



# CEDAR VALLEY

## CATHOLIC SCHOOLS

*To provide an exceptional Catholic education to every student, built on the foundation of faith, discipline, knowledge and service*

### **Coach/Moderator Handbook 2020 - 2021**

### **Activities Department**

## **Table of Contents**

### **Coach/Moderator Handbook 2020-2021**

<b>I.</b>	<b>Philosophy .....</b>	<b>Page 3</b>
	A. Cedar Valley Catholic Schools Mission	
	B. Cedar Valley Catholic Schools Vision	
	C. Activities Department Mission Statement	
<b>II.</b>	<b>Contact Information .....</b>	<b>Page 3</b>
	A. CVCS Contact Information	
	B. Columbus Catholic High School (CHS) Activities Contact Information	
<b>III.</b>	<b>Development, Participation &amp; Expectations .....</b>	<b>Page 4</b>
	A. Middle School	
	B. High School	
<b>IV.</b>	<b>Accountability - Chain of Command .....</b>	<b>Page 7</b>
<b>V.</b>	<b>Coach/Moderator Responsibility .....</b>	<b>Page 7</b>
	A. Chain-of-Command	
	B. Communication	
	C. Documents	
	D. Equipment	
	E. Finances	
	F. Meetings	
	G. Personnel	
	H. Rules and Policy Enforcement	
	I. Scheduling	
	J. Specific Tasks	
	K. Supervision	
	L. Teams and Sports	
	M. Game Etiquette	
	N. Evaluations	
<b>VI.</b>	<b>6<sup>th</sup>-12<sup>th</sup> Activity Coordinator Responsibility .....</b>	<b>Page 11</b>
	A. Chain-of-Command	
	B. Communication	
	C. Documents	
	D. Equipment	
	E. Finances	
	F. Meetings	
	G. Personnel	
	H. Rules and Policy Enforcement	
	I. Scheduling	
	J. Specific Tasks	
	K. Supervision	
	L. Teams and Sports	
	M. Evaluations	
<b>VII.</b>	<b>Policy &amp; Procedures: information for Coaches .....</b>	<b>Page 13</b>
	A. Coach/Moderator Checklist	
	B. New Volunteer Coach/Moderator Forms Checklist	
	C. Compensation	
	D. New Coach/Moderator Search	

- E. Practice & Games Schedules
- F. Transportation
- G. Inclement Weather
- H. Purchases Orders
- I. Open Gym
- J. Fundraisers
- K. Building Keys
- L. Reporting to Media & State
- M. Publication Approvals
- N. Game Day Dress Code
- O. Academic Achievement Awards
- P. Columbus Athletic Department Award
- Q. Player/Parent Concern Chain-of-Command
- R. Multi-sport and Dual Sport Athletes
- S. State Tournament Shirts and Apparel

## **I. Philosophies**

### **A. Cedar Valley Catholic Schools Mission Statement**

Cedar Valley Catholic Schools (CVCS) Mission: To provide an exceptional Catholic education for every student, built on a foundation of faith, discipline, knowledge and service.

### **B. CVCS Vision**

Cedar Valley Catholic Schools will be the first choice of families who believe God, community, leadership and service are the foundation of a learning environment.

### **C. CVCS Activities Department Mission Statement**

Empowering students to achieve success as selfless competitors in the present and in the future.

## **II. CVCS Contact Information**

### **A. CVCS**

*Taylor Hotek*

*Activities Coordinator, Columbus Catholic High School*

*thotek@cvatholic.org*

*319-232-1422, Ext. 6109*

*Aaron Ferrie*

*Principal, Activities Coordinator, Blessed Maria Assunta Pallotta Middle School*

