

WEST MONONA
HIGH SCHOOL

ATHLETIC DEPARTMENT HANDBOOK
(Revised July 2020)



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WEST MONONA COMMUNITY SCHOOL ATHLETIC PHILOSOPHY

The West Monona Community School will employ coaches who can, among other things, stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools and communities throughout the state. This can be accomplished by following local school policy and any regulations set by the appropriate governing body.

The major goal of the West Monona Community School Athletic activities is to provide each student enrolled with an opportunity to participate in a sound educational experience through extra-curricular athletic activities. These activities will nurture the following: A sense of worth and competence, self-discipline and sacrifice, development of sound moral values, physical skills development, a knowledge and love for the pleasures of sport.

ORGANIZATIONAL MEMBERSHIP

The West Monona Community Schools are members of both the state organizations which are the Iowa High School Athletic Association (I.H.S.A.A. for boys) and the Iowa Girls High School Athletic Union (I.G.H.S.A.U. for girls).

West Monona is also a member of the Western Valley Conference which consists of the following schools: Kingsley -Pierson, Lawton-Bronson, Maple Valley-Anthon Oto, Odeblot-Arther/Battle Creek-Ida Grove, Ridgeview (Galva-Holstein & Schaller-Crestland), River Valley, Siouxland Christian, West Monona, Westwood, and Woodbury Central.

All of these organizations exist to promote, develop, direct, protect and regulate amateur interscholastic athletic relationships between member schools and to stimulate fair play, friendly rivalry and good sportsmanship among contestants, schools and communities throughout the state. Those memberships carry with them certain rules and regulations that will be followed by the West Monona Community Schools.

OBJECTIVES OF THE ATHLETIC PROGRAM

A. **GENERAL OBJECTIVES** - the major purposes of the athletic program are to encourage friendly rivalries between teams and the sports and schools they represent, new friendships among the participants, the development of good playing skills and good sportsmanship by the participants, and improved community relations.

B. SPECIFIC OBJECTIVES

1. The opportunity to learn games and improve playing skills.
2. The development of physical vigor and desirable habits of health, sanitation, and safety.
3. The opportunity to make real friendships with squad members and widen circles of friends by being acquainted with members of opposing teams.
4. A chance to observe and practice good sportsmanship.
5. The realization that athletic competition is a privilege that carries definite responsibilities with it.
6. A chance to enjoy one of the greatest heritages of youth - the right to play.
7. A chance to learn that the violation of a rule of the game brings a penalty and that this same sequence follows in the game of life

C. OBJECTIVES FOR THE SCHOOLS AND STUDENT BODIES

1. Athletics should occupy a position in the curriculum comparable to that of other activities.
2. Athletics should be made educational.
3. Athletics should be used to promote fine school morale.
4. Proper student interest should be created.
5. All visiting schools should be treated as guests.
6. Athletic programs should be organized so that they are an aid to the school administration rather than a source of trouble.
7. The athletic program should be broad rather than narrow in its scope. It should include as many activities as possible in order to interest and be of benefit to more students.
8. Sportsmanship, fair play, and good school citizenship should be the major objectives of all athletics.

THE ATHLETIC DIRECTOR

The following items shall constitute the duties of the Athletic Director of the West Monona Community School District. Successful fulfillment of all aspects of this description shall be the basis for future evaluations and placement.

RESPONSIBILITIES:

1. Organizes and administers the total program of extracurricular athletics for the high school.
2. Develops and places into operation appropriate policies and regulations governing the conduct of athletes and athletic activities.
3. Evaluates all coaches in the system and presents his evaluations and recommendations to his immediate supervisor.
4. Provides staff in-service meetings where necessary to insure coordination and growth of the overall program.
5. Promotes positive school-community relations by keeping the community aware of and responsive to the athletic program.
6. Assumes responsibility for the organization and scheduling of all athletic events and practices.
7. Ensures that facilities are properly maintained and improved upon and are in readiness for all contests and practices.
8. Arranges with appropriate personnel for the transportation for athletic contest participants to out-of-town events.
9. Arranges all details for hosting of home events.
10. Prepares and administers the athletic program budget within the guidelines provided by his supervisor.
11. Requisitions, in cooperation with appropriate staff members, supplies, uniforms, and equipment for athletic programs.
12. Supervises all ticket sales connected with the athletic program and assume responsibility for the proper handling and accounting of the monies involved.
13. Is a consultant for and a liaison with the West Monona Athletic Booster Club.
14. Assumes coordination of recognition assemblies, banquets, parent nights and other programs.

