

# Bosco Catholic School System – Athletic/Activities Department Operations Manual

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The Athletics/Activities Department operations manual is intended to provide information, policies, procedures, and guidelines for coaches, activity directors, students, parents, and faculty.

Every situation that might arise during the school year cannot be covered; this is an overall guide and not intended to be all-inclusive. All Archdiocesan policies and State of Iowa education and athletic association laws that apply to the Bosco Catholic School System are to be followed.

The Athletic/Activities Department and the Bosco Catholic School System Board of Education retain the right to amend the operations manual for just cause. If changes are made, prompt notification will be given.

## **MISSION STATEMENT AND GOALS**

The Athletic/Activities Department mission is similar to that of the school system, “providing a challenging *extra-curricular* program”.

The mission of the athletic/activities department is to develop young people who live the following characteristics: sportsmanship, pride, determination, commitment, integrity, and work ethic; all while living up to the challenges placed in front of them and taking pride in the tradition that is Bosco Catholic School System athletics and activities.

To implement the mission of the school and Athletic/Activities Department, the goals of the department are to:

1. Build and strengthen a Christ-centered learning community through extra-curricular activities.
2. Provide student-centered programs.
3. Provide self-selective activities.
4. Provide an encouraging environment where students develop a healthy self-concept.

### **The Athletic/Activities Department strives to:**

1. Decrease the number of ineligible students each year.
2. Increase the number of teams who attain academic all-state status.
3. Improve our sportsmanship ratings within the Iowa Star Conference.
4. Increase participation in our wellness facility and strength and agility programs.
5. Increase coach’s participation within our Booster Club.
6. Continue growth and development of our coaches through camps, workshops, and other available resources.
7. Operate with fiscal responsibility, ensuring budgets are met and expenses are kept to a minimum.
8. Evaluate all programs and coaches, seeking continued improvement in all areas.
9. Continue fundraising efforts as directed by the Board of Education and Development Office.
10. Continue to involve our community in our activities and efforts.
11. Continue communication with alumni to inform them of our activities and efforts.
12. Communicate and cooperate with school faculty and staff to improve relationships between them and student-athletes, and to encourage staff to attend more events.
13. Coordinate efforts between middle school programs and high school programs to better serve the needs of our students.

### **ATHLETIC/ACTIVITIES DEPARTMENT VISION**

- Establishes policies that encourage student participation
- Demonstrates leadership
- Builds pride and character
- Increases student achievement

- Establishes competition with honor
- Demonstrates community support for all students

The overall purpose of athletics and extra-curricular activities is to build character, promote academics, and enhance the entire school experience for the student.

**General expectations of all extra-curricular participants include:**

1. Demonstrating knowledge of God and the Catholic religion and further development of their spiritual lives through extra-curricular activity participation.
2. Effectively communicate for a variety of purposes.
3. Use skills and technologies to further develop their talents and to solve problems.

The Bosco Catholic School System Athletic/Activities Department operates in support of all extra-curricular activities for the school system. These activities include all sports, band, music, speech, and drama. Coaches and Activity Directors report to and work with the AD(s) to develop, implement, and operate each program, within the directions provided by the Board of Education.

The Athletic/Activities Department operates on the Activity Budget put together by the AD(s) and subsidized by the Bosco Catholic School System Booster Club. The Booster Club is the fundraising and activity organizing body for Bosco Catholic School System, providing financial assistance to the athletic and extra-curricular activity programs for the school system.

**CHARACTERISTICS OF A BALANCED PROGRAM INCLUDE:**

1. A prepared coach with high expectations for participation and academics, good communication and teaching skills, strong ethical values, a connection with students, and a willingness to devote time to the program to build success.
2. Monitoring and support for the athletes' academic success throughout the year, not just during the season.
3. Promotion of both teaching and learning, allowing students to improve the skills necessary to be successful in the sporting event.
4. Demonstration of accountability for all students and utilization of the same rules for all participants.
5. Building character and teamwork abilities, as well as athletic and academic discipline in the school setting.
6. Continual assessment by the coach for positive changes which encourage the students to show pride and good sportsmanship.

The Athletic/Activities Department also includes the **Bosco Catholic School System Wellness Program**, offering various fitness, wellness, strength and agility, and nutrition programs for students. The Wellness program is operated by the Wellness Director. The Wellness Director will organize and offer various fitness classes to students and the community as available.

The Athletics/Activities Department also oversees non-athletic extra-curricular activities, operating from the activity budget subsidized by the Booster Club:

### **Band/Music/Choir**

**Band** - Elementary band is a curricular elective for students beginning in fifth grade. Rules are set by the director and coincide with those of other IC/SJ activities. Any student in grade 6-7-8 who drops band at a time other than the semester need to have a signed note from parents, see the band director, and the principal.

High school band participation is an extra-curricular activity offered to Bosco System students.

**Choir** - an extra-curricular activity offered to Bosco System students.

Band and Choir operate under a budget provided through the Activity Budget.

Eligibility requirements of good conduct apply to all extra-curricular activities, including band and choir.

### **Speech**

Speech is an extra-curricular activity offered to Bosco System students. Speech operates under a budget provided through the Activity Budget.

Eligibility requirements of good conduct apply to all extra-curricular activities, including speech.

### **Drama**

Drama is an extra-curricular activity offered to Bosco System students. Drama operates under a budget provided through the Activity Budget.

Eligibility requirements of good conduct apply to all extra-curricular activities, including drama.

Activity Directors for Band/Music/Choir, Speech, and Drama work directly with the Athletic/Activities Directors and school administration.

## **THE BOSCO SYSTEM ATHLETICS/ACTIVITIES DEPARTMENT**

The Bosco Catholic School System Athletic/Activities Department is operated by the school's AD(s) with the assistance of the AD secretary. You are encouraged to contact the AD(s) at any time with any questions, concerns, comments and/or suggestions.

### **High School Athletic/Activities Director - Job Description**

This is a full-time, paid position with flexible hours based on the needs of the department and its activities. The AD is responsible to the principal and directs personnel, policies, and activities of the athletic/activities department. The AD is responsible for recommending and directing the program of extra-curricular activities in accordance with the goals and objectives of the Board of Education. Emphasis will be given to developing a broad program of varied extra-curricular activities and sports to effectively reach a large part of the school population; improving methods of coaching; making proper use of facilities and equipment; and maintaining good public relations. An overall program of activities from grades seven through twelve will be provided.

Responsibilities shall include, but not be limited to, the following:

- Consult with and inform the principal of the activities/sports, problems, and progress of the department.
- Recommend the assignment of personnel in the department.
- Formulate and enforce departmental policies.
- Interpret and enforce all state, conference, and school policies.
- Prepare for all scheduling, hiring, and contracting of officials.
- Arrange details of: budget, publicity, media contacts, purchase of equipment and supplies, home game/event details (gate, parking, scorers, timers, etc.), travel arrangements, practice and game facility reservations.
- Supervise: maintenance, repair, issuance, and records of all equipment; preparation of fields and athletic areas; clearance and eligibility of student athletes.
- Hold department meetings regularly throughout the school year to review needs related to athletics and the total program.
- Act as the school liaison to the Booster Club and provide assistance, as needed.
- Evaluate coaching staff and recommend assignment of all coaching positions.
- Provide for academic assistance to eligible and ineligible students.
- Monitor student progress in determining eligibility status.
- Establish a support program that will provide services to ineligible athletes in areas of behavior, attendance, and academics.
- Attend monthly AD meetings and act as a liaison for all athletic responsibilities.

## **Middle School Athletic/Activities and Assistant High School Athletics/Activities Director - Job Description**

This is a full-time, paid position with flexible hours based on the needs of the department and its activities. This position reports to the middle and high school principals and works in conjunction with the high school Athletic/Activities Director.

This position is responsible for the following tasks:

- Scheduling all middle school activities and events
- Hiring and supervising of game/meet officials
- Secure venue for all events
- Assist in assigning workers for all home events
- Assist in promoting all activities and events by communicating with the AD Secretary
- Keep updated rosters of interested students for each activity
- Supervise coaches for all activities
- Assist in supervising events for high school; supervise all home middle school events and activities
- Assist in keeping information on website current
- Assist with miscellaneous duties to enhance and improve operations within the Athletic/Activities Department
- Other duties as assigned

## **Athletics/Activities Secretary - Job Description**

The AD secretary position is a part-time, paid position with a flexible work schedule based on the needs of the department and various activities. The secretary reports to and works directly with the Athletic Director(s) and works out of the high school office.

The AD secretary is responsible for the following tasks:

- Coordinating transportation needs for all extra-curricular activities as well as other transportation needs for the school system.
- Coordination of various activities involving the Booster Club (i.e. gate workers and concession workers schedule, activity budgets, merchandise sales, tournaments, sports programs, pocket schedules, and various projects and events, etc.).
- Working with the Booster Club and school officials on activity budget reports and other



necessary communication and information involving the Booster Club.

- Working with Athletic Directors to create, implement, communicate, and update all policy and procedures for operations within the Athletic/Activities Department for the Bosco Catholic School System. The Athletic/Activities Department Operations manual will be reviewed, updated, and posted by the secretary to the school's website as directed by the AD(s).
- Assisting in various communications from the department to the Bosco Catholic School System community (staff, parents, students, community).
- Working with the Wellness Director in coordinating and communicating various activities involving the Fitness Room, including communications and promotion of classes available to the community.
- Assisting with other miscellaneous duties to enhance and improve operations within the Athletic/Activities Department as directed by the AD(s).
- AD secretary will work various events as requested by the AD(s) when needed.
- Attending Athletic/Activities Department meetings as requested.
- Assisting with information and materials needed for annual coaches/directors meeting.
- Maintaining accuracy and confidentiality within the department.

## **ACTIVITY PASSES**

The Athletic/Activities department, in cooperation with the Bosco Catholic School System Booster Club, encourages attendance at all activities/events. Gate admission revenue goes into the activity budget income category.

Activity passes are available for students and adults to purchase for admission to all home middle school and high school activities for the entire school year (with the exception of any tournaments, post season, and drama). Contact the school office to purchase an activity pass.

