reinstatement after the calendar year of ineligibility.

B. Good Conduct In or Out of School (Criminal Mischief) **This would be the same******

1. First Violation: When a student has been determined to have violated the Good Conduct Code for Extra-Curricular Activities, he/she may choose from the following options:
 - a. One-half of the present and/or future public performances
 - b. The student may reduce their ineligibility from one-half to one-third (minimum of 3 performances or contests) if he/she immediately enrolls in 15 hours of community service work under the supervision of the school administration or the city of Aplington or Parkersburg. The student must complete the 15 hours of community service, and have verification from the school administrator. If the community service is not completed, the period of ineligibility reverts back to one-half.
 - c. The student must complete the community service within a month following the violation.
2. Second Violation: When a student has been determined to have violated the Good Conduct Code for extra-curricular activities the second time, he/she may choose the following options:
 - a. Two-thirds of the present and/or future public performances
 - b. The student may reduce their ineligibility from two-thirds to one-half (no less than 5 events or performances) if he/she immediately enrolls in 30 hours of community service work under the supervision of the school administration or designated personnel. The student must complete the 30 hours of community service, and have verification from the school administrator. If the community service is not completed, the period of ineligibility reverts back to two-thirds.
 - c. The student must complete the community service within a month following the violation.
3. Subsequent Violations (3+): Student is declared ineligible for a period of one calendar year
4. Reinstatement Provision

a. Complete 60 hours of community service work under the supervision of the school administration or designated personnel.

b. Student and his/her legal custodian must go before the Board of Education to seek reinstatement after one calendar year of ineligibility.

c. Probationary Period: Student will be placed on a two-year probationary period after their first violation. During the probationary period, if no further violations occur, the subsequent violation will be treated as a first violation.

D. Citizenship in regard to Student Eligibility:

1. If a student demonstrates poor citizenship in school or in school activities, the high school Principal or Superintendent will determine his/her eligibility. If it becomes necessary to suspend a student from an activity for a given time, the suspension is for practice as well as public performances.

2. Students being removed more than one time from any class during an activity's season may be declared ineligible for a period of time to be determined by the Principal. This would apply only to public performances and not to practices.

II. Determination of Violation: The school administration will make the determination if a student has violated the Extra-Curricular Activity Code, and such determination will not require a legal conviction in a court of law. A student will be deemed to be in violation of the Code by any one or a combination of the following:

A. Engaging in any act that would be grounds for an arrest and/or a citation in the criminal or juvenile court system as determined by Iowa Law regardless of whether the student was actually cited, charged, arrested, convicted or adjudicated for the act(s) as determined by law enforcement officer. This excludes minor traffic simple misdemeanor violations or hunting/fishing violations. Possible determinants of grounds include an admission of guilt by the offender, a verbal and/or written statement from a law enforcement official, or any action by the offender in the form of negotiating to lessen or avoid criminal charges which include, but are not limited to, paying restitution, doing community service, issuing an apology, being placed on probation and/or being formally or informally punished by law enforcement officials in any other way.

B. Found guilty in a court of law

C. Admits to violating one of the items of the Extra-Curricular Activity Code

D. Witnessed breaking one of the items of the Code by one or more staff members

E. Being found in violation by the school administration based on a preponderance of the evidence

F. Appeals. Discipline imposed under this policy will be served during the student's appeal.

- G. Is at a party and is aware of alcohol or drugs being present and the student does not leave
They are guilty for being in the mere presence of drugs or alcohol.

Only in limited circumstances (as determined by the superintendent) will a student's discipline be "on hold" pending the outcome of the student's appeal.

DETERMINATION OF VIOLATION: *The school administration will make the determination if a student has violated the Extra-curricular Activity Code, and such determination will NOT required a legal conviction or a ticket in a court of law or by a peace officer. A student will be deemed to be in violation of the code by any of the one or combination of the previous.*

AUTOMATED EXTERNAL DEFIBRILATOR

Aplington-Parkersburg Schools, in an effort to make our schools safe for our students, visitors and employees, have placed the Automated External Defibrillator (AED) in our facilities. At the Middle School, the AED is located on the west wall outside of the main office.

The AED is an alarmed cabinet. When the cabinet doors are opened, a loud alarm will sound. This alerts everyone that there is a potential emergency. Staff has been trained to assist with an emergency during regular school hours.

After school hours, this is a Public Access Program. Please feel free to use the equipment if you have had the proper training. To call 911 you may use the phone located next to the AED.

If the AED is used at any time, please contact the Superintendent so we may replace materials used in the resuscitation effort.

BUS DRIVING - High School & Middle School

1. Fill out white mileage sheet AND pre-trip inspection report that are in each bus.
2. Turn in blue sheet on mileage and date, etc. to Julie Merfeld, Business Manager, IMMEDIATELY upon return from driving or when you turn in the vehicle keys.
3. When coaches drive to their sporting event, the custodians will be sure the buses and vehicles are cleaned out, gassed up and ready to go.

