



Dubuque
COMMUNITY SCHOOLS

Coaches Handbook

2021 / 22

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Mission Statement / Beliefs / Values

DCSD Activities/Athletics Mission Statement

Dubuque Community Schools Activities/Athletic Programs will provide opportunities where all students can acquire the favorable habits and attitudes necessary for success in life.

Beliefs

- Activities must be competitive at the local, conference, and state level.
- Activities must receive positive evaluation by stakeholders.
- Activities must result in excellent citizenship and sportsmanship at all levels.
- Activities must promote learning life skills and academic success.
- Activities must provide the means for all students to reach their potential.
- Activities must connect to community programs.
- Activities must require the commitment of everyone involved.

The Board of Education Values

- Essential skills of digital-age literacy, inventive thinking, effective communication, and high productivity.
- Innovative programming options.
- Extra-Curricular activities and character development.
- Building leadership capacity for all employees.
- Community engagement and multiple ways of communication.
- Being transparent, ethical, and using resources wisely.

2021/22 Unified Calendar

Approved April 12, 2021

2021

3/4	July/Aug	25-1	Unified Iowa High School Activities Federation Non-Contact Period
6	August	9	Fall Sports Practice Starts
		11	IHSAA/IGHSAU New Athletic Directors Workshop
		14	IHSSA Judges/Coaches Workshop
10	September	6	Labor Day
12		25	State Debate Clinic
14	October	5	Boys Fall District Golf Meets
		8,9	Boys Fall State Golf Meet
		9	State Marching Band Festival: North
15		15,16	IHSSA Coaches Convention
		16	State Marching Band Festival: South
16		18,20	Girls Regional Volleyball Tournament, 1A,2A,3A
		19,21	Girls Regional Volleyball Tournament, 4A,5A
		20	Piano Auditions: All State Music Festival
		20	Joint Girls and Boys State Qualifying Cross Country Meets, 3A/4A
		21	Joint Girls and Boys State Qualifying Cross Country Meets, 1A/2A
		22	First Round State Football Playoffs, 8PL, A, 1A, 2A
		23	District Auditions: All-State Music Festival
17		25,27	Girls Regional Volleyball Tournament, 1A,2A
		26	Girls Regional Volleyball Tournament, 3A,4A,5A
		29	First Round State Football Playoffs, Classes 3A, 4A, 5A
		29	Second Round State Football Playoffs, 8PL, A, 1A, 2A
		29	Joint Girls/Boys State Cross Country Meet, 3A/4A
		30	Joint Girls/Boys State Cross Country Meet, 1A/2A
18	November	1-4	Girls State Volleyball Tournament, All Classes
		4	Girls Regional Diving Meet
		4	Quarterfinal Round State Football Playoffs, 8 PL
		5	Quarterfinal Round State Football Playoffs, A, 1A, 2A, 3A, 4A, 5A
		6	Girls Regional Swimming Meet
19		8	Girls Basketball, G/B Bowling, Boys Swimming Practice Starts
		8	IHSAA/IGHSAU New Athletic Directors Workshop, Part 2
		10	Semifinal Round State Football Playoffs, 8 PL
		11	Semifinal Round State Football Playoffs, A, 4A
		12	Semifinal Round State Football Playoffs, 1A, 5A
		12,13	Girls State Swimming & Diving Meet
		13	Semifinal Round State Football Playoffs, 2A, 3A
20		15	Boys Basketball and Wrestling Practice Starts
		18,19	Final Round State Football Playoffs, All Classes
		18-20	All-State Music Festival
21		25	Thanksgiving Day

2022

27	January	7,8	State Debate Tournament
29		22	District Speech Contest, Large Group
30		24	Jazz Band State Festival, North, All Classes
		25	Jazz Band State Festival, South, All Classes
31	February	31	State Show Choir Festival, All Classes
		5	State Speech Contest, Large Group
		5	Sectional Wrestling Meets, 1A, 2A
		5	Boys District Swimming Meets
32		7	State Jazz Choir Festival, All Classes
		8	Regional Dual Team Wrestling Meet, 1A, 2A
		9	Regional Dual Team Wrestling Meet, 3A
		10	Girls Regional Basketball Tournament, 1A
		11	Boys District Basketball Tournament, 1A
		11-12	Boys State Swimming Meet

