



SCHOOL DISTRICT OF ASHLAND  
— EXCELLENCE IN EDUCATION —

Ashland High School  
**Coach/Advisor  
Handbook**  
2025-2026

This handbook is a collection of selected policies and administrative guidelines,  
as well as the rules and regulations of the School District of Ashland.  
If there is a conflict between Board policy and this handbook, the Board policy shall take precedence.

BOE Approved: 5/19/2025

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## Ashland Oredocker - Vision Statement

The vision for co-curricular activities at the School District of Ashland is to create safe, fun, and positive experiences for students to build character and find their purpose and passion.

### Introduction

This Coach/Advisor Handbook is intended to serve as a manual to enable the District's coaches and advisors to know what is expected of them. Because coaches and advisors play such an important role in this unique educational aspect of our youth, we must be certain that procedures and standards are clear. It is the expectation of our Board of Education and administration that coaches and advisors do a quality job in all programs and involve as many students as possible in as many activities as practical. The intent of our Co-Curricular programs is to be successful, exhorting students, teams, and clubs to become the best they can be. This handbook has been approved by the Board of Education and does not supersede any School District of Ashland policies.

### Athletic Philosophy

The School District of Ashland believes in maintaining a strong co-curricular program. The increasing number of activities is a clear indicator of our belief that co-curricular programs are a dynamic and integral part of the educational program.

The co-curricular standards for coaches/advisors and participants further describe the philosophy of the school district's co-curricular program.

1. Interscholastic co-curricular programs should be regarded as integral parts of the total educational program and should be so conducted that they are worthy of such regard.
2. Interscholastic co-curricular programs are subject to the same administrative control as the total educational program.
3. Interscholastic co-curricular programs should be conducted by coaches/advisors with adequate training in sports psychology, methods and strategy, conditioning health and safety, sports organization, and an understanding of youth, as well as an understanding and knowledge of the sport and/or activity of which they are in charge.
4. Interscholastic co-curricular programs should be conducted so that the physical welfare and safety of the participants are protected and fostered at all times.
5. Interscholastic co-curricular programs should be conducted in accordance with the letter and spirit of the rules and regulations of the Affiliated Conference, the WIAA, and local codes of ethics and behavior.

### Coach Pre-Season Responsibilities

#### **Ensure all athletes are registered under CO-CURRICULAR REGISTRATION.**

- A hard copy of the co-curricular code must be signed by **both** the student and parent/guardian each year. It must be on file for the student to participate.

#### **Establish a Code of Conduct.**

- Expectations specifically for the sport must be followed and enforced by all assistant coaches at all levels and must be in harmony with the co-curricular code.

Task:	Completed By:
All players registered via CO-CURRICULAR REGISTRATION	Before the start of 1st practice
Team vision and expectations are complete and available to be given to participants and parents	Before season's co-curricular meeting

**Host a pre-season parent meeting to discuss coach/advisor, parent, and student expectations (may take place at Fall/Winter/Spring Co-Curricular meetings).**

- The co-curricular code, schedule and any additional team rules should also be covered.

**Communication Parents Should Expect from the Coach**

- Philosophy of the coach
- Expectations the coach has for your child
- Implement the use of - Team Reach app to advise students and parents of important changes in scheduling. The app can and should be used for away events, when available, to communicate with parents/guardians on estimated return time. Coaches are not required to maintain game calendars on Team Reach that are available through the school activity calendar. Coaches are to post their practice schedules and special team events on Team Reach.
- Locations and times of all practices and contests
- Team requirements (i.e., physical, fees, forms, special equipment, off-season conditions, and summer programs)
- Squad selection
- Procedure should an athlete be injured during participation
- Discipline that could result in the denial of a child's participation
- Review of the schedule, co-curricular code, and player/parent expectations in the program

Task:	Completed by:
Pre-season parent meeting - team vision and expectations given	At season's co-curricular meeting
Understand co-curricular handbooks, ensure athletes do as well	Before the start of 1st practice

**Ensure all paid coaches have completed required courses, forms, tests, etc.**

- Inform all assistant coaches of policies, duties, and responsibilities that are expected of them.
- Head coaches should have regularly scheduled meetings with their coaching staff.

