

# Cherokee Community School District Activities Handbook 2024-2025



## Student Activities Philosophy

The main purpose of the Student Activities Program is to meet those school-related interests and needs of students that are not necessarily provided in the regular classroom program. The activities program refers to clubs, fine arts, and athletic activities. Activities at Washington High School are offered to our students...

1. To provide the opportunity for active participation in co-curricular activities.
2. To teach that the spirit of competition creates greater individual growth than does the concept of winning at all costs.
3. To teach new skills and improve old ones.
4. To teach that commitment to an activity carries with it the responsibility of following it through to its completion.
5. To provide the opportunity to observe and practice good sportsmanship.
6. To teach that always trying to do your best makes the experience worthwhile.
7. To provide opportunities to represent the school and the community throughout the state.
8. To provide extended educational opportunities for all individuals.

9. To provide lifetime leisure skills which can be used in a healthful and wholesome way.
10. To encourage leadership, use of initiative, and good judgment.
11. To develop a sense of belonging to a group, team, school, and community.
12. To provide the opportunity for students to place group goals before individual goals for the overall benefit of the team or group.
13. To provide opportunities to develop desirable skills such as time management, cooperation, and self-discipline.
14. To provide opportunities for physical and mental growth and development.

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

Every effort will be made to support the activities program with the best facilities, equipment and most qualified staff available. Coaches/sponsors will teach the specific skills necessary for improvement, and provide guidance in the development of good sportsmanship, cooperation, leadership, ethical behavior, and an appreciation for the importance of practice.

The ultimate goals of the activities program will be: 1) To realize the value of participation without overemphasizing the importance of winning and excelling, and 2) to develop and improve positive citizenship traits among the program's participants. The coaching/sponsor staff at Washington High School and Cherokee Middle School have dedicated themselves to the total development of the student athletes. The physical and psychological growth of each athlete is carefully considered when planning and implementing our athletic programs.

Our professional coaching staff/sponsor is aware of the individual needs of student athletes as well as the social value of being able to work as a member of a team. In an effort to help students reach their maximum potential athletically, Cherokee has dedicated itself to providing the best coaches/sponsors, training, and equipment available.

The role in contributing to and building a tradition of athletic excellence, which brings honor to students, school and community, is worthy of the best efforts of all concerned. Our goal is to produce young women and men who have the skills to be successful citizens. At Cherokee, we are committed to this goal and we want our students to leave

Cherokee and be able to say that they were proud to have been a part of building a tradition of excellence in Cherokee Athletics.

## **Participation in extracurricular activities should...**

1. Underscore the value of determination. Self-improvement is always a function of commitment and perseverance.
2. Help build a positive self-image. The sense of fulfillment that comes from doing something well builds self-confidence as does meeting challenges.
3. Help develop a good work ethic. This often means a willingness to acknowledge that accomplishment is not an immediate reward. It involves setting goals and making the sacrifices necessary to achieve them.
4. Strengthen interpersonal skills. Important among these skills is patience, tolerance, and the ability to cope with criticism.
5. Build sportsmanship. Sportsmanship is chiefly an attitude that influences how we overcome adversity and disappointment, and how we deal with the public attention that comes with success.
6. Develop the ability to work in groups. This involves being able to work with others, to offer leadership when the opportunity exists, and to follow leadership when that is most appropriate.
7. Enhance self-discipline. This involves the motivation to control one's behavior and decisions in a manner consistent with established rules and with standards of achievement. Self-discipline requires the ability to accept responsibility for one's decisions.
8. Provide enjoyment. This enjoyment is broadly derived from the camaraderie that comes from working with others and the sense of physical, mental, and spiritual wellness that comes from engagement in challenging circumstances.
9. Develop skills. The challenges inherent in extracurricular participation and performance serve to broaden horizons.

## **Coaching/Sponsoring Expectations and Responsibilities**

### **1. Rapport**

A coach/sponsor must be able to develop a good rapport with any number of individuals and groups: team personnel, the student body, the professional staff (faculty,

administration, maintenance, etc.) the community as a whole, spectators, officials, fellow coaches/sponsors in the conference, media representatives, and the parents of his/her participants. Good rapport and the image of competence are important for the coach/sponsor.

## **2. Cooperation**

The district expects give-and-take between all individuals associated in any degree with the comprehensive program. Coaches/sponsors must work hand-in-hand with their activities director, principal, and other members of the staff.