		12	Girls Regional Basketball Tournament, 2A, 3A
		12	District Wrestling Meets, All Classes
33		14, 17	Boys District Basketball Tournament, 1A, 2A
		15	Joint Girls and Boys State Qualifying Bowling Tournaments, All Classes
		16	State Dual Team Wrestling Meet, All Classes
		15, 18	Girls Regional Basketball Tournament, 1A, 2A
		17-19	State Individual Wrestling Meet, All Classes
		16, 19	Girls Regional Basketball Tournament, 3A, 4A, 5A
		19	IHSSA All-State Festival, Large Group
34		21, 24, 28	Boys Substate Basketball Tournament, 3A
		21, 25	Boys Substate Basketball Tournament, 4A
		21-23	State Co-Ed Bowling Tournament, All Classes
		22	Girls Regional Basketball Tournament, 4A, 5A
		22	Boys District Basketball Tournament, 1A, 2A
		23	Girls Regional Basketball Tournament, 1A, 2A
		26	Boys Substate Basketball Tournament, 1A, 2A
		26	District Speech Contest, Individual Events
35	Feb/March	28-5	Girls State Basketball Tournament, All Classes
		28	Girls/Boys Track Practice Starts
	March	1	Boys Substate Basketball Tournament, 4A
36		7-11	Boys State Basketball Tournament, All Classes
		11, 12	State Speech Contest, Individual Events
37		14	Girls Spring Sports Practice Starts, Golf, Tennis, Soccer
		14	Boys Spring Sports Practice Starts: Soccer, Tennis, Spring Golf
38		26	State Music Festival, Solos and Ensembles, 3A
39		28	IHSSA Individual Events All-State Festival
	April	2	State Music Festival, Solos and Ensembles, 2A
41		9	State Music Festival, Solos and Ensembles, 1A, 4A
44	May	2	Boys Baseball Practice Starts
		2	Girls Softball Practice Starts
		6	State Music Festival, Large Group, 2A, 4A Orchestra-Quad Cities Area Only
		6	State Music Festival, Large Group, 1A, 3A
		7	State Music Festival, Large Group, 2A, 4A
45		9	Boys District Individual Tennis Meets, All Classes
		11	Boys Sectional Golf Meets, All Classes
		11	Girls Regional Individual Tennis Meets, All Classes
		12	Joint Girls and Boys State Qualifying Track Meets, All Classes
		13	Girls Regional Golf Meets, 1A, 2A
		13	Boys Substate Team Tennis Meets, All Classes
		14	Girls Regional Team Tennis Meets, All Classes
46		16	Boys District Golf Meets, All Classes
		17	Girls Regional Team Tennis Meets, All Classes
		18	Girls Regional Soccer Tournament, 1A
		18	Girls Regional Golf Meets, All Classes
		18	Boys Substate Team Tennis Meets, All Classes
		19-21	State Co-Ed Track Meet, All Classes
		19	Boys Substate Soccer Meets, All Classes
		20	Girls Regional Soccer Tournament, 2A, 3A
		21	Girls 1st Round State Team/Regional Team Tennis Meets, All Classes
47		23	Girls 1st Round State Team Tennis, 1A if needed
		23, 24	Boys State Golf Meet, All Classes
		23, 25	Boys Substate Soccer Meets, All Classes
		24	Girls Regional Soccer Tournament, All Classes
		24, 25	Boys State Tennis Meet, All Classes
		26	Girls Regional Soccer Tournament, All Classes
		26, 27	Girls State Golf Meet, All Classes
		27, 28	Girls State Individual Tennis Meet, All Classes
48		30	Memorial Day
	May/June	31, 2, 4	Girls State Soccer Tournament, All Classes

		31	Boys State Team Tennis Meet, All Classes
	June	1,3,4	Boys State Soccer Tournament, All Classes
49		1	Girls State Team Tennis Meet, All Classes
		7	State Co-Ed Golf Meet
		7	State Co-Ed Tennis Meet
		30	Boys District Baseball Tournament,1A
	July	1	Girls Regional Softball Tournament, 1A,2A
52		2	Boys District Baseball Tournament,1A,2A
		5	Boys District Baseball Tournament, 1A,2A
1		6	Girls Regional Softball Tournament, 1A,2A,3A
		7	Girls Regional Softball Tournament, 4A,5A
		8	Girls Regional Softball Tournament, 1A,2A
		8	Boys District Baseball Tournament, 3A
		8	Boys Substate Baseball Tournament, 4A
		9	Boys District Baseball Tournament, 1A,2A
		9	Girls Regional Softball Tournament, 3A,4A,5A
		11	Boys Substate Baseball Tournament,4A
2		11	Boys District Baseball Tournament, 3A
		11	Girls Regional Softball Tournament, 1A,2A
		12	Boys Substate Baseball Tournament, 1A,2A
		12	Girls Regional Softball Tournament, 3A,4A,5A
		13	Boys Substate Baseball Tournament,3A,4A
3		18-22	Boys State Baseball Tournament, All Classes
3		18-22	Girls State Softball Tournament, All Classes
3/4		24-31	Unified Iowa High School Activities Federation Non-Contact Period

2021-2022 Sports Tournament Dates

SPORT INFO	CLASS 1A	CLASS 2A	CLASS 3A	CLASS 4A	CLASS 5A
Cross Country (4 Classes)					
1st Practice	Aug. 9 (Week 6)	Aug. 9 (Week 6)	Aug. 9 (Week 6)	Aug. 9 (Week 6)	
1st Competition	Aug. 23 (Week 8)	Aug. 23 (Week 8)	Aug. 23 (Week 8)	Aug. 23 (Week 8)	
Regional	Oct. 21 (Week 16)	Oct. 21 (Week 16)	Oct. 20 (Week 16)	Oct. 20 (Week 16)	
State	Oct. 30 (Week 17)	Oct. 30 (Week 17)	Oct. 29 (Week 17)	Oct. 29 (Week 17)	
Swimming/Diving (1 Class)					
1st Practice	Aug. 9 (Week 6)				
1st Competition	Aug. 23 (Week 8)				
Regional	Nov. 4 (Diving) - Nov. 6 (Swim) (Week 18)				
State	Nov. 12-13 (Week 19)				
Volleyball (5 Classes)					
1st Practice	Aug. 9 (Week 6)	Aug. 9 (Week 6)	Aug. 9 (Week 6)	Aug. 9 (Week 6)	Aug. 9 (Week 6)
1st Competition	Aug. 23 (Week 8)	Aug. 23 (Week 8)	Aug. 23 (Week 8)	Aug. 23 (Week 8)	Aug. 23 (Week 8)
Regional	Oct. 18, 20, 25, 27 (Week 16-17)	Oct. 18, 20, 25, 27 (Week 16-17)	Oct. 18, 20, 26 (Week 16-17)	Oct. 19, 21, 26 (Week 16-17)	Oct. 19, 21, 26 (Week 16-17)
State	Nov. 1-4 (Week 18)	Nov. 1-4 (Week 18)	Nov. 1-4 (Week 18)	Nov. 1-4 (Week 18)	Nov. 1-4 (Week 18)
Bowling (2 Classes)					
1st Practice	Nov. 8 (Week 19)	Nov. 8 (Week 19)	Nov. 8 (Week 19)		
1st Competition	Nov. 22 (Week 21)	Nov. 22 (Week 21)	Nov. 22 (Week 21)		
Regional	Feb. 15 (Week 33)	Feb. 15 (Week 33)	Feb. 15 (Week 33)		
State	Feb. 21-23 (Week 34)	Feb. 21-23 (Week 34)	Feb. 21-23 (Week 34)		
Basketball (5 Classes)					
1st Practice	Nov. 8 (Week 19)	Nov. 8 (Week 19)	Nov. 8 (Week 19)	Nov. 8 (Week 19)	Nov. 8 (Week 19)
1st Competition	Nov. 19 (Week 20)	Nov. 19 (Week 20)	Nov. 19 (Week 20)	Nov. 19 (Week 20)	Nov. 19 (Week 20)
Regional	Feb. 10, 15, 18, 23 (Week 32-34)	Feb. 12, 15, 18, 23 (Week 32-34)	Feb. 12, 16, 19 (Week 32-33)	Feb. 16, 19, 22 (Week 33-34)	Feb. 16, 19, 22 (Week 33-34)
State	Feb. 28-5 (Week 35)	Feb. 28-5 (Week 35)	Feb. 28-5 (Week 35)	Feb. 28-5 (Week 35)	Feb. 28-5 (Week 35)
Track & Field (4 Classes)					
1st Practice	Feb. 28 (Week 35)	Feb. 28 (Week 35)	Feb. 28 (Week 35)	Feb. 28 (Week 35)	
1st Competition	March 7 (Week 36)	March 7 (Week 36)	March 7 (Week 36)	March 7 (Week 36)	
Regional	May 12 (Week 45)	May 12 (Week 45)	May 12 (Week 45)	May 12 (Week 45)	
State	May 19-21 (Week 46)	May 19-21 (Week 46)	May 19-21 (Week 46)	May 19-21 (Week 46)	