Activity passes are available for K-8 students, 9-12 students, adults/parents, families, and senior citizens.

\$20 punch passes are also sold – good for 5 general admissions (no age restrictions).

School staff, coaches (both paid and volunteer coaches), and spouses are given an admission pass for all home events for the entire school year. Each individual will be issued a pass with his/her name on it.

Conference passes and district football passes are given to the school and distributed at the discretion of the AD(s).

Activity pass options and pricing is reviewed annually and set by the AD(s) and Booster Club.

## WELLNESS DEPARTMENT / FITNESS PROGRAM

*(From the Development Office – April 2011)*

Bosco System Catholic Schools' mission statement articulates the goals of our school system. At Bosco System **we strive to form well-rounded adults that are adept intellectually, socially, physically, and creatively.** Our continued commitment to these ideals has led us to some changes in curriculum and staffing. First of all, we strongly believe in the development of the creative side of our students. In past years it has been difficult for students to fit activities such as band and choir into their schedule. As a result of this problem the number of students involved in band and choir has dropped drastically to the point where now only 17 students or 11% of the student body are involved in Band or Choir. In an effort to improve upon these numbers and show the value of the arts to a greater percentage of our student body we will be making Band a period during the day in which all students would be able to participate without missing out on any other opportunities. Choir will also be expanded to an everyday activity offered during advisory time. Our hope is that these changes will allow more students to expand upon their creative abilities through the arts that we already offer.

As a system we have been blessed with a large percentage of students that are interested in physical extracurricular activities. In fact, of our 150 students at the High School level, 101 of them or 67% are involved in at least one physical extra-curricular activity. In today's world with the ever expanding problems of health and wellness we feel that we need to do even more to teach our student's the value of exercise. Physical wellness is a life skill that most of our students are interested in but that we do not provide for outside of regular physical education courses. For this reason, the Board of Education has unanimously decided to add a Director of Health and Wellness to the school's faculty. This person will be responsible for supervising the wellness program and fitness center before and after school as well as developing life fitness skills in all of our students. It is our belief that this position will not only help to keep our students safe in the fitness center but that they will also inspire a greater respect and understanding of how wellness can improve the experience of life.

## **HEAD COACHES INFORMATION**

### **ASSISTANT COACHES/VOLUNTEER COACHES**

The school contracts annually with head coaches and assistant coaches for each sport. The head coach has authority to determine how the assistant coaches salary is split if there are more than one assistant coach. Paid assistant coaches sign a contract for the year.

Hiring of coaches – when there is an opening for either a head coach or assistant coach, the following procedure must be used to fill the vacant position: resignation letter sent to AD; resignation accepted by the Board of Education for head coaches; AD posts opening and searches for and interviews qualified candidates to fill the position.

Volunteer coaches can be vital members to successful coaching staffs. Programs are encouraged to use volunteer coaches. If you have a person who you would like to volunteer coach, they must meet the following criteria:

1. Valid Iowa coaching certificate or authorization must be on file in the office.
2. Background check – completed by the Archdiocese.
3. The AD(s) must approve all volunteer coaches.

ALL coaches (paid and volunteer) must have a copy of their updated coaching authorization or certificate, on file, in the athletic office. You are also required to have Virtus training. You will not be allowed to coach until the school has copies of these documents on file.

Coaches are expected to **dress professionally** for games and practices. Head coaches may use funds from their side accounts to purchase polos, etc. for coaching staff if necessary.

### **Expectations of all Coaches**

- Coaches will require that their squad members conduct themselves in an appropriate manner at all times - during practice, at games and on trips.
- Coaches should strive to promote team morale and spirit.
- Coaches will cooperate with the AD(s), principal, and other coaches.
- Coaches are to report promptly for all practice sessions and contests. They should dress according to the standards established for that activity.
- All athletic activities are to be organized and supervised by the coaches to insure student safety. Unsafe activity will not be tolerated at any time in the gymnasium, on the athletic field, in the locker rooms, or in the weight/fitness room.

Head coaches are required to fill out and return the “head coaches checklist” to the AD office. Head coaches will be evaluated by the AD(s) at the end of each season. The primary objective of evaluations is to serve as a constructive means of helping coaches improve their coaching competencies. Evaluations identify strengths and areas of improvement. Coaches are also encouraged to “evaluate” the Athletic/Activities Department staff in offering ideas and/or suggestions to improve operations.

**See Appendix I – Head Coaches Checklist and Evaluation**

## **COACHES SALARIES**

High School coaches are paid a base salary with additional payment based on years of service and the sport they are coaching. High school salaries are funded through the school's general budget with the Booster Club subsidizing a percentage of all coaching salaries. Coaches are paid during the season of each sport. In the event a high school coach is also a staff member, the coach's salary will be paid out over a 12-month period. If a coach does not fulfill their coaching duties, all monies will be paid back to the school within a 2-week period of resignation.

Middle school coaches are paid a base salary the first year with a \$50 increase for each year of service. The school system recognizes the investment required to obtain a coaching certificate and therefore intends to reward coaches for years of service. Middle school coach's salaries are funded through the school's general budget with the Booster Club subsidizing a percentage of all coaching salaries.

## HEAD COACH – JOB DESCRIPTION

### Qualifications:

- Holds necessary Iowa coaching endorsement or certification.
- Has knowledge of and aptitude for performing the responsibilities listed.
- Related experience in sport desired.

**Reports to:** Athletic/Activities Director

**Job Goal:** to help each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship, and an increased level of self-esteem.

**General Duties:** coordinates sports programs; submits staff changes or changes in operation of a sport to the AD(s) for approval; develops student interest in the total athletic program, as well as in the specific sport; is aware of and complies with all state rules and regulations, and with school policies pertaining to the activity; plans and schedules a regular program of practice; enforces discipline and sportsmanlike behavior at all times; assigns and supervises duties and responsibilities of assistant coaches and volunteers.

**Athlete Preparation:** begin practices on the earliest date allowed by state or local regulations; organize, conduct, and supervise all practice sessions; ensure that each athlete is approved to participate prior to beginning practice; ensure that all injuries are cared for in a professional manner; supervise the squad at all times (during all scheduled contests, practice sessions, time in the locker rooms, and out-of-town trips); coach individual participants in the skills necessary for excellent achievement in their sport.

**Equipment and Facilities:** supervise the use of the facilities, close down and secure the facilities at the conclusion of use; one coach must be present in the practice area, or building after practice until all squad members have departed; instruct squad members on the proper use and care of equipment; issue equipment and supplies to team members; maintain an inventory of all equipment, supplies, and uniforms; update the inventory at the end of the season after equipment check-in; a copy of the inventory shall be submitted to the AD(s) at the end of the season; inform the AD(s) of any equipment which needs to be cleaned or repaired; recommend purchase of equipment, supplies, and uniforms, as appropriate; ensure that the locker room and equipment rooms are maintained in a neat, proper manner.

**Athlete Development Activities:** coaches are encouraged to develop camps and clinics designed to teach skills to athletes of all ages; coaches are encouraged to attend technique development clinics; coaches should try to attend contests at lower levels of competition (middle school, FR, JV) to maintain coaching continuity throughout all levels; the coach should be available to squad members for guidance in school and personal problems; each coach should strive to maintain off-season conditioning and weight training programs for all athletes, where appropriate; coaches are encouraged to attend team-building activities.

**Administrative Duties:** maintain an eligibility list of team members; team roster should be given to the AD(s) two weeks prior to the first scheduled contest; insure that each squad member has a copy of and understands the expectations for the sport and the training rules; attend AD meetings as scheduled by the AD(s); attend yearly rules meetings sponsored by the IHSAA and IGHSAAU for each particular sport; fill out reports required by these governing bodies and the appropriate sections of the record books; complete all reports and records as requested by the AD(s); submit a monthly or seasonal practice schedule request to the AD(s) prior to the beginning of each sport; submit a statement of expenditures for any camp, clinic, etc.; keep such statistics as are necessary for school records; rate officials, when required by the IHSAA, IGHSAAU, or the conference; ensure that training rule violations are reported to the AD(s) and/or principal.

**Supervision of Assistants:** delegate responsibilities and provide appropriate training and supervision to assistant coaches; coordinate the teaching at the lower levels so that athletes are prepared to perform at the varsity level; assign scouting duties as appropriate - prepare a scouting schedule at the beginning of the season; select managers and assign them appropriate duties.

**Publicity and Awards:** develop criteria for lettering and make these requirements available in writing to each athlete at the beginning of the season; award letters to the athletes at a planned banquet or awards ceremony at the end of the season; cooperate with news media in reporting the scores of contests and providing items of interest.

## **ASSISTANT COACH – JOB DESCRIPTION**

### **Qualifications**

- Hold valid Iowa Coaching Certification or endorsement
- Demonstrate interest in and aptitude for performing the responsibilities listed
- Related experience in sport desired

**Reports to:** Head Coach

**Job Goal:** to help each participating student achieve a high level of skills, and appreciation for the values of discipline, sportsmanship, and an increased level of self-esteem.

**Performance responsibilities include assisting in:** preparation, maintenance, repair, and storage of equipment; issuing equipment; enforcing training rules and report violations; reporting and caring for injured athletes; supervising the use of practice and game facilities; checking in equipment and taking inventory; coaching individual participants in the skills necessary for excellent achievement in the sport involved; enforcing discipline and sportsmanlike behavior at all times.

**Additional performance responsibilities include:** attend coaches' meetings set up by the AD(s); carry out all duties as assigned by the head coach, including scouting assignments; attend banquets in honor of students; attend rules meetings; and other duties as assigned.



## **ATHLETIC ASSOCIATIONS**

Bosco Catholic School System is a member of the Iowa High School Athletic Association (IHSA) and the Iowa Girls' High School Athletic Union (IGHSAU) and the Iowa Star Conference.

Boys - Iowa High School Athletic Association – [www.iahsaa.org](http://www.iahsaa.org)

Girls - Iowa Girls' High School Athletic Union – [www.ighsau.org](http://www.ighsau.org)

## **ATHLETIC PARTICIPATION FORMS**

All athletes must have current and completed participation forms on file in the AD office PRIOR to participation, including practices. Forms are available in the school office or on the school's website and must be used to participate. The school will not accept another sports physical form other than the one provided by the school.

