

**JR. HIGH INTRAMURAL
DIRECTORS' MEETING
Monday, September 8, 2008 @ 3:00 p.m.
District Office/Supt.'s Conference Room**

MINUTES

1.0 Call to Order: The meeting was called to order by Tom Danley, District Director of Athletics at 3:00 p.m.

2.0 Attendance:

Ball
Brookhurst
Dale
Lexington
Orangeview
Oxford
South
Sycamore
Walker

John Lombardi
Tony Torres
Grant Schuster
Mary Jo Elliott
Ron Nelson
Debbie Hale
Mike Flinner
Danny Fernandez
Greg Soper

District Director of Athletics/Foundation
Administrators
Tournament Coordinator
Coaching Education District
Consultant
CPR/First Aid Facilitator
Assistant Superintendent,
Administrative Services
Superintendent

Tom Danley
Brian Carlson, Asst. Principal
Bob Decker

George Selleck, Ph.D.
Sharon Iriye

Dave Cowen
Joseph M. Farley, Ed.D.

3.0 Introduction of site intramural directors

4.0 Distribute 2008/2009 District Intramural Directors' meeting schedule – attached!

5.0 Present 2008/2009 District Athletic pass to each intramural director

6.0 Deputy Superintendent Tim Holcomb – Use of facilities and scheduling update for 2008/2009

Deputy Superintendent Tim Holcomb was on hand to explain procedures each school must use in order to schedule all site intramural afterschool and community weekend activities. Each school through its administration is responsible to use the “School Dude” program and “enter in the computer” all extra-curricular school events. Lynn Nakayama, Tim’s executive assistant, will then provide a total computerized district activity schedule so all community organizations will know what facilities are available.

Mr. Holcomb also addressed “rest periods” or community “down times” for site athletic facilities. Ideally, he would like to close down from community use Christmas vacation, spring break, and summer months where possible.

Our thanks to Mr. Holcomb and his staff for attending our meeting and taking time away from their very busy schedules.

7.0 Assistant Superintendent’s update - Dave Cowen

7.1 2008/2009 District budget for intramural program

Our school intramural directors have requested to review again, the district funding of this year’s intramural budget so that they may prepare to make plans for their programs. As stated previously, because of the continued increase in student involvement, we have pledged to sustain our financial commitment for 2008/2009 to each site as follows:

Game official’s budget will again be retained by district and paid back to each school as services are performed! District will refund all money paid by school site for intramural play-off competition game officials after each quarter or semester.

- Intramural supplies & equipment \$6,000
- Fieldmen supplies, equipment, tools \$500
- Fieldmen overtime Fifty (50) hours

Each junior high school site program will still receive fifty (50) overtime hours to be used only by the fieldmen for performing afterschool play-off duties!

Hopefully, this budget information should provide each junior high the opportunity to prepare for this year’s intramural afterschool program. Any questions – call Tom!

7.2 Nightly custodial service provided to school locker rooms, showers, and restrooms.

Mr. Cowen once again reiterated the district's policy for cleaning and sanitizing locker room floors, restrooms, and showers at each school site (five nights a week) on a nightly basis. He stated that this is a school custodial priority and that he would follow up with all principals to insure that this practice was being accomplished. He asked athletic directors to keep him informed if this policy was not being consistently administered! He will continue to inquire at future meetings for an update.

7.3 Walk-On coach hiring deadlines

Dave apprised our intramural directors of the hiring deadlines for coaches for the various seasons of sport. All materials must be completed and turned in to the Human Resources division by the requested dates or the stipend will be prorated based on when it's received at the district. Please have your principal contact Dave Cowen's office in advance if you are having problems and need help.

7.4 Concern for upkeep of safe outside field conditions

Dave mentioned again the need to make us aware of unsafe field conditions at your site because of excessive use by classes, afterschool programs, community organizations and "week-end warriors!" Particularly with the excessive use of our facilities by our community groups, we must monitor the need to provide down time and maintenance to our fields to keep them safe. Please keep us updated on your daily facility inspections regarding all safety concerns!