**CNLTs – Coaches Not Licensed to Teach**

The WIAA has approved the NFHS Fundamentals of Coaching and First Aid courses that meet the educational requirements for *Coaches Not Licensed to Teach*. This requirement became effective with the 1994-95 school year and requires CNLT's to successfully complete an approved coaches' education program to enable them to coach during a second school year.

**The following do not need to take an approved course:**

- Student-teacher while engaged in student teaching
- Individual with an administrator's license or pupil services-related license

- Guest lecturers (one-time appearance)
- Anyone who has coached in an educational institution for five or more years (prior to the 1994-95 school year), with or without a current teaching license

**The following must take an approved course before they can coach a second year:**

- Anyone who does not meet the above-listed criteria
- Anyone who does not have a current license to teach in Wisconsin

**The following conditions do not exempt a person from the requirement:**

- Holding a license to teach that has expired
- Being an assistant or non-varsity coach

Task:	Completed by:
All paid coaches: Complete WIAA rules video	Before the start of 1st practice
All paid coaches: Completed NFHS Exam	Before the start of 1st practice
All paid coaches: CPR, First Aid and AED training are necessary, per WIAA requirements	Before the start of 1st practice - check your current card for the expiration date
All paid coaches: Completed Bloodborne Pathogens	Before the start of 1st practice
Volunteer coaches require a yearly background check. Completed background check forms are submitted to the athletic office and a criminal background check will be done.	Before the start of 1st practice
<i>Coaches Not Licensed to Teach</i> successfully complete an approved coaches' education program	Before the start of 1st practice

**All practice schedules and facility use must be arranged with the Director of Athletics and Activities and facilities organizer.**

- Schedules must be put into the school calendar at least one month prior to the event.
- ***Sunday practice sessions are not permitted unless pre-approved. Wednesday practices should end by 6:00 p.m.***
- Confirm game/scrimmage schedule is correct.
- Have in-season strength and conditioning built into the practice schedule twice per week.
- Confirm departure and bus times for away trips.
- Reserve and have an itinerary for any away trip that will require a coach bus.

Task:	Completed by:
Equipment to players signed out and accounted for.	Upon distribution
Field/gym reserved in facilities, practice schedule entered.	At least one month prior
Confirm your schedule is correct, including practice and scrimmage.	Before the start of 1st practice

In-season strength and conditioning at least twice a week scheduled (all programs).	Before the start of 1st practice
Confirm departure and bus times for away trips.	Before the start of 1st practice
Reserve and have an itinerary for any away trip that will require a coach bus.	Before the start of 1st practice

### Fundraising

No fundraising (apart from Booster Clubs) is permitted without prior clearance of the Director of Athletics and Activities. All policies and procedures of the School District of Ashland regarding fundraising must be followed. This includes the accurate completion of all pre-fundraising forms. To maximize fundraising dollars, In-House and local advertising/fundraising is strongly encouraged.

Items ordered for fundraising must be cleared with the Director of Athletics and Activities. **The purpose of all funds raised must be explained. All unaccounted-for items and funds will be the personal responsibility of the coach if reimbursement is required to a vendor.**

Task:	Completed by:
Complete and approve fundraiser forms (including 50/50)	At least two weeks prior

### Meet with our athletic trainer and ensure they have practice and game schedules.

#### Emergency cards

Coaches/advisors are to carry emergency cards of each of their team members at all times (including for practices, games, and scrimmages). All information on emergency cards is confidential.

#### Emergency response plan

All coaches are expected to prepare an emergency response plan for all sites and unusual conditions within their sport regarding procedures to follow.

Task:	Completed by:
Meet with the athletic trainer	Before the start of 1st practice
Emergency cards	Before the start of 1st practice
Emergency response plan	Before the start of 1st practice

### Managers

Managers will be required to be in good standing and will be approved through the Athletic Office by meeting all requirements of the co-curricular code. Only high school-aged students of Ashland High School will be allowed to participate in a managerial capacity.

Coaches and advisors must set clear expectations of managerial duties and responsibilities. Sufficient training to perform those duties, especially when managers are expected to keep team statistics, must be provided.