CAMPS

Camps will only be allowed during the summer months and must be concluded before the legal starting time of high school athletics in the fall. Request for camps must be submitted to the superintendent or athletic director by May 28. Regulations for these camps are:

- A. No camp shall run longer than 5 (five) days.
- D. Cost of camp paid to the school for rent is \$1 per athlete.

CHAMPIONSHIP BANNERS

Banners will be placed on the Gym wall for athletic teams in the following situations: (1) when a team wins the Conference Championship, (2) when a team qualifies for the State Tournament, (3) in wrestling, track, cross country or tennis, when individuals qualify for the State Meet and a team trophy is received.

CHEERLEADERS - STATE TOURNAMENT

1. Varsity cheerleaders will stay one night only for wrestling (if we have wrestlers wrestling on Saturday) and basketball (if the team is playing in the finals or consolation game).
2. Cheerleaders will ride the pep bus to Des Moines or if no bus, the cheerleading sponsor will transport the cheerleaders to all State tournament games and matches.
3. Cheerleaders will only stay overnight (wrestling/basketball) with the cheerleading sponsor if the rooms are reserved by the school. The cheerleaders will only stay if basketball is playing the final day or if a wrestler is competing on Saturday.

CLINICS

1. The school will provide transportation to clinics.
2. The Athletic Department will pay up to \$150.00 for head coaches and \$120.00 for assistant coaches toward registration to clinics. The school will not pay for meals.

COACHES - DUTIES & RESPONSIBILITIES

General:

1. Make sure you are the last one to leave the building and that all lights are off and doors are locked.
2. Family night, Wednesday, is set aside for families. All practices should be finished and all athletes are to be out of the building by 6:10 p.m..
3. No athletes should be in the training room unless with a coach.
4. Coaches involved in the resale of items are to obtain a purchase order from the Athletic Director and have the money collected upon purchase.
5. No student other than the manager should be in the equipment room unless supervised by a coach.
6. Coaches are held responsible for the conduct of squad members during practice, at games and on trips.
7. No matter what the sport, the coaches should cooperate with the coaches of other sports in the school. Coaches should support each other in an ethical manner, never second-guessing or otherwise criticizing or backstabbing another coach.
8. All coaches will adhere to the State and school regulations regarding their sport.
9. Cooperation is an essential part of the school athletic program. Every coach is expected to cooperate with fellow coaches, the athletic director and the building principal.
10. See that all squad members have physicals and are covered by insurance.
11. See that all squad members have a copy of and understand the training rules of the Aplington-Parkersburg School District.
12. See that training rule violations are reported to the principal and athletic director.
13. Turn in roster and activity reports to the athletic director.
14. A coach will be required to supervise the locker rooms during showering to avoid horseplay and damage to locker rooms.
15. Coaches will appoint someone to pick up towels. This is not the janitor's job.
16. The school insurance will not pay unless an injury claim is filed prior to going to the doctor, unless in an emergency. It is up to the coach to get that turned in.
17. Alumni cannot practice or scrimmage with high school teams during an organized practice.

18. The only scrimmages allowed will be those authorized by the State.
19. Food on Bus: Food is not to be eaten or liquids drunk on the bus.
20. Sunday optional practices only when prior to a Monday, State-sponsored activity (includes school and summer months).

Head Coach - Program Responsibilities:

1. Responsible for the overall supervision and coordination of the total program for 7th-12th grades. Submits to the Middle School coaches and the athletic director a list of fundamentals to be taught and other guidelines.
2. Responsible for the assignments and duties of assistant coaches.
3. Checks out first aid supplies from athletic director in advance.
4. Works out bus arrangements with the high school office.
5. Responsible for keeping practice periods for sport within the confines of the time specified by the A.D. and keeps the A.D. informed of practice schedules during holiday periods.
6. Inventories all equipment and recommends to the A.D. items to be purchased.
7. Completes an annual report to the A.D. within three weeks following completion of the season.
8. Completes and returns any required forms and statistics to the A.D. and principal.
9. Coaches individually participate in the skills necessary for excellent achievement in the sport involved.
10. Enforces discipline, sportsmanlike behavior and athletic code at all times and establishes and oversees penalties for breach of such standards.

Head Coach - Personnel Responsibilities:

1. Responsible for assuring that assistants and self know the rules of the State Association pertaining to their sport.
2. Responsible for the conduct of squad members during practice, at games, on trips and at other times when under the coach's jurisdiction.
3. Cooperates with coaches of other sports, school administrators, A.D. and other activities in the school.
4. Supports other coaches in an ethical manner.
5. Responsible for seeing that each participant has completed a physical and has school insurance or a signed permission waiver.
6. Responsible for explaining all district policies involving activities and team rules to all members of the squad
7. Supervises practices, travel, performances and shower room and oversees the safety conditions and conduct of students present.
8. Strives to build good public relations in the school and community.
9. Secures the building after practices.
10. Responsible for the general health and welfare of students in sport and gives appropriate attention to the injured, ill or otherwise incapacitated.
11. Sees that the locker room and equipment room is kept in a neat and proper manner.
12. Makes participants aware of criteria for lettering.
13. Keeps abreast of newly-developed, innovative ideas and techniques by attending clinics and readings in set area.
14. Motivates young people and builds positivity and enthusiasm in the program and serves as a role model for young people.
15. Demonstrates these personality traits: sincere caring for young people, a degree of physical energy, the tendency to act in a deliberate and courteous fashion, personal initiative, flexibility, tolerance for criticism, self-confidence, creativity, decisiveness, interpersonal effectiveness, competitiveness and verbal articulation.