2021-2022 Sports Tournament Dates

Golf (4 Classes)							
1st Practice	March 14 (Week 37)	March 14 (Week 37)	March 14 (Week 37)	March 14 (Week 37)	March 14 (Week 37)		
1st Competition	March 23 (Week 38)	March 23 (Week 38)	March 23 (Week 38)	March 23 (Week 38)	March 23 (Week 38)		
Regional	May 13, 18 (Week 45-46)	May 13, 18 (Week 45-46)	May 18 (Week 46)	May 18 (Week 46)	May 18 (Week 46)		
State	May 26-27 (Week 47)	May 26-27 (Week 47)	May 26-27 (Week 47)	May 26-27 (Week 47)	May 26-27 (Week 47)		
Tennis (Indiv.) (2 Classes)							
1st Practice	March 14 (Week 37)	March 14 (Week 37)	March 14 (Week 37)	March 14 (Week 37)	March 14 (Week 37)		
1st Competition	March 28 (Week 39)	March 28 (Week 39)	March 28 (Week 39)	March 28 (Week 39)	March 28 (Week 39)		
Regional	May 11 (Week 45)	May 11 (Week 45)	May 11 (Week 45)	May 11 (Week 45)	May 11 (Week 45)		
State	May 27-28 (Week 47)	May 27-28 (Week 47)	May 27-28 (Week 47)	May 27-28 (Week 47)	May 27-28 (Week 47)		
Tennis (Team) (2 Classes)							
Regional	May 14, 17, 21 (Week 45-46)	May 14, 17 (Week 45-46)	May 14, 17 (Week 45-46)	May 14, 17 (Week 45-46)	May 14, 17 (Week 45-46)		
State	May 21, 23, June 1 (Week 46-48)	May 21, June 1 (Week 46, 48)	May 21, June 1 (Week 46, 48)	May 21, June 1 (Week 46, 48)	May 21, June 1 (Week 46, 48)		
Soccer (3 Classes)							
1st Practice	March 14 (Week 37)	March 14 (Week 37)	March 14 (Week 37)	March 14 (Week 37)	March 14 (Week 37)		
1st Competition	March 28 (Week 39)	March 28 (Week 39)	March 28 (Week 39)	March 28 (Week 39)	March 28 (Week 39)		
Regional	May 16, 18, 24, 26 (Week 46-47)	May 20, 24, 26 (Week 46-47)	May 20, 24, 26 (Week 46-47)	May 20, 24, 26 (Week 46-47)	May 20, 24, 26 (Week 46-47)		
State	May 31, June 2, 4 (Week 48)	May 31, June 2, 4 (Week 48)	May 31, June 2, 4 (Week 48)	May 31, June 2, 4 (Week 48)	May 31, June 2, 4 (Week 48)		
Softball (5 Classes)							
1st Practice	May 2 (Week 44)	May 2 (Week 44)	May 2 (Week 44)	May 2 (Week 44)	May 2 (Week 44)	May 2 (Week 44)	
1st Competition	May 23 (Week 47)	May 23 (Week 47)	May 23 (Week 47)	May 23 (Week 47)	May 23 (Week 47)	May 23 (Week 47)	
Regional	July 1, 6, 8, 11 (Week 49-1-2)	July 1, 6, 8, 11 (Week 49-1-2)	July 1, 6, 8, 11 (Week 49-1-2)	July 1, 6, 8, 11 (Week 49-1-2)	July 1, 6, 8, 11 (Week 49-1-2)	July 1, 6, 8, 11 (Week 49-1-2)	
State	July 18-22 (Week 3)	July 18-22 (Week 3)	July 18-22 (Week 3)	July 18-22 (Week 3)	July 18-22 (Week 3)	July 18-22 (Week 3)	