*nsatterlee@cvatholic.org*

*319-232-1422, Ext. 2103*

*Tom Novotney*

*Chief Administrator, CVCS*

*Interim Principal, Columbus Catholic High School*

*tnovotney@cvatholic.org*

*319-232-1422, Ext. 6103*

*Tanya Cutsforth*

*Operations & Human Resource Manager, CVCS*

*tcutsforth@cvatholic.org*

*319-232-1422, Ext. 6107*

*Josh VanBesien*

*Business Manager, CVCS*

*jbesien@cvatholic.org*

*319-232-1422, Ext. 6108*

*CVCS Main website — [www.cvatholic.org](http://www.cvatholic.org)*

## **B. Columbus Catholic High School (CHS) Activities Contact Information**

Activity	Coach	Email Contact
Baseball	Mark Gallagher	<a href="mailto:ccbbaseballcoach@gmail.com">ccbbaseballcoach@gmail.com</a>
Basketball, Boys	Dru Robinson	<a href="mailto:drurob24@gmail.com">drurob24@gmail.com</a>
Basketball, Girls	Cory O'Brien	<a href="mailto:cobrien@cvcatholic.org">cobrien@cvcatholic.org</a>
Bowling	Kevin Walker	<a href="mailto:bowlingfamily2210@gmail.com">bowlingfamily2210@gmail.com</a>
Cheerleading	Katie Friedly	<a href="mailto:kfriedly@cvcatholic.org">kfriedly@cvcatholic.org</a>
Cross Country	Ron Roberson	<a href="mailto:ccrunner@mediacombb.net">ccrunner@mediacombb.net</a>
Dance Team	Beth Sullivan	<a href="mailto:unidtbeth@gmail.com">unidtbeth@gmail.com</a>
Football	Brad Schmit	<a href="mailto:schmitbrad@gmail.com">schmitbrad@gmail.com</a>
Golf, Boys	Brandon Schiltz	<a href="mailto:coachbschiltz@gmail.com">coachbschiltz@gmail.com</a>
Golf, Girls	Adam Hoefler	<a href="mailto:ahoefer@cvcatholic.org">ahoefer@cvcatholic.org</a>
Soccer, Boys	William Malletta	<a href="mailto:william.maletta@gmail.com">william.maletta@gmail.com</a>
Soccer, Girls	Julie Girsch	<a href="mailto:chsgirlssoccer@cvcatholic.org">chsgirlssoccer@cvcatholic.org</a>
Softball	Chris Olmstead	<a href="mailto:olmsteadfamily@live.com">olmsteadfamily@live.com</a>
Tennis, Boys	James Larsen	<a href="mailto:chsboystennis@cvcatholic.org">chsboystennis@cvcatholic.org</a>
Tennis, Girls	Dave Will	<a href="mailto:dwill@cvcatholic.org">dwill@cvcatholic.org</a>
Track	Ricky Kremer	<a href="mailto:rkremer@cvcatholic.org">rkremer@cvcatholic.org</a>
Volleyball	Shelby Schnurstein	<a href="mailto:shelbyschnurstein@gmail.com">shelbyschnurstein@gmail.com</a>
Wrestling	Denny Boleyn	<a href="mailto:boleyndenny@gmail.com">boleyndenny@gmail.com</a>
Speech & Theatre	Kyle Weber	<a href="mailto:columbusmusical@gmail.com">columbusmusical@gmail.com</a> ; <a href="mailto:kweber@cvcatholic.org">kweber@cvcatholic.org</a>

CHS Athletics website — <https://www.cvcatholic.org/chs-athletics>

North Iowa Cedar League website — <http://www.northiowacedarleague.org/>

### III. Development, Participation & Expectations

#### A. Middle School (Grades 6 - 8)

##### Development

- Faith and leadership development are integrated into all programs.
- Development of the “whole child” will be included (service, faith, academics, etc.).
- Programs focus on creating a teaching and learning environment for young adolescents.

- Athletic and co-curricular programs emphasize skill development, teamwork, and competition.

Participation

- Reasonable playing time for all athletes will be given; playing time will foster the development of all participants.
- Reasonable participation for all involved in the activity will be given.
- Programs are inclusive and do not promote specialization.
- There will be no penalties for students missing practice due to direct participation in other school activities.
- When possible, teams will play additional games/quarters in order to provide participation opportunities.
- If a student needs to miss practices or competitions for other non-school activities, the student needs to proactively communicate the situation with the coach. Playing time may be affected because of the student's loss of practice time with his/her teammates.

Student Expectations

- Follow the CVCS Code of Conduct (per Parent/Guardian/Student Handbook) at all times.
- Exhibit sportsmanship at all times.
- Complete academic requirements to remain in good academic standing.
- Remain committed to the team throughout the season.
- Attend practices, performances and contests.
- Use appropriate lines of communication.

Coaching Expectations

- Clearly communicate expectations to parents/guardians and students.
- Willingness to maintain Catholic Identity and philosophy of all CVCS programs.
- Collaboration with all other coaches.
- Exhibit sportsmanship at all times.
- Use appropriate lines of communication.

Parent/Spectator Expectations

- Exhibit sportsmanship at all times.
- Use appropriate lines of communication.

Notes

“Coach” can be defined as a teacher/coach/mentor/coordinator/sponsor, etc.  
Appropriate lines of communication will be defined in the Parent/Guardian/Student Handbook.

Leadership Training

Students and coaches will utilize skills and resources provided as part of CVCS's commitment to the Leader in Me program.

**Note:** Sports and Activities will foster the Mission of Cedar Valley Catholic School.

**B. High School (Grades 9 – 12)**

Development

- Faith and leadership development are integrated into all programs.
- Development of the “whole child” will be included (service, faith, academics, etc.).
- Programs and scheduling should maximize student development and maximize student participation when possible.
- Development should focus on improving the team first, and then individual players.

- Non-varsity programs will seek to maximize participation levels and student development when possible. Varsity programs will utilize the talents of the available participants to create the strongest possible team.

Participation

- Programs are inclusive and do not promote specialization.
- There will be no penalties for students missing practice due to direct participation in other school activities. In season activities will be priorities over out of season activities.
- Non-varsity programs will seek to maximize participation levels when possible. Varsity programs will utilize the talents of the available participants to create the strongest possible team.

Student Expectations

- Follow the CVCS Code of Conduct (per Parent/Guardian/Student Handbook) at all times.
- Exhibit sportsmanship at all times.
- Understand that academics are a priority for the Student-Athlete.
- Commit to a team and stay committed.
- Attend practices, performances and contests.
- Use appropriate lines of communication.
- Students demonstrate care for God’s creation and resources as Columbus/BMAP teams will leave a practice or competition facility in better condition than when they arrived.

Coaching Expectations

- Clearly communicate expectations to parents/guardians and students.
- Willingness to maintain Catholic Identity and philosophy of all CVCS programs.
- Collaboration with all other coaches.
- Exhibit sportsmanship at all times.
- Use appropriate lines of communication.
- Work proactively with the Athletic Coordinator to provide for the needs of the team and school.
- Model and help students demonstrate care for God’s creation and resources as Columbus/BMAP teams will leave a practice or competition facility in better condition than when they arrived.

Parent/Spectator Expectations

- Exhibit sportsmanship at all times.
- Use appropriate lines of communication: utilize ‘chain of command’ communication system when there are conflicts/questions.
- Actively support the team, program and school through volunteer efforts.
- Parents/Spectators demonstrate care for God’s creation and resources as Columbus/BMAP parents/fans will leave a practice or competition facility in better condition than when they arrived.