**See Appendix II – *Athletic Participation Forms***

## **AWARDS**

High School awards are given out as follows:

1 <sup>st</sup> year participation	Numerals
Minor	Little "B"
Major	Big "B"
Second major and thereafter	Pins

**End of Season Team Banquet** – all sports are encouraged to hold an end of season banquet to distribute awards and recognize students. Awards listed above will be ordered and provided to you by the AD(s) and certificates will be provided by the school office. Food and beverage is coordinated by the coach and parents.

## **BOOSTER CLUB**

The Bosco Catholic School System Booster Club is the fundraising and activity organizing body for Bosco Catholic School System, providing financial assistance to the athletic and extra-curricular activity programs including: volleyball, football, cross country, girls' and boys' basketball, wrestling, cheerleading, golf, track, softball, baseball, dance team, band/music, choir, speech, and drama. The Athletic/Activities Department, in cooperation with the Booster Club and Business Manager, reviews and creates the annual Activity Budget each year. The Activity Budget is the operating budget for all sports and activities listed above. The Booster Club funds 100% of the school's activity budget. This budget covers all expenses associated with operating all of the activities listed above, including officials, transportation, uniforms, supplies, entry fees, athletic trainer, etc. The Booster Club also funds various other items needed for each of these programs as requested, upon approval.

The Booster Club generates revenue through various projects each year, including concessions, merchandise and apparel, advertising, golf outing, volleyball tournament, Pee Wee wrestling tournament, softball tournament, and other projects as approved by the Board of Education and Development Office. Proceeds from these events support the subsidy paid to the Activity Budget each year for both IC and DB sports/activities. The Booster Club also subsidizes all expenses incurred by teams who attend state competition.

The Booster Club meets monthly on the first Wednesday of the month in the DB library or outer office (see Activity Calendar for details) July through May. **Coaches and/or representatives of each sport and activity are strongly encouraged to attend Booster Club meetings each month.** The Booster Club operates on your behalf. Attending these meetings improves communication among the entities involved in extra-curricular activities.

Your assistance and support of the various events and projects throughout the year is greatly appreciated. Without the efforts of the Booster Club, necessary items to participate at a competitive level might not be available. The Booster Club's function is to raise money to support these activities.

## **BUDGETS/PURCHASES**

### **PART 1 - ACTIVITY/GENERAL OPERATING BUDGET**

#### **POLICY AND PROCEDURES FOR ACTIVITY BUDGETS (established April 2011)**

**PURPOSE:** The purpose of this document is to formally establish policies and procedures related to activity budgets for extracurricular activities in the Bosco Catholic School System.

**BACKGROUND:** It is the goal of the Bosco System Booster Club and the Bosco System Board of Education to support all extracurricular activities, including athletics, band, choir, speech, and drama. Support includes the cost of supplies, dues, entry fees, officials, transportation, and uniforms. The Booster Club will work with AD's, coaches, directors, and principals to provide support for students for all extracurricular programs. Revenue to support these program budgets comes from admission, concessions, and other fundraisers put on by the Booster Club throughout the year.

**POLICY:** Activity budgets are established each year to support extracurricular programs. There are two components to the activity budget: operating budget and a uniform budget. The operating budget includes things such as: supplies, entry fees, as well as other necessary items to operate each program. Officials and transportation costs are also funded through the activity budget as separate line item expenses. The uniform budget is to be used solely for the purchase of uniforms to be used in competition.

Budgets are reviewed and approved annually. Each coach and/or activity director is responsible for managing their budget. Coaches/directors are required to submit their budget requests to the AD for the upcoming school year by October 1<sup>st</sup>. AD's are required to submit their budget request to the Booster Club by October 15<sup>th</sup> so it can be turned in to the Business Manager by November 15<sup>th</sup>.

Any unused portion of the uniform budget that is not used may be rolled over to the following year to be used at a later date. Any unused portion of the activity/operations budget will be credited to the Booster Club for the activity budget assessment the following year. In the event the activity budget falls short, the Booster Club will review expenditures and vote to make an additional payment to the activity budget to cover those additional expenses. If at the end of the year any team/group has exceeded their budget, the balance due may come from the side account. However, all efforts should be made to avoid exceeding the activity budget. The goal is to project the budget as closely as possible and have the Booster Club make a final payment on or before June 30<sup>th</sup> to cover approved shortfalls. This will be reviewed prior to year-end. This will allow the Booster Club to fully support the activity budget, thus reducing the burden on the school system.

All operating and uniform expenses must be preapproved. Coaches/directors and AD's are required to fill out a purchase order and get approval prior to all purchases. Purchase orders are submitted online through the school's purchase order system ([www.kpurchase.kivetta.com](http://www.kpurchase.kivetta.com)). The person making the request will be notified regarding approval or denial of submitted request. All bills must be approved by the coach/director and the AD before payment will be made. Purchases made without approval may be charged to the person making the purchase. Use of the online purchase order system is mandatory for payment.

Large project requests should be submitted with as much advanced notice as possible so the Booster Club can work with the coach/director, AD, development office, and school administration to fulfill the request.

**BUDGET PROCEDURES:** By October 1<sup>st</sup> of each year, each coach/director should complete the Activity

Budget Request for each extracurricular activity. All requests must be reviewed and approved by the AD before they can be submitted to the Booster Club. In the event that a head coach/director has not been hired, the AD will submit a budget request on behalf of the activity.

**EXPENSE PROCEDURES:** The coach/director and AD are responsible for staying within the approved budget for supplies and uniforms for each activity. If there are any questions about the budget, contact the AD(s). NO ORDERS MAY BE PLACED PRIOR TO PURCHASE ORDER APPROVAL. ORDERS PLACED WITHOUT AN APPROVED PURCHASE ORDER WILL BE THE RESPONSIBILITY OF THE PERSON PLACING THE ORDER.

1. The coach/director or requesting party should fill out a purchase order online through the school's purchase order software system. You will include all information necessary including a description of the items you wish to purchase, the quantity, price, and the vendor you will be using. One should also include the preferred account to be charged (activity/operations, uniform, or side account) for each purchase request.
2. You will receive notification on approval or denial of your submitted request.
3. Upon approval, the order will be placed and you will verify receipt of the order online. This will verify for the business manager that the items were received and approved for payment.
4. All receipts, packing slips and invoices should be forwarded to the office for retention and payment processing. Packing slips should be signed and dated to indicate the shipment is correct.

**REPORTING:** Activity budget reports will be provided to the coaches/directors, AD(s) and Booster Club as requested. Everyone is responsible for reviewing the reports for accuracy and bringing any questions to the attention of the AD(s) as soon as they are made available.

**APPROVALS:** The Policy and Procedures for Activity Budgets is hereby approved and in effect as of the date signed by the School Board President.

**See Appendix III – *Activity Budget Request Form***

At the beginning of each year, in August at the annual coaches meeting, you will be given information on your budget for the upcoming year. This information will include what expenditures you had the previous year, what your operating budget is for the upcoming year, and what the balance of your side account is. This report will also show you the balance in your uniform budget. You will be able to track your expenses throughout the year on this sheet or you can stop in the high school office and ask for a current report on your account.

**TO: ALL COACHES AND ACTIVITY DIRECTORS AT FALL COACHES MEETING**

**BUDGET INFORMATION**

**ACTIVITY BUDGET INFORMATION**

SPORT/ACTIVITY \_\_\_\_\_

**YEAR** \_\_\_\_\_

**DATE** \_\_\_\_\_

**OPERATING BUDGET**

LAST YEAR TOTAL EXPENSES

\$ \_\_\_\_\_

THIS YEAR BUDGET

\$ \_\_\_\_\_

UNIFORM BUDGET BALANCE

\$ \_\_\_\_\_

SIDE ACCOUNT BALANCE AS OF \_\_\_\_\_

\$ \_\_\_\_\_

TRACK YOUR EXPENDITURES FOR THE UPCOMING YEAR:

**Note: Purchase orders must be submitted online using the Bosco Catholic School System purchase order software. You will be notified upon approval.**

## **PART 2 - SIDE ACCOUNTS**

### **POLICY AND PROCEDURE ON SIDE ACCOUNTS (established April 2011)**

**PURPOSE:** The purpose of the side accounts is to provide a mechanism to track revenue and expense associated with activities outside the realm of the activity budget supported by the Booster Club, such as camps and privately directed funds. For example: When a team competes in an activity/event that includes overnight accommodation expenses (activities/events outside the regular and post season schedule) those overnight expenses (hotel and food if necessary as determined by the coach) will be paid out of the side account.

**BACKGROUND:** At times, individuals or organizations, within our community, have made donations to support specific programs within the Bosco System. At the request of the donor, funds will be deposited into a side account, specifically set up for that sport and/or activity. While we genuinely appreciate these donations to support our students, care must be taken to ensure that donations made do not divert donations away from the Booster Club or the school for the good of the whole activity budget.

Coaches/Directors are also encouraged to coordinate camps to strengthen and promote their programs and encourage students to work on fundamentals of the sport/program. Revenues and expenses generated from camps may be deposited and paid with side account funds.

**POLICY:** It is the policy of the Bosco Booster Club and the Bosco System Board of Education to allow for side accounts for all extracurricular activities to fund items and activities not funded by the activity budgets.

Revenue for these accounts should be from camps put on by the coaches/directors and their teams and through other private contributions from individuals and organizations.

All camps and programs must be approved by the AD who will assist the coordinator with scheduling, registration, ordering camp shirts and supplies, promotions, and finding camp technicians, etc. Income and expenses to operate your camp will be managed through the side account.

Side accounts may also be used for items needed to support your program not covered by your activity operating budget, such as: team camps, coaching clinics, conferences, training, and other events related to your sport/activity. Side accounts may also be used to provide additional pay to the coaches and their assistants.

**EXPENSE PROCEDURES:** The same procedures for making purchases through the activity budgets apply to side account purchases.