2021-2022 Sports Starting Dates

Cross Country	Class 4A	Class 3A	Class 2A	Class 1A	Class 5A	Class A	Eight Player
First Practice	August 9, 2021	August 9, 2021	August 9, 2021	August 9, 2021			
First Competition	August 23, 2021	August 23, 2021	August 23, 2021	August 23, 2021			
Playing Dates	10	10	10	10			
Scrimmages	None	None	None	None			
Postseason Tournament	October 20, 2021	October 20, 2021	October 21, 2021	October 21, 2021			
State Tournament	October 29, 2021	October 29, 2021	October 30, 2021	October 30, 2021			
Fall Golf							
First Practice	August 9, 2021						
First Competition	August 12, 2021						
Playing Dates	12						
Scrimmages	None						
Postseason Tournament	October 5, 2021						
State Tournament	October 8-9, 2021						
Football							
First Practice	August 9, 2021	August 9, 2021	August 9, 2021	August 9, 2021	August 9, 2021	August 9, 2021	August 9, 2021
First Competition	August 26, 2021	August 26, 2021	August 26, 2021	August 26, 2021	August 26, 2021	August 26, 2021	Aug. 21, 2021
Playing Dates	9	9	8	8	9	8	8
Scrimmages	1 after 10 days of practice	1 after 10 days of practice	1 after 10 days of practice	1 after 10 days of practice	1 after 10 days of practice	1 after 10 days of practice	1 after 10 days of practice
Postseason Tournament	Oct. 29, Nov. 5, 11	Oct. 29, Nov. 5, 13	Oct. 22, 29 Nov. 5, 13	Oct. 22, 29, Nov. 5, 12	Oct. 29, Nov. 5, 12	Oct. 22, 29, Nov. 5, 11	Oct. 22, 29, Nov. 4, 10
State Tournament	Nov. 18, 2021	Nov. 19, 2021	Nov. 19, 2021	Nov. 18, 2021	Nov. 19, 2021	Nov. 18, 2021	Nov. 18, 2021

2021-2022 Sports Starting Dates

	Class 4A	Class 3A	Class 2A	Class 1A	Class 5A	Class A	Eight Player
Basketball							
First Practice	Nov. 15, 2021	Nov. 15, 2021	Nov. 15, 2021	Nov. 15, 2021			
First Competition	Nov. 29, 2021	Nov. 29, 2021	Nov. 29, 2021	Nov. 29, 2021			
Playing Dates	21	21	21	21			
Scrimmages	3--Anytime During Season	3--Anytime During Season	3--Anytime During Season	3--Anytime During Season			
Postseason Tournament	Feb. 21, 25, March 1	Feb. 21, 24, 28	Feb. 14, 17, 22, 26	Feb. 11, 14, 17, 22, 26			
State Tournament	March 9, 10, 11, 2022	March 8, 10, 11, 2022	March 7, 8, 10, 11, 2022	March 7, 10, 11, 2022			
Bowling							
First Practice							
First Competition							
Playing Dates							
Scrimmages							
Postseason Tournament							
State Tournament							
Swimming							
First Practice	Nov. 8, 2021	Nov. 8, 2021	Nov. 8, 2021	Nov. 8, 2021			
First Competition	Nov. 22, 2021	Nov. 22, 2021	Nov. 22, 2021	Nov. 22, 2021			
Playing Dates	12	12	12	12			
Scrimmages	1-After First Competition	None	None	None			
Postseason Tournament	February 5, 2022	Feb. 15, 2022	Feb. 15, 2022	Feb. 15, 2022			
State Tournament	February 11-12, 2022	Feb. 23, 2022	Feb. 22, 2022	Feb. 21, 2022			
Wrestling							
First Practice							
First Competition							
Playing Dates							
Scrimmages							
Dual Team Reg. Tourn.							
Dual Team State Tourn.							
Postseason Tournament							
State Tournament							

2021-2022 Sports Starting Dates

	Class 4A	Class 3A	Class 2A	Class 1A	Class 5A	Class A	Eight Player
Soccer							
First Practice		March 14, 2022	March 14, 2022	March 14, 2022			
First Competition		March 31, 2022	March 31, 2022	March 31, 2022			
Playing Dates		15; 2 may be multi-team	15; 2 may be multi-team	15; 2 may be multi-team			
Scrimmages		2	2	2			
Postseason Tournament		May 19, 23, 25, 2022	May 19, 23, 25, 2022	May 19, 23, 25, 2022			
State Tournament		June 1, 3, 4, 2022	June 1, 3, 4, 2022	June 1, 3, 4, 2022			
Spring Golf							
First Practice		March 14, 2022	March 14, 2022	March 14, 2022			
First Competition		March 28, 2022	March 28, 2022	March 28, 2022			
Playing Dates		12	12	12			
Scrimmages		None	None	None			
Postseason Tournament		Sec. May 11; Dis. May 16	Sec. May 11; Dis. May 16	Sec. May 11; Dis. May 16			
State Tournament		May 23-24, 2022	May 23-24, 2022	May 23-24, 2022			
State Co-Ed Tournament		June 7, 2022	June 7, 2022	June 7, 2022			
Tennis							
First Practice		March 14, 2022	March 14, 2022	March 14, 2022			
First Competition		March 28, 2022	March 28, 2022	March 28, 2022			
Playing Dates		12	12	12			
Scrimmages		1 Prior to Postseason	1 Prior to Postseason	1 Prior to Postseason			
Postseason-S&D		May 9, 2022	May 9, 2022	May 9, 2022			
State-S&D		May 24-25, 2022	May 24-25, 2022	May 24-25, 2022			
Postseason-Team		May 13 & 18, 2022	May 13 & 18, 2022	May 13 & 18, 2022			
State-Team		May 31, 2022	May 31, 2022	May 31, 2022			
State Co-Ed Tournament		June 7, 2022	June 7, 2022	June 7, 2022			
Track & Field							
First Practice	Feb. 28, 2022	Feb. 28, 2022	Feb. 28, 2022	Feb. 28, 2022			
First Competition	March 7, 2022	March 7, 2022	March 7, 2022	March 7, 2022			
Playing Dates	16 Meets	16 Meets	16 Meets	16 Meets			
Scrimmages	None	None	None	None			
Postseason Tournament	May 12, 2022	May 12, 2022	May 12, 2022	May 12, 2022			
State Tournament	May 19-21, 2022	May 19-21, 2022	May 19-21, 2022	May 19-21, 2022			