## **3. Leadership**

Diligence, enthusiasm, honesty, and a love for the game are all a part of a professional pride that should be exhibited by all coaches/sponsors. Personal appearance, dress, physical condition-all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

## **4. Discipline**

Every facet of discipline is the coaches/sponsors' responsibility. Individually, the coach/sponsor becomes a model of all that the program represents-observation of school codes, training rules, rules of the game, ideals of good sportsmanship, and behavior of participants throughout the season-at home and away. Desire to do well, to win well and to lose well should be emphasized.

## **5. Improvement**

A coach/sponsor must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules meetings, clinics and workshops is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and better performance. Keeping abreast of current literature in professional journals, newspapers, and magazines, and utilizing enrichment materials available in other media forms is also expected.

## **6. Communication**

When communication between coaches and players happens outside of practice and/or games, coaches for each program will use means of communication other than personal phone numbers. Cherokee coaches will use either the Remind or Band apps to communicate with athletes. It is the responsibility of the coach to choose which communication method to use that reduces the chances of private conversations between individual players and coaches on the preferred communication method. The preferred communication method and conversations within said method will be monitored or

viewed by AD and all program coaches. If a parent would like to receive these notifications, they can ask the coach to add them. The Athletic Director is allowed to approve and oversee all communication platforms and conversations. Coaches should not have social media accounts with high school athletes.

## **Coaching Techniques**

1. Use sound and acceptable teaching practices.
2. Run well-organized practice sessions.
3. Complete pre-season planning well in advance.
4. Adhere to a highly efficient and sound program of injury prevention. If an injury does occur, follow a prescribed routine and maintain good communications with the athlete, trainer, doctor, and parent.
5. Construct a well-organized game plan.
6. Develop a sound system for equipment accountability, including seasonal inventor, repair, reconditioning, and replacement of all equipment.
7. Keep assistant coaches, sponsors, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

## **Coaching Relationships**

### **To The Players On The Team**

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. Promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach/sponsor must be a leader, and the example must begin in practice.

The coach/sponsor should be fair and unprejudiced with participants, considering their individual differences, needs, interests, temperaments, aptitudes, and home environments.

Participants have the right to expect coaches/sponsors to have a genuine and up-to-date knowledge of the sports, which are being coached. The safety and welfare of participants should always be uppermost in the coaches/sponsors mind. The coach/sponsors' primary responsibility is to the individual boy or girl.

### **To The School District**

As a coach/sponsor, you are a frequent topic of conversation at various community locations, the home, the work place, and at the meetings of many civic organizations. Your profession as well as your reputation as a coach/sponsor, is constantly under scrutiny. Your actions and statements should always reflect confidence and respect for your school district. Much can be done by the coach/sponsor in public contacts to build and maintain a high level of confidence for the athletic program and the school district.

### **To The School**

A coach/sponsor must commit effort and loyalty to the school at all times. He/she must constantly strive for excellence in all areas of the athletic program and in respect to all aspects of the school. To be effective, a coach/sponsor must be respected. To be respected, good personal habits and neat appearance are important, but most important are the examples set by the coach/sponsor. Being respected is much more important than being well liked. Treat the faculty, the participants, and the general student body with the same respect that you desire to be shown to you. Private, firm, fair, and consistent discipline must be maintained.

The work of the coach/sponsor must be an integral part of the educational program of the school. The coach/sponsor should show mastery of the principles of education, which leads to improvement in teaching and coaching. The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous, and fair to his/her team as well as the visiting team.

### **To Fellow Coaches On Staff**

The make-up of a coaching staff is based on teamwork. However, the head coach/sponsor must always be in command. Despite the position of authority, a wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skills, which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach/sponsor will praise the assistants and award recognition whenever possible. Misunderstandings or disagreements between coaches/sponsors should be discussed as soon as possible and in an appropriate location away from the athletes and other people not associated with the program.

The head coach/sponsor expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do or even like to do. They must fulfill their responsibilities to the head coach, the athletes, and the sport itself. It is most difficult to be a good assistant coach; however, the success of the school, the team, and the coaching staff is dependent upon the quality and effort of the assistant coaches.

### **To Other Coaches/Sponsors In The School**

One must always bear in mind that his or her activity is not the only activity; it is only a part of the total athletic program of the school. Therefore, it is important to support, promote, and cooperate with all the other coaches/sponsors and activity sponsors for the well-being of the total program.