Well-Rounded Students and Physical Fitness

- Athletes should be encouraged to participate in a variety of co-curricular activities. With this in mind, coaches, parents and school personnel need to provide special attention to those athletes who participate in multiple activities throughout the school year. The health and safety of these students needs to be monitored. Through our Strength and Conditioning Room, physical training will be required of all high school sports. This will entail a Strength and Conditioning program that can be sport-specific or a general athletic workout routine. Each head coach will work with our Strength and

Conditioning Coach to create the most effective programs for the benefit of our students.

- Steps will also be taken to offer foundational strength and conditioning training sessions to our middle school students.

#### Leadership Growth

- Leadership growth will be a focus for all programs. This may be in conjunction with team leadership opportunities and school leadership opportunities and initiatives. The Activities programs will utilize and build on School leadership initiatives and opportunities.
- Coaches will actively promote leadership and service opportunities that are part of their program.
- Students and coaches will utilize skills and resources provided as part of CVCS's commitment to the Leader in Me program.

**Note:** Sports and Activities will foster the Mission of Cedar Valley Catholic School.

#### **IV. Accountability - Chain-of-Command**

The team and its objectives will be placed higher than individual coach, athlete, or parent desires.

All CVCS athletic programs will be guided by:

1. the CVCS Board of Education
2. the CVCS Chief Administrator
3. the building administration
4. the NACL Conference, and
5. the head coach's guidelines

Every aspect of our programs will use the collective policies and procedures set forth by these individuals or organizations. In the event that those guidelines conflict, the authority will then lie with these same individuals and organizations in the listed order in regard to priority.

The head coach at the high school level will oversee the program from 6<sup>th</sup> through 12<sup>th</sup> grade. Individual program philosophies, offenses/defenses and drill work will be under the direction of the head high school coach. The Columbus Head Coach will work with the Athletic Coordinator to help hire skilled and motivated middle school school coaches when those sports are offered at the 6th-8th grade level.

#### **V. Coach/Moderator Responsibilities**

##### **A. Chain-of-Command**

- Reports to the Activity Coordinator.
- Follows the CVCS policy for hiring coaches.
- Presents the proper pre-season checklist and end-of-season report to the Activity Coordinator.
- Publicly supports the decisions of the CVCS Board of Education and all of its administrators.

##### **B. Communication**

- All scores, results, statistics and honors need to be reported to the proper media as stated in the "Reporting/Media Procedure."
- Serves as a resource person for the school and CVCS community in the assigned sport.



- Takes charge of the assigned team and/or program to insure proper communication with the participants and their parents/guardians.
- Consults with the Activity Coordinator to insure proper coordination and communication of events.
- All communication sent home to parents/guardians regarding information about the team or team player must be approved by the Activity Coordinator.
- Utilizes appropriate Social Media and other technology to communicate information and positive news about the program/team.
- Reports all problems promptly to the Activity Coordinator
- Each coach should coordinate transportation requests through the activities department administrative assistant.
- A student is not allowed to ride home with anyone other than a parent or legal guardian without reasonable documentation stating permission from the parents/guardians or guardian. Head coaches may also require students to ride home from events on the bus in order to promote team unity and cohesion.
- Is able to Communicate the following with all stakeholders: how Faith and leadership development are integrated into all programs and how the Development of the “whole child” is included (service, faith, academics, etc.) in their Activity.
- Communicates with fellow coaches to foster a positive culture and a commitment to excellence for the whole program.

#### **C. Documents**

- Maintains written athletic philosophy of the team.
- Maintains accurate attendance.
- Maintains team statistics for the year.
- Provide the athletes and parents/guardians with written expectations for attendance, conduct, participation, and other aspects of the program.

#### **D. Equipment**

- Protects and maintains all athletic equipment and facilities that may be used throughout the season (including the property and facilities of opposing schools).
- Turns in statistics/scorebooks at the end of each sport season to the Activity Coordinator.
- Each coach is responsible for the proper care of the individual sports equipment.
- Players are not allowed in the equipment room without the coach's supervision.
- A properly supplied first aid kit is to always be available at all games and practices.
- Each coach is responsible to assign, collect, and store all uniforms to be used. Process to be followed:
  1. Coach has 2 weeks to collect uniforms and turn in the inventory sheet to the office.
  2. Coach has 2 uniform collection opportunities, one of which can be their banquet.
  3. At the end of 2 weeks, parents are sent a bill and told how much they have to pay. Either the uniform is returned or payment is made.
  4. The athlete will not receive their next uniform until payment is made or uniform is returned.
  5. If an athlete is a senior, CVCS administration will determine the appropriate steps based on the situation.
- Makes sure all equipment and supplies are properly stored after each practice, games and at the end of each sport season.

**E. Finances**

- Carefully determines the needs of the program before meeting with the Activity Coordinator before the end-of-the-season meeting.
- Does not keep revenues received from CVCS sponsored activities in his/her possession or elsewhere. All money is to be turned in immediately to the Activities Office so that it can be deposited per CVCS Financial procedures.
- Follows proper procedures initiated by the CVCS Central Office for all purchasing.

**F. Meetings**

- Attends coaches meetings as called by the Activity Coordinator.
- Meets with the entire CVCS staff of coaches to review changes in policies and/or procedures and to determine needs for the coming year.
- Holds a parent-guardian/athlete meeting before the start of the season to explain specific expectations.

**G. Personnel**

- Head coaches will give vital input into the hiring of coaches on their staff.
- Head coaches will evaluate their coaching staff as prescribed by the Activity Coordinator.
- Responsible for communicating information and distributing resources to parents/guardians and athletes.

**H. Rule and Policy Enforcement**

- All coaches will follow and support the philosophies, policies, and procedures of CVCS school board, respective league, state association, and CVCS activities department. This includes annual required training or certifications.
- Has read the sports rules for the students and enforces them.
- Fills out an accident report form and returns it to the Activity Coordinator.

