



School District of Onalaska Co-Curricular Staff Handbook

2024-2025

If you have any questions about this handbook, please contact:

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School District of Onalaska Mission Statement

Working together to ensure high levels of learning for all.

School District of Onalaska Vision

A model school district in service of students, staff, and community.

School District of Onalaska Values

Belonging - Ensuring that all are accepted, embraced, and valued as members of a cohesive community

Engagement - Fostering a positive, student-centered culture

Continuous Improvement - Pursuing excellence through goal setting, feedback, reflection, and growth

Collaboration - Empowering one another to work interdependently to achieve common goals

Integrity - Acting in an ethical manner with humility, honesty, and transparency

Onalaska High School Mission Statement

“Learning for All”

Co-Curricular Mission Statement

The mission of the School District of Onalaska Co-Curricular program is to provide and maintain opportunities for students to participate in a variety of activities that are:

- Part of the school’s educational program and therefore an extension of the classroom
- Competitive at a level appropriate to a student’s age

Co-Curricular Program Goals

- Improve physical and social skills
- Find success in an area of interest
- Have fun

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Non-Discrimination Statement

It is the policy of the School District of Onalaska that no person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy,

marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

The Onalaska Board of Education has approved this handbook and its School District policy.

Forward

The School District of Onalaska Co-Curricular Handbook is designed to outline the job duties and responsibilities of coaches/advisors of 6th-12th grade co-curricular activities. It follows the format of the pre-season coaching meeting that every coach is required to attend yearly. A copy of the agenda for the pre-season coaching meeting can be found in Appendix A of this handbook. In addition to the information contained in this handbook, coaches/advisors should consult the following sources for additional information as appropriate:

- School District Board of Education Policies
- WIAA Website and rule books
- National Federation of High Schools (NFHS) Rule Book
- Student Activities Handbooks for OMS and OHS
- Athletic Conference Rules/Procedures

Message to Coaches and Advisors

Welcome to the School District of Onalaska coaching/advising staff. We are pleased you are willing to help our students develop into better teammates, participants, and people.

Because students look up to coaches/advisors for guidance and advice, you have the responsibility to ensure that students understand their role as a student-athlete. While participation in co-curricular activities is important and can contribute to a student's enjoyment of school, their primary responsibility is to their academic development. The co-curricular program is an important opportunity for our students to have a positive school experience.

It is imperative that you read and understand the information contained in this handbook. Any questions should be directed to the appropriate Activities Director.

In addition to the information contained in this handbook, it is important that you familiarize yourself with the following sources of information as appropriate for your activity:

- Student Activities/Athletic Handbook
- WIAA Website - www.wiaawi.org and Rule Books
- Appropriate Conference rules/procedures
- NFHS Rule Books
- School Board Policy (especially)

Thank you for everything you do for the Onalaska Schools and our community. You have a chance to make a difference in the lives of our students.

Enjoy this opportunity and have a great season.

Jason Thiry, OHS Activities Director/Associate Principal
DJ Ehrike, OMS Activities Director

Pre-Season Duties/Information

- A. High school coaches must complete the rules interpretation meeting/watch the video, and complete the appropriate WIAA rules exam. Failure to do this results in individual contact from the WIAA, supervised make-up tests, and other possible penalties.
- B. All middle and high school coaches are expected to meet with the Activities Director before the season. An agenda for this meeting is included in Appendix A.
- C. Practice schedules must be completed including facility needs before the start of each season. Please work cooperatively with the other coaches who may share your facility needs. These schedules must be submitted to the appropriate Administrative Assistant before distribution to students and parents at the pre-season meeting or first day of practice (middle school).
- D. Athletes must have the following forms completed through online registration prior to being eligible to start the season: Concussion Prevention Acknowledgment Form, Physical, and Medical/Emergency Information. Physical forms turned in to coaches should be submitted to the Administrative Assistant.
- E. A pre-season student/parent meeting is required. Items that must be covered by the coach at this meeting include:
 - Activities Code
 - Season practice/event schedule
 - Coach/Activities Director contact information
 - Squad selection expectations and guidelines (as applicable)
 - Coach/Parent/Player expectations
 - Reminder of required forms before the first day of practice
 - Lettering/Awards criteria (High School only)
 - Transportation Rules/Travel Release Form
 - Academic Excellence Expectations for Student Athletes
 - Key ways for Student-Athletes to balance being a student and an athlete
- F. Before the first practice, coaches must check out a First Aid kit.
- G. Your Onalaska school email is set up and that is the email address you will use for communication.
- H. Varsity coaches must have a written statement explaining their policy for awarding letters. School policy requires that you give a copy to all student participants and have

a copy on file in the AD Office.