15. Keeps records of the results of all high school events and maintains a record file of participants, award winners, and eligibility. Also maintains the record of physical examinations for participants.
16. Maintains inventory records of athletic department equipment.
17. Supervises the cleaning, storage and care of all athletic equipment.
18. Submits all reports, which are required by the Board, the Administration, and the State Athletic Associations.
19. Will serve as tournament manager for all state sponsored athletic events hosted by our school.
20. Will maintain an active involvement and participation with athletic developments that affect the West Monona Community School programs.
21. Is responsible for personally contacting and contracting all officials for all athletic events sponsored by the West Monona Community School. Every effort should be made to hire officials compatible with the West Monona coaching staff.
22. Performs such other tasks as may from time to time be assigned by his/her immediate supervisor.

All of the above responsibilities should be carried out within the policies and guidelines adopted by the Board of Education and the Building administrators.

THE ATHLETIC COACHES

GENERAL DUTIES AND RESPONSIBILITIES:

1. Coaches must always be teachers first; coaches second.
2. Coaches are to demand that their squad members conduct themselves as ladies and/or gentlemen at all times wherever athletes are under school supervision.
3. Coaches are held responsible for the conduct of squad members during practice, at games and on trips.
4. No school keys are to be issued to students under any circumstances.
5. All coaches shall help promote team morale and spirit.
6. Cooperation is an essential part of the school athletic program. Every coach is expected to cooperate with the Athletic Director and administration as well as other coaches in his sport.
7. No matter what the sport, coaches should cooperate with the coaches of other sports in the school. Coaches should support each other in an ethical manner, never second-guessing or otherwise criticizing coaching ability.
8. Coaches are to report promptly for all practice sessions and contests and to dress according to the standards established for all sports.
9. All coaching activities are to be organized and supervised by the coaches so as to insure student safety. No Horseplay is to be tolerated at any time in the gymnasium, on the athletic field, or in the locker or the commons.
10. Coaches are not to participate in fundraising projects, which are not approved in advance by the proper administration.
11. All purchasing must be approved in advance by the proper administration.
12. Never leave the building until all students are out of the building and you have turned off the lights and locked the doors (check all doors).
13. Cooperate with and strive for good will with all other school personnel.

HEAD COACHES:

1. Cooperate with the High School Athletic Director on all matters pertaining to the scheduling of contests and the purchasing of equipment.
2. Notify all eligible students as to dates of receiving equipment and dates and times of practice sessions.
3. See to it that facilities and equipment are ready for use and that equipment is issued.
4. See to it that all coaches assigned to the sport know their duties and responsibilities.
5. See to it that all ordered equipment has arrived.
6. Recruit student managers for the season and instruct and guide them.
7. Be responsible to the Athletic Director for the total conduct of the sport.
8. Begin practices on the earliest date allowed by the regulations of the I.H.S.A.A. or I.G.H.S.A.U.
9. Organize, oversee, and conduct all practice sessions.
10. See to it that all squad members have had a physical examination.
11. See to it that all squad members have been given the opportunity to be covered by some insurance program.
12. Accompany squads to all home and away competitions.
13. See that all squad members have a copy and understand the training rules set up by the school. Also, enforce such rules with the accompanying penalties.
14. See that all high school participants have on file a signed parental insurance waiver form.
15. See that training rule violations and report to the Athletic Director.
16. Instruct squad members on proper use and care of equipment.
17. See to it that equipment is cleaned and/or repaired whenever necessary.
18. See that the locker and equipment rooms are maintained in a neat and proper manner.
19. See to it that there is always adequate locker room supervision.
20. See to it that all athletic injuries are cared for in a professional manner. Handle first aid such as taping, cuts, etc.
21. Work out details of out-of-town transportation with the Athletic Director.
22. To go through the Athletic Director's office for early dismissal permission involving long trips.
23. Cooperate with the various news media in providing publicity materials about the sport and arrange for reporting results of all contests - win or lose.
24. Keep daily attendance records.
25. Keep such statistics as are necessary for school records.
26. Award letter in accordance with awards requirements.
27. To see that all equipment is checked in, repaired, cleaned, and stored.
28. Inventory all equipment and recommend to the Athletic Director new items to be purchased for the following season.
29. Complete and return any required forms and statistics to the Athletic Director.
30. In cases of injury that require a doctor's care be sure to secure that doctor's permission in writing for the player to return to practice.
31. Report all serious injuries on form provided in the high school office (a copy is included in this booklet). Notify parents as soon as possible.
32. Work closely with medical personnel in rehabilitation of injured athletes.
33. Set up a proper weight-training program with the Athletic Directors approval.
34. Be present and actively support the junior high, 9th grade, J.V. or Varsity programs.

35. Strive to fit each athlete properly.
36. Keep a master list of all equipment issued.
37. Keep a master list of all equipment issued in the off season (must have prior approval from the Athletic Director).
38. Keep an accurate record of when items were bought, condition they are in and date when item was reconditioned or recertified.
39. Keep a list of items reconditioned each year.
40. Plan and organize each practice session.
41. Assume responsibility for the overall development of his sport.
42. Any and all other duties as assigned by the Athletic Director.
43. Oversee his/her sport from Junior High School through Varsity level.

ASSISTANT COACHES (HIGH SCHOOL AND JUNIOR HIGH):

1. Help in getting facilities and equipment ready to be used and issued.
2. Help issue equipment.
3. Help in seeing that training rules are enforced and violations reported.
4. Carry out all duties assigned by the head coach.
5. Help in seeing that injury and insurance reports are made and are on file.
6. Help in seeing that the locker and equipment rooms are maintained in a proper manner.
7. Be at all practice sessions and all games, and, at the senior high level, be available for a scouting assignment. (High school)
8. To help with the check in of equipment and in taking inventory.
9. Suggest to the head coach any new equipment needed.
10. Help handle first aid items and work closely with families and doctors of an I injured athlete.
11. Fill out an injury report form if necessary.
12. Any and all other duties as assigned by the Athletic Director.

PERSONAL QUALITIES DESIRED IN ATHLETIC STAFF MEMBERS:

1. Enthusiasm
2. Ability to get along with high school students, yet keeping their respect and demanding perfection within their ability limits.
3. Good health.
4. Willingness to learn and to accept constructive criticism.
5. Willingness to help form and implement department procedures in:
 - a. Training habits
 - b. Discipline
 - c. School time lost
 - d. Athletic code
 - e. Budget
 - f. The relationship of one sport to another concerning what is best for the student
6. Willingness to be an active and dedicated builder of a well-balanced athletic program with major emphasis placed on whatever is best for the students.
7. Good grooming, with clean personal habits.
8. A philosophy that coaching is done for reasons other than monetary return.

PRIORITIES - WHERE DO YOU STAND:

Number One is the coach and the example he sets on and off the field, at practice, and at ball games or matches.

Number Two is the safety of the players; that the equipment is suitable and the best available, and the athlete is properly conditioned and healthy.

Number Three is the appearance and the attitude projected by the entire team during the game, at the practices, in the shower rooms, and to and from ball games or matches.

Number Four is whether we win or lose the contest. Of course, winning at the expense of any of the three above is in poor taste and out of proper sequence.

Number Five is the care of the equipment and a concern for the playing area. Equipment is expensive but affordable when it is taken care of properly.