A coach/sponsor should support fellow coaches/sponsors whenever possible. ALL REMARKS SHOULD REFLECT CONFIDENCE IN ONE'S FELLOW COACHES/SPONSORS. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members. NEVER criticize or "second guess" a fellow coach/sponsor in public or in the presence of athletes, participants or students.

### **To Faculty Members**

The coach/sponsor is responsible for cooperating with faculty members on the staff.

### **To The Physical Plant**

Each coach/sponsor is responsible for the following:

- a. Keeping practice areas and the locker room in order.
- b. Storing equipment neatly and using equipment properly. Pride in the equipment and facilities are a primary importance to all athletes and coaches/sponsors.
- c. Keeping storage areas locked.

## **Team Practices**

1. In cooperation with local churches, NO ACTIVITIES will be held after 6:00 on Wednesday evenings. All practices must end by 6:00 p.m. and all athletes must be out of the building by 6:15 p.m. There will be no Sunday practices except in a situation where a sectional, district, or state tournament competition is scheduled for a Monday. Any Sunday practice must be cleared with the Activities Director prior to scheduling.
2. When school is not held or if school is dismissed early because of inclement weather, there will be no scheduled practices and students will not be allowed to practice on their own in the gym or other facilities. If the weather improves tremendously after the decision to cancel school, a coach/sponsor may have an optional practice where students are not required to attend. The decision to allow a practice on a day where school is not in session due to weather conditions will be a collaborative decision between the superintendent, principal, and activities director.
3. All coaches are to be the last ones to leave the building after their activity. Coaches and sponsors are responsible for making sure that all students have rides and have left the building. Under no circumstances should a student be waiting for a ride home.
4. Training hours and/or additional policies may be established by individual coaches/sponsors. All policies must be clearly stated in writing and distributed to students and their parents in advance of the activity.



## **Bus Trips Supervision and Responsibilities**

1. Coaches are responsible for making sure that all students adhere to proper bus rules.
2. All athletes and coaches must ride the bus to all school sponsored activities. Any exception must be cleared through the Activities Director in advance. Students may ride home from events with their parents provided the coach is given a written request from the parent. If a parent requests their son or daughter return from an away contest with another person, that request must be approved by a member of the administration before 2:00 p.m. on the day of the contest. (NO EXCEPTIONS)
3. Coaches are responsible for making sure the bus is clean upon return from a trip.

## **Locker Room Procedures**

1. Lockers and padlocks will be issued to all athletes.
2. Locker rooms must be supervised at all times by a member of the coaching staff. The supervisor must be the last to leave the locker room.
3. Under No circumstances should the weight room be used by students without a member of the coaching staff present to supervise.

## **Athletic Director**

The athletic director has the responsibility of organizing and administering the athletic program in accordance with the policies established by the Department of Education, IHSAA, IGHSAA, Lakes Conference and the Board of Education and to foster an athletic program that is in the best interests of the student body, the school district and the community.

He is responsible to the superintendent and principal for the direction of personnel, policies and activities of the athletic department.

1. Consults with and informs the superintendent and principal of the activities, problems and progress in the department.
2. Recommends to the administration the assignment of personnel in the department.
3. Formulates and enforces department policies.
4. Interprets and enforces all state and conference policies.
5. Is responsible for all schedule making, hiring of officials and the making of contracts and games and meets.

6. Is responsible for the purchasing of equipment and supplies and coordinates the financing of the athletic program.
7. Assist head coaches with maintaining an accurate inventory of all athletic equipment and supervises the cleaning, care and storage of all athletic equipment.
8. Works with the custodial staff in the maintenance and preparation of the physical facilities in the department for all practices and public performances.
9. Helps to supervise all home athletic events and is responsible for the following at such events:
  - a. Visiting team arrangements
  - b. Radio and newspaper needs
  - c. Scorer, timers, etc.
  - d. Officials parking, dressing rooms and payment
10. Conducts coaches meetings and meets with all head coaches as the need arises during the year.
11. Coordinates the athletic program with the instructional program and the other activities in the activities program
12. Arranges for all transportation within the department for participating coaches.
13. Assist head coaches with provisions for meals and lodging for athletes and coaches when necessary
14. Coordinates the practice schedules for coaches and athletes on the fields and in the gym and wrestling room.
15. Administers all eligibility rules as set forth by the IHSSA, IGHSAU, Board of Education and the Lakes Conference.
16. Arranges for the publication and distribution of athletic schedules to the students, faculty, public, host schools and news media.
17. Maintains a master schedule of all athletic events.
18. Arranges for the distribution of athletic rosters to the faculty and host schools.
19. Attends seminars, conventions and professional meetings for the purpose of professional growth and to keep abreast with current knowledge and trends in athletics.
20. Attends monthly meetings of the athletic directors in the Lakes Conference.
21. Submits all annual reports required by the IHSSA, IGHSAU and the administration.
22. Works cooperatively with community groups that have a sincere interest in the athletic program.
23. Counseling athletes that are having academic and behavioral problems.
24. Supervises the issuance of athletic awards and maintains an accurate and current record of all awards listed.
25. Maintains an accurate and current record of all students enrolled in the athletic program.
26. Coordinates the public relations program of the athletic department.
27. Coordinates the athletic program at the senior high school with the program at the junior high school.
28. Such other responsibilities as deemed necessary by the Principal, Superintendent and Board of Education.