Assistant Coach:

1. Supports the head coach loyally and in an ethical manner at all times.
2. Assists head coach in getting equipment and facility ready for the season.
3. Carries out duties and responsibilities assigned by the head coach.

4. Assists in implementing athletic objectives outlined in the Coaches' Handbook.
5. Assumes supervisory control over athletes and teams assigned and over all athletes when such control is needed.
6. Carries out head coach's duties during practice and games if the head coach is not present.
7. Attends all contests and practice sessions regularly.
8. Exhibits enthusiasm, positivity and genuine concern for the program.
9. Conducts self in an ethical manner during practice and contests.
10. Instructs players in rules of the sport.
11. Carries out all "Regulations for Coaches" as described in the Coaches' Handbook.
12. Assists in inventorying and sorting of equipment at completion of season.
13. Completes any reports needed by the head coach or athletic director.
14. Follows the chain of command.
15. Assists head coach in carrying out assigned responsibilities.
16. Keeps abreast of newly-developed, innovative ideas and techniques by attending clinics and readings in set area.
17. Cooperates with coaches of other sports, school administrators, A.D. and other extra-curricular activities in the school.
18. Enforces discipline, sportsmanlike behavior and athletic code at all times.
19. Works out junior varsity and freshman bus arrangements with the A.D..
20. Strives to build good public relations in the school and community.
21. Responsible for the general health and welfare of students under direct supervision.
22. Motivates young people and builds positivity and enthusiasm in the program and serves as a role model for young people.
23. Demonstrates these personality traits: sincere caring for young people, a degree of physical energy, the tendency to act in a deliberate and courteous fashion, personal initiative, flexibility, tolerance for criticism, self-confidence, creativity, decisiveness, interpersonal effectiveness, competitiveness and verbal articulation.

Middle School Coach:

1. Responsible for the supervision of the Middle School program and implements the program and philosophy described by head varsity coach.
2. Carries out assignments by the head varsity coach such as scouting and preseason practice at head coach's request.
3. Responsible for keeping practice periods within the confines of the time specified by the athletic director and keeps the A.D. informed of practice schedules during any holiday period.
4. Responsible for the general upkeep and protection of equipment.
5. Submits to the A.D., within three weeks of completion of season, an annual report evaluating the program and making recommendations for improvement and the purchase of equipment for the next season.
6. Submits a complete inventory of the equipment to the A.D. at the end of the season.
7. Stresses fundamentals as deemed necessary by the head varsity coach.
8. Knows the rules of the sport and the district policies concerning activities.
9. Informs participants of district policies and procedures and any team rules for activities.
10. Responsible for the general health and welfare of students in the sport and gives appropriate attention to athletes who are injured or ill.
11. Supports other coaches in an ethical manner and shows loyalty to the head varsity coach.
12. Works out bus arrangements with the A.D..
13. Enforces discipline, sportsmanlike behavior and athletic codes at all times and oversees penalties for breach of such standards.
14. Responsible for seeing that each participant has a completed physical and has school insurance or a signed permission waiver form.
15. Secures the building after practices.
16. Sees that the locker room and the equipment room are kept in a neat and proper manner.

17. Supervises practices, travel, performances and shower room and oversees the safety conditions and conduct of students present.
18. Responsible for the conduct of squad members during practice, at games, on trips and other times when under coach's jurisdiction.
19. Keeps abreast of newly-developed, innovative ideas and techniques by attending clinics and readings in set area.
20. Motivates young people and builds positivity and enthusiasm in the program and serves as a role model for young people.

COACHES-LEADERSHIP - High School & Middle School

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

The coach should set the example for winning without boasting and for losing without bitterness. A coach who conducts himself/herself according to these principles need have no fear of failure, for in the final analysis, the success of a coach can be measured in terms of the respect they have earned from each player and from their opponents.

COACHES-OBJECTIVES - High School & Middle School

Presented to the Aplington-Parkersburg Coaching Staff:

Coaches,

Coaching requires the highest standards of behavior from those so employed. We constantly remind our young people they represent the school, community and their parents rather than themselves alone when they appear in public as a representative of the school. This is true for all coaches as well.