THE COACH AND HIS/HER PLAYERS:

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

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

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

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

THE COACH AND HIS/HER LEADERSHIP:

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

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

THE COACH AND HIS/HER PROFESSIONAL CONTACTS:

In their relationship with other coaches, it should be assumed that all members of the coaching profession are people of integrity and are making an honest effort to follow the precepts of this code. Therefore, opposing coaches should be treated courteously and as guests of the

school. Moreover, the winning coach should do all in their power to assure that the losing team will be allowed to lose with dignity and leave the contest with it's self respect intact.

Sportswriters and sportscasters should not be used as a means of relieving ill feeling toward other coaches, players, officials, or other schools. They also have an interest in athletics and should be treated with the same respect and honesty, which is expected of them.

Officials are an integral part of the game, and it should be recognized that they too maintain high standards of integrity and honesty. Just as coaches can make mistakes, so can officials. It is important that their efforts to contribute to the education of young people through sports be recognized and supported.

THE COACH AND HIS/HER SCHOOL:

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

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

CARE OF EQUIPMENT:

In order to give athletes a sense of responsibility and appreciation of their equipment, squad members are to be held accountable for the abuse or loss of it. The cooperation of all coaches is solicited in seeing that players maintain proper care of all athletic equipment.

It is the responsibility of the head coach to see that players always put away and check in their equipment after games. Any equipment lost by an athlete must be paid for by the athlete. Any loss of equipment should be immediately reported to the head coach, rather than waiting until the end of the season.

Coaches are to inform their players not to exchange any equipment (practice or game). If a change is needed the athlete should see the proper coach and then a change can be made.

No students or athletes are to use the gyms, locker rooms, or showers unless supervised by a coach or faculty member. The coach or faculty member in charge is responsible for returning all equipment (balls, mats, projectors, screens, apparatus, etc.) to its proper place of storage, even if this is NOT where they found it.

PURCHASING EQUIPMENT:

The head coach should clear all purchases through the Athletic Director prior to ordering the equipment. If not cleared in advance, the head coach can be made to pay for the order personally. The Athletic Director should do all the actual ordering to avoid problems in purchasing of equipment.

SCHEDULES:

Scheduling of the contest will be done by the Athletic Director. We are obligated by the Western Valley Conference schedule in most activities. However, coaches having a justifiable request for a schedule change should make his/her desires known to the Athletic Director.

OFFICIALS:

Coaches should recommend officials to the Athletic Director. Most officials are hired 1 to 2 years in advance. The Athletic Director will select officials in accordance with the coach's pick and the officials' availability. The Athletic Director will have the responsibility for final selection of officials.

POSTPONING CONTESTS:

If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices will be followed:

1. The Athletic Director will confer with the coach.
2. Factors considered in the decision are:
 - a. Playing conditions of the field.
 - b. Safe travel for opponents and officials.
 - c. Safe travel for game workers, students and fans.
 - d. Damage to the playing surface and to equipment.
 - e. Safety to the spectators in or on the school grounds, gym or field.
 - f. Consideration of band members and uniforms.
 - g. Cheerleaders.

After considering all factors, it will then be up to the Athletic Director to play the game or postpone the game. He will reschedule the contest as per conference rules or the next possible playing date.

There may be times in the summer when the coach will have to handle this situation (due to vacation on the Athletic Directors part). Therefore, if a game is postponed, notify the following: bus driver, opponents, officials, ticket takers, and concession workers. Reschedule according to availability of officials to your open dates. Once rescheduled with the officials and your opponent, workers must be lined up for the contest.

COMPETING IN TWO SPORTS DURING THE SAME SEASON:

An athlete may compete in two sports during the same season if at least one of them is an individual sport and can be practiced that way most of the time. Examples are track, golf, and cross-country. Even though the athlete is part of the team and a team score determines the winning school/ he/she can practice at different times because of the individual nature of the sport. He/she is expected to spend an equivalent amount of time practicing during pre-season and the season itself as all of the other team members in both sports.