- I. Please check all doors when you leave the building group to or coming from trips or practices on weekends or vacation days.
- J. If you have weekend practices, scrimmages, or early bus departures, please notify the activities office so alarms can be coordinated. The same is true for late returns from trips and for practices or games during vacation. If you need access to the building when it would be normally locked, you must make arrangements with the Activities Director/Associate Principal.
- K. Remember, you are responsible for locker room supervision. Men coaching female sports are asked to check the locker room after all the female athletes have left the locker room.
- L. The Board of Education has a Sunday and Wednesday Policy 3820. Sunday practices may only be scheduled when teams have Monday contests, and all Sunday practices must be approved by the building principal or Activities Director. Wednesday practices and all team activities must end by 6:00 P.M.

In-Season Duties/Information

- A. After the first scheduled meeting, turn in a team roster to the Administrative Assistant. These lists should be updated and resubmitted if a new participant joins a team. After rosters have been turned in, you will be furnished with a list of students who have not paid user fees. Please help in reminding students to turn in user fees (High School only). Please check the listing of students ineligible for participation based on academic or training code violations.
- B. Maintain communication with the activities office on at least a weekly basis.
- C. Communicate with parents on an ongoing basis throughout the season (at least weekly at the middle school level). An email distribution list for athletes on your team can be obtained from the Administrative Assistant. Please copy the Administrative Assistant on any email communication to students/families.
- D. Provide announcements to the appropriate school office the day following a contest or event.
- E. All transportation of students is arranged through the Activities Offices.
- F. Remember that when dealing with officials and opponents, your reactions reflect not only on you but also on our school. Good sportsmanship is a positive attitude that needs to be maintained at all times.
- G. It is the coach's duty to remain with students at all times. This includes the times

before/during/and after practices and events.

- H. A coach shall remove from competition or practice any student that the coach determines is exhibiting signs, symptoms, or behavior consistent with a concussion or head injury or who the coach suspects has sustained a concussion or head injury. Any student removed from participation under this section may not return to participation until a written release to participate from a healthcare professional is provided.

Payment Procedure

Staff Coaches

Coaches who are School District of Onalaska staff members will be paid in accordance with the guidelines found in the Employee Handbook.

Non-Staff Coaches

Non-staff coaches will be paid in accordance with the identified salary and maximum hours on contract.

Post-Season Information

After each coaching season, coaches may be evaluated and must submit an End of Season report (see Appendix F). Coaches are evaluated on the Wisconsin Coaching Standards. A copy of a coaching evaluation is included below:

Volunteer Information

The District recognizes that certain programs and activities can be enhanced through the use of volunteers who have particular knowledge or skills that will be helpful to members of the staff responsible for the conduct of those programs and activities. Please see Board Policy 8120 for further information

Conduct of Coaches

Co-curricular activities are an extension of the classroom, and as such, coaches and advisors will be held to the same standards as teachers. These standards are outlined in both the employee handbook and the co-curricular staff handbook. Please see Board Policy 2341.02 for further information.

Locker Room Policy

The Board of Education recognizes the importance of protecting the privacy interests of the District's students and is committed to safeguarding students' privacy in the locker room facilities.

As required by law, the Board establishes the following locker room privacy policy. Please see Board Policy 9151 for further information.

Athletic Trainer/Training Room (High School)

The athletic training room is a medical facility.

It is the sole responsibility of the student-athlete to report all injuries to the athletic trainer to ensure

proper and expedient care.

Any student-athlete with a new injury or illness must notify the athletic trainer immediately so that the coaching staff can be updated on the student-athlete's status. The athletic trainer will determine a specific report time based on daily practice times.

Student-athletes are not permitted to treat themselves or dictate their own treatment. All treatments are at the discretion of the athletic trainer.

If a student-athlete is not adhering to the athletic training room rules, he or

she can lose privileges to the facility. Coaches will be notified of any student-athlete who is not compliant with these rules.

Training room hours will be posted outside of the training room.

Athletic Trainer (Middle School)

Athletes wishing to be seen by the Athletic Trainer must sign up at the door of the health aide room in the OMS Main Office. The Athletic Trainer typically sees students once weekly, on an as-needed basis.

Care of Uniforms and Equipment

The school attempts to provide both the best and safest equipment. Students are expected to take excellent care of this equipment. The original equipment issued to you must be returned at the close of the season. The care and maintenance of equipment will be the co-responsibility of participants and the school district. Coaches are responsible for issuing and collecting all uniforms and equipment and report to the Activities Office when uniforms and equipment have been lost or stolen. The Activities Office will determine fines based on the replacement cost of the item(s) that are not returned.

Budget

The budget for each activity varies and can be obtained from the Activities Director.

Purchasing Procedures

All Coaches and Advisors will review purchasing procedures with the Activities Director on an annual basis.