The major objective of our programs is the development of behavior that is aimed at that which is best for the full development of our athletes. If coaches are to develop good sportsmanship, good athletes, good citizens and the type of behavior, which will bring credit to the school, the community and the individual participant, then definite patterns of positive leadership, are desirable.

Through this booklet we hope you can bring some uniformity of policies and behavior, thereby eliminating the differences that do occur when people work together sharing facilities and equipment as closely as coaches do.

COACHES-PERFORMANCE APPRAISAL - High School & Middle School

- A. Method of upgrading and retention of coaching staff
 1. Presented at fall workshop meeting
 2. Appraisals every two years unless specifically requested
 3. Appraisal submitted to coach two days prior to conference between athletic director and coach

- B. Appraisal Measure
 1. Material for appraisal: checklist and written comments
 2. Material signed with copies sent to principal, coach, superintendent and athletic director for recording
 3. Appraisal based upon several observations of practices and contests
 4. All "needs improvement" marks should have comments that follow (specific problems should be identified, as well as suggestions for correction)

- C. Athletic Director's Initial Responsibility
 1. During fall workshop acquaint each athletic coach with appraisal procedures

COACHES-PERFORMANCE APPRAISAL FORM - High School & Middle School

NAME: _____ DATE: _____ SPORT: _____

ATHLETIC DIRECTOR'S APPRAISAL (To be completed at the conclusion of the coaching assignment, then reviewed with the coach. Exemplary will only be used upon performance base pay in coaching.)

Four-Point Rating Scale: 1-Exemplary 2-Satisfactory 3-Needs Improvement 4-Unsatisfactory

The prime objective of this appraisal is to reinforce your effectiveness and recognize possibilities for self-improvement.

1. PROFESSIONAL QUALITIES

- _____ Supports and enforces school and State policies, rules and regulations
- _____ Goes through proper chain of command
- _____ Cooperates with newspaper and radio in reporting results and schedules
- _____ Supports total activities program
- _____ Oversees safety and welfare of athletes
- _____ Appropriate dress (practice and games)

- _____ Cooperation with athletic director, principal and superintendent
- _____ Cooperates and communicates with parents
- _____ Enthusiastic working with students
- _____ Preparation of written reports (on time & organized)
- _____ Interest in and attends other co-curricular activities
- _____ Attendance at coaching clinics and meetings
- _____ Innovation in new coaching techniques or ideas and use of proven methods

II. TEAM MANAGEMENT

- _____ Supervision of locker room, training room and other school-related facilities before and after school
- _____ Utilization of time available for instruction (individual/team)

- _____ Care of equipment, storage and inventory
- _____ Care of facilities
- _____ Prepares for daily practice so maximum instruction is presented
- _____ Example in manners, behavior and language

III. COACHING PERFORMANCE

- _____ Knowledge of the sport being coached
- _____ Sympathetic, fair, tolerant and patient with athletes
- _____ Promotes sportsmanship
- _____ Recognition of individual differences and abilities

- _____ Execution of specific assignments for assistant or Middle School coaches (overall program supervision and leadership)
- _____ Appropriate conduct at games and practices toward players, fans, opposing team members and coaches

IV. Strength Areas:

V. Refinement Areas:

VI. Plan of Action:

| | |
|---------------------------------|---------------|
| _____ Signature of Principal | _____ Date |
| _____ *Signature of Coach | _____ Date |

*Signature indicates that the coach has read and received a copy of the appraisal.

COACHES-PLAYERS - High School & Middle School

In his/her relationship with players under his/her care, the coach should always be aware of the tremendous influence they are -- good and bad! Parents entrust their dearest possessions to the coach's charge, and the coach, through his/her own example, must always be sure that the students who have played under him/her are finer and more decent students for having done so.

The coach should never place the value of a win above that of instilling the highest desirable ideals and character traits in his/her players.

The safety and welfare of his/her players should always be uppermost in a coach's mind, and they must never be sacrificed for any personal prestige or selfish glory.

Every coach must remember that they are a living example for all of the young people in the community in which they coach. It is vitally important for them and for the profession they represent that their actions and behavior bring credit to athletics at all times.

COACHES-PROFESSIONAL LEAVE

Professional leave for clinics will be granted by the building principal at their discretion.

COACHES-QUALITIES DESIRED - High School & Middle School

1. enthusiasm
2. ability to get along with students, yet keeping their respect and demanding perfection within their ability limits
3. good health
4. willingness to learn and accept constructive criticism
5. willingness to help form and implement procedures in:
 - a. discipline
 - b. athletic code
 - c. the relationship of one sport to another
 - d. training habits
6. good grooming, with clean personal habits
7. a philosophy that coaching is done for reasons other than monetary return

COACHES-SCHOOL - High School & Middle School

In their relationship with the institution for which they work, a coach should remember that they are on public display as a representative of their school. It is important, therefore, that they conduct themselves so as to maintain the principles, the integrity and the dignity of their school.