**I. Scheduling**

- Attends required meetings to assist in scheduling.
- Forwards practice schedules immediately to the activities department for approval and publication on the NICL conferences calendar, CVCS websites, and other social media outlets.
- Works reasonably and fairly with other teams and programs within the school in scheduling facilities.
- Provides input as needed for the Activities Coordinator in creating event schedules.

**J. Specific Tasks**

- Presents a team roster to the activities department as soon as possible AFTER practice begins.
- Promotes his or her sport among the students to encourage participation and skill development.
- Develops ALL athletes on the team socially, physically and emotionally.
- Promotes participation in multiple activities (not specialization).
- Demonstrates and promotes that academics and citizenship are high priorities.
- Presents ALL athletes with as much playing time as is reasonably possible based on the needs and level of the team and the game situations.

- Operates the program (practices and games) in a developmentally appropriate way.
- Works with the Athletic Trainer as needed to support the physical needs of injured players and applies appropriate ‘return to play’ protocols while working with the certified Athletic Trainer.
- Promote deserving students for local/Metro, Conference, District and State recognition.
- Attend Metro/District/Conference meetings as needed per the requirements of the sport and position coaching.

#### **K. Supervision**

- Has complete charge of and control of the team on and off the field or court.
- Accepts directly responsibility for all participants during games and practices (students waiting for rides should wait in the properly designated area).
- Supervises all athletes until they safely and appropriately leave the school premises.
- Provides the athletes a safe environment in which to develop and learn.

#### **L. Teams and Sports**

- Coaches will not cut players. The only exception to this is if there is an activity where it is not manageable to have an unlimited number of team members.
- Practice sessions are to begin on time.
- Keeps practices to an age appropriate length and level of intensity.
- No canceling of practice sessions without one day notice to parents/guardians; first having been approved by the Activity Coordinator (exception: inclement weather).
- No early dismissals of practice sessions unless previously arranged with the Activity Coordinator or individual parent.

#### **M. Game Etiquette**

- As a representative of the Cedar Valley Catholic School system and all of the values emphasized by the system, they conduct themselves in a proper manner when dealing with athletes, referees, parents/guardians, and fans.
- The coach will treat each player, referee, opposing coach, parent, and administrator with respect and dignity.
- The coach will use the game as an avenue to promote moral values to children, parents/guardians, and fans.
- The coach sets a good example for players and spectators.
- The coach maintains self-control at all times. The desire to win must not overcome rational behavior.
- The coach helps players appreciate the opponent's good performance and encourages opponents who make mistakes.
- The coach expects good sportsmanship from his/her athletes and him/herself.
- The coach removes players using profanity or dangerous play from the game.
- The coach shows respect to his/her opponents; he/she doesn't run up scores or embarrass his/her opponents in any way.
- The coach helps in setting up for a home game. He/she will use players to assist whenever possible in preparing for and picking up after home games.
- The coach models and helps students demonstrate care for God's creation and resources as Columbus/BMAP teams will leave a practice or competition facility in better condition than when they arrived.

#### **N. Evaluations**

To become more effective as a coach, one needs to reflect on a past athletic season or seasons. Evaluations, whether done by the coach and/or the Activity Coordinator, can help determine the coach's strengths and weaknesses. This can be a starting point for growth as a coach and as a tool for improvement. The coach and Activity Coordinator should keep this evaluation private. However, to maximize the best benefit of this tool, it would be necessary to discuss all evaluations with the Activity Coordinator.

## **VI. Activity Coordinator Responsibilities**

### **A. Chain of Command**

- Meets with the building principals and CVCS Chief Administrator on a regular basis to share successes, progress and needs.
- Advises principal of coach concerns and league matters.
- Addresses questions and/or concerns of coaches and/or parents while adhering to the chain of command.
- The Activity Coordinator may refer parents to the principal as necessary.
- Publicly supports the decisions of the coaching staff.
- Reports to the CVCS Administrative team.
- Reports to the CVCS school board on the athletic program.
- Publicly supports the decisions of the CVCS Board of Education and all of its administrators.

### **B. Communication**

- Maintains communication with parents/guardians, student athletes, faculty, opposing school administrations and officials.
- Serves as a resource person for the school in athletic matters.
- Serves as a resource person for the school and CVCS community in athletic matters.
- Promotes the activities of our CVCS students to the CVCS family and greater Cedar Valley community.
- Communicates with Parents and athletes during annual seasonal meetings.
- Liaison with the Booster Club and advocates for school programs in regards to Athletic/Activity successes and needs.

### **C. Documents**

- Maintains written athletic philosophy of the school.
- Maintains a coach's handbook.
- Tracks fundraising and expenditures for Activity programs

### **D. Equipment**

- Maintains an inventory (received from all head coaches) of all athletic equipment and provides for its storage during the off season.
- Works with the head coach to purchase athletic equipment, uniforms and jerseys as needed for each school sport.
- Collects statistics/scorebooks at the end of each sport season.
- Provides the appropriate materials/equipment necessary in maintaining courts and fields.
- Assesses the condition and safety of all athletic equipment and facilities that may be used to store athletic equipment.
- Coordinates purchasing contracts that take advantage of the schools system's sharing of resources.

**E. Finances**

- Oversees the building principal in overseeing school and booster club athletic budget, purchases, and incoming revenues.
- Ensures the proper management of school athletic budget, purchases and incoming revenues.
- Facilitates CVCS payment process for Contest Officials.
- Communicates budgets, fundraising and expenditures with Head Coaches.
- Works with the Booster Club on Athletic purchases; Liaison between Booster Club and CVCS Administration and Board when needed

**F. Meetings**

- Attends league Activities Directors meetings as scheduled.
- Attends booster club meetings.
- Meets with the coaching staffs of the individual sports prior to the start and at the conclusion of their seasons.
- Attends CVCS Board of Education meetings.
- Meets with the entire CVCS staff of coaches to review changes in policies and/or procedures and to determine needs for the coming year.
- Attends State and District Athletic Director Meetings as necessary to facilitate growth, knowledge and opportunity.