Booster Club Information

The District recognizes the Onalaska Hilltopper Athletic Booster Club as the sole athletic booster club for the School District of Onalaska. The Booster Club exists to provide support and assistance to the District's athletic programs and facilities, both financially and with volunteer assistance.

The District also recognizes the Band Booster and Parent Support Group as the band and show choir booster clubs for the School District of Onalaska respectively. This Booster Club also exists to provide support and assistance to the District's music programs and facilities, both financially and with volunteer assistance.

The Booster Club's involvement in the District's programs fosters school and community pride. The school administration, Board of Education, and Officers of the Booster Club shall work

cooperatively toward common goals for the benefit of the District and students. Any and all tangible assets donated by the Booster Club, to the schools, become part of District property.

Donations

Any donation of any amount must be reported to the Activities Director. All donations must be approved by District staff. Depending on the value of the item, donations may need Board approval before acceptance.

Notice and Statement of Nondiscrimination on the Basis of Sex

The Board of the School District of Onalaska does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

To report information about conduct that may constitute sex discrimination or to make a complaint of sex discrimination under Title IX, please contact the District's Title IX Coordinator.

The District's Title IX Coordinator is:

Laurie Enos
Director of Student Services
237 2nd Ave South Onalaska, WI 54650
titleix@onalaskaschools.com
608-783-4610

The Board's nondiscrimination policy and grievance procedures can be found on the [School District of Onalaska's website](http://www.onalaskaschools.com) (www.onalaskaschools.com) under [Title IX](#), Annual Notices and [Board Policy 2264](#).

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights ("OCR"), or both. Contact Information for OCR is available here: [Contact OCR](#)

Wisconsin Coaching Standards

A coach shall demonstrate proficient performance in the knowledge, skills and dispositions under all of the following standards:

1. **Coaches know the subjects they are coaching.**
 The coach understands the central concepts, tools of inquiry, and structures of the disciplines she or he coaches and can create learning experiences that make these aspects of the subject matter meaningful for athletes.
2. **Coaches know how children grow.**
 The coach understands how children with broad ranges of abilities learn and provides

instruction that supports their intellectual, social, and personal development.

3. **Coaches understand that children learn differently.**
The coach understands how athletes differ in their approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of athletes, including those with disabilities and exceptionalities.
4. **Coaches know how to teach.**
The coach understands and uses a variety of instructional strategies, including the use of technology, to encourage children's development of critical thinking, problem-solving, and performance skills.
5. **Coaches know how to manage an athletic environment.**
The coach uses an understanding of individual and group motivation and behavior to create a learning environment that encourages positive social interaction, active engagement in learning, and self-motivation.
6. **Coaches communicate well.**
The coach uses effective verbal and nonverbal communication techniques as well as instructional media and technology to foster active inquiry, collaboration, and supportive interaction in the athletic environment.
7. **Coaches are able to plan different kinds of practices.**
The coach organizes and plans systematic instruction based on knowledge of subject matter, athletes, the community, and athletic goals.
8. **Coaches know how to test for athlete progress.**
The coach understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the athlete.
9. **Coaches are able to evaluate themselves.**
The coach is a reflective practitioner who continually evaluates the effects of his or her choices and actions on athletes, parents, professionals in the learning community, and others and who actively seeks out opportunities to grow professionally.
10. **Coaches are connected with other coaches and the community.**
The coach fosters relationships with school colleagues, parents, and agencies in the larger community to support athlete learning and well-being and acts with integrity, fairness, and in an ethical manner.

Evaluation Tool

The administration will formally review the performance of the head varsity coaches/advisors. These formal evaluations will be made every two years at a minimum and will follow the evaluation procedure in the coaches' handbook. All new head varsity coaches/advisors will be formally evaluated in their first year of employment.

Administration reserves the right to formally or informally review the performance of any head or

assistant coach/advisor at any time. The administration will take appropriate steps to improve performance or terminate the contract if necessary.

Recommendations for continuing contracts must be made to the Board within 60 days after the completion of the season. A season is considered the day after the final state tournament event or the last event of the regular season in which there are no state tournaments.

Non varsity coaches are hired for a season and the contract terminates at the end of each season. Administration will recommend for these positions by the start of each season to the Board.

Coach Assessment

The purpose of the assessment is to assist coaches with understanding the expectations of their positions and to recognize exemplary actions, those that meet standards of expectations, and those areas that may require growth and improvement.

School District of Onalaska - Coaches Evaluation

Name of Advisor

Assignment

Rating Scale: N/A - Not Applicable, 1 - Unacceptable, 2 - Needs Improvement, 3 - Meets Expectations, 4 - Exceeds Expectations

Coaching Evaluations are based on the 10 Wisconsin Standards for Coaching Development and Licensure.