School policy regarding athletics should be adhered to, both in letter and in spirit. The coach should remember that other members of the faculty also have an interest in the school and its students, and his/her conduct must be such that there arises no criticism of his/her efforts to develop the purposes of the school.

CONDITIONING PERIOD and OPEN GYM

- Purpose: to make use of our facility for conditioning and still encourage athletes to get involved in our athletic program
- Open Gym:
1. Coaches: At no time will any coaching or scrimmaging be done with athletes, just the required supervision.
 2. Open gym may begin the first Saturday In October (during this month, no scrimmaging of out-of-season sport) through the State tournaments of the winter sports season and again throughout the summer months until the beginning of fall sports season. Only exception is when the gym floor is being refinished.
 3. Open gym on Sunday during the winter sports season for elementary, Middle School and high school students and adults will be posted in the office and in the Eclipse.
 4. Open gym for the summer months will be posted in the office for students.
 5. Open to all athletes and non-athletes
 6. The Open Gym schedule must be posted and open to all students and NO coaching can take place or you are in violation of State Union rules; only supervise during this time.
 7. If a coach is going to work with his/her athletes, notify the A.D. of the date and time. It can't be done during Softball or Baseball practice or game times.
- Conditioning:
1. Conditioning facilities may be used the year round with proper supervision.
 2. Facilities to be used are running areas outside and weight facilities. Running in the gym will not be allowed due to volleyball in the fall and basketball and wrestling in the winter.
 3. Supervision at all times
 4. Open to athletes and non-athletes
 5. Sports in season have priority use of weight area.
 6. Coaches in season have control over the program in which their athletes participate. If they do not want them to lift during open weight times, the in-season coach must make the weight room available for their athletes and must supervise it at that time.
 7. Open to all athletes and non-athletes.

DUAL SPORTING

In the Fall of 2001, the Aplington-Parkersburg coaching staff agreed to a policy of no dual sporting. Example would be that a boy can't run track and play soccer.

DVDs

Coaches will check out DVDs for their individual sports, and these DVDs will be used from year to year.

ELEMENTARY PROGRAMS

There will be no more than 12 practices allowed for exposure of Football, Basketball, Volleyball and Wrestling to the Elementary grades. Coaches must set dates with the Athletic Director. Football and Volleyball must be concluded by the end of their State Tournament and Boys Basketball, Girls Basketball, and Wrestling must conclude by the end of the Boys State Basketball Tournament. Basketball and Wrestling Elementary programs can begin at the beginning of their respective high school seasons. Fine Arts programs such as plays, speech and music preparation for performances will have priority of facilities and practice time.

ELIGIBILITY (Mid-Term, Daily and Weekends)

MIDDLE SCHOOL eligibility will be determined by the grades received at each Mid-Term and at the end of each quarter. If a student fails more than one academic course in the given period of time, he/she will be ineligible for at least one week and will remain ineligible until which time he/she has raised the failing grade or grades to at least the letter grade of "D". This includes summer activities.

As far as HIGH SCHOOL DAILY ELIGIBILITY, a list students who are ineligible is posted on the high school office window, is e-mailed to the Middle School and Elementary School offices and is e-mailed to those of you who provide us with your address.

This list is to be checked BEFORE ANY daily practice start, and is FIRM. If you don't find the list, ASK IN THE HIGH SCHOOL OFFICE! The only people who are allowed to alter this list are Mr. Thompson, Mr. Thomas and Mr. Berkey (all administration) or the high school secretaries. This list is put together in the office where attendance is monitored. You will note that the daily eligibility requirements are different on the weekends than they are for weekdays, so on Fridays there will be two lists - one for Friday and one for the weekend.

The following is put in the morning announcements for the high school students, so there should be NO confusion! "As sports begin, a reminder that students who leave the building will be ineligible for evening practices/activities unless they leave for medical appointments, funerals or court appointments and bring back notes from the specific offices to verify these appointments. Also remember that detentions must be served PRIOR to your participation in practices/activities. After you've served the detention, ask the teacher in charge of your detention for the pink pass that you must show your coach/sponsors as proof that your detention has been served. Only THEN are you clear to practice/participate."

In addition, and for your information, it's publicized in the high school student handbook that "students coming late to school (past 8:45 a.m.) or leaving the building prior to 2:45 p.m. will NOT be allowed to participate in that day's activities. The only exceptions will be made by a building administrator.

The MIDDLE SCHOOL DAILY ELIGIBILITY policy states that any student who is to participate in a practice or a performance on a regular school day must attend school the entire day. Individual exceptions may be approved by the principal when known in advance.

EMERGENCY PROCEDURE

1. Doctor's Office ----- 346-2331
2. Aplington or Parkersburg Ambulance ----- 911
3. Allen Hospital Number ----- 235-3697

*DO NOT HESITATE *** ACT!!!*

EMERGENCY SHELTER PLAN

If you are outdoors holding practice or hosting contests, and the siren blows, following is your safe shelter location:

Football Field / Concessions / Press Box / Track / Spectators -- go in north basement doors, to restroom or Wrestling Room

Tennis Courts -- go in north basement doors, to restroom or Wrestling Room

Softball Field -- go in music hall door, down south steps to Wrestling Room

Baseball Field -- to Methodist Church, once inside, turn right and get in restrooms or hallway

(The church is locked, but the key is in their mailbox. This info is for **COACHES ONLY**.)