2021-2022 Sports Starting Dates

	Class 4A	Class 3A	Class 2A	Class 1A	Class 5A	Class A	Eight Player
Baseball							
First Practice	May 2, 2022	May 2, 2022	May 2, 2022	May 2, 2022			
First Competition	May 16, 2022	May 16, 2022	May 16, 2022	May 16, 2022			
Playing Dates	40	40	40	40			
Scrimmages	3-After First Practice	3-After First Practice	3-After First Practice	3-After First Practice			
Postseason Tournament	July 8, 11, 13	July 8, 11, 13	July 2, 5, 9, 12	June 30, July 2, 5, 9, 12			
State Tournament	July 18-22	July 18-22	July 18-22	July 18-22			

DCSD Middle School Athletic Seasons 2021-22

Athletic Seasons

- **August 23, 2021 – October 22, 2021**
 - Football
 - Volleyball
 - Cross Country
- **October 25, 2021 – December 17, 2021**
 - Girls Basketball
- **November 1, 2021 – December 17, 2021**
 - Wrestling
- **January 3, 2022 – March 4, 2022**
 - Boys Basketball
 - Dance
- **March 21, 2022 – May 20, 2022**
 - Track

DCSD 6th Grade Athletics

- **September 13, 2021 – October 7, 2021**
 - Track
 - 6th Grade Track Meet on Tuesday, October 5, 2021
- **March 7, 2022 – March 25, 2022**
 - Basketball
- **May 9, 2022 – May 20, 2022**
 - Football
 - Volleyball

DCSD Grade Checks

- September 7 and 27
- October 18
- November 8 and 29
- January 3 and 24
- February 14
- March 7
- April 4 and 25

IMPACT Testing

- All 9-12 Student Athletes will complete a concussion pre-screening. This test will be done prior to the first official practice. Below provides information regarding the test.
- **IMPACT's Test is computerized and takes about 25 minutes to complete. IMPACT recommends that it be administered by an IMPACT trained athletic trainer, school nurse, athletic director, team doctor or psychologist. Baseline tests are suggested every two years. If a concussion is suspected, the baseline report will serve as a comparison to a repeat IMPACT test, which professionals can use to assess potential changes or damage caused by a concussion. The management of concussions should only be conducted by trained medical professionals. To achieve this, IMPACT is expanding reach to manage concussions through a growing national network of several hundred clinical professionals who are Credentialed IMPACT Consultants™ (CICs).**

IMPACT Features

- Measures player symptoms
- Measures verbal and visual memory, processing speed, and reaction time
- Reaction time measured to a 1/100th of second
- Assists clinicians and athletic trainers in making difficult return-to-play decisions
- Provides reliable baseline test information
- Produces a comprehensive report of test results
- Results are presented as a PDF file and can be emailed
- Automatically stores data from repeat testing
- Testing is administered online for individuals or groups
- Compatible with PC and MA

Coaching Information

Coaching Leave Time for DCSD Employees

- Professional Development
 - Coaches are encouraged to attend coaching clinics/workshops in the sports they are coaching.
 - The athletic budget for each sport includes money for professional development. It is budgeted for each coach to receive \$75.00 per sport to put toward registration, lodging, and/or transportation. Receipts for all expenditures must be shown.
 - Head Varsity Coaches will be allowed two days of school time to attend approved clinics/workshops in their sport.
 - All other high school athletic coaches will be allowed one day of school time to attend approved clinics/workshops in their sport.
 - NOTE: All coaching leaves must be pre-approved by the building Activities Directors.
- School Business
 - When teams or individuals qualify for state-sponsored tournaments/meets, head coaches and assistant coaches may be excused from school to accompany their participants to such competitions.
- Approval
 - In advance of the event, requests for absence from school must be submitted to the Activities Directors and the building principal as soon as possible. This is to help facilitate coverage of assigned duties.

Practice sessions when inclement weather

- Early Release due to heat and humidity
 - Grades 6-8
 - Cancel practices and games.
 - Grades 9-12
 - Coaches will communicate with building Activities Director and school administration to modify practices as necessary for given conditions.
 - Potential practice modifications when high heat and humidity
 - Practice when conditions are more favorable (early a.m. or late p.m.)
 - Decrease conditioning and sprints
 - Provide frequent water breaks
 - Ready access to cold towels
 - Gear down or shade breaks for 15 minutes
 - Limited use of full equipment
 - Two-hour time limit on field

- Early Release due to inclement winter weather
 - Grades 6-9 Teams
 - Cancel practice and events
 - All bus route students should ride DCSD bus.
 - High School Teams
 - Possible Non-Mandatory practice when scheduled through the building Activities Director within a two-hour window after school.
- Cancellation of School
 - Grades 6-9 Teams
 - No practice
 - Grades 10-12 Teams
 - Non-Mandatory practice if weather conditions improve when scheduling through the building Activities Director

Events when inclement weather

- In-town events
 - Events may be held if weather conditions are not hazardous for driving
 - Consult with building Activities Director and Director of Activities and Athletics
- Out-of-town events
 - Decisions regarding events should include the following:
 - Weather Bureau reports
 - Bus company / transportation reports
 - Consultations with other school / district administrators
 - Highway Patrol / DOT reports
 - Consultation with Director or Activities and Athletics

Camps / Clinics / Tournaments

- State Regulations
 - School personnel, whether employed or volunteers of a member or associate member school, shall not coach that school's student athletes during the school year in a sport for which the school personnel are currently under contract or are volunteers, outside the period from official first day of practice through the finals of tournament play. A summer team or individual camp or clinic held at a member or associate member school facility shall not conflict with sports in season. Summertime coaching activities shall not conflict with sports in season.
- Application Process
 - Coaches should discuss camp opportunities with their building Activities Director prior to submitting an application.
 - Applications must be submitted to the Director of Activities and Athletics at least 30 days prior to the event for approval.