1. Coaches know the subjects they are coaching.
2. Coaches know how children grow.
3. Coaches understand that children learn differently.
4. Coaches know how to teach.
5. Coaches know how to manage an athletic environment.
6. Coaches communicate well.
7. Coaches are able to plan different kinds of practices.
8. Coaches know how to test for athlete progress.
9. Coaches are able to evaluate themselves.
10. Coaches are connected with other coaches and the community.

	Score
1. Has a solid knowledge base of sport	
2. Seeks opportunities to improve (ie. clinics, reading, videos)	
3. Uses different methods, drills, scrimmage situations for team and	

individual improvement	
4. Represents Onalaska School District professionally in dress and behavior	
5. Uses a variety of positive motivational techniques	
6. Is prompt and consistent in addressing team for practices, games, and meetings	
7. Is prepared for practice and games	
8. Attends coaches meetings that are relevant to their sport	
9. Complies with all district rules, including Wednesday and Sunday practices	

Comments:

	Score
1. Develops healthy relationships with all team members	
2. Has positive and open communication with individuals on team	
3. Schedules time to communicate with team members individually or in small groups	
4. Creates an atmosphere that allows team members to grow and improve with constructive coaching and reinforcement	
5. Demonstrates enthusiasm for students and coaching	
6. Takes an interest in students off-season activities	
7. Encourages students to excel in academic pursuits as well as athletics	

Comments:

	Score
1. Practices are well organized for maximum use of learning time	
2. Team goals and rules are clearly stated and reviewed with team	
3. Individual and team roles are evaluated and communicated in a positive manner	
4. Statistics are kept and used to augment team goals	

5. Provides supervision during trips, practices, and in locker room	
6. Teaches and enforces the activities code and WIAA rules	

Comments:

	Score
1. Communicates effectively with parents	
2. Communicates positively with staff members and other coaches	
3. Meets deadlines in a timely manner	
4. Scores and statistics are reported to news media and website in a timely manner	
5. Communicates any concerns or ideas with Administration in a timely manner	

Comments:

	Score
1. Has knowledge of individual player strengths and weaknesses	
2. Knows individual medical concerns	
3. Encourages athletes to improve during the off-season, including sport specific workouts and strength building	
4. Practice methods use current methodology and strength resistance training	

Comments:

Summary Comments:

Recommendation:

Renewal: _____ Non-Renew: _____ Intensive Supervision: _____

This evaluation was discussed in a conference on _____.

The coaches signature below confirms that the conference was held and the evaluation was discussed. The teacher's signature does not indicate that he/she agrees with the evaluation.

 Evaluator's Signature

 Date

 Coach Signature

 Date

A narrative response to the supervisor's evaluation may be written by the coach and attached.

Middle School-Specific Information

Middle School Philosophy

Onalaska Middle School, the School District of Onalaska, its coaches, and staff believe strongly in the middle school philosophy of athletics.

We believe:

- Middle School comes first. Middle school coaches will remain flexible to allow students to take care of academic needs first with no penalty to their athletic participation whenever possible (while still staying within WIAA eligibility requirements).
- All students who meet eligibility requirements should have the opportunity to participate in an activity.
- If a student would like to participate in more than one school-sponsored activity, staff will make every attempt to allow such participation.
- The focus of middle school sports at OMS will always be on learning. Coaches will work to foster a competitive spirit in athletes, but place more importance on team participation and improvement than winning.

Middle School Practice/Competition Time Guidelines:

Our activity programs are designed for practicing and playing/performing after school. In some cases (ex. show choir) practices may occur in the early evening.

All practice sessions are from 1.5 hours to a maximum of 2 hours in length. The 2-hour maximum is common at the beginning of an athletic season and just before a performance of a non-athletic activity. Practice times may be divided in half, should large numbers exist. Practices will end no later than 5:00 PM on Wednesday nights, per Board policy 3820.

All athletic activities will have five (5) days of practice per week at the beginning of the season, up to the 1st game/contest. The remainder of the season will have five (5) days of practices & games/contests together per week.

The advisor/coach of each activity will provide participants and parents with specific practice information and expectations, etc. (in writing) at the beginning of the season (with necessary updates).

Co-curricular Participation in OMS Events

- If numbers become too large for conducting effective practices, alternate day, rotating, or early/late practices may be used.
- If participants miss practices or are inattentive during practices, advisors/coaches will determine whether or not students will participate in a particular contest. Also, this may result in a reduction of minimum participation time for that individual or removal from the squad.
- The activities director will adjust participation requirements if the weather limits the contests.
- We will attempt to field balanced teams, instead of “A” and “B” teams unless otherwise designed by River Valley Conference rules.
- When splitting “A” and “B” teams, coaches will assign roughly the same number of athletes to each team, as well as the same number of competitions.
- Coaches will provide parents and athletes with the criteria used to split “A” and “B” teams, if applicable.