## Coach In-Season Responsibilities

Coaches should dictate to their coaching staff the objectives and philosophies of the total 9-12 program for that sport, including treatment of officials, parent communication, and practice regulation.

### Officials and Ejection Policy

Berating or using profanity towards officials, or engaging in any action that is inconsistent with the educationally based environment, may lead to disciplinary action against a coach.

Any coach, supervisor, or advisor who is ejected from a game, meet, or contest shall meet with the Director of Athletics and Activities. Removal from a game is subject to WIAA rules.

This policy is enforced at all times of the season. Officials for WIAA contests are contracted in accordance with the pertinent WIAA rules regarding the sport. A major infraction could result in the termination of a coaching contract.

### Practice Regulations

Practice sessions should be well structured and not exceed two and one-half hours, excluding time required for dressing. Fitness facilities are available at the end of the school day with practices to begin at 4:00 p.m. on school days.

Dismissal time to 4:00 p.m. should be used for other co-curricular activity meetings or academic tutoring. Coaches should remain with their players through the full posted practice time. Wednesday practices will conclude by 6:00 p.m. Practices or competitions may not exceed six consecutive days without at least one day off.

### Strength and Conditioning for Athletes

It is the expectation that every student-athlete will participate in strength, conditioning, and agility training. This can be accomplished through the curricular classes offered by the physical education department or conversation with the co-curricular department. Athletes shall be active in strength training a minimum of two days per week in-season. Coaches will track their athletes' compliance either in the curricular fitness class, after school, during practice, or after practice. Coaches will have written consequences for athletes not in compliance.

### Parent Complaint Policy for Extracurricular Activities

Parents who have complaints about coaches/advisors of extracurricular activities will follow the procedures outlined below. Coaches are not required to respond to pressure groups.

If a parent brings a complaint to the Director of Athletics and Activities, they will be directed back to the coach first. Students will be encouraged to advocate for themselves and work with the coach to solve problems. When necessary, the Director of Athletics and Activities will work with the student-athletes to develop strategies to approach coaches.

#### 1. The first contact should be with the athlete and the coach or advisor.

- a. Parents should request a meeting with the coach or advisor to discuss the general nature of the complaint after the student-athlete advocates for themselves
- b. The meeting should not be held immediately after a game or group activity, but rather at least 24 hours after any specific event.
- c. If the parent has a complaint about a specific occurrence, the meeting must be held within seven (7) days of that occurrence.
- d. It is wise for the athlete to talk with the coach about improving playing time.
- e. Grade/age will have no impact on playing time.

- f. Any complaints that are criminal in nature or in violation of school district or WIAA rules or policies should be made immediately and directly to the Director of Athletics and Activities, and not to the coach or advisor.
- 2. The second contact should be with the athlete, parent(s), and the coach or advisor of the extracurricular activity.**
- The parent should notify the coach that he/she was not satisfied with the outcome of the initial meeting with the coach or advisor.
  - The second meeting should be held within seven (7) days of the first meeting held between the parent(s) and the coach or advisor.
  - Playing time will not be discussed at this meeting.
- 3. The third contact should be with the athlete, parent(s), Director of Athletics and Activities, and the coach or advisor of the extracurricular activity.**
- The parent should notify the Director of Athletics and Activities that he/she was not satisfied with the outcome of the second meeting.
  - The third meeting should be held within seven (7) days of the second meeting.
  - The co-curricular director will set a site, date, and time for the meeting.
  - Playing time will not be discussed at this meeting.

Task:	Completed by:
Practice plans in place	Before the start of 1st practice
Official treatment understood	Before the start of 1st practice
Parent/coach complaint procedure understood	Before the start of 1st practice
Have in-season strength and conditioning plans, players in the program	Before the start of 1st practice
Team communications app (Team Reach app recommended)	Before the start of 1st practice test the app and communicate with all players and families

**Be prepared and have a list of students participating in the sport.**

- Ensure that students do not participate in any practice or game unless an examination permit card, emergency card, parent/student handbook card, DPI concussion handout signature page, and signed player/parent agreement are on file in the Athletic Office.
- Make sure all players are eligible (grade or code).
- Have a travel list of players at all levels. If any player is ineligible due to grades, ensure that the player is completing a grade check form to return to competition as soon as grades are passing after the 15th day.
- Create a roster of players, including grade and jersey number.
- Breaches of conduct requiring suspension or discipline, other than the ordinary verbal reprimand, should be brought to the attention of the Director of Athletics and Activities in writing by the coach or coaches involved.