# Cherokee Community School District

## Job Description

Title: Head Coach

### Qualifications:

1. Coaching Endorsement
2. Demonstrated interest in and aptitude for performing the task.
3. Must exhibit high values and standards and be able to serve as a favorable example to young people.
4. Coaching experience.
5. Such alternatives to the above qualifications as the board may find appropriate and acceptable.

Reports To: Activities Director

Job Goal: To provide leadership, supervision, and organization of a specific athletic activity, and to carry out the objectives of the total athletic program.

To include helping each participating student achieve a high level of skill, an appreciation for the values of discipline and an increased level of self-esteem.

### Performance Responsibilities:

### Year-Round Responsibilities:

1. Formulate objectives for the coming sport season as it would pertain to player personnel and assistant coaching responsibilities.
2. Keep abreast of new ideas and techniques by attending clinics and workshops, reading in his/her area and encouraging the assistant coaches to do the same.
3. Be knowledgeable of the rules and regulations concerning his/her sport, plus changes, which occur.
4. Be active in professional organizations such as state coaches associations.
5. Inventory. Select, care, and maintain equipment.

### Seasonal Responsibilities:

1. Before Season:
  - a. Assist activities director with proper registration of all athletes at the beginning of the season.
  - b. Assist activities director in compiling eligibility lists and other reports.
  - c. Be aware of and post an emergency phone and doctor list.
  - d. Arrange for a systematic issuance of school equipment.

- e. Make sure all athletes have physicals.
  - f. Be knowledgeable of the regulations of the district.
  - g. Clarify to athletes the letter award policy.
  - h. Select and instruct team managers on proper care of equipment, facilities, and other duties assigned.
  - i. Check bus arrangements with the activities director.
  - j. Hold a pre-season parent meeting where lettering requirements and team rules are explained to all parents. (This is mandatory and must be held before the first athletic contest of the season.)
2. During the season:
- a. Assume responsibility for constant care of equipment and facilities being used.
  - b. Assume supervisory control over all phases of teams in the program.
  - c. Organize and schedule practice sessions on a regular basis with the idea of developing the team and the individual to their greatest potential.
  - d. Apply discipline in a firm, consistent, and fair manner.
  - e. See that the facility regulations are understood and enforced.
  - f. Emphasize safety precautions and use accepted training and injury procedures.
  - g. Conduct oneself and teams in an ethical manner during practice and in games.
  - h. Report the outcome of contests to the media, win or lose.
  - i. Instruct players on rules and rule changes, and new ideas and techniques.
  - j. Provide to the activities director for file purposes, a copy of all general correspondence and bulletins to the student athletes and parents.
  - k. Adhere to the rules and regulations of the school district regarding church night.
  - l. Directly supervise or designate a supervisor of all dressing rooms and lock all facilities at the close of a practice.
  - m. Accompany the varsity team to all interscholastic activities away and be the first in attendance at home contests.
  - n. Designate players available for junior varsity contests.
  - o. Assign duties to assistant coaches.
  - p. Keep activities director informed of any concerns throughout the season.
3. End of Season:
- a. Arrange for the systematic return of all school equipment and hold the athlete responsible for all equipment not returned.
  - b. Arrange for cleaning, storing, and conducting inventory of all equipment.
  - c. Recommend student athletes who have fulfilled requirements for athletic letter, certificates, or special awards.
  - d. Compile varsity team grade point average and file necessary form with the athletic unions should a team qualify for an academic award.
  - e. Evaluate past seasons. (Meeting with Activities Director)

- f. Recommend to the activities director, any changes in personnel, officiating, or scheduling.
- g. Select equipment and make recommendations for purchases for next season.
- h. Maintain records of team and individual accomplishments and submit a copy to the activities director.
- i. Rate officials.