**G. Personnel**

- Follows CVCS hiring procedures while filling coaching vacancies for the various school sports.
- Evaluates the athletic program and the athletic staff as necessary.
- Arranges for Admissions volunteers
- Assigns each program dates to provide workers for the Concession Stands
- Responsible for communicating information and distributing resources to the coaching staff.
- Provides recognition for coaches and volunteers.
- Initiates the hiring process for coaching vacancies for the various school sports.
- Responsible for communicating information and distributing resources to building principals.

**H. Rule and Policy Enforcement**

- Is familiar with CVCS policies and procedures and strictly follows them.
- Monitors the enforcement of school, league, state, and activities department policies and rules.
- Assists coaches in forming in-season and off-season Strength and Conditioning training.
- Monitors academic eligibility of student-athletes (high school only).

**I. Scheduling**

- Schedules athletic events for the upcoming seasons for Varsity, non-varsity and junior high teams following State of Iowa and Conference guidelines.
- Ensures that schedules do not conflict with policies set forth by the CVCS Board of Education.
- Schedules referees/officials for each home game through a coordinator.
- Coordinates practice schedules.
- Schedules the appropriate gym/field/court use with the appropriate person/committee.

- Approves all CVCS athletic schedules.
- Arranges CVCS facility schedules so that the system is getting the best use of its facilities.
- When necessary, works with groups seeking to rent Columbus/BMAP athletic facilities.

**J. Specific Tasks**

- Helps prepare facilities for scheduled events.
- Secures student releases from class as needed.

**K. Supervision**

- Supervises Home athletic events as scheduled.
- Schedules Supervision among Campus Administrators as necessary.
- Provides Supervision Checklists for On-duty supervisor(s) and trains Supervisors as necessary. Supervision checklists include instructions for before games, during games, and after games as well as procedure for Officials and visiting teams.
- Oversees the scheduling of activity banquets.
- Works with Coaches to schedule summer camps or clinics.

**L. Teams and Sports**

- Organizes and promotes school athletic teams.
- Determines the number of teams necessary, and their composition, in such a manner as to carry out the philosophy of the CVCS Activities department.
- Promotes the CVCS athletic mission and philosophy by encouraging student participation in multiple sports.
- Examines numbers of athletes in each sport to determine the appropriate number of teams/coaches needed to follow the CVCS athletic philosophies.

**M. Evaluations**

To become more effective as a coach, one needs to reflect on a past athletic season or seasons. Evaluations, whether done by the coach and/or the 6<sup>th</sup>-12<sup>th</sup> Activity Coordinator, can help determine the coach's strengths and weaknesses. This can be a starting point for growth as a coach and as a tool for improvement. The coach and 6<sup>th</sup>-12<sup>th</sup> Activity Coordinator should keep this evaluation private. However, to maximize the best benefit of this tool, it would be necessary to discuss all evaluations with the 6<sup>th</sup>-12<sup>th</sup> Activity Coordinator.

**VII. Policies & Procedures: Information for Coaches**

All coaches/moderators are immediately responsible to the Activity Coordinator. Coaches will promote exploration of various activities, rather than specialization.

The schools need to insure that coaches possess the qualifications necessary to ensure the safety of the athletes and improve the overall quality of the interscholastic program. These guidelines are equivalent to those for teachers and other staff members of the schools (non-professional certification). Individuals who have already met equivalent guidelines are exempt from taking additional courses.

**A. New Coach/Moderator Checklist**

All documentation needs to be turned into the CVCS Central Office prior to any coach/moderator taking the field/court/stage with their teams. This documentation includes the following:

- Application, Resume, and/or Letter of Interest
- Coach/Moderator Contract
- General Acknowledgment Form
- Coach Emergency Contact Information Form
- Background Check - Archdiocese of Dubuque
- Safe Environment Training Certification – Must be completed within 5 days of employment
- Request for Registry Information – Black Hawk County
- State & Federal W4 Forms
- Employment Eligibility Verification Form (I9) – Please make sure you bring two forms of identification. A list of acceptable documents is attached to this form.
- Direct Deposit & Mailing Authorization Form – Need voided check
- Physical & TB Test – Within 6 weeks of beginning service
- Internet & Social Networking Form
- Iowa Coaching Authorization
- Mandatory Reporter
- Concussion In Sports

**B. New Volunteer Coach/Moderator Forms Checklist**

- Volunteer Application
- General Acknowledgment Form
- Coach Emergency Contact Information Form
- Background Check - Archdiocese of Dubuque
- Safe Environment Training Certification – Must be completed within 5 days of employment
- Internet & Social Networking Form
- Iowa Coaching Authorization
- Mandatory Reporter
- Concussion In Sports

**C. Compensation for Coaches/Moderators**

*According to CVCS Administrative policy:*

- Coaches/Moderators may work on a paid or volunteer basis.

- Paid coaches/moderators must be under official CVCS contract to receive compensation for their services.
- Volunteer coaches/moderators must submit all volunteer paperwork approved before any coaching can take place.
- All compensation to coaches/moderators will be distributed through the CVCS Central Office (no cash payments, gift or SCRIP certificates, or other forms of payment) are acceptable.
- All coaches/moderators, regardless of their pay status, are accountable to the policies and procedures of the CVCS Administration and their designees.