EQUIPMENT-CARE - High School & Middle School

In order to give athletes a sense of responsibility and appreciation of their equipment, squad members are to be held accountable for the abuse or loss of it. With the rising cost in equipment, all coaches must demand care of equipment and updated inventory.

Equipment lost by an athlete must be paid for by the athlete.

EQUIPMENT-PURCHASING (also see section titled "Purchases")

1. After the season is over for the particular sport and after they have taken care of inventory and the cleaning and storing of equipment, he/she should fill out requests on the activity report. This should be done within three weeks of completion of that particular activity.
2. All purchases of equipment must be done by a purchase order signed by the athletic director in order to keep track of expenses.
3. The school will not be held responsible for anything a coach purchases without a purchase order signed by the athletic director.
4. The head coach must notify the athletic director when ordered equipment has arrived so the A.D. can turn his copy of the bill in to the office for payment.

FACILITY USE PHILOSOPHY

Aplington-Parkersburg philosophy is to include young people in our programs and to teach them that everyone has the potential to make a positive contribution and that they can all serve an important role in our programs. As educators, we will try to teach young people the value of 'commitment' to each other and to the programs in which they participate.

Research indicates the importance of extra-curricular activities in developing successful adults and in helping to prevent school dropouts. Keeping our students involved in school programs on a year-round basis is a goal we work to realize.

Aplington-Parkersburg coaches/directors will continue to work together to not interfere with each other's programs and to encourage participation in all activities.

Coaches/directors must establish rules governing the participation of individuals on non-school sponsored teams during their respective sport or activity. A copy of the established rules will be submitted to the Superintendent.

1. During the school year, district facilities at both the high school and middle school will be available to outside groups on Sunday afternoons from 12:30 -5:30.
2. During the summer, school district facilities will be available to outside groups if not conflicting with school activities.
3. Groups may sign up at the respective school office.
4. The school district will ask that these groups sign the appropriate paper work.
5. Proper footwear and facility care will be expected.
6. Activities that require special set up or custodial support will be assessed a rental fee. That fee will be determined.
7. Students will be informed of rules concerning participation on non-school sponsored teams.
8. Groups utilizing the facilities for activities that duplicate school-sponsored activities must be aware of guidelines that govern participation of students in the high school and middle school.
9. Middle school participants will follow the same guidelines. Facilities at the middle school will be available once an activity has concluded.
10. Students in grades K-6 will not be limited in their use of the facilities as school-sponsored events do not exist for this age group.
11. State rules mandate that students in grades 9-12 cannot utilize facilities unless it is during a posted open-gym time or approved use.
 - a. Open gym during school year:

1. Coach/coaches will check with AD on facility availability a week prior, and times will be posted.
 2. Open gym can be twice a week using either the high school or middle school facility and will be only for skill development with no scrimmaging and is open to all activities for up to 45 minutes per session.
 3. Open gym will follow State rules pertaining to open gym, and coach/coaches will only be in a supervisors capacity with absolutely no instruction given.
 4. Open gym will follow the A-P local team rule in that coach/coaches in season have the discretion if their athletes participate in open gym.
12. No outside activities that conflict with music, speech, drama and sports will be allowed to utilize the facilities.

KEYS

Please remember to turn your keys in to the Athletic Director or secretary as soon as your sport is over.

LETTERWINNERS - High School

Remember to turn in your letterwinners (including any managers) to the High School Office a week or so BEFORE you need the awards so that they have time to get them together for you. Along with your letters and pins, you will be receiving letterwinner certificates signed by the Athletic Director. It will be up to you to fill in the letterwinner's name and add your signature. Distribution of all awards is YOUR responsibility, so you'll want to turn your lists in to the office in plenty of time to have them back to hand out at your banquet, last game, etc..

MAIL

Mail that comes for you as a coach will be sent to the building in which you are housed; however, if you are an off-staff coach, it is your responsibility to come check the off-staff mailboxes at the high school.

MEDICAL EXCUSES

A student under doctor's care as a result of an injury or surgery will need a doctor's note to return to practices or events.

NONDISCRIMINATION NOTIFICATION

It is the policy of the Aplington-Parkersburg Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact the District's Affirmative Action Coordinator: Jon Thompson, Superintendent. He may be contacted at 610 North Johnson Street, Parkersburg, IA 50665, jthompson@apl-park.k12.ia.us, or at (319)346-1571, if you need to discuss any of these matters.