1. The coach/director or requesting party should fill out a purchase order online using the school's purchase order software system. Include a description of the items you wish to purchase, the quantity, price, and the vendor you will be using. One should also include the preferred account to be charged (operations, uniform, or side account).
2. All orders will be placed upon approval. The AD will review the order to determine if the expense is appropriate and make sure there are funds in the specified account to cover the expense. If funds are not available, the PO will be rejected. Alternately, a request can be made to the booster club for one time funding. The AD will let the coach/director know if the PO was approved or denied.
3. The PO is forwarded for processing and retention. Office staff will verify funds are available and process the order as indicated. You will be notified as to the status of the request.

4. All receipts, packing slips and invoices should be forwarded to the office for retention and payment processing. Packing slips should be signed and dated to indicate the shipment is correct.

**REPORTING:** Office staff will provide activity reports to the coaches/directors, AD and Booster Club as requested. Everyone is responsible for reviewing the reports for accuracy and bringing any questions to the attention of the office staff as soon as they are made available.

## **CAMPS**

HOSTING A CAMP - Coaches are encouraged to put on a summer camp for fundamentals and skill building for the team as well as for your younger athletes. Camp income and expenses are run through the team's side account with all proceeds used to fund items necessary to build the program. Camps through the school are not charged rent for the facilities and insurance coverage is provided through the school.

**See Appendix IV - *Summer Camp Income and Expense Statement***

ATTENDING A TEAM CAMP - Coaches are also encouraged to attend and participate in team camps offered by various schools as they see fit. These expenses are the responsibility of the participant. The coach may decide to use side account funds to help offset the costs for these camps that all players are invited to attend. Transportation for team camps **may** be provided by the school, **IF** buses/vehicles and drivers are available. A transportation request form must be submitted to the AD for approval.

## **COACHING AUTHORIZATION/CERTIFICATION**

All coaches must have a copy of their updated coaching authorization or certificate, on file, in the athletic office. You will not be allowed to coach until the school has a copy on file. This also applies to all assistant and volunteer coaches.

## **COACHING DURING SCHOOL YEAR/SUMMER**

Regarding what contact school personnel or volunteers can have with athletes during the school year, the IHSAA handbook states (note the difference between 7<sup>th</sup> & 8<sup>th</sup> grade students/coaches and high school personnel):

School-compensated personnel are permitted to coach or instruct any of their 7<sup>th</sup> & 8<sup>th</sup> grade athletes outside the sport season during the school year. In other words, once the sport season has ended, member schools' compensated personnel may coach or instruct any of the 7<sup>th</sup> & 8<sup>th</sup> grade athletes. Please keep in mind the rule restricting school-compensated personnel coaching or instructing any of their high school athletes during the school year remains unchanged.

(School-compensated personnel may not coach or instruct their high school athletes outside the sport season.)

Coach-Athlete Contact (Camps & Clinics Rule) - Summer camps and clinics and coaching contacts out of season – 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 the official first day of practice through the finals of tournament play.

## **COMMUNICATION**

Communication with vested stakeholders; players, parents, AD(s), and the community is vital to the success of your program. Please communicate with the AD(s) at least every other day, during your season and at least monthly, out of season. It is also important to make the AD(s) aware of any problems or concerns you have with your team/program.

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are all better able to accept the actions of the other and provide greater benefit to students. Parents have a right to understand what expectations are placed on their children. This begins with clear and concise communications from the coaches.

Coaches should communicate and provide parents with the following information:

- Expectations the coach has for their child as well as all of the players on their team
- Locations and times of all practices and contests, be cognizant of athletes who do not drive
- Team requirements, i.e. fees, special equipment, off-season conditioning, etc
- Procedures on handling injuries during participation



Coaches should expect the following communication/information from players:

- Notification of any schedule conflicts well in advance
- Specific concerns regarding a coach's philosophy, expectations and determination of playing time

As an athlete becomes involved in the athletic programs at the high school, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way the student or their parents would like. At these times, discussion and open communication between coach and player and/or parents, is encouraged.

## **CONFERENCE INFORMATION**

Bosco Catholic School System is a member of the IOWA STAR CONFERENCE – [www.iowastarconference.org](http://www.iowastarconference.org) .

The Iowa Star Conference is split by north and south:

North	CAL, Clarksville, Dunkerton, Janesville, NE Hamilton, and Tripoli.
South	Colo-Nesco, Don Bosco, GMG, Meskwaki, North Tama Waterloo Christian

## **ELIGIBILITY**

### **STATE CO-CURRICULAR ELIGIBILITY REQUIREMENTS**

From the Iowa High School Athletic Association - Attention Athletes You Are Ineligible:

- If you do not have a physician's certificate of fitness issued after May 1 or within the past 12 months.
- If you have reached your 20<sup>th</sup> birthday.
- If you have attended high school for more than 8 semesters.
- If you did not pass all academic courses the preceding school semester.
- If you were out of school last semester or if you entered school this semester later than the second week of school.
- If you have changed schools this semester (exceptions – like change of residence of your parents).
- If you have ever accepted an award for your high school participation from an outside group other than an inexpensive, unframed, un-mounted paper certificate of recognition, or if you have ever received money for expenses or otherwise for your participation in an athletic contest.
- If you have competed on an outside school team as a team member or as an individual while out for a sport during that sport season without previous written permission from your athletic director. (Example: while you were out for wrestling and during wrestling season you participated on an outside school wrestling team or tournament, you would have to have permission from the school athletic director, or otherwise you would be declared ineligible. Once wrestling season is over you can participate without written permission.)
- If you have ever trained with a college squad, or have participated in a college event.
- If your habits and conduct both in and out of school are such as to make you unworthy to represent the ideals, principles and standards of your school.

\*\* In addition, all athletic participants must have insurance. If not purchased at school, than a note from your parents indicating they have insurance, must be on file with the Director of Athletics/Activities.

\*\*\* Any student absent four (4) periods or more due to illness or with an unexcused absence from school on the day of interscholastic event: music, dramatic performance, etc. is not permitted to participate that evening. The only exception would be a special request by a parent to the principal that does not conflict with school policy.

## **BOSCO SYSTEM ACADEMIC ELIGIBILITY**

All teams, organizations, clubs (athletic, cheerleading, swing choir, solo performances band/chorus, National Honor Society, speech, drama, student council) to which a student volunteers to participate or is chosen to participate is included within the scope of the eligibility and good conduct policy. To be eligible for extra-curricular activities, a student at Don Bosco must:

- Have passed at least all courses the preceding semester.
- A deficiency at mid-quarter/quarter must be made up within two weeks after the deficiency goes into effect, which is the Monday following the week the deficiency is filed. The deficiency is formally recognized as made up when the student obtains a deficiency make-up slip from the office and has the form signed by both the teacher(s) and AD. If the deficiency is not made-up during the two week period the student then becomes ineligible until the deficiency is made up.
- A student with two deficiencies at mid-quarter/quarter must practice and is ineligible for the active participation for 7 days (Monday through Sunday). At least one deficiency must be made up during this week or the student remains ineligible. The remaining deficiencies must be made up within the second week.
- A deficiency at Don Bosco is defined as 69% or below. Those students with three or more deficiencies must make up at least half the deficiencies the first week to regain eligibility and the remaining deficiencies must be made up by the end of the second week. Failure to make up the deficiencies during the week declares the student ineligible. It is the student's responsibility to assure that make up work is completed and proper papers are signed and turned in.

## **CO-CURRICULAR CODE OF CONDUCT FOR BOSCO SYSTEM HIGH SCHOOL AND MIDDLE SCHOOL**

The Bosco System Co-Curricular Code of Conduct becomes effective on the students first date of enrollment and continues through graduation until all eligibility in co-curricular activities is completed. Any student whose actions, habits, or conduct violates the ideals, principles, or standards of Bosco System School shall be ineligible until the student is reinstated. Verified use of tobacco products, alcohol, inappropriate drug use as well as other verified serious misbehavior such as stealing and destruction of property will result in the consequences outlined below. In addition, the student may be subject to administrative consequences outlined in the school's alcohol/drug policy and other related school policies.

Verification is defined as any of the following:

- Self admitted involvement by the student.
- Witnessed student involvement by any sponsor, coach, administrator, or any member of the faculty or staff of Bosco System School.
- Parent admission of their student's use of tobacco, inappropriate drug use, alcohol, or involvement in other serious misbehavior.
- Any official law enforcement or court services report given to the school.

## **CONSEQUENCES**

- Tobacco, inappropriate drug use, alcohol

First offense: Loss of 30% of the total number of scheduled competitions of a bona fide sport (see definition below). Non athletes will do community service that will be determined by the disciplinary committee. \*

Second offense: Loss of 60% of the total number of scheduled competitions of a bona fide sport (see definition below). Non athletes will do community service that will be determined by the disciplinary committee. \*

Third offense: Loss of one calendar year from date of declared ineligibility of a bona fide sport (see definition below). Non athletes will do community service that will be determined by the disciplinary committee. \*

Any subsequent offense will be a loss of all eligibility for the remainder of the student's enrollment.

Other serious misbehavior: A committee will be appointed by the principal. This committee will investigate all of the circumstances and decide on an appropriate consequence. Their decision is final.

\* Failure to complete the community service in the allotted time will result in an in school suspension with punishment determined by the disciplinary committee.

## **DEFINITIONS**

Use: includes possession, use or distribution of the substances listed above both on and off school grounds.

Bona Fide: Bona fided activities are sponsored by the school and have regional/district/state competition. Absent injury, illness, or similar circumstances outside of the student's control, a student must be participating in the activity to be considered a bona fided contestant in that activity. A student who drops out or is dismissed from a sport before the end of the season is not a bona fided contestant.

## **SCHOOL ATTENDANCE**

In accordance with board policy, students who are absent for all or part of a school day will not be allowed to participate in practice, competition, or performances on that day unless special permission is received from the building principal or his/her designee. Students must attend a minimum of four (4) consecutive periods to be allowed to participate.

