



Activities Handbook 2018-2019

Information and Expectations for All Athletics, Activities, and Clubs in the
Martensdale-St. Marys Community School District

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District Mission and Vision

Martensdale-St. Marys Community School District

Our Vision: A caring community that nurtures individuals to become productive lifelong learners.

Our Mission: Provide a safe and progressive learning environment to enhance student growth.

General Conduct and Expectations for Coaches and Sponsors

Requirements for Coaching

Coaches in the Martensdale-St. Marys CSD must meet the following minimum requirements to be considered eligible for their respective coaching assignments:

- Maintain a valid Coaching Authorization issued by the Iowa Board of Educational Examiners;
- Complete Bloodborne Pathogens training annually;
- Complete Mandatory Reporter training every five (5) years;
- Complete Concussion training annually;
- Attend rules meeting for their respective activities annually (electronically or in person); and
- Submit proof of having met these requirements to the Activities Director no later than one (1) week prior to the start of their respective activities

Failure to maintain these minimum requirements may result in a suspension from coaching until all requirements are met, up to and including nonrenewal of contract.

Inventory Management

All coaches and sponsors are required to maintain accurate records of inventory.

Upon the conclusion of a season, coaches are required to collect uniforms and equipment. The optimum time to collect uniforms is immediately following the conclusion of the season's final contest, at which time coaches can be assured all equipment is present, and uniforms can be properly washed and inventoried. Uniforms and equipment must be collected and inventoried no later than their activity's end-of-season banquet.

When ordering new equipment or uniforms, all parcels will be placed in the equipment room under the south end of the bleachers in the HS gym. Please ensure you are retrieving these parcels in a timely manner to ensure accuracy of order and to avoid clutter in the storage room.

Activity Account Management

All coaches and sponsors will receive monthly spending reports for their respective programs. This is to ensure accuracy in account balances, spending details, and deposits. These will be emailed to each coach and sponsor at the beginning of each month. Signed copies of the spending report must be sent to the Activities Director within the first week of each month.

Other financial aspects of program management are further explained in "Purchasing Procedures" found later in this handbook.

Facilities Care and Usage

All requests and schedules for facilities, including facilities not located on the main campus, must be made through the Activities Director. It is recommended you contact the Activities Director as soon as possible to ensure access to the space(s) you require for practices, rehearsals, etc. Transportation requests must be submitted to the superintendent's secretary for approval and arrangement.

Coaches and sponsors are accountable for the facilities and school vehicles they use. It is expected that school vehicles are clean upon return to the school. If you find the facility or vehicle to be in disrepair, unkempt, or otherwise unacceptable prior to your usage, then it is your responsibility to report it to the Activities Director at first recognition of the problem or risk being held accountable for it. Failure to maintain facilities and/or vehicles may lead to a suspension of use.

Supervision

Do not leave students unattended under any circumstances. This includes practices, weight training, off-site events, etc. It is expected you will be at the practice or contest site prior to students' arrivals. If there are students not participating in the activity for which you are a coach or sponsor in the practice space or contest site without permission, please report them to the building principal or Activities Director.

Additionally, coaches and sponsors are required to maintain accurate attendance records for practices, contests, and program events (i.e. field trips, team bonding experiences, etc.). The purpose of this expectation is to ensure students are where they say they are going to be, and to protect both students and coaches in adverse situations.

Communication

Communication is a fundamental component of being a successful coach or sponsor. Most conflicts within a program are a result of miscommunication or a lack of communication. Staying consistent with your message and communication efforts will decrease the likelihood of conflict. Here are some recommended practices in regards to communication:

1. **Communicate often.** While it is possible to overshare information, it is very difficult to overcommunicate - especially when working with children and young adults. Always err on the side of caution and plan to share information frequently and through several different media;
2. **Communicate with the right people.** Like every organization, Martensdale-St. Marys has a clear and defined chain of command. Your first go-to with needs, requests, or concerns should always be the Activities Director. Should that not meet your needs, the next step is the MS/HS principal. Do not go directly to the superintendent, a Board member, or parents to make your concerns heard and needs addressed. If there are changes to your program's practice or contest schedule, please make sure the Activities Director, the Activities Secretary, and the HS office know of these changes. This is especially important for non-staff coaches

who are not at school throughout the day. The sooner we are made aware of a change, the sooner we can communicate on your behalf; and

3. **Communicate wisely.** Avoid sending personal text messages or messages through social media to individual students. If you elect to share information using these tools, then share with the entire team (and even parents, if you have the means). It is very easy to look at a personal message and take it out of context, so it is best to avoid this practice.