PICTURE POLICY - High School

A policy regarding pictures being purchased for the high school trophy case has been instituted because of the cost factor:

1. 8x10 Colored Picture - In team sports, it requires qualifying the entire team for the State meet. Individually, it requires receiving a recognized State award; for example, 1st through 8th place in the State track meet. You must place in the State meet, not just qualify. In basketball, softball, football, baseball and volleyball you must make an All-State team. Honorable Mention does not qualify.
2. 5'x8' Team Picture - Team picture requires a team to win a State championship. The picture will include all participants out for the team.

POSTPONEMENTS

If a game is postponed due to weather or any other factor not conducive to good game conditions, the following practices will be followed. The only exception will be State-sponsored tournaments, and that will be at the discretion of the principal.

1. Athletic director will confer with the principal and coach.
2. On any day when school is dismissed early for weather, no practice will be held. The exception would be State-sponsored tournaments the next day but with the principal's approval.
3. On days school is canceled by weather, practice will be held only with prior approval of the superintendent.
4. If school is delayed because of the weather, all morning extra-curricular activity practices are canceled.

PURCHASES

(including resale purchase)

(also see section titled "Equipment-Purchasing")

If you've been with the District for a while, please read through this procedure to pick up anything you maybe are NOT doing, If you're new to the District, you'll want to read this so you know what you are to be doing! **NO ORDER SHOULD BE PLACED IN ANY BUILDING WITHOUT FOLLOWING THIS PROCEDURE!** Steps 1 through 5 should be completed BEFORE any order is placed.

1. Anything you are purchasing for your players that they are paying for (i.e.: coats, hats, shirts, etc.) **MUST** go through the school's purchase order system. Not only will this save you the tax amount, but it will avoid YOU having to deal on your own with checks that may be returned for insufficient funds! This means you must collect the money (checks being made payable to the school) AND turn it in to the Business Manager BEFORE continuing on with steps 2-5. In other words, **NO ORDER IS PLACED** until all the money is collected and turned in and the purchase order paperwork is complete! Granted, this will cause you to be organized and to plan ahead, but this is how it **MUST** be done. All purchases of equipment must be done by a purchase order signed by the athletic director in order to keep track of expenses. Coaches involved in the resale of items are to obtain a purchase order from the Athletic Director and have the money collected upon purchase. **Once money is collected and turned in to the Business Manager for resale items you may move on to step #2. If your purchase is to be paid for by the school and NOT by students, you may start with step #2.**

2. On the File Server, you will find a file called "APHS Purchase Order Template". If it's not there, ask the Technology Coordinator to put it on your server file. Fill the form out **COMPLETELY**. You should have costs filled in. To avoid your purchases being taken out of the wrong account, you should put the account number you are charging the purchase to in the "Accounting Codes" box! **THIS IS VERY IMPORTANT!!!** Also, if you want the purchase order to be paid immediately, you should write "PREPAY" in the "Account Codes" box as well. Our auditors require some type of bill as amount verification to be attached to purchase orders. This can be a registration form, estimate sheet, etc..

3. Print 2 copies of the form and attach any order form, registration form, etc. that will be going with the p.o. or that verifies the amount you are paying. If you want the order mailed in, attach an addressed school envelope. If you want the p.o. FAX'd in, BE SURE to list the FAX number in the appropriate box on the purchase order.

4. Turn both copies in to the Athletic Director for his signature. (Once he has signed your purchase order, it will be given to Mr. Thompson for HIS approval)Axxeellia.

5. When the signature process is complete, a purchase order number will be assigned to the p.o..

then...

If you've attached an envelope to the p.o., we will mail the order in. If you've typed in a FAX number, we will FAX the order in. Either way, we do NOT inform you when the process is complete. Feel free to check, though, if you're concerned about it's progress. If you've given us neither an envelope or FAX number, we will return the original p.o. to you for you to get to the vendor in whatever way you choose.

This procedure **MUST** be followed. Remember that because the p.o. has to pass through several sets of hands, you need to give us on the average of TWO days to process your order. No order should be placed until all five steps listed above are complete!

Before distributing purchases that students have paid for, it would be wise to check with the business office to be sure all checks have cleared. We get many returned checks, and these should be taken care of BEFORE the item is given to the student!

SCOUTING

Scouting will be done by use of the school vehicle. The coach is to check availability of a school vehicle first, and if it is not available, then will be paid the current mileage. If the coach did not check with the superintendent to make arrangements for a vehicle, then mileage will not be paid. Unlimited scouting will be curbed.

SPECIAL MEETINGS

Prior to each high school athletic activity, rules meetings are held throughout the State. For head coaches of boys sports, attendance is mandatory. For all other coaches, attendance at these meetings is highly recommended. Also, attendance at Conference meetings where time permits is necessary. Also, high school head coaches in Football, Volleyball, Basketball, Wrestling, Softball and Baseball will have a parent meeting prior to the season or within two weeks after the season has started.

SPORTSMANSHIP GOALS FOR ATHLETES, COACHES & FANS - High School & Middle School From the North Iowa Cedar League

The ideals of good sportsmanship, ethical behavior and integrity permeate our culture and are consistent with the existence of the NICL. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others.