- Coaches must work with their building Activities Office and/or district facility scheduler to secure dates, times and facilities for their event.
- Any volunteer working an event **MUST** first complete a Non-Employee Background Check Packet and be approved by the Human Resource Department.
- In order to be paid, event staff must have a completed I-9, W-4 and direct deposit form on file with the Payroll Department.
- All event registrations should go through Ryzer.
 - Coaches should not be collecting registration fees on their own.

Guidelines for Volunteer Coaches

- A volunteer coach of athletics is one who formally agrees to be of service to the Dubuque Community School District on a non-pay basis.
- The Dubuque Community School District requires that all volunteer coaches possess either a Coaching Endorsement or a Coaching Authorization from the state of Iowa.
- Applicants for volunteer coaching positions must:
 - Complete all forms in the DCSD Non-employee Background Check Packet and return the signed disclosure forms to the DCSD Human Resources Department.
 - Interview with the Head Coach and building Activities Director.
 - Meet with the Head Coach and building Activities Director to review the rules, regulations, policies and procedures connected to their assignment.
 - Sign and return the Volunteer Coach Agreement to the building Activities Director.
 - The Volunteer Coach Agreement can be found on the “Coaches” page on the district website.
 - Note: The building principal must approve the assignment of all volunteer coaches prior to any team involvement
- A volunteer coach is not covered by Workers’ Compensation under existing Iowa law.
- A volunteer coach is not authorized to drive vehicles owned by the Dubuque Community School District.
- The Agreement for Volunteer Coach is valid for one school year and one sport.
 - A different agreement must be signed and returned for each sport and each school year.
- Any changes in the Volunteer Disclosure Statement must be reported immediately to the DCSD Human Resources Department.

Equipment Rental

- If a student/athlete uses school equipment to attend a camp/clinic there will be a \$10.00 rental fee charged. If a student/athlete needs the equipment they must do the following.
 - Talk to coach regarding the equipment needs and rental dates.
 - Fill out the rental agreement form.

- Return the rental agreement form and \$10.00 to the school Business Office.
- Return all rental equipment once the camp/clinic is finished.

Travel Information

Departure Times

- Guidelines for departure times to State competition are intended to give consistency and uniformity to all squads and schools. Criteria considered was distance, meet schedule (time of day), finances, available transportation, readjustment time for travel, and sleeping in a strange environment versus a familiar one. Teams traveling need to coordinate with their Building Activities Directors departure times. In most cases, teams will not be allowed to leave school early on non-competition days.
 - Long Trips (ie. Des Moines, Fort Dodge, Marshalltown, and Ames). If competition starts prior to 3:00 p.m., the team *may* depart the day before.
 - Short Trips (ie. Cedar Falls, Cedar Rapids and Iowa City). If competition starts prior to 11:00 a.m., the team *may* depart the day before.

Vans

- Request for reservations of vans should be made to the building Activities Director.
- School vans may not be used for non-school/personal purposes.
- Operators must adhere to guidelines, procedures, and rules relating to the use of vans.
- Vans should be filled with gas at departure and refilled immediately upon return with BP receipts to the building Activities Director.
- Vans need to be cleaned out after each event.
 - All trash needs to be removed.
- If anything goes wrong or is broken, contact the building Activities Director as soon as possible.

Gasoline Credit Card

- This card is to be used to charge gas for a school van or a rented van. It is ***NOT*** to be used for a personal vehicle or any other vehicle.
- Procedure for using the gasoline credit card
 - Check out credit card from the building Activities Director.
 - Check to make sure the van is full. If it is not full, fill it before leaving.

- Fill the vehicle as soon as you return (same day) so vehicle can be used the next day.
- Return the credit card (and keys) with the receipt(s) of purchase to the Activities Director. Payment is made from the receipt so be sure it is returned the day following the event.
- If you choose not to use the credit card *OR* no station is open, fill the van at your expense and give the receipt to the Activities Director for reimbursement.

Claims Request Form

- To be used for a personal vehicle or any vehicle other than school van or rental van.
 - Contact Activities Director and fill out a DCSD TRAVEL and PERSONAL EXPENSE CLAIMS REQUEST form. After your trip, return the completed form to Activities Director ASAP
 - Reimbursement will be made according to the approved mileage rate.

Travel Release from Custody of School

- All students participating in out-of-town activities should depart from and return to the school parking lot under the supervision of the assigned coach/sponsor. The following procedure should be followed if custody of a student is transferred to a parent:
 - Middle School
 - A parent/guardian should request release of the student by a note to the coach or by signing their child out on the designated sign-out sheet.
 - Parent/guardian must meet face-to-face with the coach/sponsor at the conclusion of the event and assume custody of the student.
 - High School
 - If the child will be released to someone other than a parent/guardian the parent/guardian must have a note to the building Activities Director at least 24 hours prior to the event.
 - The parent/guardian that will be accepting responsibility for the child at the conclusion of the event must also send a note to the building Activities Director at least 24 hours prior to the event
 - Activities Directors will then give the notes to the coach.
 - The adult assuming custody of that student must meet face-to-face with the coach/sponsor at the conclusion of the event and assume custody of the student.

Coaches Accompanying Squads

- Head coaches must accompany respective squads to all regularly scheduled games. Assistant coaches are expected to accompany their respective squads unless otherwise assigned by the head coach.
- Coaches may accompany their respective varsity squads to state sponsored tournaments if their team is *NOT* competing, as long as there is no loss of school time for either the athletes or coaches.
 - Consult with your building Activities Director before making arrangements.
 - District vehicles may not be used.