## **EQUIPMENT**

It is the head coach's responsibility to make, along with the help of assistant coaches and managers, a complete inventory of all equipment for their sport. A completed inventory should be given to the AD(s). Coaches are responsible for maintaining and caring for equipment. When the season is over, the head coach should submit an inventory of equipment (including uniforms) to the AD(s) with requests for any replacement or new equipment purchases. Everything needs a purchase order and quotes submitted to the AD(s) for purchases. All items are purchased by the AD(s).

When a student fails to return any equipment, it is the head coach's responsibility to first work to collect the items and then to report this loss to the AD(s). The athlete will be billed for the replacement cost of the lost equipment. Make sure athletes know this when "checking out" any school equipment (including uniforms). Athletic letter-awards will be withheld until all bills have been satisfied.

**See Appendix V - *Athletic Inventory Sheet***

## **FACILITY WORK ORDERS/REQUESTS**

If you have any facility type issues or needs, please contact the AD(s) immediately. A work order will be put in to Operations to repair the problem.

## **FUNDRAISING**

Fundraising is the responsibility of the school and Booster Club. The Bosco Catholic School System Development Office works year round to generate funds for the school system. The Booster Club is the fundraising organization for extra-curricular activities. We want the coaches to focus on coaching. Each team/group has a general operating budget to work with each year to operate the program, therefore fundraising shouldn't be necessary. In the event you are in need of something that could not have been planned for, contact the AD(s) who will present your need to the Booster Club.

*Fundraising policy from the Development Office* - All fundraising activity for Bosco Catholic School System will be coordinated by the office of development and marketing. This is to ensure that the message being presented by the system is consistent and that donors are not over solicited for funds on behalf of the school. All fundraising events must be approved through the following process:

- 1 – Submit the “application for fundraising” form to the development office at least 60 days prior to the fundraiser.
- 2 – The development office, in collaboration with the administrative staff and the school board, will analyze the fundraiser upon the three following criteria.
  - 2a – The fundraiser must not detract from or conflict with the greater fundraising efforts of the school. (STO, SCRIP, Annual Fund, Capital Campaign)
  - 2b – The fundraiser does not take too much student, parent, faculty, or administrative time.
  - 2c – The fundraiser is for a purpose that is not covered through the annual operating budget of the school.
- 3 – The development office will maintain a fundraiser calendar for the System. An advisory committee made up of three or four members from the Board, the community, and administration will assist the development office in considering requests. Approval must be granted before the event may proceed.

Events will be approved or denied based upon the criteria discussed above. The development office will be responsible for returning a written description of reasons for the approval or denial of an event within 30 days of application. Please understand that the purpose of this policy is not to take away from community involvement in the school but rather to encourage a common and consistent theme of stewardship. We must be careful to be good stewards of all that is given to us and to ask for support only in manners consistent with what has been communicated to the community. If you have any questions or concerns about this policy please contact the development office at 319-296-1606 or by e-mail at [development@boscosystem.pvt.k12.ia.us](mailto:development@boscosystem.pvt.k12.ia.us).

## **GYMNASIUM/FACILITY**

### **PRACTICE SCHEDULING**

AD's will coordinate all practice schedules and gym time for both the high school gym and the middle school gym. Schedules will be posted on the website Activity Calendar. All coaches and activity directors should meet with the AD prior to the beginning of each season to work on practice schedule details. Coaches are encouraged to minimize changes to practice schedules as much as possible and to be aware of how changing practice time affects students who do not drive to school. Communication is key.

Sports teams and school activities will have first priority on gym use. Other groups must submit a gym rental request form to the AD (or office staff) for availability.

The gym floor must be taken care of. All students are to have a pair of tennis shoes which are worn for gym use only. **Shoes worn for everyday wear are NOT allowed on the gym floor.** Please make a strong effort to enforce this at all times.

Open Gym/Open Room times will be posted on the school's website as well as throughout the building.

Lockers in the locker rooms are to be kept clean and orderly. Please do not put valuable items in these lockers.

### **GYM RENTAL POLICY**

For those groups who are not school sponsored athletic teams, the following outlines the Bosco System Catholic Schools Facility Usage/Rental Policy and Procedures. Rental and use of either gymnasium will be arranged and scheduled by the following individuals:

Middle School – St Mary Center

Contact Tom Hogan in the DB office

High School Gym

Contact Tom Hogan in the DB office

Priority for use or rental of either gym is as follows:

1. K-8 Activities/Middle School Athletics (automatically scheduled by AD(s) and/or office staff) and High School Activities or Athletics (automatically scheduled by AD(s) and/or office staff)
2. Youth Group/Youth Ministry Activities
3. Parish or parish-sponsored groups (for example: Scouts, Foresters)
4. Community/Non-Profit Groups (for example: Red Cross Blood Drive)
5. \*Parishioners
6. \*Outside Groups/Individuals (for example: USVBA teams; AAU teams)

Rental fees will be charged to groups or individuals in categories marked with (\*) above.

Note: Club teams with Bosco System students making up at least 50% of the roster will be able to rent for a reduced fee.

Guidelines from Catholic Mutual Insurance regarding Facility Usage/Indemnity will be followed. School or parish sponsored events are covered for liability under the Archdiocesan self-insurance program. In all other cases the user/renter must complete a Facility Usage/Indemnity Agreement and may be required to provide a certificate of liability insurance. Special event coverage through the Archdiocese of Dubuque may be required for some events. (See chart below.)

**Rental Procedures**

1. Contact the appropriate individuals listed above based on the facility you need to inquire about.
2. Complete the Facility Rental request form available on line or from the school office. Return it to the school office along with the deposit. An e-mail verification of approval will be sent.
3. Those renting the facility should stop in the school office to pick up necessary forms to be completed or access the forms on line.\*
4. Within 48 hours prior to the event, user/renter returns any necessary forms and pays the rental fee. A key and/or key card and a Clean-up Checklist will be issued.
5. Once the key and/or key card is returned and determination is made that items on the Clean-up Checklist have been completed, any deposit money will be returned.

**Required Forms**

The following are examples of types of events and the forms required

<b>Free Rent Activities</b>	<b>For Rent Activities</b>
* Open gym for school students	**Birthday Parties
*** Red Cross Blood Drive	* Adult Volleyball/Basketball
*** Girl Scouts or Boy Scouts	** Receptions
*** Foresters Meetings	*** Club Volleyball/Basketball

\* Hold Harmless forms for participants (may be kept on file for one year)

\*\* Facility Usage/Indemnity Agreement ; Special Event Insurance (no fee) if attendance will be more than 30 people.

\*\*\* Proof of Liability Certificate with Facility Usage/Indemnity Agreement.

**No alcohol will be allowed for any function.**



## **Rental Fees**

<b>Facility/Space</b>	<b>Fee</b>	<b>Deposit (Due at time of reservation)</b>
Gym (IC or DB)	\$25 per hour  \$15 per hour for club teams made up of 50% or more Bosco System students. (\$20 for 1.5 hrs)	\$15 per event; negotiated if several dates are reserved.
Commons	\$25 per hour	\$25 per event
Gym and Commons	\$50 per hour	\$50 per event
Commons & Kitchen*	\$50 per hour \$200 per day	\$50 per event
Gym, Commons, & Kitchen*	\$75 per hour	\$75 per event
Gym & Commons for Youth Sports Tournaments	\$200 per day; \$350 for two days	\$100 per day \$200 for two days

\* Must hire a kitchen staff member to be on hand to supervise/assist unless an exception is granted in advance based on kitchen equipment to be used.

## **KEYS**

All coaches will be issued a master outdoor key to get into the building and a key for offices and rooms. If you are an assistant coach, your keys must be turned in at the end of the season. Non-school employees who are assistant coaches and would like to keep their keys for off-season activities, must submit a letter to the AD stating the reasons they need to keep their keys. If permission is granted, they will get to keep their keys for that period. This must be done on an annual basis and a complete list of keys distributed will be kept in the school office. Upon completion of your employment, you will immediately return your keys to the AD. Failure to do so may incur the cost to re-key the building and/or potential legal action, until the keys are returned.

As a coach, you will be given keys to the building(s) as needed. It is your responsibility to make sure your keys are secure. Do not allow your athletes access to your keys. Please remind your athletes that any person caught with a school key will be subject to a good conduct violation and possible legal action.

You will agree to comply with the following guidelines regarding receiving keys to the school and will sign a usage policy:

- You will not loan your assigned keys to anyone to use. You will incur all costs associated with replacing lost/stolen keys.
- You will not in anyway try to reproduce the keys you are issued.
- You will not open up the school to any students/athletes without staying and comprehensively supervising the individuals in the building.
- You understand that the building must be empty of all students/athletes that are under your supervision before you leave.
- You understand that you may not let unsupervised individuals into the rooms for any reason without the permission of the AD(s) or a school administrator.

**See Appendix VI - *Key Usage Policy***

## **MEDIA**

A vital role for any head coach is a positive relationship with the media. All media personnel should be treated with honesty and integrity. All coaches should contact media outlets, after their contest, with the results of their competition. All phone and fax numbers for local newspaper, radio, and TV stations are posted by the fax machine in the high school office.

## **MIDDLE SCHOOL ATHLETICS**

*(effective Fall 2011) Athletics for Grades 7-8*

Immaculate Conception/St. Joseph Catholic School provides organized sports for boys and girls through the Iowa Star Conference, thus operating under the Iowa State Athletic Associations. Sports offered include volleyball, football, girls and boy's basketball, wrestling, track, softball, and baseball. Students sign up for the sports they are interested in participating in prior to each season.

For middle school softball and baseball, 8<sup>th</sup> grade students will be allowed to participate on both middle school and high school teams. This allows for students to be given the best opportunity for growth and development of their level of skill. Middle school games will take priority over high school games when there is a conflict and 8<sup>th</sup> grade players will be required to participate in the middle school game.

Before any athletes may go to a school practice and participate, they need to have the following forms on file in the school office (see Appendix II):

1. Current (within 12 months) school physical form (must use the physical form issued by the school)
2. Insurance waiver
3. Academic Agreement / Athletic Covenant
4. Concussion & Brain Injury Information/Waiver

### **Academic Eligibility**

Participation in a sports program is a privilege, not a right, and can be a valuable growth experience for youth. Therefore, participation in a sports program is available to those students who keep satisfactory academic eligibility and work willingly with coaches on Christian values of self-responsibility, fair play, and teamwork.