## Grade Requirements:

1 or more Failing Grade(s) at the conclusion of a each Quarter

Student is ineligible for a minimum of 15 scheduled school days and

Student will remain ineligible until doing passing work in all classes.

Student must complete Grade Check Form and show he/she is passing each class before becoming eligible after the 15th day.

Student can practice and may scrimmage as long as there is no loss of school time.

Student is expected to attend practices, follow team established rules, attend home contests (not suit up) and travel (not suit up) -travel as long as there is no loss of school time, departure cannot take place before the end of the school day.

\*Fall Sports – The minimum academic ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction). I.e. A student failing one or more 4th quarter classes will be ineligible for a minimum of 21 days from the first game OR  $\frac{1}{3}$  of scheduled games.

Eligibility is based passing quarter grade. I.e. student can pass the semester though fails the quarter, they would then become ineligible.

Any incomplete in a course must be complete to a passing grade within 14 days. Athlete will be remain ineligible until incomplete is a passing grade.

\*If your sport begins during quarter (exception of fall sports) your eligibility is determined by grade of that quarter\*

1st Quarter- Impacts fall sports playoffs and winter sports

2nd Quarter- Impacts winter sports

3rd Quarter- Impacts spring sports

4th Quarter- Impacts spring sports playoffs and fall sports (will carry over unless made up in the summer).

Academic Eligibility: Co-curricular participation is extended to students who maintain acceptable classroom performance. Parent/Guardians are encouraged to be active participants in ensuring their student is performing in the classroom. The School District of Ashland has given all parents individual access on Skyward to view child(ren)'s school information on-line.

### Task:

### Completed by:

List of players	As soon as possible
Review all players and ensure eligibility	Before the 1st practice
List of travel players	Before each trip.
The roster of players with grade and jersey number	Ideally, 1 week before the 1st game
Grade checks on required players	Each week for any player ineligible

### In Case of Injury

Injuries must be reported immediately to the coach/advisor or any other staff member in charge. If medical attention is necessary, action will be taken according to the information listed on the student's emergency data card. Emergency data cards must be on file in the health assistant's office.

Special health problems should be noted on the card. Coaches will attend an annual meeting regarding concussion prevention and treatment. Concussion response plans will be available to all coaches in their training kits.

### Injury Reports

If a participant, team member, or coach is injured in the scope of the activity, the coach/advisor of that level is to complete an injury report and return it no later than the next working day to the co-curricular office. Submit a report on any injury, even if it does not require a physician or dentist. Do not delegate this responsibility—this is for the coach/advisor to complete.

Task:	Completed by:
Injury report procedure in place	At some point of the season

### Athlete and Parent Recognition

Each head coach should schedule a Parent/Guardian Night, as well as a Senior Night for all levels of his/her program through the co-curricular office. At least 7 days notice should be given.

Task:	Completed by:
Parent/Senior night scheduled	Before the start of the season

### Team Photos

Each head coach should schedule a date for team and individual athlete pictures.

Task:	Completed by:
Arrange Team Photos - see Co-Curricular Director for vendor information.	Prior to the first home game.

### Weekly Tasks

Coaches should check the schedule weekly and remember to do the following:

- Rate officials after each event
- Enter scores and/or stats
- If you are a member of the school staff, ensure you have put in for away games that will require a substitute
- Touch base with the Co-Curricular Director.

Task:	Completed by:
Check the weekly schedule	Week prior
Rate officials	Within 48 hours of the event
Enter scores and stats	As soon as possible
School staff: Ensure you have noted departure time and requested time off	Ideally 2 weeks before each away game

### Team Selection

- Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.
- The selection of a team will include four important elements. Each candidate shall:
  - Be informed of the criteria used in selecting the team.
  - Have competed in a minimum of three practice sessions.
  - Have performed in at least one game-like competition/drill.
  - Be personally informed of the cut by the coach and the reason for the action.
- Cut lists are not to be posted.
- Coaches will discuss alternative possibilities for participation in the sport or other areas in the activities program.
- The coach must submit the roster and a list of players cut to the Director of Athletics and Activities prior to notifying the athletes.