When sending information regarding early dismissals for contests, please include a roster or other list of students participating in the event. This provides clarity for teachers and staff as to who should be dismissed at what time.

Pre-Season Meetings & Responsibilities

Along with the element of communication, do plan to hold a pre-season parent meeting prior to the first practice. It is through this meeting that you are best able to answer questions, share expectations (preferably in writing in the form of a program handbook), and start your program's season on a positive note that has everyone excited for what's ahead. You will need to keep an attendance sheet for these meetings, and these will be submitted to the Activities Director before the first contest/performance of a season.

In addition to a pre-season meeting, coaches and sponsors are required to submit tentative rosters (based on pre-season sign up) to the Activities Director, who will also share information with the school nurse and building secretary. This is to ensure all students have completed their physicals and have emergency contact information on file. If there are changes to the roster, please submit updates to the Activities Director.

Interprogram Support

Because we have so many students who are involved in more than one activity throughout the year, it is crucial that we display interprogram support among each other. Never allow yourself to get caught in a "turf war" involving students - that is, understand that coaches must be able to "share" students between programs. If there are questions about a student's attendance at another coach's practice or event, please reach out to the coach instead of putting students in the middle. Students are in a position to make a decision as to how they devote their time, and they should not be penalized for being involved in more than one extra-curricular activity. Attendance expectations should be explained in your program's handbook so there are no questions or confusion about participation.

Additionally, as a coach or sponsor at Martensdale-St. Marys, it is expected that you attend other events for which you are not the coach and sponsor. We want our students to be recognized for their many talents, and that means cheering them on when they are involved in other activities. It demonstrates cohesiveness between programs as well as provides the means to build collegiality among coaches and sponsors.

Expectations and Process for Conflict Resolution

Martensdale-St. Marys values extra-curricular activities, and we have a proud history of excellence in many areas. Research has shown that students who participate in extra-curricular activities tend to perform better in academics and be more prepared for life beyond high school. We strive to ensure a positive, rewarding experience for students who participate in these activities, and despite our collective efforts, conflicts may arise throughout the season. Whether it is a difference of coaching philosophies, playing time, or something more serious, Martensdale-St. Marys is committed to thoughtful, appropriate resolution of these conflicts. Two guidelines to follow in any situation:

- 1) Never attempt to address a conflict during/immediately following a contest; and;
- 2) Meet face-to-face, not over the phone or email

Student-athletes, parents, or coaches who raise concerns about any aspect of an extra-curricular activity must follow the five steps as outlined below. The reason for this process is to ensure conflicts are properly addressed and resolved, to develop open lines of communication between all parties involved, and to provide courses of action that protect the student-athlete, the coach, the parents, and the MStM community.

If there is a concern about an extra-curricular activity, then

- 1) **Parent(s) and student-athlete meet with coach/activity sponsor.** The student's presence in the meeting will ensure a lesser likelihood of miscommunication or misconception of the meeting's content. In matters of sensitive issues, the student may not be involved in this meeting at the request of parents or administration. Most issues can be resolved at this step or even before this first step – it is a matter of communication.

If the matter is not resolved to the concerned party's satisfaction, then

- 2) **Parent(s) and student-athlete meet with student-athlete, activities director, and parent(s).** The coach may be invited to attend this meeting if the situation warrants his or her presence.

If the matter remains unresolved, then

- 3) **Parent(s) and student-athlete meet with principal.** Explain what steps have been taken to resolve the matter as well as reasons why the concerned parties remain unsatisfied.

If the matter still remains unresolved, then

- 4) **Parent(s) and student-athlete meet with superintendent.** This is the final effort to resolve the matter prior to a Board hearing. If parties are still unsatisfied, the superintendent will determine if due process has been afforded to all parties, and that each party has approached a resolution in good faith.