It is the intent to provide as much participation as possible, for all individuals involved in a particular activity. The following MINIMUM participation standards are designed to actively involve all participants in the program:

A. Football

1. Each participant will compete in a minimum of one full quarter on offense and/or defense in a minimum of two different contests during the season.
2. There shall be eleven participants designated as starting offense and eleven participants designated as starting defense.
3. Participants will be equally placed on specialty teams.

B. Tennis

1. All participants will compete in a minimum of 40% of the contests during the season.
2. There shall be different participants competing in singles and doubles competitions.
3. Reserve matches will be scheduled as possible and will count toward the participation quota.
4. Top participants will be selected for the conference meet competition.

C. Volleyball

1. All participants will compete in a minimum of 50% of the contests during the season.
2. The contests they compete in will be for a minimum of one complete game in above.
3. An additional game may be added on a contest date, to involve more participants.
4. All participants dressed and designated as “A” or “B” team. “A” and “B” teams will consist of roughly equivalent numbers of athletes and will compete in roughly the same number of competitions.

D. Basketball

1. All participants will compete in a minimum of 50% of the contests during the season.
2. All participants dressed and designated as “A” or “B” team will play a minimum of the equivalent of one complete quarter in above. “A” and “B” teams will consist of roughly equivalent numbers of athletes and will compete in roughly the same number of competitions.

E. Golf

1. Ten participants shall be selected for each match. The top five may repeat participation in all matches and the remaining five will be rotated.
2. Depending on number of participants, groups of five will be formed with a different five players making up the second five for each match.
3. The team will be made up of 24 participants (12 girls and 12 boys). If there are fewer than 12 of one gender, the balance of the team will be made up with the other gender.
4. Top participants will be selected for the conference meet competition.

F. Wrestling

1. All participants will have the opportunity to compete in a regular or exhibition match for each contest.
2. Participants in tournaments will be determined through wrestle-offs and by tournament elimination.

G. Softball

1. All participants will compete in a minimum of 50% of the contests during the season.
2. All players for a game will hold a position in the unlimited batting order during the game. All participants will play a minimum of two complete innings on defense each game.
3. If participation numbers warrant splitting teams, athletes will be divided into "A" and "B" teams. "A" and "B" teams will consist of roughly equivalent numbers of athletes, and will compete in roughly the same number of competitions.

H. Track

1. All participants will be scheduled for a minimum of one field of one running event for each home meet.
2. Top participants will be selected for the conference meet competition.

I. Cross Country

1. All participants will compete in all home meets and in as many away meets as possible based on away meet limits.
2. Top participants will be selected for the conference meet competition.

J. Show Choirs, Drama, Solo-Ensemble

1. All participants will be scheduled for all events.

Dual Participation Guidelines (Middle School)

Middle School students are allowed and encouraged to participate in multiple school-sponsored activities. Coaches and staff will make every attempt to accommodate students' participation in multiple school-sponsored activities, while still keeping in mind WIAA eligibility guidelines.

High School Specific Information

Dual Participation: Students are not allowed to participate in two co-curricular sports during the same season. It is the feeling of the Activities Department and the coaching staff that athletes

need to focus on one seasonal sport.

Varsity Head Coach Responsibilities

1. Live the mission and Philosophy
 - a. Understand that athletics are an extension of the classroom
 - b. Display, expect, and model the principles of good sportsmanship
 - c. Teach our players to become competitive athletes
 - d. Expect players to continuously improve
 - e. Motivate participants to be a good team member

2. Act in a Professional Manner
 - a. Policy 6115 - Coaching conduct
 - b. Game Conduct

3. Communication with stakeholders - the head coach should support the:
 - a. Youth Programs
 - i. Support of feeder/middle school programs
 - b. Freshman, Junior Varsity and Varsity Reserve Coaches
 - i. District program plan/needs
 - c. Team Members
 - i. Handbook expectations- team selection, practices, lettering, etc.
 - ii. Pre and post-season opportunities
 - d. Parents
 - i. Pre and post-season meeting
 - e. Booster Club Team Rep.
 - f. The Community
 - i. Interviews
 - ii. Press release on athletes
 - g. The Staff Members at Onalaska High School

4. Visibility
 - a. Freshman and Varsity Reserve Games
 - b. Encouraged at other school events

5. Continuing Education
 - a. Attendance at clinics

Playing Time

Varsity Team

Our goal is to be competitive. It means you may not play in every game or playing time will vary. You may have to wait several games before playing. Your ability, attitude, and commitment to your team are the factors that will determine your playing time.

Varsity Reserve Team

The emphasis on being competitive is lightened by the idea of giving more players a chance. Each player will play throughout the season but perhaps not in every game. Your ability, attitude, and commitment are the factors that will

determine your playing time.