#### **D. Searching for New Coaches/Moderators**

*According to CVCS Administrative policy:*

- All coaching/moderator openings (paid or volunteer) will be reported to the Activity Coordinator immediately upon knowledge of the opening.
- All coaching changes (paid or volunteer) will be reported to the Activity Coordinator immediately upon knowledge of the change.
- The Activity Coordinator will initiate and assist the high school head coach in the search for new middle school level coaches.
- All advertisements for coaching positions will be initiated by the CVCS Central Office.
- The position must be advertised internally for five working days prior to external publication of the opening.
- All qualified internal candidates must be considered before the position can be listed in an external publication.
- All applicants must have submitted a letter of application and/or resume to the CVCS Central Office prior to being interviewed.

#### **E. Practice & Game Schedules**

Athletic teams will not schedule games and practices on the following days:

- Thanksgiving
- Christmas Eve, after 3 p.m.
- Christmas
- Holy Thursday, after 5 p.m.
- Good Friday
- Easter

#### **Wednesday/Sunday Policy:**

*According to CVCS Administrative policy::*

No CVCS events (games or practices) will take place:

- After 6:00 p.m. on Wednesday evenings (fall and spring seasons)
- After 6:30 p.m. on Wednesday evenings (winter season)
- Before 1:00 p.m. on Sundays (fall, winter and spring sessions)
- These times refer to the time when athletes can arrive on CVCS grounds. Any warm-up/set-up will start at the allowed time. Actual game times will have to be adjusted accordingly.



- If traveling for a game, the above times refer to the time the athletes leave CVCS facilities or return home. The starting and ending times of the event will need to allow time for the team members to travel to and from the event by the listed time.

“On Wednesday nights, all sporting and extracurricular activities shall end at 5:45 P.M., with all students being off campus not later than 6:00 P.M. Winter sports events and extracurricular activities will receive a half-hour extension with practices, etc. ending at 6:15 P.M. with everyone off campus by 6:30 P.M.”

“Also, to respect the importance of Sunday liturgy, no Sunday rehearsals, practices, or events shall begin before 1 P.M.”

**Middle School Level practices and events:**

- Middle level programs should not practice or play more than five times per week.
- Master schedules will reflect an average of no more than two games per week.

**Middle School and High School:**

- Teams are allowed to practice during Christmas and spring breaks (with administrative approval of the schedule prior to the season). High school teams will also follow Conference guidelines in regards to practices over Christmas break.

**F. Transportation**

*As per Diocese policy:*

- The CVCS activity department will distribute transportation schedules to the head coach before the first game of each season.
- Outside the regular season of any sport, a coach or sponsor must fill out a field trip permission form to transport students with school transportation.
- When a field trip permission form is used for an event, each student being transported must also turn in the appropriate permission form.
- Overnight field trip forms will be used in the event that athletic teams stay overnight for an athletic event. If a team is taking a trip out of State, the team must complete the CVCS out of State Field Trip process.
- No middle level teams will travel overnight for a school-sponsored athletic event.
- If school transportation is used to transport athletes to an event, the coach is responsible to ensure the safe return of each athlete in his/her care.
- Under no circumstances is an athlete allowed to travel with anyone other than their parent or guardian unless it has been documented and approved by the coach. If an athlete is not traveling with the team, he/she may travel with another parent/guardian if the school and coach have received written permission of the parent. For a student-athlete to travel with a 19+ year old sibling home from a contest, the parent must provide written permission.
- Coaches are responsible for the safety and cleanliness of all CVCS property being used to transport their respective teams.

## G. Inclement Weather

*As per CVCS Board of Education policy:*

- “In the event that school is closed, or dismissed early due to inclement weather (extreme heat and humidity or cold, ice, snow) all school activities are automatically cancelled. This includes all curricular and co-curricular activities.”
- Requests for exceptions shall be made to the 6<sup>th</sup>-12<sup>th</sup> Activity Coordinator who will confer with the building principal.

## H. Purchase Orders

A purchase order is used when ordering products from vendors. **It is required that a purchase order be completely approved before you place the order.**

1. Determine the need to purchase in advance of when you need something.
2. Do some reasonable research (at least 2 price quotes) to find a product that fits your needs at the best possible price.
3. Secure a **Purchase Order** from the activity department administrative assistant.
4. Fill out all sections of this form completely. Be specific when entering addresses, phone numbers, quantities, descriptions and prices. The requisition form must go from the coach to the Activity Coordinator.
5. If the Activity Coordinator determines the item(s) are needed and money is in the budget, he/she will sign it and turn it over to the building principal for signature. The principal will also look at the need and budget factors and either reject or approve it. Once the purchase order has all needed signatures, the head coach will receive a copy. All orders will be submitted to the vendor by the activities department.
6. Following any other procedure will put you at risk to be financially responsible for items improperly ordered.

## I. Open Gym

*IHSAA and IGHSAA policy covering open gym:*

“A member or associate member school may open its gym or athletic facilities for the purpose of making recreational activities available for all students or the community. When students are participating in open-gym in the hours immediately before or after school, school personnel shall be assigned to supervise.”

“Open gyms are subject to the following restrictions:

1. The supervisor shall not engage in any type of coaching nor participate during supervision.
2. Attendance by students is voluntary.
3. Volunteer or paid coaches may not directly or indirectly require the attendance of students or require the performance of activities by students prior to the legal practice period for that coach’s sport.
4. Open gym shall not be called or posted for specific sports.
5. An open gym notice shall be posted on the general student information bulletin board and shall be signed or initialed by a school administrator other than the coach supervising the open gym.

“Penalty: A school whose volunteer or compensated coaching personnel violate this rule is ineligible to participate in a governing organization-sponsored event in that sport for one year with the violator(s) coaching.”

