It is the policy of the Iowa High School Athletic Directors Association not to discriminate on the basis of gender, race, national origin, creed, age, marital status, or physical disability in its educational programs, activities, or employment policies as required by Title VI of the 1964 Civil Rights Act, Title IX of the Educational Amendments, and the Federal Rehabilitation Act of 1973.

Statement of Purpose

The purpose of this handbook is to inform the four district officers of their duties as they pertain to the Iowa High School Athletic Directors Association. The district officers are an important part of the general organization and therefore, it is important that their duties are made clear. The information contained in this handbook is taken from the Iowa High School Athletic Directors Association Constitution and By-Laws as well as past experiences of former directors.

The Iowa High School Athletic Director
Serving Middle School, Junior and Senior High Athletics in Iowa

STRIVES to develop and maintain a comprehensive athletic program which is in harmony with and contributes to the total school program.

CONSIDERS the well being of the entire student body and supports its principles of due process that protects the civil and human rights of all individual.

ACTS impartially in the execution of basic policies and the enforcement of conference or league, state high school boys association and girls union rules and regulations.

COOPERATES with honesty and integrity and fulfills professional responsibilities in all relations with students, colleagues, coaches, administrators and the general public.

IS COMMITTED to high standards of ethics, sportsmanship, and personal conduct on the part of the administrators, coaches, and athletes representing their school.
Iowa High School Athletic Directors
District Director’s Handbook

Taken from Article IV, Section 2, Constitution and Bylaws:
The district directors shall consist of two representatives from each of the five Iowa High School Athletic Association’s Districts (Northwest, Southwest, Central, Southwest and Northeast). A director from each district shall be elected at each of the five districts athletic director meetings in October and will serve for a period of two years.
The time in office for all directors shall start and end with the final Board meeting of the school year.

Taken from section 9, Constitution and Bylaws:
The director shall serve as the representative of their respective district. They shall assist the Executive Board officers in conducting the business affairs of the Association. Jointly, they shall be responsible for arranging the fall district meeting of their respective district. The senior director shall be responsible for conducting the fall meeting, while the junior director shall be responsible for district membership.

Progression of District Officers
(All duties assumed after the final Board meeting of the school year)

SENIOR DIRECTOR

JUNIOR DIRECTOR

DISTRICT PRESIDENT

DISTRICT SECRETARY
(elected at the fall district meeting)
Senior Director Duties

1. Specify district meeting procedure.
2. District representative to the IHSADA Board of Directors, IHSAA and IGHSAU.
3. Responsible for selection of District AD of the year.
4. Organize the annual fall district AD meeting.
5. Delegate fall meeting organization to the District President.
6. Liaison between the IHSADA Executive Board and the district AD’s.
7. Appoint AD to fulfill any vacancy that may occur in the district officer positions.
8. Serve on one of the Association Committees.
9. Report membership welfare to the President of the IHSADA.
10. Assist the President with the State Convention.
11. Responsible for the Recorder / Presider signup at fall district meeting.
12. Write articles for the State Newsletter.
13. Assist Legislative liaison with school activity legislative matters and correspond with state legislators if requested by President.

Junior Director Duties

1. Assist District President in arranging fall meeting agenda.
2. Membership communication about district meeting.
3. District representative to the IHSADA, IHSAA and IGHSAU.
5. Assume office of Senior Director after the spring convention.
6. Serve on Committees appointed by the State President.
7. Assist Legislative liaison with school activity legislative matters and correspond with state legislators if requested by President.
8. Assume responsibility for Senior Director’s duties in his/her absence.
9. Serve on one of the Association Committees.
**District President Duties**
1. Contact guest speaker(s) and final arrangements.
2. MC the district meeting and introduce speaker(s).
3. Contact the secretary candidates.
4. Hand out door prizes.
5. Record questions for IGHSAU and IHSAA.

**District Secretary Duties**
1. Assist District President in arranging fall meeting agenda.
2. Record minutes of district meeting and send to IHSADA Secretary.
3. District representative to the IHSADA, IHSAA and IGHSAU.
4. Assist Senior Director in district communication and other ways.
5. Sign-in sheets. Check for correct name and e-mail addresses.
6. Serve on Committees appointed by the State President.
7. Assist Legislative liaison with school activity legislative matters and correspond with state legislators if requested by President.

**District Junior High Director Duties**
A. Collect tickets at luncheon (Monday)
B. Handout door prizes.
C. Generate questions for convention survey.

***Officers are instructed to familiarize themselves with the Constitution and By-Laws which are located on the IHSADA website or available by contacting the State Secretary.***
IHSADA Guidelines for Awards

Criteria
1. Ten years as a High School Athletic Director.
2. Active/past membership in the Iowa High School Athletic Directors Association.
3. Twenty-five years service in interscholastic athletics.
4. Special contribution and accomplishments toward secondary school athletics in Iowa or the Nation.
5. Hall of Fame awards can be presented post-humously.

Procedure
1. Nominees solicited at District Board meetings. Nomination forms published in the newsletter and can be found on the IHSADA Website.
2. Nomination deadline is October 31st.
3. Nomination approval at November Board meeting.

OUTSTANDING SERVICE AWARD
1. Maximum six (6) award winners
2. May be active or retired
3. Ten years of contributions to secondary school athletics in Iowa.
4. Community Volunteer
5. Nomination deadline is October 31st

ADMINISTRATIVE AWARD
1. Maximum of two award winners
2. May be active or retired
3. Ten years of contributions to secondary school athletics in Iowa
4. Contributions must be performed outside the role/position of athletic director
5. Nomination deadline is October 31st

SPORTS MEDIA PERSON OF THE YEAR
1. One award winner
2. Currently active in media/journalism
3. Ten years of significant contributions in support of athletics in Iowa
4. Nomination deadline is November 1st

SPORTS MEDICINE PERSON OF THE YEAR
1. Maximum of two award winners
2. Currently active
3. Ten years of significant contributions in support of athletics in their community or State.
4. Nomination deadline is October 31st

NIAAA STATE AWARD OF MERIT
1. Member of NIAAA the past two years
2. Strong leadership role in State and national organizations.
3. Service to school and profession
4. Long-term contributor to Athletic Administration.
5. Award presented at the State Convention

LENGTH OF SERVICE AWARDS
1. Certificates: Five (5) and ten (10) year
2. Plaques: 15, 20, 25, 30, 35 and 40 year
3. Years of service counted as of June of the year about to be completed