Travel parties for state track, wrestling, golf and tennis competitions

- Drake Relays and/or State Track: Varsity coaches may accompany teams on the following basis:
 - 1-5 athletes competing 2 coaches
 - 6+ athletes competing 4 coaches
- Drake Relays
 - District will pay for entry fees and transportation
 - District will **NOT** pay for lodging and meals
- State Wrestling: Varsity coaches may accompany teams on the following basis:
 - 1 athlete competing 2 coaches
 - 2+ athletes competing 4 coaches
- State Wrestling Cheerleaders: Varsity cheerleaders may accompany teams on the following basis:
 - 1-2 athletes competing 2 cheerleaders
 - 3+ athletes competing 4 cheerleaders
- State Golf and Tennis: Varsity coaches may accompany teams on the following basis:
 - Team to state 2 coaches
 - Individuals 1 coach
- State Co-Ed Tennis and Golf
 - District will pay for entry fees and transportation
 - District will **NOT** pay for lodging and meals

Important information regarding *STATE* competitions

- It is expected that once a team is eliminated from competition the coaches and athletes return to Dubuque in a reasonable length of time.
 - A conversation should take place with the building Activities Director, Director of Activities and Athletics and head coach in advance, so a plan can be put in place regarding the return trip.
- If a team chooses to remain at the state competition after being eliminated all expenses (ie. meals, lodging, etc.) will be charged to their programs fundraising account.
- If an individual athlete qualifies for state competition the district will pay (ie. meals, lodging, etc.) for one teammate to accompany them.
 - Head coaches should coordinate which teammate will attend with the building Activities Director

Meal Guidelines

- Coaches have the option on regular season out-of-town contests to return directly to Dubuque following the contests or to stop with the team.
 - No food allowance will be provided.
 - If food is purchased for the team from outside vendors, all money collected from the parents/guardians must to be deposited into a district account and a purchase order will be issued to the vendor.
- State Competition meal allowances (per person)
 - **Breakfast- \$7.00**
 - *If hotel offers free breakfast you should eat at the hotel*
 - **Lunch - \$10.00**
 - **Dinner- \$12.00.**
- Coaches should submit a request for meal money to the building Activities Director immediately upon qualifying for state competition.
- Coaches receiving checks for team meals are to return a financial report to the building Business Manager the ***NEXT SCHOOL MORNING*** after the trip.
 - Receipts for all expenditures need to be turned in with the form.
- Under ***NO*** circumstances are coaches to distribute cash to their players. Each coach is to pay the bill and return the paid bill and any unused money to the building Business Office.

Participation Information

Dual Participation

- Dual participation is challenging for a student athlete due to the following reasons:
 - Time Demand
 - Physical Demand-susceptibility to injury
 - Conflicts between practices and contests
 - Difficulty of coaches agreeing on expectations
 - Potential impact on academic performance
- In certain circumstances some may feel that this would work for them. If a student/athlete is interested in dual participation they must follow the below guidelines.
 - Talk to the building Activities Director
 - Must have agreement between both coaches of both programs
 - Must complete a Dual Participation Contract (see Coach page on district website)

Overlapping Sports

- Student Athletes are allowed to practice for two DCSD sports at the same time with agreement between the two coaches involved.

Changing Levels of Competition

- When consideration is given to moving an athlete to a different level of competition, *OPEN and HONEST* communication is essential and must include:
 - The assistant principal-activities/athletics
 - The student-athlete
 - The parents/guardians of the student-athlete
 - The team the athlete is leaving
 - The team the athlete is going to

Non-school Participation Rule (DCSD Policy 5307)

- Participation in school activities is a privilege. School activities provide the benefits of promoting additional interests and abilities in the students during their school years and for their lifetime.
- Any student (grades 7-12) in the Dubuque Community School District who participates in school-sponsored sport programs may participate in a non-school-sponsored sport program during the same season. However, a student who chooses to give non-school participation priority over the school-sponsored sport programs may jeopardize his or her status or standing as a member of the school-sponsored sport program. Communication among athlete, parents, and coaches is essential in this regard.

Conflicts between School Activities

- The DCSD Activities Council supports participation in as many and varied school activities as possible. To facilitate this belief, the following steps should be followed:
 - A strong effort should be made in scheduling to avoid major conflicts.
 - When confronted with a conflict, resolution should be handled with communication between the coach/sponsor/advisor of the two activities. If no resolution results, the assistant principal-activities/athletics should be involved.
 - Criteria that might be considered:
 - Two competitions / performances
 - Can both be attended?
 - Relative importance (i.e. State, Conference, etc.)
 - Competition/performance supersedes a practice
 - Two practices
 - Importance relative to upcoming competitions/performances
 - Resolution of conflicts shall not result in loss of membership, academic penalty, or status in either activity.

Dropping or Transferring Sports

- A student-athlete who makes the squad in one sport and who does not complete the season in that sport, will not be eligible to start practicing for another sport before the end of the competition in the sport he/she dropped, unless he/she has the consent of the coaches of both sports.

Playing at Two Levels

- MVC RULE-SECTION 10

Transferring In-District (DCSD Policy 5305)

- A student in grades 9 through 12 whose family moves from one district high school boundaries to the other would be immediately eligible once the change of residence has occurred.
- A student in grades 9 through 12 whose transfer between district high schools occurred due to a request for open enrollment is ineligible to compete at the varsity (“varsity” means the highest level of competition offered by the school) level for the first 90 school days of the transfer. This period of ineligibility may not apply if:
 - It is determined that the student was subjected to a founded incident of harassment and bullying which prompted the request for open enrollment.
 - It is determined that there are extenuating circumstances, which have been previously communicated to school staff, that substantially interfere with the student’s ability to participate in or benefit from the activities provided by a school.

- A request identifying extenuating circumstances must be made to the Director of Activities and Athletics within 5 days of the approved open enrollment.
- Within seven days the Director of Activities and Athletics will convene the Review Committee comprised of district staff, not associated with the situation, to receive information from the student, parents/guardians, school staff and other pertinent individuals.
- The Review Committee can make the following recommendations:
 - Maintain the period of ineligibility for the full 90 school days.
 - Reduce the period of ineligibility
- The decision of the Review Committee shall be based on the information shared at the appeal.
- The Review Committee shall report their decision to the Director of Activities and Athletics who will inform the student and parents/guardians of the decision.