**CVCS Open Gym Procedure** –all open gym times must be cleared and scheduled through the Activities Department.

#### **J. Fundraisers**

Effective communication and coordination in fundraising is vital to this school's system. We need to be very careful not to conflict with other departments when we raise funds. The following are policies and procedures that will help us avoid conflict.

- Permission to hold an event – Each school must obtain approval from their activities department to pursue any team/activity fundraising. This request will also need approval from the school's Principal in coordination with the CVCS Advancement Director to avoid overlapping of fundraisers.
- Written applications to conduct fundraisers need to be turned in yearly to the Activities Director
- Each activity will be allowed to pursue one fundraiser other than their camp.
- Examples of fundraisers: selling items or 'saver' cards, lift-a-thon, free throw shooting for donations. This is not an all-inclusive list. These are examples.
- Examples that are not considered 'fundraisers' requiring written permission: Camps, rebates from online stores, Pizza Ranch nights.
- If a team is seeking to sell Advertising banners that request and list of potential buyers must be approved by the Advancement Director.
- **If you have questions, about your potential fundraiser, talk to the Activities Director immediately.**
- You must have a **WHY** for your fundraiser

#### **K. Building Keys Procedure**

The following procedures will be followed strictly in regard to distribution and return of keys.

All key requests must be submitted to the activities department.

1. Any keys that are issued to an individual are the responsibility of that coach. It is not acceptable to share the keys with other coaches, parents, or students. If the specific keys that were issued are not present when the coach turns in the set, the coach will be charged.
2. At the end of each sports season, all keys will be returned to the activities department.
3. If it is discovered that any coach has given their keys to a student or a person not employed by CVCS, this could result in grounds for termination.
4. Doors are not left propped open for teams or students. Failure to help maintain a secure building will result in negative consequences for the Coaches/coaches involved.

#### **L. Reporting to Media & State (specific to HS coaches)**

There are several media agencies that need to be informed of results, honors, and any other newsworthy information. Coaches need to make sure that reporting this information is happening.

The following are media agencies that should be notified after each event. Although the visiting team is not supposed to be responsible for reporting scores, many home teams are not doing it either. If the opposing home team does report the scores, they will not likely send it to all of the media that we need to reach.

Local Media – These news agencies should be contacted for all events:

KWWL TV	319-291-1290	
Waterloo/Cedar Falls Courier	319-291-1411	<a href="mailto:newsroom@wfcourier.com">newsroom@wfcourier.com</a>
KCNZ Radio	319-277-1918	<a href="mailto:scottfenzloff@kcnzam.com">scottfenzloff@kcnzam.com</a>
	800-913-9479	<a href="http://www.kcnzam.com">www.kcnzam.com</a>

This contact information should be used for special interest stories:

KWWL Athlete of the Week:

<http://www.kwwl.com/Global/story.asp?S=972177&nav=1LF9BmUi>

**Varsity Head Coach or his/her designee must complete IHSAA or IGHS AU statistical reporting requirements as required for the individual sport.**

**M. Publication Approval**

All publications (letters, memos, brochures, calendars, etc.) require prior review and approval by the Activity Coordinator and/or building principal.

**N. Game Day Dress Code**

Athletic team dress on Game Day must be approved by the Activity Coordinator and the building principal.

**O. Academic Achievement Awards**

It is the responsibility of the coach to nominate deserving athletes and teams for league, district, and **state academic achievement awards**. Copies of the requirements and nomination forms can be found on the IHSAA and IGHS AU websites. In some cases, it is the state coaches association for that sport that gives the awards. Check their website to find the materials needed. Rosters should be taken to the counselor's office to determine if the team and/or any individuals qualify. This is High School level only.

**P. Columbus Athletic Department Awards**

The Columbus Coaching Staff will present several Department awards annually at the Spring Senior Awards Assembly. Awards that will be voted on by the Coaching staff will include the:

- ★ Male Most Valuable Athlete
- ★ Female Most Valuable Athlete
- ★ Male Marine Corps Distinguished Athlete Award,
- ★ Female The Marine Corps Distinguished Athlete Award
- ★ The Bernie Saggau Award

To be eligible for nomination and voted on for these awards, the graduating Senior must be in good standing with the school (academically and behaviorally) and have participated in at least two (2) sports during their Senior year. Nomination, discussion and voting will take place at the annual Spring Coaches Meeting in April.

**Q. Player/Parent Concerns**

In the event a player or parent has a concern, the following model will be followed (appropriate chain of command):

1. Meeting with player and coach
2. Meeting with player/parent and coach
3. Meeting with player/parent/coach with Activity Coordinator
4. Meeting with player/parent/coach/AD and Principal
5. Meeting with player/parent/coach/AD/Principal and Chief Administrator
6. Meeting with player/parent/coach/AD/Principal/Chief Administrator and CVCS Board of Education

These meetings are to be set up in advance. Meetings cannot be before or after practices or games.

**R. Multi-sport and Dual Sport Athletes:**

Multi-sport participation by students is an important component of the Columbus athletic program. Students benefit by participating in multiple sports, not just specializing, and Columbus' programs are strengthened by greater numbers of students participating.

We have clarified through a process and review of when it is doable for our students to participate in more than one sport at the same time. For discussion purposes, this is being referred to as being a 'dual sport' athlete because you have 2 sports going on at the same time during that Sports season.

An example of a multi-sport athlete is someone that plays Volleyball and Basketball. An example of a dual sport athlete is someone doing girl's tennis and girl's soccer during the Spring Sports season.

**At the present time if a student makes a request to the coach to try to participate in 2 sports during one season, we will continue to follow the process of evaluating the Season double spot requests in order to determine whether it is possible. Athletes should notify their potential coaches before the season if they are seeking to Dual Sport.**

Items that will be looked at in arriving at a decision:

- Coach's input
- Physical demands of practices and games
- Conflicts that the schedules present
- Impact on building a team and team unity since a player would be missing practice or playing time that would impact other players' playing time and attitudes in a potentially negative way.