Sportsmanship is a manner of behavior for all school officials, coaches, students and community members that brings respect and credit to the school and community. Sportsmanship is a recognition of teamwork, cooperation, loyalty, respect, physical activity and the value of the sport as a whole. Sportsmanship recognizes hard work and dedication, personal sacrifice for the benefit of the group, and the parallel between competitive athletics and real life. People remember good sportsmanship longer than the score!

Athletes & Coaches:

1. Greet, and be courteous, to opponents, coaches and players. Encourage your team to interact with the opponent and/or officials.
2. Know the rules of your sport; teach them to your team.
 - * Respect officials and their decisions.
 - * Demand that your athletes abide by officials decisions without emotional display.
3. Compete vigorously and hard; be gracious to your opponent when he/she does the same. Recognize and appreciate the skills of all students participating.

Athletes, Coaches & Fans:

4. Display concern for the physical well-being of your team and for the opponent.
5. Win with humility; lose with grace. Do both with dignity.
6. Show a positive attitude in cheering. Watch the players-not the officials.
7. Do not expect or accept unruly behavior. Set standards of conduct.
8. Maintain self-control at all times.

Fans:

9. Realize that a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others or be obnoxious.
 10. BE A FAN..... NOT A FANATIC !!!
-

A-P Promotes Proper Sportsmanship

Individuals whose sportsmanship is inappropriate will receive verbal warnings. (Individuals may also be removed from contests upon an official's or the host school's administrator's request) Failure to abide by the preceding could result in forfeiture to the contest by the offending team. Individuals can be prohibited from attending school-sponsored sports programs if the A-P school administration deems necessary, and the length of time banned is to be determined by school administrators. Students attending as fans are removed from the athletic contest, and they will not be able to attend upcoming sports events for a period of two weeks. A second violation by student fans will be that he/she is prohibited to attend events for the remainder of the sports season or upcoming sports season.

In the Middle School, appropriate behavior is expected of all students participating in extra-curricular activities. A team of teachers, coaches, principal and activities director may suspend a student for inappropriate behavior at any time. Also, we expect our spectators to always reflect the highest standards of behavior at extra-curricular events. Keep your school's image at a level that will reflect well on you and your school.

STATE TOURNAMENT BOARD POLICY

1. It is the policy of the school to furnish transportation to all out-of-town contests (when sufficient numbers warrant it). All students and contestants are expected to ride in the transportation furnished both to and from the contest. In certain cases, with prior approval, students may be permitted to ride with the parents or guardian of another student, with the written permission of their own parents, and the parents with whom they are riding. This applies to student buses for spectators (pep buses) also. Any exceptions are subject to approval of the Superintendent or his designee.
2. High School coaches will be allowed one professional day to attend every year. If coaches decide
3. to take more than the one professional day, it must be counted as personal days. The school will provide
4. a bus for coaches taking their team. The students will purchase their own tickets.
3. No school vehicle or mileage compensation will be given when coaches do not take the team on the bus.
4. Cheerleaders will only stay overnight (wrestling/basketball) with the cheerleading sponsor if the rooms are reserved by the school. The cheerleaders will only stay if basketball is playing the final day or if a wrestler is competing on Saturday.
5. Managers: Managers will only stay at State Tournaments if they are included in the official traveling party according to State guidelines.

YEAR-END APLINGTON-PARKERSBURG ACTIVITIES REPORT

SPORT _____ SEASON _____
COACH _____ WON _____ LOST _____
OPPONENT _____ SCORE _____ OPPONENT _____ SCORE _____

ITEMS TO BE TYPED AND INCLUDED WITH ACTIVITY REPORT CHART ON THE PREVIOUS PAGE:

- A. List of participation
 - 1. Those who started the season
 - 2. Those who did not finish the season (indicate why)
 - 3. Indicate captains or co-captains by *
 - 4. Criteria for lettering

- B. Summary
 - 1. List all special awards (all-conference, all-state, prep of the week, weight champion, any team recognition like most valuable, etc.)
 - 2. Stats that were kept on team and individuals:
 - a. Wrestling (individual won-lose record, pins, etc.)
 - b. Football (rushing, passing, tackles, receptions, etc.)
 - c. Basketball (shooting stats, rebounding stats, etc.)
 - d. Track (list best time for each event)
 - e. Baseball & Softball (batting average, pitcher stats, etc.)
 - 5. If in an individual tournament, indicate the place of finish (1st, 2nd, 3rd, etc.)
 - 6. Conference standings
 - 7. Equipment inventory
 - a. Indicate the year it was purchased beginning with 1978 equipment.
 - b. For equipment purchased before 1978, just indicate number and leave date off.
 - 8. Brief resume of activity
 - 9. Requisitions for new and/or replacement items
 - 10. Suggestions for next year

- C. This material should be turned in no later than 2 weeks after the competition of your season.