Boys Practicing with Girls

- As of November 2015, the IGHSAU has approved a policy change that boys can participate in girls' practice in all sanctioned sports.
- The Dubuque Community School District has adopted the following criteria related to boys practicing with girls.
 - The student MUST...
 - be a current student in the high school.
 - have a current physical.
 - follow the academic rule for all students involved in activities.
 - follow the code of conduct rule for all students involved in activities.
 - have a concussion screening like all students involved in activities.
 - must be approved by the building Activities Director prior to the first practice.

Links for coaches

Please use the following link to find all Dubuque Community School District Board Policies

- <https://www.dbqschools.org/school-board/policies/>

Policies pertaining to activities and athletics

- Policy 1001: Anti-Harassment/Bullying
- Policy 4606: Abuse of Students by School District Employees
- Policy 5301: Fund Raising by and for School Approved Activities
- Policy 5305: Participation Code for Activities
- Policy 6201: Foreign and Extended Travel, Domestic Student Trips

Iowa Girls High School Athletic Association

- <http://www.ighsau.org/>

Iowa High School Athletic Association

- <http://www.iahsaa.org/>

Iowa Board of Educational Examiners

- <http://www.boee.iowa.gov/>

National Federation of State High School Associations

- <http://www.nfhs.org/>

Varsity Bound

- <https://ia.varsitybound.com>

Dubuque Community School District
***ASSISTANT* Coaching Evaluation**

The first half of this form is to be completed by the assistant coach prior to the head coach completing the remainder of the form as part of their annual evaluation. The goal of this evaluation process is to help our coaches improve on any identified area(s) and enhance those areas of strength.

Coach's Name _____ Sport _____ Date _____

Assistant Coach Self-Evaluation Form

Assess the team's performance this season.

Assess your performance as an Assistant/Head coach this season.

What are your personal goals as an Assistant/Head coach next season?

Head Coach Evaluation of Assistant Coach

1= Poor 2= Below Average 3= Average 4= Above Average 5= Excellent

COMMUNICATION: The coach...

(Circle One)

1. communicated effectively with the coaching staff.

1 2 3 4 5

2. communicated effectively with the players.

1 2 3 4 5

3. communicated effectively with the parents.

1 2 3 4 5

4. communicated well with other coaches in the building

1 2 3 4 5

Comments:

PREPARATION AND ORGANIZATION: The coach...

(Circle One)

1. is prepared for all practices.

1 2 3 4 5

2. is punctual and dependable .

1 2 3 4 5

3. accepted duties assigned by the head coach.

1 2 3 4 5

4. was willing to assume extra duties .

1 2 3 4 5

Comments:

COACHING PERFORMANCE: The coach...

(Circle One)

1. conducts self in a professional manner at all times.

1 2 3 4 5

2. conducts self in a sportsmanlike manner at all times.

1 2 3 4 5

3. is fair, honest, and patient.

1 2 3 4 5

4. provides positive, specific feedback to players.

1 2 3 4 5

5. gives constructive criticism.

1 2 3 4 5

6. works well with coaching staff.

1 2 3 4 5

7. was loyal to the head coach and coach's system.

1 2 3 4 5

8. is knowledgeable of the sport.

1 2 3 4 5

Comments:

Head Coach Signature _____ Date _____

Assistant Coach Signature _____ Date _____

Dubuque Community School District
HEAD Coaching Evaluation

The first half of this form is to be completed by the assistant coach prior to the head coach completing the remainder of the form as part of their annual evaluation. The goal of this evaluation process is to help our coaches improve on any identified area(s) and enhance those areas of strength.

Coach's Name _____ Sport _____ Date _____

Head Coach Self-Evaluation Form

Assess the team's performance this season.

Assess your performance as a head coach this season.

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What equipment needs do you have for next season?

What suggestions or recommendations do you have for the Activities Department that could help you achieve your team and personal goals?

Activities Director Evaluation of Head Coach

1= Poor 2= Below Average 3= Average 4= Above Average 5= Excellent

COMMUNICATION: The coach...

(Circle One)

1. communicated effectively with the administration.
2. communicated effectively with the players.
3. communicated effectively with the media.
4. communicated effectively with the parents.
5. communicated well with other coaches in the building.

1 2 3 4 5
1 2 3 4 5
1 2 3 4 5
1 2 3 4 5
1 2 3 4 5

Comments:

PREPARATION AND ORGANIZATION: The coach...

(Circle One)

- | | |
|---------------------------------------------------------------------------------------------------|-----------|
| 1. prepared for all practices. | 1 2 3 4 5 |
| 2. made good use of all practice times. | 1 2 3 4 5 |
| 3. had the team ready for competition. | 1 2 3 4 5 |
| 4. turned in all paperwork and required stats on time, including assistance coaching evaluations. | 1 2 3 4 5 |
| 5. maintains and updates team and individual records. | 1 2 3 4 5 |

Comments:

COACHING PERFORMANCE: The coach...

(Circle One)

- | | |
|----------------------------------------------------------|-----------|
| 1. conducts self in a professional manner at all times. | 1 2 3 4 5 |
| 2. conducts self in a sportsmanlike manner at all times. | 1 2 3 4 5 |
| 3. is fair, honest, and patient. | 1 2 3 4 5 |
| 4. provides positive, specific feedback to players. | 1 2 3 4 5 |
| 5. gives constructive criticism. | 1 2 3 4 5 |
| 6. adapts to mid-competition needs. | 1 2 3 4 5 |
| 7. has high expectations for all athletes. | 1 2 3 4 5 |
| 8. works well with coaching staff. | 1 2 3 4 5 |

Comments:

Activities Director Signature _____ Date _____

Head Coach Signature _____ Date _____