Students involved in middle school athletics are expected to demonstrate satisfactory performance on tests, homework completion, project work, and cooperative learning activities. Test scores above 70% are expected; however, the student's academic capability and the effort s/he puts forth will be considered. Failure to do so, or problems with behavior, will result in the student being ruled ineligible.

The Activities Director (AD) posts the list of middle school student athletes on Mondays. Each teacher reviews students' previous week's work, and gives a "checkmark" to any student who is unsatisfactory by virtue of not meeting one of the expectations noted above. The teacher also sends an "Athletic Eligibility Parent Note" home with the student. On Tuesday, the AD will notify coaches of any ineligible students. If a student receives a check in two or more subject areas, s/he will be ineligible for the next game/meet at each level of competition in the upcoming week (Wednesday through Tuesday).

Students who do not perform in accord with their potential academically or who display consistent behavior problems will be suspended from the team until the necessary improvement is shown.

Parents of athletes are expected to volunteer to cover home events as scheduled. The Co-Curricular Code of Conduct as outlined above under “Eligibility” applies to middle school students.

### **PRACTICES**

Parents are urged to not only drop students off at the appointed time (not more than five minutes before practice), but to pick students up from practice on time (within ten minutes after practice) or arrange for a ride home. Coaches are to inform students and families of practice times and to start and end practices on time. No practices may be held when school is dismissed early for bad weather.

Any student reported by the coaches for misbehavior or destruction of property will automatically sit out for 2 games/events and damage to school property will be paid by the offender. A student in trouble a second time will have to sit out 4 games/events; the third offense will cause suspension for the rest of the year. Other action may take place depending upon the situation, determined by the principal, athletic directors, and/or coaches.

Student athletes are expected to SHOW UP (or call the coach) for practices and games and must sit with the team. Failure to show up can mean sitting out until suspension is fulfilled. All coaches and officials deserve respect at all practices and events.

### **MIDDLE SCHOOL UNIFORMS**

Uniforms will be provided for all sports by the school system, through the Booster Club. Some sports may require specific items to be purchased by the player (i.e. volleyball shorts). Primarily, all necessary items for uniforms will be provided by the school and must be turned in within a week of the last competition, laundered, placed in a bag with the athlete’s name, and turned in to the coach or the IC school office with a note indicating your name. Athletes are responsible for uniforms issued and must pay replacement costs for uniforms lost or damaged. If uniforms are not laundered and/or not returned in a labeled bag, the uniform will be refused until this is done and athlete may face the consequence of detention each day until the uniform is returned or reimbursed if it is later than a week after the last competition.

## **OFFICIALS**

Officials are hired and placed by the AD(s) prior to the beginning of the season. The officials will be paid through the school office upon completion of an Officials Reimbursement Form turned into the office for payment. No official will be paid cash on the spot for services.

Any head coach that has a concern with an official should talk to the AD(s). This meeting should not take place until the next day to allow for more rational thought. These concerns should not be discussed with parents or the media.

## **OPEN GYM**

Open gym and open rooms are allowed in accordance with the IHSAA and IGHSAA rules. Coaches (not parents) may submit proposed times for open gym to the AD(s). Upon approval, open gym schedules will be developed and posted by the AD(s). All open gym times are tentative. If there are athletic competitions taking place, they would take precedent over the scheduled open gym. Open gym and open rooms are open to all athletes and students and all sports and must be supervised. Open Gym/Open Room times are scheduled as often as possible throughout the year to allow students to use the gym and/or other areas such as the fitness room and wrestling room.

Open gyms are subject to the following restrictions:

- The supervisor shall not engage in any type of coaching nor participate during supervision.
- Attendance by students is voluntary. Coaches may not directly or indirectly require the attendance of students or require performance of activities by students prior to the legal practice period for that sport.
- Open gym shall not be called or posted for specific sports.

## **PARENT REPRESENTATIVE**

Each coach is encouraged to select a parent representative. This representative serves as a liaison between the coach, the AD(s), and the Booster Club. This person would also serve as a go-to person for all activities within your team. This is not a requirement, just a suggestion.

## **ROSTERS**

A roster must be turned into the AD office by the end of the first week of practice. These rosters are needed to ensure participation forms are completed and on file. Accurate rosters need to be sent to other schools and concession/gate workers need to be scheduled for the season. See information on your coaches checklist.

## **RULES MEETINGS**

All head coaches are required to attend a rules meeting, prior to their season. A copy of the dates and times of rules meetings can be obtained from the AD(s).

## **SAFETY**

For tornado and storm safety go to the band hallway or the hallway locker rooms.

Each sport has its own medical kit bag with miscellaneous supplies. It is the head coach's responsibility to ensure the medical kit is stocked with necessary supplies. Submit any requests for items needed to the AD(s).

## **SCHEDULING**

All schedules will be made by the AD(s). Head coaches make recommendations in writing at the end of their season. The AD(s) will also work with coaches and communicate schedule needs and/or changes with each coach as needed. Schedule changes must be avoided whenever possible. Any change of time, date, or place must be confirmed by the AD(s).

Schedules will be posted on the Activity Calendar on the school website. Parents are encouraged to sign up for email notifications/reminders – this helps communicate schedule changes to parents.

## **SEASONAL COACHES MEETINGS**

At the beginning of your respective sports season there will be a mandatory coaches meeting for that season's coaches only. The purpose of this meeting is to discuss your upcoming season and go over rules, reminders, and expectations.

Fall Coaches meeting is in conjunction with the Annual Coaches Meeting in early August.

Winter Coaches meeting will be the first week of November.

Spring Coaches meeting will be the first week of February/March.

Summer Coaches meeting will be in early May.

## **SPORTSMANSHIP**

FAIR PLAY and GOOD SPORTSMANSHIP – At athletic contests, students, coaches, and fans should treat opponents, spectators, and officials with Christian courtesy and respect. The goal to strive for is to be known for our fair play, good sportsmanship, positive and winning attitude, as well as bravery, character, and honor in defeat.

PUBLIC CONDUCT ON SCHOOL PREMISES – School sponsored or approved activities are an important part of the school program and offer students the opportunity to participate in a variety of activities not offered during the regular school day. School sponsored or approved activities are provided for the enjoyment and opportunity for involvement they afford the students. Spectators will not be allowed to interfere with students participating, other spectators, or with the performance of employees and officials supervising the school sponsored or approved activity. Spectators, like the student participants, are expected to display mature behavior and sportsmanship. Therefore the following provisions are in effect:

Abusive, verbal, or physical conduct by spectators directed toward participants, officials, sponsors, or at other spectators will not be tolerated. Verbal or physical conduct of spectators that interferes with the performance of students, officials, or sponsors will not be tolerated. The use of vulgar, obscene, or demeaning language directed at students, officials, or sponsors participating in a sponsored or approved activity or at other spectators will not be tolerated. If a spectator at a sponsored or approved activity becomes physically or verbally abusive, uses vulgar, obscene, or demeaning language, or in any way impedes the performance of an activity, the spectator may be removed from the event by the individual in charge of the event. The administrator may recommend to the board the exclusion of the spectator from future sponsored or approved activities.

## **TEAM PHOTOS**

AD(s) will make arrangements with Lattin Photography to schedule team photos at the beginning of each season. Coaches, players, and parents will be notified in advance of the date for team photos. Upon completion, team photos will also be posted on the school's website and given to the Yearbook.

## **TEAM RULES**

Each coach should develop a list of team training, rules or expectations. This can go a long ways towards alleviating any potential problems. Informing athletes of expectations and consequences in advance can help eliminate future challenges. Submit your team rules to the AD(s) prior to distributing to the team for approval.

## **TRANSPORTATION/VEHICLE USAGE**

All transportation for athletics is setup and coordinated by the Athletics/Activities department secretary, no request form is required. The AD secretary will coordinate departure times and any transportation needs directly with the head coach.

Transportation will be provided for sports/activities first, followed by other requests and on a first come, first serve basis. We have three school buses (one is for activities, the other two are primarily route buses), a 15 passenger shuttle bus and a seven (7) passenger Suburban. Transportation is arranged in an effort to transport students/teams, etc. in the most efficient and economical manner possible.

We strongly encourage coaches to obtain a license to drive the school's shuttle bus (requires a Class D non-commercial license) to allow them to drive the shuttle bus to various events/activities when possible. This eliminates the expense of a bus driver. The school's mission is to provide the best possible transportation while controlling expenses. When our coaches are licensed to drive the shuttle bus to the events they are attending anyway, we eliminate the need to pay a bus driver for several hours.

Driver Information Sheets must be on file in the office prior to driving any school vehicles. This includes a copy of your driver's license.

### **See Appendix VII - *DAPP Vehicle Usage Policy***

Driving the shuttle bus and/or Suburban:

1. Keys – you will be notified where you can pick up the keys for the vehicle(s) you are taking.
2. Fuel – the shuttle bus and Suburban will be fueled and ready to go by the AD(s).
3. Clean Up – it is your responsibility to ensure the students pick up after themselves. These vehicles have garbage bags and equipment to sweep up garbage. You should dispose of all garbage when you return. You are required to help keep these vehicles clean – there will be a \$10 cleaning fee charged when vehicles are not cleaned up. This will be taken from your operating budget and/or side account and you will be notified. Please be courteous to those who will be driving the vehicles for the next event.

**Off season activities and competition** – we will work to provide transportation for these types of activities as long as vehicles are available and one of the coaches is available to drive the school vehicles. Fuel and any other expenses (bus driver payment if applicable, etc.) will be charged to the team's side account in addition to mileage expenses (standard mileage fee will be charge per mile). The coach has the option to charge a fee to those participating to cover these expenses.

**Middle school athletics** – transportation will be provided as needed when buses/vehicles are available. High School athletics will take priority over middle school for transportation. When



middle school teams are transported to activities, students will be required to travel to and from the event with the team.