If the previous four steps of conflict resolution have not satisfactorily addressed the concerned parties' issues, then

5) **Parent(s), student-athlete, coach/activity sponsor, activities director, and principal participate in a hearing before Board of Directors.** In most cases, this will be held in a closed session of a Board meeting, if only because once the matter goes this far, the discussion is a personnel matter. A request in writing must be made to the superintendent prior to the next Board meeting.

Exceptions:

The aforementioned five-step process will not be used in the following matters:

- Allegations of abuse (physical, sexual, or emotional)
- Allegations of criminal behavior
- Allegations of bullying/harassment
- Violations of student code of conduct when the coach/activity sponsor is present

Issues that are essentially discipline matters – for either coaches or players – will be handled beyond the steps of this process, and will most likely involve the concerned parties meeting with the activities director and principal.

Playing time will not be a topic for discussion or dispute with coaches at any time. Coaches are hired and entrusted to make those determinations for the good of the program, and it is in their rights to do so.

All coaches are evaluated on a yearly basis and parent concerns are a part of that process.

Coach/Sponsor Evaluation Procedures

All coaches and sponsors will be provided with an annual performance review by the Activities Director. These evaluations are designed with a focus on improvement and program growth. Prior to the start of a season, coaches and sponsors are encouraged to meet with the Activities Director to discuss programmatic and personal goals to be evaluated following the season's conclusion. The Activities Director will provide the Evaluation Instrument to coaches/sponsors during the Coaches Meeting at the start of the school year.

Strength and Conditioning Expectations

It is proven that athletes who are strong and conditioned will incur fewer injuries. Think of muscle mass as a protective barrier, it helps to keep your body from breaking down. Therefore, if we can increase the muscle mass and overall strength of our student athletes, we will help to keep them safe and free of injuries, while building stronger and more explosive athletes.

As a coaching staff, it is our responsibility to provide our student athletes with opportunities to build strength and flexibility. Moving forward, each varsity coach will be responsible for developing and overseeing a mandatory 2 day in-season weight program. Lifts can include Martensdale-St. Marys selected main lifts from the weight training programs, or can be designed specifically for a particular sport.

The idea is to show our student athletes that we value lifting enough to make it a part of what we do each and every week. By using actual practice time (fifteen to twenty minutes), we convey the importance of consistent lifting to our athletes.

Varsity coaches will provide junior high coaches with a plan for teaching the basics of the program to our youngest athletes. Junior high in-season programs should teach the foundation and fundamentals of lifting, with an emphasis on technique over strength.

It is recommended that varsity coaches track their out-of-season athletes and encourage them to make lifting a year round occurrence. Coaches should provide information on the availability of facilities and educate athletes on the multiple opportunities provided during physical education classes.

Purchasing Procedures

Purchases made on behalf of the district and using district funds must be done using the following procedures. Employees may be personally responsible for the payment of any purchases he/she makes that do not follow this district-wide procedure.

Step 1: Staff Employee completes the Purchase Order Requisition (POR)

Step 2: Send completed POR via email attachment to the Activities Director and the Superintendent's Secretary.

Step 3: The Activities Director completes the following notations on the POR form:

- ✓ Purpose and necessity of the purchase
- ✓ Correct Line Item Expenditure Code
- ✓ Adequate Budgetary Support
- ✓ Authorizes purchase approval by signing the requisition form

Step 4: The Superintendent and/or the Business Manager reviews the completed POR, again verifying adequate budgetary support and expense code compliance. If further clarification is needed or the budget lacks adequate support to fund the purchase, the Requisition Form is returned to the building principal.

Step 5: If approved, Business Office will process a Purchase Order for the POR. The Business Office will email the approved POR to the Principal and the person requesting the purchase with a PO Number attached to the form. Approved Requisitions will be returned by 3:00 that same day via email if request was made prior to 11:00 a.m. All checks will be mailed upon completion, unless otherwise noted by Principal or A.D.

Step 6: Upon receipt of the ordered materials and/or services, the Business Office will make a copy of the packing slip. The employee verifies satisfactory receipt of the goods or services and submits the original packing slip to the Superintendent's Secretary so proper payment can be issued to the Vendor following Board approval.