- Athletes are required to attend all practices. Coaches will have written consequences for athletes who miss practice.
- Each athlete will be told the reasons for their team placement.
- Lower-level team placements are to develop skills, while varsity placement is to make the most successful team possible.

Task:	Completed by:
Team selection after a minimum of 3 practices	At the discretion of the program

### Transportation of Athletes

It is the preference and expectation that all Oredocker athletes travel to and from contests with their team. The Co-curricular Director will arrange transportation for the team within the guidelines established by the school district. When a school-provided vehicle is chartered, all athletes are expected to ride to and from the contest in that vehicle.

On occasion, a student may ride to an event or may return home from an away contest, with their parent/guardian as long as prior approval has been obtained. In such cases, the coach is responsible for ensuring the athlete leaves the contest with their parent/guardian.

On other occasions, a student may ride to an event or may return home from an away contest with an adult who is not their parent/guardian. If this is the case, the coach must be notified, in writing, in advance so that the coach and both parent/guardians are aware of the circumstances at least 24 hours before the contest.

**Note: Players can pre-arrange to be dropped off or picked up, when applicable, at different locations - Ino, Bad River, and Marengo**

Task:	Completed by:
Bus schedule with potential pickup and drop-off places known and communicated with players, parents, and bus company	The day before any away game where applicable in terms of travel direction

### Coach In-Season Responsibilities

- Coaches are responsible for supervising any area his or her team is occupying at home and away contests. When practice is finished, coaches will make sure all athletes have left the area before leaving the practice site. Coaches should supervise athletes after arriving home from away contests and should not leave the area until athletes have been picked up.
- When two or more sports are conducted at the same time of the year and use the same equipment room, difficulties should not arise relative to responsibility.
- First Aid inventory will be available through the school trainer. This also applies to basic equipment, which is issued and returned at various times; coaches must be diligent in their supervision to prevent misuse of equipment.
- New supplies and equipment should be added to the current inventory upon receipt of the item and should be properly marked.
- Coaches should ensure the building and property is in good order (lights off) and secure before leaving.
- Coaches must be accountable for supplies.
- All keys and key cards necessary for the efficient operation of the sport shall be issued to the coach at the beginning of the season.
- Under no circumstances should keys be given to or entrusted to students, parents, or non-school district personnel. This could create a serious breach of security for the entire building. Keys are not permitted to be

copied/made at any time.

- Coaches must report any keys lost to the Director of Athletics and Activities immediately upon discovery of the loss.
- If the disappearance of keys is due to negligent handling of keys on the part of the coach, s/he may be held financially responsible for any rekeying that must take place.
- Coaches should make sure the locker room and buses are cleaned after practices and home and away contests.
- If, for some unforeseeable situation/emergency, a coach cannot continue their duties for an event, the school should be notified immediately.
- Coaches should maintain an open, working relationship with the community youth programs that feed their programs.
- No coach may allow any student to participate in try-outs, practices, or events until clearance is obtained from the Director of Athletics and Activities

### Coach Postseason Responsibilities

1. At the conclusion of the sports season, equipment should be inventoried and made ready for storage, repair, or discard. All equipment must be stored and inventoried before final payment. Worn-out items must be noted and returned with the usable inventory.

Task:	Completed by:
Inventory equipment and store	At the end of the season

2. Head coaches should schedule individual end-of-season meetings with assistant coaches to fill out evaluations.
3. Head coaches should schedule an individual end-of-season evaluation meeting with the Director of Athletics and Activities.
4. Coaches must complete and turn in an end-of-season report to the Director of Athletics and Activities or the athletic administrative assistant within one week of the final game of the season.