At the beginning of the season, the athlete will declare one of the two sports as his/her preferred sport. That means that if there are competitions in both sports on the same day, the athlete will participate in his/her preferred sport. In that situation, if one of the competitions is a Maple Valley Conference meet or part of the state tournament series, the athlete may participate in it even though it is not his/her preferred sport. The athlete would have to want to do that and the coach of the other sport would be expected to cooperate.

If, during the course of the season, the athlete determines that he/she cannot keep up with the practices and meets in two sports, he/she can drop the sport of his/her choosing. If a student's grades and/or performances in the two sports indicate that participating in both sports is detrimental to the student, he/she will meet with the two coaches and the athletic director to

discuss dropping one of the sports. It will be the athlete's decision on whether or not one of the sports is dropped unless he/she is not following the practice schedule as it was set up by the coach and student. He/she can be dropped from a sport for the same reason that other members of the team can be dropped (missing practices, violating other team rules, etc.).

CHANGING SPORTS DURING SEASON:

During seasons when two or more sports are running concurrently, the athlete will not be allowed to change from one sport to another without previous consent of both coaches involved along with the approval of the Athletic Director. When both coaches agree that the athlete may make a better contribution to both himself and the other sport, transfer to another squad is recommended. When the coaches involved cannot agree on a change, the final decision will be made by the Administration.

Once a boy or girl has determined their direction in athletics, no pressure is to be brought to bear on them by another coach to change sports. Occasionally a wrong choice has been made and possibly a switch in sports should be made but the initiative should originate from the athlete and not the coach of the other sport.

SPIRIT CLUB:

This organization was organized by a group of parents with the purpose of helping athletics in the school. Money is raised by different ventures during the year. From time to time, the Spirit Club donates money to the school for the purchase of needed equipment and also sponsors an two -Sports Banquets, one in the fall and one in the spring at which all high school athletes and those who participated with the athletics squads of the high school and the cheerleaders are recognized.

This club can, and does, enhance the athletic program in many ways and the coaching staff can promote much good will and public relations by being active in attendance, whether it be your sport or not.

PRACTICE:

Practice time is valuable. Use it wisely by having each practice session planned on a time schedule. No practice on a school night should last more than two hours. (Example: If football practice starts at 3:45 p.m., the team should be going to the showers at 5:45 p.m.) Remember, the athlete has other school, community and personal commitments.

School board policy will be followed on Sundays and Wednesdays. Also, when the weather forces school to be canceled, practices will also be canceled.

PHYSICAL EXAMINATIONS:

All athletes must have at least one physical examination during each school year. A physical examination is good for one calendar year from the date of the exam. *The head coach is responsible to make sure all athletes have a signed physical on file in the office before the athlete can participate in practice or games.*

TRANSPORTATION:

All requests for transportation should be made at least 48 hours in advance if not sooner. Naturally, the coaches are responsible for the athletes while on the trip. Transportation must be approved by the appropriate administration.

The following school policy will be used in transporting students to and from activities:

Buses: Students riding buses to school activities are subject to the same rules as those for whom bus service is provided.

Students riding the buses should be responsible for keeping the buses clean and neat. Students are expected to remain seated and in order while the bus is in operation. The bus driver will report to the office anyone who is not conducting himself properly. The bus is not required to wait for students if they are not ready at the proper time. When loading a bus, students on the opposite side of the road from the bus should remain there until signaled across the road by the bus driver. When discharged from a bus, students are to walk to the front of the bus, at least 6 feet ahead, and remain there until the bus driver signals you to cross the road.

Transportation to Out-of-town Events: Transportation to all out of town school events will be provided by the school. All participating students will leave from the high school by bus, or other school vehicles, and will be returned to the school on the bus. Roll will be taken by the sponsoring teacher or coach.

Students shall return home from an activity by bus or school approved vehicle unless prior approval is obtained from the head coach and athletic director and the student is riding with a parent. Any other transportation arrangements must be approved in advance by the head coach, and athletic director.