7.5 District position regarding members of physical education staffs non-participation in coaching of afterschool intramural programs.

Assistant Superintendent Dave Cowen re-iterated our district's position once more that leadership in coaching our afterschool programs is of paramount importance as a priority for success with intramurals. Without the members of our physical education staff's assistance, it becomes near impossible for our schools to field adequate programs for our kids to be highly involved and successful. We are requesting that all physical education staff members share the burden of coaching responsibility of coaching a minimum of 1-2 sports per school year unless they are officially involved as a department chair or other like district responsibility. We cannot operate an afterschool program to accommodate large numbers of students without qualified staff leadership help!

8.0 Transportation orientation - John Jessie, Director

Tom recognized the A.U.H.S.D. transportation department as "Orange County's Best" and introduced their Director John Jessie. John reminded intramural directors to turn in transportation requests for the first season of sport immediately! This information is needed to process trip loads and schedule assignments of personnel and vehicles. Then John answered questions and thanked the group for their cooperation and support!

Transportation orientation (continued)

Remember, each school is responsible for scheduling its own transportation!!

Tom commended the intramural directors for their assistance and positive communication this past year with the transportation department. He also reminded our directors to call transportation on the morning of the scheduled trip in order to double check and verify the necessary travel information for that day.

Our intramural directors complimented Director John Jessie and Dispatcher Derinda McCashland for their caring manner and outstanding service that all have continued to receive. Our group gave them "high fives" for providing a contribution to our kids that is "second to none" in the AUHSD. Our appreciation is extended again for a job well done!

9.0 District Maintenance services – Darrel Adair, Director of Maintenance and Operations

At the request of our intramural directors and athletic management team, Darrel Adair stopped by to give us an update on some of our latest maintenance projects and ask – "How can we help?"

Our group once more applauded Darrel Adair's efforts and positive helpful attitude while providing a "lifeline" to individual schools asking for assistance.

10.0 Coaching Education and CPR/First Aid classes

Tom presented the 2008/2009 Coaching Education and CPR/First Aid class schedule as well as the revised District Coaching Education Handbook. It was noted that all walk-on coaches are required to take the District Coaching Education class as well as the CPR/first Aid classes before they are officially employed and eligible to coach.

Also, all certificated teacher-coaches must have a valid CPR/First Aid card in order to coach. This is mandated by the State Department of Education. Please register with Barb at the District Athletic Office at 999-5684 for all classes.
Thank you!

11.0 Distribution of National Federation Sport Rule Books

Tom and Bob Decker distributed National Federation Sport Rule Books to all junior high intramural directors. Each school was given two (2) per sport so that both the intramural directors and coaching staff could have a copy. All sports were included except for track and softball! Those books have been back-ordered and will be given out prior to that season of sport.

12.0 Review and distribution of Jr. High Intramural Program "Blue Books"

Each school has been allocated a total of twelve (12) 2008/2009 Intramural Program "Blue Books" for the upcoming year. Additional copies may be requested! Please contact Barb at the District Athletic Office (999-5684) and she will mail them out for your convenience.

Tom & Bob reviewed the over-all program and discussed the first season of sport. **They noted the program will again operate daily – Monday through Friday from 2:30 p.m. – 4:30 p.m.** At the recommendation of our spring intramural study group, we have continued with the same sport's seasons on our play-off calendar. **Schools may begin to organize their play-off teams three (3) days prior to their first scrimmage.** Dead weeks have been provided after each season of sport and at semester. Payment of officials will still be taken care of by each home school and reimbursed by district after each season of sport. Each school has been given an intramural line item budget of \$6,500 to be used in their afterschool program for supplies and equipment. **Budget #01xx054010-4310 (xx indicates your school number)**

The reporting of all play-off scores again this year will be to the district athletic office immediately after each contest so that arrangements can be made for the next play-off round. For your convenience, two phone numbers are provided for this information – **999-5684** and **999-5641!**

In addition, **all schools** have once again been provided with fifty (50) hours of overtime for their fieldman for the school year to be used in the afterschool intramural program. Please use this overtime in your intramural play-offs or however best needed with your afterschool intramural program.

