



Cedar Rapids Kennedy Girls Track and Field	Coaches Expectations	
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1. Pre-Requisites for Paid and Volunteer Non-Paid Coaches

- a. Must have Iowa Coaching Authorization Certificate. Renew every 5 years.
- b. Fill out an Application and be approved as a coach for Kennedy High School through the Cedar Rapids Community School District. Renew Annually (Located on Edgewood Rd and Ellis Rd)
- c. Watch the NFHS Concussion Course Video Online. Renew Annually Go to this direct link – <http://nfhslearn.com/>
- d. Coaching Levels Are:
 - i. Assistant Volunteer Coach(Non-Paid)
 - ii. Assistant Coach (Paid)
 - iii. Head Coach (Paid)

2. Practice Expectations

- a. Host a team meeting at the beginning of each practice to take attendance, go over announcements and meet information. Time is approximately 3:15pm to 3:30pm and the location in the south entrance foyer.
- b. Schedule practice plans and training daily, weekly and monthly
- c. Set practice goals at the beginning so each athlete knows what will be expected of them
- d. Address the needs of each athlete as it pertains to their fitness level
- e. Notify coaches and athletes if you will be late or not attending practice

3. Meet Expectations

- a. Fill out meet lineup using the google docs form
- b. Confirm the meet line up the day prior to the day of the meet.
- c. Enter and declare online meet entry using the VB Meets (Varsity Bound) using the meet host link
- d. Stress to the athletes the importance of notifying coaches if they have a conflict and cannot participate via the remind app or text message.
- e. Take bus attendance prior to departing the high school
- f. Help team establish camp at the meet site and go over any meet announcements as they are set forth in the meet host information
- g. Support and encourage the athletes throughout the meet to help them be competitive mentally and physically
- h. Collect team packet and conclusion of meets from the press box
- i. Upload host team stats from Iowa Quick Stats (CEDA50) the evening of or morning after meet

4. Attend Coaches Training and Pre Season Meeting

- a. It is recommended to attend the annual coaches training held in Ames each December. Registration and Hotel Rooms are paid out of the General Track Fund Account
- b. We have a November pre-season coaches meeting held at a designated local restaurant to go over any items or concerns prior to the season



- c. It required that coaches attend the online Concussion meeting prior to the start of each season and submit the certificate to AD Stecker

5. Athlete Safety and Injuries

- a. Follow the NFHS guidelines for concussion and heat related protocol
- b. Send athletes to Lynn Groth (Kennedy Athletic Trainer) if they tell you they are injured or if you suspect they may be injured.
- c. Lynn is the only person who can assess a potential injury and clear them to practice again.
- d. In the case of a serious injury, the athlete must have a medical release from their doctor before they can practice again.

6. Home Meet

- a. Participate in the pre meet set up at Kingston 9:00am coordinated by AD Stecker
- b. Meet assistance wherever it is necessary (Hurdle crew, Jumps, Throws, etc.)
- c. Ensure the athletes are on task during the meet
- d. Participate in post meet set down helping move rakes, pits, hurdles an necessary

7. Drake Relays and State Meet

- a. Plan and send out weekend itinerary to athletes and parents (See Form CRKG)
- b. Meal Money will be allotted \$12.00 per day per athlete by the school. It will be given to the athletes prior to leaving the High School by the coaches on the day we depart.
- c. Make sure parents are on the remind app with coaches so they are aware of where we are at all times
- d. Contact parents immediately in case of an emergency
- e. Shuttle the participating athletes to and from Des Moines and Drake Stadium
- f. Check into the hotel (Usually the Courtyard by Marriot in Ankeny off from I-35)
- g. Plan team meals for the weekend. Usually includes one trip to the Jordan Creek Mall.
- h. Ensure the athletes are on task during the meet
- i. Pick up team medals at Drake Stadium prior to departing to Cedar Rapids
- j. Camp is to be setup inside the Drake Stadium Field House