Junior Varsity Team

The emphasis is on competing and giving more players a chance to play. Each player will get playing time throughout the season in almost every game. Your ability, attitude, and commitment are the factors that will determine your playing Time.

Freshmen Team

Improvement of skills and understanding of strategies of the game is emphasized more than winning. **Everyone should play in some way, shape, or form in every game provided the athlete has met the appropriate criteria.** Your ability, attitude, and commitment to your team are the factors that will determine your playing time.

Policy regarding squad selection

Pre-season squad selection as a result of team tryouts should be based on skill and the perceived potential value of the individual to the team.

- Before the first evaluation of the participants takes place, an explanation will be given to the participants outlining the expectations and guidelines of the evaluation.
- Once final squad selections have been made, contact must be made with participants that have not been selected prior to any posting of the final rosters. This contact must be through a conversation with the individual.

If it becomes necessary to remove a squad member during the season (after initial pre-season selections are made), reasons for this action should be thoroughly explained to the athlete and his/her parents. Once again, this should be done in a manner sensitive to the emotional distress that would be expected in this type of situation.

When removal is considered after squads have been selected, the decision must be approved by the Assistant Principal/Activities Director. Reasons for the removal should be presented in writing to the Assistant Principal/Activities Director, as well as to the player and his/her parents.

Appendix A

Pre-Season Coaching Meeting Agenda

This is a **DRAFT** copy of what will be covered in the meeting. Agenda items may be added or deleted as needed.

- Nurse: epi-pen, diabetic, asthmatic, accident reports/procedure (911)
- Athletic Trainer: Concussions/NIAAA Concussion Online course, training room
- Impact Testing
- Heat Index / Lightning
- Bloodborne Pathogen (online)
- Reminder to hand in CPR/1st Aid proof of certification
- Coaching Handbook
- Importance of mentoring athletes to be excellent student-athletes each day
- NHSCA Membership/Insurance Program
- WIAA rules video/exam
- MVC/~~River Valley~~ Conference Rules
- Mandatory Reporting
- Hudl Software
- Activities Handbook/Code of Conduct
- Busing/Transportation & Travel Release Form/Contact Info
- Purchasing Guidelines
- Booster Club (high school)
- Communication Expectations
- Payment/Hours/Differences between staff/non-staff
- Coach Evaluation
- Contact Information (AD, Activities admin assistant, coaches contact information)
- Procedures for accepting a new athlete into a program in progress
- Conflict Resolution Chain of Command
- Middle/High School specific information
- Practice guidelines (Wednesday/Sunday practices)
- Other items

Appendix B

Fourteen Legal Duties of a Coach

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This summary is not all-inclusive but is generally accepted as the “Legal Duties of Coaches” by the NFHS (National Federation of High Schools) and NIAAA (National Interscholastic Athletic Administrator Association).

1. **Duty to Plan** – A coach must demonstrate awareness of the maturity, physical development, and readiness of athletes with appropriate plans for instruction, conditioning, and supervision.
2. **Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries, and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.
3. **Duty to Assess Athletes Readiness for Practice and Competition** – Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.
4. **Duty to Maintain Safe Playing Conditions** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.
5. **Duty to Provide Safe Equipment** – Courts have held athletic supervisors responsible for improving unsafe environments, repairing or remove defective equipment or disallowing athlete access.
6. **Duty to Instruct Properly** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.

7. **Duty to Match Athletes** – Athletes should be matched with consideration for maturity skill, age, size, and speed. To the degree possible, mismatches should be avoided in all categories.
8. **Duty to Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive games.
9. **Duty to Warn** – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
10. **Duty to Ensure Athletes are Covered by Injury Insurance** – Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides a basic level of medical coverage. The school district does not carry insurance for athletes. Insurance information is available in the office.
11. **Duty to Provide Emergency Care** – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.
12. **Duty to Design a Proper Emergency Response Plan** – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
13. **Duty to Provide Proper Transportation** – In general, bonded, commercial carriers should be used for out-of-town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. (follow School District guidelines)
14. **Duty to Select, Train, and Supervise Coaches** – Administrators have the responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well-being among athletes.