Credit Card Purchases

If an employee is granted approval to purchase items using a School credit card, the employee must follow steps 1 – 5 of the above Purchasing Procedures. After the employee has purchased the goods or services, the employee must submit the original itemized receipt(s) listing the items or services purchased and the original credit card signature receipt, if the signature receipt is not part of the itemized purchase receipt. All Internet purchases can only be transacted by office personnel or administration.

Reimbursement of School-Related Employee Expenses

All requests for reimbursement must follow steps 1-5 of the above Purchase Procedures. After the employee has purchased the goods or services, the employee must submit the original itemized receipt(s) listing the items or services purchased within 48 hours. Employees will not be reimbursed for any *purchases not having prior approval* through the District PO procedures or if the employee fails to submit original receipts.

Fundraiser Procedures

Coaches and sponsors wishing to hold fundraisers need to complete the “Fundraiser Request Form” and have approval from the Activities Director or appropriate building principal BEFORE executing fundraising activities. The form asks for the following key activity details:

- ✓ Start date and end date of proposed fundraising activity;
- ✓ Estimated income, expenses, and net proceeds;
- ✓ Outside organizations or companies being used; and
- ✓ Means of communicating results of the fundraising activity

Once the fundraiser is complete, coaches and sponsors must provide a brief summary of the fundraiser results. This can appear in the daily bulletin, social networking broadcasts, emails, or other appropriate forms of communication. Please submit the summary to the Activities Director for inclusion in monthly Board meeting reports. A completed sample fundraiser form follows.

Coach/Sponsor Time Card

Per district auditor's recommendations, all non-staff coaches and sponsors are required to maintain accurate timecard details for time spent on assignment responsibilities. These time cards are to be submitted to the business manager each month while in season. Time cards will not be determining factors in pay, as you are on contract with the district; payments will be made using the established pay period calendar.

Below you will find a sample completed time card:

WEEK: Tim Baker							
NAME: Girls Basketball							
SIGNATURE:							
DATE	MORNING		AFTERNOON		OVERTIME		TOTAL
11/9	Add first date here only						#VALUE!
11/10			3:30	5:30			2:00
11/11			3:30	5:30			2:00
11/12			3:30	5:30			2:00
11/13			3:30	5:30			2:00
11/14			3:30	5:30			2:00
11/15							0:00
							0:00
							0:00
TOTAL HOURS					10:00:00		
OVERTIME HOURS					0:00:00		

Sample Fundraiser Request Form

Name of Organization: Class of 2015

Submitted by J. Moser

Date 4/24/2015

Fundraiser Start Date	4 /27 /2015
Fundraiser End Date	5 / 1 /2015
Estimated Income	\$75.00
Estimated Expenses	\$0.00
Estimated Net Proceeds	\$75.00
Actual Income	\$
Actual Expenses	\$
Actual Net Proceeds	\$

Please provide the following information regarding your proposed fundraiser. All elements of this form are required to consider the request complete. Please see Mr. Klemesrud or your building principal with any questions.

<p>Please provide a detailed explanation of the proposed fundraiser, including any company or outside organization used in its execution.</p>	<p>Seniors who are attending senior trip are sponsoring, planning, and executing a hat week fundraiser for students in grades 7-12. They will be set up in the commons where students can pay to wear a hat during the day. The cost will be \$.50 a day or \$2.00 for the week. This will not require any outside companies or support.</p>
<p>What will your organization do with</p>	<p>This group is raising money to defray costs of their planned trip to Chicago in late May. The costs per person are fairly high (due to transportation, lodging, food, and admission to attractions).</p>

the money raised?	Money collected will be put toward these varied expenses.
How will you communicate about this proposed fundraiser to parents?	(Please attach any flyers or other documents as necessary) There will be signs posted sparingly around the secondary building, and there will be a message in the daily bulletin throughout the week.
What are students responsible for doing?	Students participating in the senior trip (six total) will be posting signs, to advertise the event, as well as collecting and documenting funds, and reporting collection totals to me.
How will you report the outcome of this fundraiser to parents?	There will be a message in the daily bulletin thanking people for their support and the sum of the money collected throughout the week.
List any supplies, school facilities, or other resources needed for this fundraiser.	Table, chairs, money pouch w/ change, signs, and class lists.