TERMS OF EMPLOYMENT: Compensation and duration of coaching season to be established by the board

EVALUATION: Performance of this job will be evaluated by the activities director.

# Cherokee Community School District

## Job Description

TITLE: Assistant Coach

QUALIFICATION:

1. Coaching Endorsement
2. Knowledge of the sport being coached.
3. Must exhibit high values and standards and be able to serve as a favorable example to young people.

REPORTS TO: Activities Director and Head Coach

JOB GOAL: To help each student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Keep abreast of new ideas and techniques in the sports field assigned.
2. Be knowledgeable of rules and regulations plus changes that occur.
3. Coach individual participants in the skill areas necessary for excellent achievement in the sport involved as assigned by the head coach.
4. Carry out duties assigned by the head coach in the sport involved. This could include a number of things such as scouting, equipment inventory, clerical work etc.
5. Support the head coach by abiding by his/her policies and rules which are set forth to help maintain growth of the total program at all times.

TERMS OF EMPLOYMENT: Compensation and duration of coaching season to be established by the board.

EVALUATION: Performance of this job will be evaluated by the activities director and the head coach.

# Cherokee Community School District

## Job Description

TITLE: Junior High Coach

### QUALIFICATIONS:

1. Coaching Endorsement
2. Demonstrated interest in and aptitude for performing the task.
3. Must exhibit high values and standards and be able to serve as a favorable example to young people

REPORTS TO: Activities Director

### JOB GOAL:

### PERFORMANCE RESPONSIBILITIES:

1. Attend pre-season rules meetings workshops, and clinics as determined by the varsity coach.
2. If possible, work with the varsity program during practice that precedes your program.
3. Develop defensive and offensive strategies, which are coordinated with the varsity program.
4. Encourage a great deal of participation.
5. Spend an abundant amount of time on fundamentals.
6. Strive for participation of all athletes.

TERMS OF EMPLOYMENT: Compensation and duration of coaching season to be established by the board.

EVALUATION: Performance of this job will be evaluated by the activities director and head coach.

### VOLUNTEER COACHES

1. Must be approved by the head coach
2. Must have a current coaching authorization and/or endorsement.
3. Must be board approved.

These three things need to take place before volunteer coaches work with any student athletes.

## **ATHLETIC AWARDS**

1. Varsity letters may be awarded for participation in the following varsity interscholastic programs: baseball, basketball, cross country, football, golf, softball, tennis, track, volleyball and wrestling.
2. All varsity letters shall be a large "C".
3. When the requirements for a varsity letter are met for the first time, the athlete shall be awarded a varsity letter, a varsity letter certificate, pin and a bar.
4. Only one varsity letter shall be awarded in each sport to any one athlete, regardless of how many times the athlete qualifies for this award.
5. After the first varsity award in each sport, as noted in item 3, the qualifying athlete shall be awarded a varsity letter certificate and a bar only for each season thereafter.
6. Appropriate numerals shall be awarded when an athlete meets the specific requirements of his/her particular sport.
7. Only one set of numerals shall be awarded to any one athlete, regardless of how many times the athlete qualifies for this award.
8. Credit toward an athletic award shall not be carried over from one season or sport to another.
9. In order to be eligible to receive an athletic award from Cherokee Washington High School, an athlete shall be a member in good standing in his/her classes, and otherwise satisfy the eligibility requirements of the IHSAA and the IHGSAU.
10. If for any reason other than injury or illness, an athlete is dismissed from his/her squad, he/she shall not receive any type of athletic award for that particular sport in that season.
11. The captains of the various athletic squads of Cherokee Washington High School shall be determined by methods dictated by the coach in charge of the squad.
12. All awards shall be granted as soon as possible after the completion of the playing season.
13. Any senior who has been a dependable member of a team for four years, but who did not meet the standards in a given year is to receive an award.
14. In order to receive an award (letter, numeral, certificate), an athlete must be eligible at the conclusion of the season. This pertains to scholarship and citizenship.
15. Must have returned all the equipment and supplies checked out to the athlete at the beginning of the season or have paid for lost items.
16. Each coach shall establish his/her lettering requirements and those requirements shall be given to each athlete in writing at the beginning of the season.