It was also agreed that all schools should maximize their efforts to run a separate intramural division for 7th grade teams for all play-offs! Please continue to help us provide the opportunity for 7th grade participation both in intramurals and play-off competition. It has been extremely successful because of your support!

District intramural directors were also reminded to turn in play-off eligibility rosters to district athletic office **one week** prior to the start of each district quarterly play-off tournament. Thank you!

Football rules: Please note that all football participants will again be required to wear a mouth guard this year for both practice and games. The first one will be issued to the student at **no cost!** Please remind our coaches and student athletes!

13.0 Season-end awards and recognition program after each season of sport

Intramural directors were requested once more to conduct a student recognition awards ceremony at the conclusion of each season of sport. Student athletes and their parents appreciate the opportunity to be recognized for their various accomplishments. Please let us know if we can help in any way in the planning or staging of your event!

14.0 District Advisory Booster Council

Please assist us by locating one or two parent representatives from each school for **Monday, November 3, 2008**, meeting @ 6:30 p.m. at the District Office/Lounge. Please call Barb (999-5684) with name, address, and phone number as soon as possible so that the first organizational letter can be sent out! Many thanks for your cooperation! We are looking forward to another great year!

15.0 Anaheim ICE schedule (formerly Disney ICE)

Schedules for our six junior highs located within the City of Anaheim have currently been mailed to principals for participation in Anaheim ICE. (Ball, Brookhurst, Dale, Orangeview, South, Sycamore)

Each junior high school will again have the opportunity to send sixty (60) students to participate in skating classes. These classes will be held on Tuesday, Wednesday, and Thursday afternoons from 3:30 p.m. to 4:30 p.m. This year, we will have six (6) week cycles of participation with the first session starting on Tuesday, September 30, 2008.

16.0 Superintendent's District Display Case schedule for 2008/2009 "Showcasing Your School"

<u>Sept./Oct.</u>	<u>2008</u>	<u>Anaheim "Colonists"</u>
Nov./Dec.	2008	Cypress
Jan./Feb.	2009	Katella
March/April	2009	Kennedy
May/June	2009	Loara
July/Aug.	2009	Magnolia
Sept./Oct.	2009	Oxford
Nov./Dec.	2010	Savanna
Jan./Feb.	2010	Western

17.0 2009 Superintendent's Scholar/Athlete Awards Dinner – Thursday, May 28, 2009, at Anaheim Convention Center Grand Ballroom – 6:00 p.m. Please ink your calendar!

18.0 Good of the Order/Sharing/Other

19.0 2008/2009 Calendar of Events

- **1st Season of Sport** – (Sept. 15, 2008 – Nov. 6, 2008) – Boys' Flag Football, Girls' Volleyball, Boys' Tennis
- **2nd Season of Sport**- (Nov. 19, 2007 – Jan. 23, 2009) – Boys' Basketball, Girls' Soccer, Girls' Tennis
- **3rd Season of Sport** – (Feb. 2 – March 20, 2009) – Girls' Basketball, Boys' Soccer, Boys' & Girls' Cross Country

2008/2009 Calendar of Events (continued)

- **4th Season of Sport – (March 30 – June 2, 2009)** – Boys' & Girls' Track, Girls' Softball, Boys' Volleyball, Swimming
- **District Jr. High Track Championship FINALS** – Thursday, May 14, 2009 @ Handel Stadium
- **Superintendent's Scholar/Athlete Awards Dinner** – Thursday, May 28, 2009 @ Anaheim Convention Center Grand Ballroom @ 6:00 p.m.

Next Scheduled Meeting
Thursday, November 13, 2008 @ 3:00 p.m.
District Office/Supt.'s Conference Room

Submitted by:

s/Tom Danley _____
Tom Danley, District Director of Athletics/
Foundation

s/Dave Cowen _____
Dave Cowen, Assistant Superintendent,
Administrative Services