For Office Use Only

Date Received _____

€ Approved _____ (Administrator Signature)

€ Denied

Reason for Denial (Include means for improvement):

Summary Report:

Deposited Net Proceeds_____

Date_____

Verification_____

Report to Public_____

Date_____

Verification_____

Sample Resale Spreadsheet

Coaches and sponsors wishing to sell t-shirts or other resale items must follow the aforementioned procedures for ordering. If the resale is being used to raise money for the program, fundraiser procedures must be followed as well. Upon receipt of the resale items from the manufacturer, coaches and sponsors must track the collection of funds using the "Resale Spreadsheet." This is to be completed as the items are distributed. As money is collected, funds must be documented accordingly. For example:

First Name	Last Name	Check Number	Paid By Check	Paid by Cash	Total Amount Paid
John	Example	12345	\$ 20.00	\$ 28.00	\$ 48.00

Money should be turned in to Karen Tomlinson, or the appropriate building secretary, each day. DO NOT hold onto funds collected for more than one day. The secretary will issue you a receipt for money collected for your records. Please make regular checks of your activity fund's balance to ensure proper deposit and documentation.

Activities Director Job Description

SUMMARY: Supervise, coordinate and evaluate junior high and high school athletics and activities throughout the District to support the extracurricular development of participating students. Also, manage the District's athletic facilities and schedules, manage the District's activities budget and funds and participate in the hiring and evaluation of all coaches and sponsors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Supervise the coordination and evaluation of junior high and high school athletics and activities to ensure programs of high standards.
2. Supervise and coordinate athletic and activity events ensuring all officials, volunteers, and paid support staff are arranged.
3. Manage the District athletic facilities including coordinating improvements, plans, schedules and maintenance to ensure the wellbeing of students, parents and staff.
4. Coordinate and work cooperatively with buildings and grounds staff in care of facilities and execution of events.
5. Help prepare the District's budget for activities, assign school funds and monitor expenditures in the activities budget in order to maintain, control and account for those funds.
6. Work cooperatively with administrators in hiring quality personnel for coaching and sponsor positions.
7. Represent the District in arrangements and scheduling of post-season athletic events including district, regional and state culminating events. Attend and supervise those events.
8. Promote effective communication between the schools and community by creating positive support for the continued improvement of the programs.
9. Participate in District administration meetings and other District meetings as required or appropriate.
10. Demonstrate proficiency in meeting appropriate professional Standards in execution of duties.
11. Supervise and evaluate all junior high and high school coaches and sponsors.
12. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE

- Bachelor's degree in appropriate field with required endorsements.
- Experience working in activities coordination preferred.
- Evaluator approval preferred or willing to obtain.

TRAININGS, CERTIFICATIONS, AND PRESERVICE REQUIREMENTS:

- Background check required for hire.
- Universal Precautions training and Mandatory Reporter training required upon hire.
- Other certification as deemed necessary for duties.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Perform aforementioned duties and responsibilities with consistency and attention to detail.
- Excellent interpersonal relations and oral and written communication skills.
- Strong decision making, analytical, organizational and time management skills.
- Advanced skill in dealing with students and staff with diverse needs at various levels.
- Thorough understanding of Iowa high school rules, regulations, policies and procedures.
- Knowledge of risk management, philosophy and organization of programs, legal issues in athletics administration, Title IX, sexual harassment, Americans with Disabilities Act and employment law.
- Ability to promote and follow Board of Education policies, building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

- Ability to stand and walk for extended periods of time.
- Ability to lift up to 50 pounds.
- Ability to work in reasonable outdoor conditions for limited periods of time.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Head Athletic Coach/Activity Sponsor Job Description

Job Title: Head Athletic Coach/Activity Sponsor

Reports to: Activities Director and Building Principal

Date Revised: 29 July 2014

Basic Function: Coach individual participants in the skills necessary for excellent achievement in the sport involved.