### **Parent Meeting**

All head coaches **must** have a parent meeting prior to their first athletic contest. This meeting should be made available to parents of all athletes who are involved in your sport. The purpose of this meeting is to explain lettering requirements, coaching expectations, introductions of the coaching staff, and to talk about the upcoming season. A copy of lettering requirements and the school's good conduct policy should be handed



out to parents. A letter should be sent to all parents stating the date and time of the meeting. In the past, some coaches have planned an open practice or scrimmage prior to having such a meeting.

### **Booster Club**

This is an organization of a group of parents and interested fans with the goal of helping the athletic program. The Booster Club quite often donates money to the school for the purchase of equipment or members volunteer their time to help host athletic events. It is the desire of the Cherokee Community Schools to work with the Booster Club for the support of all the athletic programs in the school.

### **Tournaments / Clinics**

Head coaches are allowed to use two professional days to attend state tournament events and or to attend a clinic.

Assistant coaches and Middle School coaches are allowed to use one professional day to attend state tournament events or to attend a clinic.

Clinic registration costs and travel expenses need to be approved by the school administration prior to the event.

### **Evaluation Philosophy and Procedures**

The purpose of evaluation is to improve the quality of our activity programs and to provide coaches with an opportunity to gain valuable feedback in an effort to improve and grow professionally.

1. All head coaches will be formally evaluated each year at the end of their respective sport season.
2. Assistant coaches will be informally evaluated every year by the athletic director and head coach.
3. Junior high coaches will be formally evaluated every three years.  
Football/Wrestling/Track: 2022-2023, 2025-2026  
Volleyball/Basketball: 2023-2024, 2026-2027
4. The above schedule is not set in stone and is a minimum schedule. If the activities director feels there is strong need, a coach may be evaluated on a more frequent schedule.
5. A conference will be held to discuss the evaluation and recommendations for employment for the next school year. Other recommendations concerning the overall program in which the coach is involved may be discussed at this time. Informal conferences may be held periodically during the season. Once the conference is completed, the coach and athletic director will sign copies of the

evaluation. The coach will receive a copy of the signed evaluation. The athletic director will place a copy on file.

## **COACHES' OFFICE**

1. Use the lockers provided for the storage of clothing.
2. Should be kept locked when not occupied.
3. This is not a place for athletes and managers to lounge.
4. Should present an orderly appearance.

## **DRESS AND GROOMING**

While representing the Cherokee Community Schools, the athlete and coach are expected to maintain a well-groomed appearance. Individual coaches may require specific attire for out-of-town trips. Cherokee Schools will provide \$75 to each high school coach and \$35 to each middle school coach to purchase clothing so the staff will look professional and identifiable as a Cherokee coach.

## **ELIGIBILITY OF ATHLETES**

This policy is covered in the Student Good Conduct Policy

## **EMERGENCY PHONE NUMBERS**

Call 911

See attached phone directory

## **EQUIPMENT**

### Care of Equipment and Supplies

1. It is the responsibility of the head coach to properly care for and store all supplies and equipment during the season and after the season. An assistant coach can be delegated to help with some of his responsibility.
2. School equipment is to be used only at practices and scheduled athletic events. Uniforms and practice gear are not to be worn by the athlete for personal use.
3. All equipment and supplies checked out to the athlete should be recorded on a record form by item and number. The athlete will be held accountable for its return at the end of the season.
4. If an athlete wishes to use the school's towels, they may check out five towels at the beginning of a sports season. If they desire a clean towel, they must turn in one of their originally issued towels before receiving a clean towel.
5. Only coaches and student managers should be permitted in the equipment room.
6. Keys are not to be loaned to athletes or student managers. A manager may require the use of a key, but it must be returned to the coach immediately after use.
7. Storage areas are to be kept locked at all times.

8. All equipment is to be inventoried at the end of each season. The inventory should be signed. A complete inventory should be completed and athletic director informed within two weeks after the end of the season.

## **DISCARDED EQUIPMENT**

Equipment that is no longer safe and serviceable should be discarded in such a manner that it cannot be reclaimed by an athlete. All such equipment should be discarded with the approval of the athletic director.