**Missing School/Early Dismissal for Activities** – when activities require absence from school and/or early dismissal to attend an event, it is the coaches responsibility to give a list of the athletes who will be attending to the AD(s) by NOON THE DAY BEFORE.

**Student Transportation – Parent Permission Forms** - it is the school's intention to have all student athletes transported together as a team to away competitions. In the event a student needs to use alternate transportation either to or from an activity, a parental permission form must be on file with the coach/school. For example, if your child has a dental appointment prior to an away game/meet and you plan to take your child directly to the contest following the appointment, you must give written permission to the coach/school to excuse the student from riding the school's provided transportation. If your child will be picked up from an activity prior to the school transportation leaving, we must have this written permission on file to allow your child to leave with your or anyone else. This permission form must be filled out and turned into the coach/school BEFORE your child will be allowed to use alternate transportation.

Coaches - carry copies of these forms with you at all times. These forms can be turned into you, the coach.

**See Appendix VIII - *Student Transportation Permission Form***

#### **Additional Transportation Information**

The following information is meant to ensure that everyone understands the ins and outs of driving to various activities including sports and other field trips, etc. There are things the drivers are responsible for and things the coaches, teachers, and/or activity directors are responsible for.

We have three buses. Two of those buses (#5 and #24) are primarily route buses for the north and south bus routes. We have two regular bus drivers who drive the morning and afternoon bus routes. (There are times when we have to wait for the route bus to return after school before leaving for an activity if bus #3 is also out.) We also have a list of bus drivers who help with driving to sports activities, extra-curricular events, and field trips. We have bus #3 as the primary activity bus. We also have the school Suburban (seats total of 7) and the 15-passenger shuttle bus. Our goal is to provide transportation for everyone in the most efficient and cost effective manner. Transportation is a necessary expense for the school; however we work to minimize those expenses whenever possible. Any coaches or activity directors with a chauffeurs license (or CDL) is qualified to drive the 15-passenger bus – this does not require a bus driver's license. So when a coach or director is attending an activity that takes the 15-passenger bus we want to have them drive when possible as that saves us the cost of a bus driver. If you are qualified to drive the 15-passenger bus or if you'd like more information about driving that bus please contact the DB office.

The bus will always have a chaperone on the bus to supervise students, the bus driver is supposed to drive the bus. It is the responsibility of the supervising adult(s) – coaches, teachers, parents, activity directors, etc. - NOT the driver - to make sure students are well behaved and clean up after themselves. Garbage should be picked up after EVERY trip and can be dumped into the dumpsite or into a trash container in school or in front of the high school. Again, this is not the bus driver's job to pick up after the students. The bus drivers will sweep the bus but should not have to pick up the garbage. Garbage cans and bags are on the bus and need to be disposed of at school. The bus driver doesn't always have a garbage container accessible to them, so please help them out by taking the garbage out and putting it into a trash container at school somewhere. Please be considerate of the next group taking the bus and make sure all garbage is picked up off the bus each time.

All students for summer sports are to be picked up and dropped off at the school plaza, NOT along the highway at the ball diamonds for obvious safety reasons.

### **Transportation and State Participation Policy**

If you have an athlete/team qualify for the state tournament, in their respective sport, we will adhere to the following policy covering expenses incurred by state tournament participation. The Booster Club, who covers all expenses for state tournament participation:

1. Some sports have one-day tournament, some have consecutive day/multi-day tournaments, and others have non-consecutive day/multi-day tournaments.
2. School transportation will be used whenever possible for all team participants/coaches. The cost to rent a vehicle will be considered and compared to other available options. The most efficient/cost effective option will be used.
3. Hotel rooms will be booked by the AD(s) and/or Principal for a reasonable cost with the least amount of rooms being used. This decision will be based on individual circumstances as each sport has different guidelines. Decisions will be based on distance to competition, what time the team competes or needs to be there prior to competition and costs associated with these factors.
4. Food expense – each player/participant/coach/manager/cheerleader will be given a stipend to cover some of their food expenses while participating at state. \$10/day of competition will be given to all prior to leaving for state participation.
5. The Booster Club will pay for additional nights (accommodations) due to weather if the principal/administration deems necessary.

## **UNIFORMS**

Uniforms (including warm-ups as needed) will be provided by the school for all sports to eliminate the expense incurred by parents. There may be a few exceptions, such as volleyball shorts. Uniforms will not include names on uniforms. Uniforms include clothing items required for participation. Softball and baseball helmets and catcher's equipment are considered equipment, not uniforms and are funded through each sports operating budget (activity budget).

Uniform budgets are provided through the Activity Budget for each sport/activity (subsidized by the Booster Club). Coaches are given a uniform budget to manage uniform needs for their sport/activity. The Booster Club puts money into the budget each year; unused money is carried over from year to year. The uniform budget is to be used solely for the purchase of uniforms to be used in competition by the students. Budgets are reviewed and approved annually. Each coach and/or activity director is responsible for managing their budget. All operating and uniform expenses must be pre-approved by the AD(s). Coaches/directors and AD's are required to fill out a purchase order and get approval prior to all purchases. Purchase orders are submitted online using the school's purchase order software system. Large project requests should be submitted with as much advanced notice as possible so the Booster Club can work with the coach/director, AD, development office, and school administration to fulfill the request.

Uniforms for coaching staff – each coach has the option to use their side account and/or uniform budget to provide appropriate and necessary uniforms for themselves, assistant and volunteer coaches. If the uniforms are paid for by school funds (uniform budget or side account) those uniforms will remain the property of the school and must be turned in at the end of the season. The Booster Club (through activity budget subsidized payment) allows for the purchase of coaching apparel for coaches as a separate expenditure outside the operating and uniform budget. Each sport/activity has \$100 to spend on coaching apparel for the year.

### **UNIFORM DEPOSIT**

All students will be charged a \$50 uniform deposit when coaches distribute them to the team. Parents must sign and return the uniform deposit form with a \$50 deposit for the uniform. Checks will be held until the end of the season. At that time, the deposit will be returned when uniforms are returned to the coach. In the event a uniform is not returned or is returned damaged, the deposit will be used to cover those costs.

Uniforms are the property of the school system and be returned in good condition at the end of each season to the head coach.

**See Appendix IX – Activity Uniform Deposit Policy**

## **WEATHER AND CANCELLATIONS**

When school is cancelled because of inclement weather prior to the start of the school day, students and parents are notified through public radio, TV, website, and various alerts. If school is dismissed because of inclement weather after the school day has begun, parents are notified by the same means. Parents of students who ride the bus are notified how students will return home with the notification that school has been dismissed. If the buses do not follow the regular routes or if the student does not ride a bus, the parents are responsible for picking up the students at the school.

Extra-curricular activities or practices scheduled for the day or evening of a day when school is canceled or dismissed early are generally canceled and re-scheduled.

## **WELLNESS PROGRAM/STRENGTH AND AGILITY TRAINING**

The fitness room/weight room is available to all students of the Bosco System. This room may be used when there is proper adult supervision. Times when the fitness room is open will be posted on the school's website and throughout the building.

Coaches are encouraged to work with the Wellness Director to develop strength and agility programs for their students/athletes. Programs can be created to be sport-specific. The Wellness Director has a general program that all students can follow. Please work with the Wellness Director to better serve our students/athletes in their quest for success.

## HEAD COACHES CHECKLIST

BEGINNING OF SEASON - Please make sure you have all of the following completed:

- A copy of team rules to the AD.
- Updated roster – due by end of first week of practice. Include ALL participants name, grade, uniform #, level (7<sup>th</sup>/8<sup>th</sup>/FR/JV/V or multiple levels), height, weight, and position (all information needed for team rosters). Include all managers. Turn in any changes throughout the season. Without written notification, the AD office will assume there are no changes. These changes can affect printed rosters and awards at the end of the season so accurate information is critical.
- List of uniforms distributed as well as uniform deposit forms signed with \$50 deposit. Keep a list of which participants have specific uniform numbers, pants, etc.
- Copy of license and proof of insurance – if you use school vehicles. Do you have the Class D non-commercial license to drive the shuttle bus? If not, you should consider doing so.
- Copy of all assistant coaches coaching authorizations to the AD office. Coaches will not be paid until these are on file.
- Bus departure times/information to the AD secretary prior to first competition. Include how soon prior to game time you want to arrive. Indicate the number of varsity only; JV only; and FR only to determine vehicles needed for various competitions.
- Camp income/expense forms turned in – if you had a summer camp.
- Name of your sports parent representative to the AD office.
- Middle School coaches – please check the activity calendar for details on Jr High night so you can inform your team that they will be introduced that night.
- Team photos – coordinate dates and times with the AD(s) to inform your team on the date of team photos and distribute order forms as soon as possible.
- Practice times – check with AD(s) to schedule gym time.
- Medical kits – check to ensure your medical kit is fully stocked at the beginning of the season. If you need additional supplies please inform the AD(s). These medical kits should travel with you to all away competitions.
- Ice is available in the high school gym in the trainers room and in the middle school gym in the supply closet next to the concession stand in the freezer.

Make sure you check the academic eligibility of all your athletes. Any students/athletes who have violated the Good Conduct Policy will be communicated to all coaches.

### End of Season Responsibilities Checklist

All coaches are required to take care of the following:

- Take care of your respective equipment. See that it's all checked in from your athletes.
- Check in all uniforms as they are returned. Uniforms will only be turned into the head coach. Students will NOT be allowed to turn them into the office or anyone else. You are responsible for uniforms being returned and subsequently returning the uniform deposit to them.
- All uniforms and equipment used in your sport should be returned by the athletes and

stored away in respective storage areas, especially uniforms. Please take proper care of your uniforms to ensure they can be used for as many years as possible. If you need storage items please contact the AD(s).

- Awards – information is needed in the office to print the appropriate awards for your end of season banquet. Please provide the DB office or the AD(s) with information on what level award each participant has earned. List all post season team awards as well as any post season individual awards earned.
- Coach's office should be cleaned out and ready for the next sport.
- All locker rooms and lockers should be cleaned out and ready for the next sport.
- Turn in your budget request form for next year (no later than October 1<sup>st</sup> of each year).