Essential Functions:

1. Plan and schedule a regular program of practice in season.
2. Work closely with the athletic director in scheduling intramural and interscholastic contests.
3. Attend annual meeting with Activities Director and Building Principal to review program expectations and District procedures.
4. Recommend purchase of equipment, supplies, and uniforms as appropriate
5. Maintain necessary attendance forms, insurance records, and similar paperwork.
6. Ensure player/performer maintains minimum standards for academic eligibility.
7. Complete purchase orders for equipment, uniforms, and contest entry fees, as well as executing other financial responsibilities commensurate with the sport or activity.
8. Maintain communications with parents, staff, administrators in relation to events and contests.
9. Oversee the safety conditions of the facility or area in which assigned activity is conducted at all times that students are present.
10. Establish performance criteria for eligibility in interscholastic competition.
11. Enforce discipline and sportsmanlike behavior at all times, and establish and oversee penalties for breach of such standards by individual students.
12. Adhere to all Board and District policies and procedures.
13. Other duties as assigned that comport with the functions of a head coach/sponsor.

Specifications/Qualifications:

- Valid Iowa Coaching Endorsement (if applicable)
- Additional applicable state-mandated training and certifications (i.e. concussions in sports, rules meetings, etc.)
-

Physical Requirements:

- Must be able to lift 50 lbs.

Working Conditions:

- Prolonged periods of standing; possible exposure to inclement weather (depending on sport/activity)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Assistant Athletic Coach/Activity Sponsor Job Description

Job Title: Assistant Athletic Coach/Activity Sponsor

Reports to: Activities Director and Building Principal

Date Revised: 4 August 2014

Basic Function: Assist Head Coach in building and sustaining a successful program.

Essential Functions:

1. Attend all practices and contests as required by the Head Coach.
2. Maintain necessary attendance forms, statistics, and similar paperwork as directed by Head Coach.
3. Attend annual meeting with Activities Director and Building Principal to review program expectations and District procedures.
4. Serve as temporary head coach in the event of a legitimate need for coverage (i.e. illness, ejection, etc.) as authorized by contest officials or as deemed necessary by the Activities Director.
5. Oversee the safety conditions of the facility or area in which assigned sport is conducted at all times that students are present.
6. Enforce discipline and sportsmanlike behavior at all times.
7. Complete necessary training and certifications as directed by District or appropriate athletic unions.
8. Adhere to all Board and District policies and procedures.
9. Other duties as assigned that comport with the functions of an assistant coach/sponsor.

Specifications/Qualifications:

- Valid Iowa Coaching Endorsement (if applicable)
- Additional applicable state-mandated training and certifications (i.e. concussions in sports, rules meetings, etc.)

Physical Requirements:

- Must be able to lift 50 lbs.

Working Conditions:

- Prolonged periods of standing; possible exposure to inclement weather (depending on sport/activity)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Job Title: Student Manager
Reports to: Head Coach and Activities Director
Date Revised: 4 August 2014

Basic Function: Assist Head Coach in building and sustaining a successful program within the confines and appropriate roles of a student.

Essential Functions:

1. Attend all practices and contests as required by the Head Coach.
2. Maintain necessary attendance forms, statistics, and similar paperwork as directed by Head Coach and within reason for a student.
3. Complete necessary training and certifications as directed by District or appropriate athletic unions.
4. Other duties as assigned that comport with the functions of a student manager.

Limitations

- Student managers may not pose as a Head Coach, Assistant Coach, or other role that would be inappropriate, unethical, or illegal.
- Student managers may not have access to nor be put into positions to use confidential student information (i.e. academic grades, social security numbers, etc.).
- Student managers should report any questionable behavior to the Activities Director and/or Building Principal.

Specifications/Qualifications:

- Maintain minimum standards of academic eligibility
- Demonstrate strong organizational and time management skills

Physical Requirements:

- Must be able to lift 50 lbs.

Working Conditions:

- Prolonged periods of standing; possible exposure to inclement weather (depending on sport/activity)

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time unless restricted by a negotiated contract.

Coach/Sponsor Handbook Acknowledgement Form

Name: _____

Activity/Activities: _____

I understand the policies and procedures outlined in this handbook, and I accept responsibility for adhering to them. I understand that failing to do so may result in unsatisfactory performance evaluations, suspension from duties, nonrenewal of contract, and/or termination from the District if circumstances warrant.

Coach/Sponsor Signature and Date