Clothing items that are no longer usable for competition may be sold to the athlete. The head coach and athletic director will set a nominal price. The money will be placed in the activity fund.

## **PURCHASING/ EXPENDITURES**

1. A requisition must be completed for every purchase. This includes all items and must be done prior to ordering the items.
2. Competitive prices should always be explored before deciding on the supplies.
3. Purchase requests must be complete as to size, color, quantity, price, etc.
4. The actual ordering of the equipment and supplies will be handled by the activities director and central office. **Do not order something without receiving permission first (this includes items for resale.)**
5. A requisition has not been approved until an email from accounts payable is received. This does not mean the order has been placed. Please allow ample time for requests.

## **FACILITIES**

Because more than one squad may use the same facility, everything must be picked up and in order (this includes the coach's office and training room). Equipment is to be kept in the areas provided for storage and not in the coach's office.

If you use something, put it back where it was originally stored and if you borrow something from another program or the custodial staff, return it as soon as you are finished. If any facility is not in working order, report it to the custodial department and the following guidelines should prevail:

### **Gymnasium**

1. No street shoes, stocking or bare feet on the gym floor.
2. All balls and equipment should be put away after each practice.
3. Secure all doors and lights after each practice.
4. Custodians are responsible for raising and lowering the baskets and moving the bleachers in and out.
5. Scoreboard panel should be kept under lock and key when not in use.

6. The use of the facility by the public must be in accordance with school policy and approved by the administration.

### **Locker Room**

1. Balls are not to be thrown in this area.
2. During football and track, muddy shoes should be removed.
3. Policy for last coach to leave after a practice or game:
  - a. Pick up all towels and other gear.
  - b. Check showers.
  - c. Check and flush sanitary facilities.
  - d. Close and lock all doors.

### **Football Turf / Track**

Statement off signage by track entrance

### **First Aid Kit - Epi Pens - AED Units**

Coaches are responsible for seeing that an adequately stocked first aid kit is at the site of every practice and contest. Do not depend on the manager to audit the kit. This could be delegated to an assistant coach.

AED, EpiPens, & Stop The Bleed kits are located in every building.

- Locations CES: Commons and Across from art room
- Locations CMS: 5/6 Pod, 7/8 Pod, outside locker rooms, and outside front office,
- Locations CWHS: Outside the gym by handicap bathroom, outside commons, science hall, outside auditorium (next to choir doors), and next to east library doors
- Locations Armory: main room
- Float AED for sports needs checked out with head nurse Rachel or the AD

### **Fundraising**

General student fundraising should be minimized; however students may raise funds for school sponsored events with the permission of the building principal and activities director. A fundraising request must be completed prior to the fundraising activity.

1. Each fundraiser should have a specific purpose and not exceed a two week period.
2. District funds can not be used for charitable donations to families, individuals, or organizations unless a specific fundraiser is held for that purpose.
3. Students and parents should be informed of the goal of the fundraiser.
4. Individual prizes will not be given away by the district. The emphasis should be on working for the activity or group rather than themselves.

5. A complete fundraising reconciliation report, turned into the business manager, will be required at the end of the fundraiser.
6. All money should be turned into the central office periodically during the fundraising event. DO NOT hold on to cash.

### **Team Camps**

1. All camps should be scheduled through the athletic director and a facility request form must be filled out.
2. A report must be filled out for all camps listing students attending and the cost of the camp.
3. Funds generated through the camp will be directly used to pay all related expenses with the remaining funds credited to the appropriate activity account.
4. Funds placed in the account will be used at the discretion of the program sponsor for expenses.
5. Fundraising and camp receipts cannot be used for the purchase of clothing or other personal items for the coaching staff.

### **State Qualifiers**

1. The district believes in maintaining optimal instructional time is an important part in determining dismissal from school for state events. Time of dismissal from school will be at the discretion of the building administrator.
2. It is the expectation of the district that students return to the district as soon as possible after their participation has ended.
3. The district believes in supporting student athletes. Varsity cheerleaders will be allowed to attend state competitions as determined by the state association, in collaboration with the cheerleading sponsor and activities director.
4. Track qualifiers and one alternate per group event will be allowed to attend state competitions. Seniors may attend as determined by the activities director.

### **Injuries**

Sound teaching technique and proper supervision can do much for the prevention of athletic injuries. When injuries do occur, proper judgment must be exercised. When in doubt, call for a doctor or ambulance. The coach in charge is to file an “accident report” in the high school office within forty-eight (48) hours of the injury.