**Participating in 2 sports in the same season will not always be doable.** Sometimes the conflicts during the practice and performance times are too great to be fair to both sports and sometimes the physical impact on the body and the training necessary to improve in the sports will play a large role in the decision.

If coaches do not agree on the situation, a discussion will take place with the Activities Director to determine the best option for the student and team.

This is a separate category than the student that is finishing one season's sport while beginning another season's sport. In those cases, there may be situations where it is very doable for a student to go from one team's practice to the other team's practice. The in-season sports competitions would obviously take precedence over the beginning season's practices. The needs of post-season preparation could potentially impact the 'beginning' season's practice abilities as well. Depending on the logistics, physical demands and any other constraints involved a student may or may not be able to compete in 2 different competitions on the same day.

**S. State Tournament Shirts/Apparel:**

1. State Tournament shirts will be produced and sold by the Columbus Booster Club. Coaches/teams will not go out and acquire their own shirts.
2. Coaches or their parent representative will work with the Booster Club representative on the process and the desired products.
3. Coaches/parent representative will communicate their design desires, if they choose to, or they can choose to let the Booster Club design it.
4. Coaches/parent representative would communicate their desired color (from the approved options: any shade of black, grey, white or green). Booster Club would confirm the selected color is available and proceed with the Team's desired color. If there are questions on color, they can be sent to Administration. Administration would make final approval on shirt color.
5. Coaches/parent representative will communicate desire for wording on the front and back of the shirt. If there is a roster or list of team members or qualifiers, the coach/parent representative will determine order/look of the roster/list.
6. If there is any reason the requested design/style cannot be done, the Booster Club needs to communicate that to the coach/parent representative .
7. Administration/coaches will review proper spelling of names.
8. Administration will provide a final approval of the shirts/products.

Please also keep in mind that some sports have a very quick turnaround time from “qualifying for State” to the “1st round of State”. This means that the process will move quickly in order to have the Shirts/products available by the State Tournament games.

**Columbus/BMAP Championship Culture & MVP Process**

<p align="center"><b>MISSION</b></p>	<p>Empowering Students to achieve Success as selfless competitors in the present and in the future</p>
<p align="center"><b>MOTTO</b></p>	<p>Excellence Every Day in Every Way</p>
<p align="center"><b>ATHLETIC DEPARTMENT VISION</b></p>	<p>Students achieving success in competition and in the classroom while serving our internal and external communities.</p> <ul style="list-style-type: none"> <li>* Activity groups with a Minimal 3.0 GPA per group;</li> <li>* Support and develop multi-activity students with a participation average of 2.0 school activities per student;</li> <li>* Internal Service: high school activity groups connected to our youth programs and Moderators and students supporting other Activities by attending other events in the school;</li> <li>* External Service: Practicing Service for our Community and School;</li> <li>* Success in Performances: Preparing and executing successful performances that demonstrate pride, preparation and commitment.</li> </ul>
<p align="center"><b>CORE PRINCIPLES</b></p> <p align="center"><i>(Specific sports will also be defining what this looks like in their Activity)</i></p>	<p><b>S</b>elfless: We Believe in others and ACT for others</p> <p><b>P</b>ersevere: We Do Not Stop when the Seas are Rough and Choppy</p> <p><b>R</b>elentless: We Outwork, Outsmart and Outlast the Competition</p> <p><b>I</b>ntegrity: We Do what is right ALL the TIME</p> <p><b>D</b>iscipline: Discipline comes from within and leads to true FREEDOM</p> <p><b>E</b>nthusiasm: Our Enthusiasm will BURN Brightly in all that we do</p>
<p align="center"><b>THE Sailor CREED</b></p>	<p>WE are SAILORS! Our Daily Actions will empower us to achieve success now and in the future. We will compete in all facets of our preparation and execution with Selfless PRIDE. We will be Selfless in all we do; we will Persevere in the face of adversity; we will be Relentless in our commitment to preparation and execution; our actions will demonstrate Integrity in all we do; we will live with Discipline, and our Enthusiasm will be unmatched by others. By our words and actions, WE will be SAILORS!</p>

<b>DEFINITION OF SUCCESS</b>	Living our core principles and motto on a daily basis so that we accomplish our vision and mission
<b>3 STEP PLAN TO WIN</b>	(1) Prepare daily with a purpose (2) Great competitive effort with technique (3) Commitment to our standard which is to be the best
<b>WHAT IT LOOKS LIKE TO BE A LEADER &amp; LIVE A #Sailor Pride LIFESTYLE</b>	
<b>Branch #1 ACADEMIC LEADERSHIP</b>	* Actively participate in class, turn in all assignments, ask questions, and prepare fully to achieve success in assignments and assessments  * Build relationships with your teachers and utilize academic resources that are available
<b>Branch #2 SOCIAL JUSTICE LEADERSHIP</b>	* Create positive relationships with those around me and accept diversity  * Make a positive difference during good times and challenging times  * Participate in CHS, parish and community sponsored service projects
<b>BRANCH #3 SPIRITUAL LEADERSHIP</b>	* Grow spiritually because of my attendance and participation at Columbus  * Be an active participant in Columbus faith formation opportunities: Mass, prayer, retreats  * Make decisions and actions that are a reflection of my faith and morals
<b>BRANCH #4 ACTIVITY/ SPORT LEADERSHIP</b>	* Make Healthy choices in how we treat our body and what we put into our body  * Be dedicated to training and preparation that will lead to success  * Continually seek to improve in regards to performance