Appendix C

Athletic Department General Coaching Positions Job Description Head, Assistant and Volunteer

Minimum qualifications:

1. Experience in participation or coaching and/or interest in working with students/athletes.
2. Knowledge of basic rules of the activity and specific safety concerns.
3. Ability to work effectively with the rest of the staff.
4. Knowledge of skills and strategies common to sport.
5. Knowledge of child growth and development (physical and emotional) necessary to guide young people.
6. Knowledge of basic safety, first aid, and training procedures.
7. Ability to organize practices and games/meets/matches.
8. CPR and First Aid Certified

Reports to: Activities Director, Administration

Minimum performance responsibilities:

Coaches Shall:

1. Teach knowledge and execution of basic fundamentals and techniques of each position/event as well as team play.
2. Assist and support your sport's coaching staff, their system, and the total program.
3. Prepare a team physically, mentally, and emotionally to effectively compete to the best of their abilities.
4. Provide a safe, healthy, challenging competitive physical activity.
5. Promote and show enthusiasm for the program in the school and community.
6. Prepare plans and strategies for practices and games.
7. Issue and collect equipment and attempt to keep it in the best possible condition.
8. Give necessary proper first aid and training assistance.
9. Assist in scheduling contests when necessary or desired.
10. Prepare and submit various reports and information required by the school, conference, or WIAA.
11. Assist in the preparation of playing areas for practices and games/contests.
12. Teach and implement normal safety precautions as necessary for each sport.
13. Supervise team members' conduct at practices and contests, home and away. This includes supervision of the locker room.

14. Attend required rules meetings set up by the WIAA or Conference.
15. Be aware of and abide by all WIAA rules.
16. See that eligibility and exam permit card requirements are met for all squad members.
17. Prepare and submit a written description of methods of squad cuts and award system.
18. Inform media of meet/game results and provide program information where appropriate.
19. Begin practice sessions on the opening date allowed by the WIAA or at a reasonable time to prepare team if weather or facilities is a problem.
20. Cooperate in the sharing of facilities and equipment and in the coordination of practice schedules.
21. Teach good sportsmanship, self-control, self-discipline, poise and pride.
22. Motivate and communicate with student-athletes, students, faculty, parents, and community.
23. Assist in teaching and carrying out the concepts of the Athletic Code and the WIAA rules. Pre-season parent/squad meetings can be helpful.
24. Attempt to provide participation opportunities to as many athletes as possible in practices and games.
25. Keep the team room coach's office in presentable condition, and use the training room for training purposes only.
26. Assist the AD in making custodians aware of unusual arrivals, departures, or practices that occur when custodians are not on duty.
27. Comply with school board policy regarding activities on Wednesdays and Sundays (3820).
28. Make contact with the AD at least once a week.
29. Sign bus forms provided by the driver and submit them to AD.
30. Obtain pertinent medical information on team members from the office and carry emergency medical cards to all games/meets/contests.
31. Fill out accident forms if an injury occurs while under your supervision.
32. Visibly supervise students after practices and events until all these students have procured a safe way home.
33. Understand that WIAA Policy requires non-faculty coaches to take a coaching principles class before coaching a second year.
34. Comply with Board Policy #6115 which states: "Co-curricular activities are an extension of the classroom, and as such, coaches and advisors will be held to the same standards as teachers. Accordingly, the use of sarcasm, ridicule, insults, profanity, belittling statements or sustained yelling will not be tolerated in the school or co-curricular environment. Coaches and advisors are expected to develop and expand their skills in sustaining positive student relationships. Violations of this policy will result in disciplinary action."

Appendix D
Emergency Response Plan

Sport: _____

Site or Situation:

Coach in charge:

Who will call for help?

(Normally the coach in charge is responsible for calling.)

Number to call for emergency personnel:

(Normally this is 911; however, in certain circumstances, an alternate telephone number for police, fire or EMT's is needed.)

Where should emergency personnel be directed to go?

(What is the address? To which door or gate should they come? Where will they meet school personnel?)

Who will stay with the athlete?

(Normally, this is a coach who has first aid training, an athletic trainer, a physician who is a spectator, or a parent/guardian, if present.)

Who will render emergency first aid until emergency personnel arrive?

(Same as above.)

Who will meet arriving emergency personnel and direct them to the injured athlete?

(This could be a site manager, an athlete, a security person, or a coach.)

Who will call parents/guardians to inform them regarding the accident or injury?

(This should be the primary coach of the injured athlete.)

Who will be riding to the hospital with the injured athlete?

(If the event is still in progress, at least one coach must stay and continue coaching. If an additional coach is available, s/he could ride. If no one is available, and parents/guardians are not in attendance, the injured athlete may have to ride to the hospital alone – not a good idea, especially if the injury is life-threatening.)

Who will complete the “Accident Report?”

(Normally the primary coach in charge of the team.)

Who will be responsible for obtaining witness statements, in writing, from individuals who observed the accident or injury as it occurred?

(Normally a coach. These statements should be written statements. On the statement, the witness should include full name, date of birth, address, telephone number, cell phone number, what they saw, where they were situated in reference to the area where the accident or injury occurred, date and time of occurrence, any special conditions observed such as water on the floor, lightning, and any other information the witness feels might be relevant.)