***Check off these items and turn in a signed copy of this checklist to the AD(s) at the end of the season.***

**Coach:** \_\_\_\_\_ **Sport:** \_\_\_\_\_

# HEAD COACH EVALUATION

**SPORT** \_\_\_\_\_

NAME \_\_\_\_\_

DATE \_\_\_\_\_

RECORD OVERALL: WINS \_\_\_\_\_ LOSSES \_\_\_\_\_

CONFERENCE: WINS \_\_\_\_\_ LOSSES \_\_\_\_\_

CONFERENCE FINISH \_\_\_\_\_

NON-CONFERENCE: WINS \_\_\_\_\_ LOSSES \_\_\_\_\_

POST SEASON:

Check the level of performance which best describes the coach's performance on that item. If a "below expectation" is checked, list possible solutions on how the coach could meet expectations.

<b>PERSONAL CHARACTERISTICS</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Not Observed</b>	<b>Comments</b>
Self control				
Initiative				
Punctuality				
Enthusiasm working with students				
Tolerance for stress				
Appropriate role model				
Confidence and maturity				
Appropriate sense of humor				
Neat/appropriate appearance				

<b>LEADERSHIP QUALITIES</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Not Observed</b>	<b>Comments</b>
Attention to duties assigned				
Develop/implement well planned program				
Implements policies, including academic eligibility				
Cooperation with co-workers/supervisors				
Relationship with parents				
Preparation of written reports (on time and organized)				
Willingness to assume extra duties				
Attendance at coaching clinics/rules meetings				
Public relations – cooperates with media				
Relationship with other staff members				
Involvement in Booster Club				



<b>TECHNICAL AND PROFESSIONAL KNOWLEDGE</b>	<b>Meets Expectations</b>	<b>Below Expectations</b>	<b>Not Observed</b>	<b>Comments</b>
Care of equipment and facilities				
Ability to recruit and keep students participating				

<b>COACHING PERFORMANCE</b>	<b>Meets Expectation</b>	<b>Below Expectations</b>	<b>Not Observed</b>	<b>Comments</b>
Has high expectations for all athletes				
Fairness, tolerance, communication and patience with athletes				
Sideline conduct with officials and players				
Execution of specific assignments for assistant coaches				
Exhibits and demands good sportsmanship				
Adapts to mid-season needs				
Works toward improving their program				

OVERALL PERFORMANCE:                      SATISFACTORY                      UNSATISFACTORY

Signature of AD or Principal \_\_\_\_\_ Date \_\_\_\_\_

Signature of Coach \_\_\_\_\_ Date \_\_\_\_\_

**ATHLETIC PARTICIPATION FORMS**  
**<insert copies of IC forms and DB forms>**

**BOSCO SYSTEM ACTIVITY BUDGET REQUEST FORM – DUE OCTOBER 1<sup>ST</sup>**

ACTIVITY NAME: \_\_\_\_\_

SCHOOL YEAR: \_\_\_\_\_

HEAD COACH/DIRECTOR: \_\_\_\_\_

ASSISTANT(S): \_\_\_\_\_

ESTIMATED # OF HOME EVENTS (Used to budget for officials): \_\_\_\_\_

ESTIMATED # OF AWAY EVENTS (Used to budget for transportation): \_\_\_\_\_

ESTIMATED FEES:

ESTIMATED SUPPLIES:

ESTIMATED EQUIPMENT:

UNIFORMS:

NUMBER OF VARSITY PLAYERS LAST YEAR: \_\_\_\_\_

ESTIMATED COST OF A UNIFORM: \_\_\_\_\_

Details:

WARMUPS (if needed): \_\_\_\_\_

SPECIAL PROJECT REQUEST:

**TOTAL BUDGET REQUEST AMOUNT:** \_\_\_\_\_

PERSON COMPLETING THIS FORM: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**APPROVALS:**

AD: \_\_\_\_\_ DATE: \_\_\_\_\_

**CAMP INCOME AND EXPENSE STATEMENT**

**SPORT** \_\_\_\_\_

**CAMP DATE(S):** \_\_\_\_\_

**INCOME**

CAMP REVENUE (# participants _____ x fee \$ _____)	\$ _____
OTHER REVENUE	\$ _____
TOTAL REVENUE	\$ _____

**EXPENSES**

T-SHIRTS (# ordered _____ x cost \$ _____)	\$ _____
--	----------

OTHER EXPENSES (list by item)

_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL EXPENSES	\$ _____

**CAMP SALARIES (list all)**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL CAMP SALARIES	\$ _____

**NET INCOME (cannot be a net loss)**

\$ \_\_\_\_\_

All deposits and expenses will be managed through the school office. Camp registrations should be sent to the office with checks payable to Bosco System Schools. Income and expenses go into side account so net profit will be reflected in your side account report.



**BOSCO SYSTEM KEY USAGE POLICY**

NAME \_\_\_\_\_

DATE \_\_\_\_\_

I will comply with the following guidelines regarding receiving keys/key card to any Bosco System buildings.

Please initial each item below and sign and date at the bottom.

\_\_\_\_\_ I will not loan my assigned key/key card to anyone to use. I will be responsible for all costs associated with replacing lost/stolen keys.

\_\_\_\_\_ I will not in any way try to reproduce the key/key card I have been issued.

\_\_\_\_\_ I will not open any school buildings for any students/athletes without staying and comprehensively supervising the individuals in the building.

\_\_\_\_\_ I understand that the building must be empty of all students/athletes under my direct supervision before I leave.

\_\_\_\_\_ I understand that I may not let unsupervised individuals into the rooms for any reason without the permission of the AD(s) or a school administrator.

\_\_\_\_\_ Any non-school employee, except for head coaches, must turn in their key/key card at the completion of their season. Any non-school employee who is an assistant coach, may request to keep their key for off-season activities. This is done by submitting a letter to the AD(s) stating the reasons they need to keep their key(s). If permission is granted, they would then get to keep their key for that period. This must be done on an annual basis.

\_\_\_\_\_ Upon completion of my employment, I will immediately return my key to the AD. If I fail to comply, I could be charged the cost to re-key the building and/or potential legal action, until the key is returned.

I understand that if I violate any of the above agreed upon guidelines that my key/key card and subsequent access to Bosco System buildings may be voided and I will only be allowed to access the building without the permission of the AD or administrative designee.

Signature \_\_\_\_\_

Date \_\_\_\_\_

AD Signature \_\_\_\_\_

Date \_\_\_\_\_

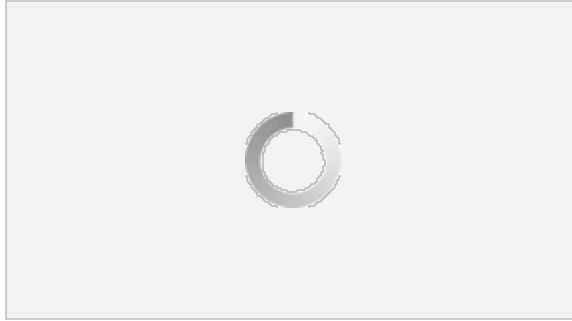
Keys / Key cards issued:

\_\_\_\_\_  
\_\_\_\_\_

Keys/Key cards returned on date: \_\_\_\_\_ Received by \_\_\_\_\_

**DAPP VEHICLE USAGE**

**<insert copies of forms to be filled out by those who drive vehicles>**



**Bosco System Student Transportation - Parent Permission Form**  
*(effective August 2013)*

Students must have written permission from parent(s) on file with the school/coach to be transported to or from any school activity by anyone other than the transportation provided by the school.

For example, if your child has a dental appointment prior to an away game/meet and you plan to take your child directly to the contest following their appointment, you must give written permission to the school to excuse the student from riding the school's provided transportation. If your child will be picked up from an activity prior to the school transportation leaving, we must have this written permission on file to allow your child to leave.

PERMISSION - this form must be turned in BEFORE your child will be allowed to use alternate transportation.

I, \_\_\_\_\_ (parent's name) give permission for my child/children to be transported to/from the following activity (explain what is going on and how your child will arrive at or leave from the following school activity - include date, time, place, who will be transporting your child, etc.):

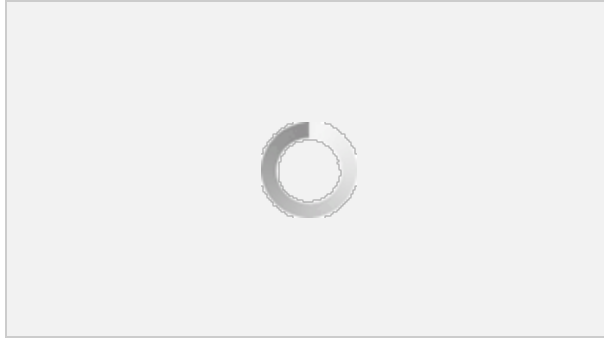
\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

Approved by: \_\_\_\_\_  
Coach/AD/Administration

\_\_\_\_\_  
Date





**Bosco System Catholic Schools**  
**Activity Uniform Deposit Policy (effective August 2013)**

All students will be charged a \$50 uniform deposit when coaches distribute them to the team. Parents must sign and return this form with a \$50 deposit for the uniform. Checks will be held until the end of the season. At that time, you will get your check/deposit back when the uniforms are returned to the coach. In the event a uniform is not returned or is returned damaged, your deposit will be used to cover those costs.

Uniforms are the property of the school system and must be returned in good condition at the end of each season to your coach.

Your deposit receipt:

Name: \_\_\_\_\_ Sport/Activity: \_\_\_\_\_

Date: \_\_\_\_\_ Check # \_\_\_\_\_

When the uniform is returned to the coach at the end of the season, your deposit will be returned to you. Thank you!

---

Please return this bottom portion with your deposit.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Sport/Activity: \_\_\_\_\_

Check # \_\_\_\_\_ Amount \_\_\_\_\_

Checks will be returned at the end of the season upon receiving the uniform.

**THANK YOU  
FOR  
YOUR SUPPORT  
OF  
BOSCO CATHOLIC  
SCHOOL SYSTEM!**