ATHLETIC AWARDS:

Students may earn the following:

1. Certificate (designating athlete letter, etc.)
2. Letter (one felt per student for their career)
3. Emblem (for 1st time letter winner in that sport)
4. Bar for each letter earned.
5. All-conference certificates
6. Other certificates from state or national type of award
7. Most valuable male and female for the year
8. Other non-monetary awards given in a sport must receive prior approval from the athletic director

The awards will be given out in one of the following manners:

1. At a school approved awards activity
2. At a school approved potluck dinner
3. At a school approved team meeting
4. Individually

All of the above listed West Monona awards will be obtained by the head coach from the athletic director.

LETTERING REQUIREMENTS FOR ALL HIGH SCHOOL SPORTS

GOLF: Participate as a varsity player in at least 1/3 of the meets. During a varsity and junior varsity meet, if a junior varsity player's score beats one of the top four varsity scores, it counts as a varsity meet for him or her also. If it only beats the fifth or sixth varsity score, then it may also count as a varsity meet for him or her, depending on what the score is that he or she beat. The coach determines whether or not it counts as a varsity score right after the meet and not at the end of the season. It is the judgment of the coach as to whether or not the score is good enough to count towards a letter.

VOLLEYBALL: To be eligible to receive a varsity letter in volleyball, a player must participate in 1/3 of the games of varsity play. Anyone who fails to acquire the minimum requirements for a letter due to injury, but would have lettered, will be eligible. Anyone suspended for the season or who is under suspension at the close of the season will forfeit eligibility.

BASKETBALL: Players must participate in 1/3 of the quarters of varsity play to be eligible for a varsity letter. Coach's discretion may allow lettering with less playing time.

WRESTLING: Must score 30 team points. (1 point will be awarded for making weight on varsity, even if they do not score any team points). Junior varsity team points count 1/2 of their value (1/2 points for making weight).

TRACK; REQUIRED: Participate in all meets unless injured AND be eligible at the end of season. Coach's discretion may allow lettering with less.

A. Season ends when equipment and/or suits are returned.

OR : Score 10 points:

A. Individual-points awarded at meet

B. Relay-points split among 4 people

C. Dual and/or tri-1/2 of points scored count toward individual total

D. Place at District or Conference

BASEBALL: Play in 50% of total games or play in 20% of total innings either as defensive player, D.H., P.H., or runner

Is eligible at the end of season

A. Season ends when all equipment and/or suits are returned.

Exceptions can be made in case of injury that occurs during the season.

CHEERLEADING: Must attend practices and meetings

Attend the meets or games to cheer unless excused. If the reason is not acceptable, he or she is suspended the first time and dismissed with no letter the second time.

The first time you receive a letter, each year after, you receive a chevron.

CROSS COUNTRY: Participate in all meets or receive a medal in any varsity meet.

FOOTBALL: Players must appear in 18 quarters of varsity play or be worthy of receiving a letter in the opinion of the coaching staff. Example: A player is injured during the season and would have earned a letter if healthy or a senior has shown good leadership qualities but has failed to meet the above requirements.

SOFTBALL:

1. Participate in at least 1/2 of the total innings played in all varsity games.
2. Coach may letter a player who failed to meet the above requirement if an injury, due to softball, was the cause of such failure.
3. Consideration may also be given to a player whose contribution to the team was above the average.
4. All team members in the event the team qualifies for the State Tournament.

ADMINISTRATIVE RULES IN LETTERING:

1. Any coach may letter an athlete who does not meet the above requirements if in the coach's estimation he/she "deserved" to letter (must receive Athletic Director's approval).
2. The athlete cannot be awarded a letter if he/she has been suspended from the team before the season ends.

SPECIALIZATION:

One of the most controversial topics in high school athletics today is specialization. One side of this issue believes that a young athlete should specialize and be allowed to practice a specific sport the year around without restriction. The other side believes in dividing the time up so that everyone has an opportunity at many things and practice in a specific sport is allowed during a precise time span.

While the actual practice obviously lies somewhere between the two sides, it is true that the general Iowa high school philosophy is much closer to the latter stance. This will also be the general position of West Monona High School.