Appendix E

Wisconsin Interscholastic Athletic Association Communicable Disease Procedures

During competition, there is a remote risk of one athlete infecting another with a blood-borne infectious disease. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood on the uniform, it must be changed before the athlete may participate.
2. Routine use of gloves or other precautions to prevent skin and mucous membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated, or in contact, with blood or other body fluids. Wash hands immediately after removing gloves. Where water is unavailable use hand disinfectant approved for blood-borne pathogen use.
4. Clean all blood-contaminated surfaces and equipment with a solution made from a proper dilution of household bleach (CDC recommends 1:100) or other disinfectants approved for disinfecting blood-borne pathogens before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. A breathing barrier, mask and/or micro-shield, should be in place for rescue breathing and/or CPR.
7. Athletic trainers/coaches with bleeding or oozing skin conditions should refrain from all direct contact with athletes until the condition resolves.
8. Contaminated towels should be properly disposed of and/or disinfected.
9. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressing, mouth guards and other articles contaminated with body fluids.

Appendix F

Player Survey Example

Sport _____ Coach _____

Please respond to the following statements. Take your time on this survey and choose the response that best reflects your opinions. There is a comment box after each statement that allows you to provide examples if you desire. This form is confidential and will only be reviewed by the Activities Director. Thank you for your input.

1 - *Strongly Disagree* 2 - *Disagree* 3 - *Neutral* 4 - *Agree* 5 - *Strongly Agree*

1. My coach effectively taught the skills of my sport.

1 - Strongly Disagree 2 - Disagree 3 - Neutral 4 - Agree 5 - Strongly Agree

Comments _____

2. My coach clearly communicated practice and game schedules.

1 - Strongly Disagree 2 - Disagree 3 - Neutral 4 - Agree 5 - Strongly Agree

Comments _____

3. My coach is organized for practices.

1 - Strongly Disagree 2 - Disagree 3 - Neutral 4 - Agree 5 - Strongly Agree

Comments _____

4. My coach is prepared for competitions.

1 - Strongly Disagree 2 - Disagree 3 - Neutral 4 - Agree 5 - Strongly Agree

Comments _____

5. My coach helped me improve over the course of the season.

1 - Strongly Disagree 2 - Disagree 3 - Neutral 4 - Agree 5 - Strongly Agree

Comments _____

6. My coach helped the team improve over the course of the season.

1 - Strongly Disagree 2 - Disagree 3 - Neutral 4 - Agree 5 - Strongly Agree

Comments _____

7. My coach was approachable when I had questions or concerns.

1 - Strongly Disagree 2 - Disagree 3 - Neutral 4 - Agree 5 - Strongly Agree

Comments _____

8. My coach had clear expectations for team conduct.

1 - Strongly Disagree 2 - Disagree 3 - Neutral 4 - Agree 5 - Strongly Agree

Comments _____

9. I understood my role on the team.

1 - Strongly Disagree 2 - Disagree 3 - Neutral 4 - Agree 5 - Strongly Agree

Comments _____

10. My coach communicated off-season opportunities to me (e.g. weight room, open gyms, organized runs, camps, contact days, leagues, etc.)

1 - Strongly Disagree 2 - Disagree 3 - Neutral 4 - Agree 5 - Strongly Agree

Comments _____

11. As a player on the team, I respected my coach.

1 - Strongly Disagree 2 - Disagree 3 - Neutral 4 - Agree 5 - Strongly Agree

Comments _____

12. I enjoyed my participation this season in this sport.

1 - Strongly Disagree 2 - Disagree 3 - Neutral 4 - Agree 5 - Strongly Agree

Comments _____

13. Is there any else that my coach should know about my experience on the team?

Comments _____

Appendix G

End-of-Season Report

Please complete the following information and submit it to the Activities Director upon completion of your season. Final co-curricular pay will not be authorized until this form is complete.

Date: _____

Coach / Advisor: _____ Activity: _____

Yes / No 1. All equipment is properly stored and maintained.
Where?

Yes / No 2. Uniforms have been collected, washed, and stored.
Where?

Are any missing? Yes / No

Numbers of missing uniforms and individual responsible for that uniform:

Yes / No 3. Inventory is attached.
Include a list of any items which you believe are missing and the reason.

Yes / No 4. Are there major equipment items or uniforms that need to be replaced?

Yes / No 5. Attached is a list of information needed about your athletes.

List any student participants (all levels)

Varsity Information Only:

- Letter winners
- Captains
- MVP
- All-Conference
- Individual accomplishments
- State Tournament Placing

Yes / No 6. A copy of your policy for earning a letter and for making cuts is attached.

Yes / No 7. All forms required by the school, conference or WIAA have been completed.

Please check off when they are complete:

_____ Official rankings

_____ All Conference nominations

_____ Materials for Athletic Awards Program

Yes / No 8. You have completed a season summary in paragraph form and emailed it to the Activities Director.

Yes / No 9. End of season meeting is scheduled with the Activities Director.