1. No athlete with a serious injury is to participate in practice or a contest until approval has been granted by a doctor.
2. All athletes are to be instructed to report all injuries to the coach immediately and an accident report is to be completed.
3. Make sure parents are informed of the injury and the proper action is taken.
4. Coaches are to maintain an accurate and up-to-date file on all injuries requiring a report.
5. Head injuries should always receive the attention of a physician. Follow concussion protocol when warranted.

## **Meals**

1. Team meals may be purchased with the team's fundraising account when needed.
2. Activities that are having meetings near eating time may use their funds to purchase meals.
3. Meal money will be provided for all state competitions (district dollars - \$10/meal). Our athletic Booster Club has been very generous in arranging for sack lunches for athletes when we have long bus trips. Coaches should contact the Booster Club when requesting meals for such trips.

## **Officials**

The athletic director will hire all officials for home contests. Coaches may make recommendations for officials to be hired.

## **Parking for Athletes**

All athletes are to use the student parking lot. They are not to use the faculty parking lot unless deemed appropriate by the school administrator.

## **Passes: Lakes Conference, IHSAA and IGHSAU**

The activities director will pass out district and conference passes to coaches and/or community members that go above and beyond volunteering their time working events.

## **First Practice Session**

It is important that all squad members understand the rules and conditions under which they can participate. All head coaches at all levels are requested to discuss the following with their squads at the first official practice session or team meeting.

1. Student Activities Code (in detail).
2. Attendance at practice
3. Physical exam requirement
4. Insurance or waiver requirement
5. Safety aspects of the sport
6. Responsibility of the athlete for the equipment and supplies checked out to him or her.

## **Practice Starting Dates**

It is important that all coaches understand when practice may start for various sports. The IHSAA and the IGHSAU have set dates that are fair and equitable. The starting date for all sports is printed in the master calendar of the school district.

## **Family Week Summer/Family Week Winter**

Winter family week will start the day after the last competition before holiday break and last for seven (7) days. Summer family week will be the last week in July

and/or first week in August, as determined by the IHSAA, and will last for seven (7) days. Family weeks will be printed in the master calendar for the school district.

### **Squad Members Changing Sports**

If a student athlete decides to change sports, he/she must wait thirty days (30) or until the end of the season (whichever is shorter) of the sport that he/she originally started. If both coaches consent, the thirty (30) day or the end of the season waiting period may be waived. The athletic director and high school principal may be involved in the final decision.

### **Procedure For Athletes Dropping From Squad**

1. Athletes should notify the coach.
2. Coach should pick up all equipment and supplies that have been issued.
3. Report to the athletic director or his secretary the name of the athlete who drops and the reason.
4. If necessary, communicate with the parent by phone or in writing.

### **Supervision**

#### **Coaches Responsibilities**

The head coach of each squad is directly charged with the responsibility for the supervision of his/her squad. This responsibility can and should be shared with the assistant coaches. The primary concern in squad supervision should be the safety and welfare of each athlete on the team. The coach should be constantly aware of the individual and group actions of his team members since these actions indicate the amount and quality of supervision they receive. However, all coaches are reminded of some policies and regulations that require positive direction on the part of the coach.

#### **Locker Room**

Do not allow your team members to enter the building unless you are there to supervise their actions. The team room shall remain locked at all times unless it is attended by a coach. After a practice or contest is concluded, the coach should see that all team members are out of the gymnasium and locker rooms. He/she should then secure the area (showers turned off, towels and equipment picked up, windows closed, lights turned off and doors locked.)

#### **Weight Room**

1. Should be kept locked when not in use.
2. Athletes must be properly instructed in the use of the weights and under direct supervision at all times.
3. The athlete should know his or her own limits and use a spotter in the lifts that require one.
4. Administration should be informed of the lifting schedule before and after school and in the summer.

### **Transportation of Cheerleaders**

As a general rule, the cheerleaders will travel with their sponsor to out-of-town events in one vehicle. When traveling by bus, squad members will sit together in the front of the bus.

### **When Making An Emergency Call**

1. State name
2. Give exact location
3. Give your present phone number
4. State nature of injury

#### Phone Numbers

AD <b>Spooner</b>	712-229-3595
Superintendent <b>Ryherd</b>	712-229-7491
Principal <b>Malausky</b>	712-229-1525
Washington High School	712-225-6755
Emergency	911