To better cope with the problem of specialization, the following rules will be enforced:

1. There will be no deviation from practice starting dates as stated by the IHSAA and the Iowa Girls' High School Athletic Union.
2. The sport in season takes precedence when there is overlap.
3. No coach is to discourage any athlete from participating in another sport.
4. Any squad meeting called for any reason must be cleared by the athletic director unless it is during the designated season.

ACADEMIC ELIGIBILITY:

West Monona High School has down slips every 4 1/2 weeks and a grading period every 9 weeks. If a student receives two failing slips or receives two F's at the grading period, he/she will be ineligible for 2 weeks. If *all* their grades are passing at the end of two weeks they will be eligible for the remainder of the period. Quarter grades will be used to figure eligibility.

COACHING CLINICS/CAMPS ATTENDANCE REGULATIONS:

The following procedures will be followed for coaches desiring to attend Coaching Clinics or Camps (Not to be confused or considered the same as state athletic contests or sporting events such as the Drake Relays, Football Playoffs, etc.):

1. Coaches 7-12 are encouraged to attend clinics pertaining to their sport or to improve safety for athletes under the professional leave section of the Masters Agreement.
2. Each head coach is permitted, with approval, the following on an annual basis:
 - A. The coach may be permitted time off from school not to exceed one day per clinic.
 - B. If a coach is a head coach in more than one sport, a second clinic may be attended with time off from school not to exceed one day for the second clinic.
3. Each assistant coach may be permitted, with approval, time off from school not to exceed one day.

CUSTODIANS, GROUNDS AND COACH'S RESPONSIBILITIES

Responsibilities for football season:

Grounds:

1. Restrooms
2. Field mowed
3. Clean ticket booth and press box.
4. Paint field with all the state required markings, including numbers.
5. Spray and control weeds in and around the stadium, bleachers and fence line.

Coaches:

1. Put out all yard markers and end zone markers before the game; put them away after the game.
2. See that the equipment needed for the chain gang is ready and in order.
3. Call in the scores following the game or delegate the responsibility.

Athletic Director:

1. Organize the supervisory workers.
2. Final arrangements for officials, including checks.
3. Make arrangements for money for the gate and concession stand.
4. Make sure programs are ready.
5. Set up the clock and scoreboard.
6. Arrange for a P.A. announcer.
7. Turn on Lights.

Responsibilities for wrestling season:

Custodians: 1. Clean wrestling deck and gym floor.

Coach: 1. Move the mat to the gym floor and remove.

Athletic Director:

1. Set up the clock and line up workers and officials.

Responsibilities for Basketball and Volleyball season:

Custodians: 1. Clean floor.

Coach: 1. Provide official game balls and official scorer.

2. Tem managers are responsible for warm up balls and all equipment, getting them on and off the court.

Athletic Director:

1. Set up the clock and line up workers and officials.

Responsibilities for Track Season:

Grounds/Custodians:

1. Keep the infield mowed.
2. Line the shot and discus area.

- Coach:
1. Organize Track Meet information and results.
 2. Be responsible for all track equipment.

3. Be responsible for student helpers to set hurdles, take care of blocks, help with all field events.

Athletic Director:

1. Order trophies, ribbons, and medals.
2. Organize meet workers.

Responsibilities for Baseball/Softball Season:

Grounds/Custodians:

1. Mowing (as often as necessary in the outfield to eliminate wind rows).
2. Weed eat around fences and bleachers.
3. Batting net set-up.
4. Clean, stock and maintain restrooms.
5. Clean-up after the games.

Coach:

1. Prepare the field for play.
2. Paint the foul lines in the outfield.
3. Line the diamond prior to games.
4. Set up the Bases.
5. Set up and put away the pitching machine.
6. Batting net-help.

Athletic Director:

1. Line up ticket sellers.
2. Hire and pay officials.
3. Make arrangements for cash boxes for the gate and concession stand.
4. Line up concession stand workers.