Coach evaluations can be found here: [https://docs.google.com/document/d/1-Qhf1QM3uFeadJeOWp0P\\_py\\_Li5Wmg-GkvyfF76VU/edit](https://docs.google.com/document/d/1-Qhf1QM3uFeadJeOWp0P_py_Li5Wmg-GkvyfF76VU/edit)

Task:	Completed by:
Head coach schedules assistant coaches evaluation	Within one week of the final game
Head coach schedules meeting with AD	Within one week of the final game
Coach completes and turns in end-of-season reports	Within one week of the final game

5. The coach should schedule an end-of-season “get-together” for team-specific recognitions. Desired awards should be submitted to the athletic office at least seven days prior to the event.
6. Each sport is granted two awards in their budget; any additional awards will be covered by each individual sport.
7. Head coaches/assistants must attend conference meetings.

Task:	Completed by:
Submit required certificates and awards to the	One week before the event

athletic office	
Schedule end-of-season event	As soon as possible
Attend end-of-season conference meetings	As scheduled
End of the year survey of players conducted by Co-Curricular Department	As soon as possible

## Recommendations for Athletic Awards

1. The information contained in the awards section below is the minimal criteria for receiving an award.
2. All coaches are expected to advise their athletes in writing, at the beginning of the season, of all criteria necessary to be eligible to receive an award offered to participants in that sport.
3. The decision regarding whether an athlete meets the criteria for an award rests with the coach.
4. All major award winners will be announced at the season awards presentation. No announcement of any awards will be made before the awards presentation.
5. Other awards or recognitions may be distributed to players during the season-ending celebration arranged by the coach.

## Varsity Letter Award Criteria

The letter is awarded only to varsity athletes of Ashland High School who have displayed a high level of school citizenship and athletic excellence. The District expects that the letter be worn or displayed with personal pride so that the significance of the major award will continue to remind others of its true meaning.

1. The athlete must demonstrate team spirit through effort, dedication, and cooperation with team members and coaches.
2. The athlete must comply with all high school and WIAA regulations and remain eligible for the entire season to receive a major letter.
3. The athlete must complete the season in good standing.
4. The athlete must attend all practices and contests unless excused by the coach prior to the absence.
5. Specific lettering criteria will vary from sport to sport. Honorary awards, with the Director of Athletics and Activities' approval, may be given in special situations.
6. Only one major letter is given during the athlete's high school career.
7. A major letter may be awarded to a senior athlete, with the approval of the Director of Athletics and Activities, if the senior has participated in the sport for four years at the school without meeting all of the criteria for a major letter.

## Sport-Specific Guidelines for Varsity Letters (all student-athletes must finish their season in good standing)

- **Baseball:** Participate in one-fourth of the total innings.
- **Basketball:** Contribution to and successful completion of varsity basketball season.
- **Cheerleading:** See team expectations for cheerleading football and basketball seasons.
- **Cross Country:** Register a time in a varsity dual meet better than the fifth runner on the opposing team, and participate in one-half of the meets as a varsity runner.
- **Cross Country Ski:** Participate in one-half of the total meets.
- **Football:** Participate significantly (a series of downs) in eight quarters. Special teams players merit different considerations.
- **Golf:** Participate in one-half of the total matches.
- **Gymnastics:** Participate in one-half of the total meets.
- **Hockey:** Participate in one-third of the total periods.
- **Ski/Snowboard:** Participate in one-half of the total meets.
- **Soccer:** Participate in one-half of the total matches.
- **Softball:** Any player completing the varsity season will earn a varsity letter.

- **Tennis:** Participate in one-half of the total matches.
- **Track:** Accumulate 15 varsity points or score at the conference, regional, sectional or state meet (relays must place in the top three).
- **Volleyball:** Participate in one-half of the total games/sets.
- **Wrestling:** Wrestle one-half of the season's duals and tournaments.
- **Team Managers:** Coaches determine the awards for managers. Managers will receive similar awards to the athletes at that level of competition.

## Sports Awards

Each co-curricular program has two options regarding season-ending awards.

Option 1 – The head coach will name one *most valuable player* (MVP) and one *most improved player* from their team. At the coach's discretion, additional awards may be granted. The co-curricular office will provide one plaque each for the MVP and most improved player. Additional trophy costs are the responsibility of the head coach and their activity account.

Option 2 – A coach may elect to withhold naming an MVP or a most improved player for their program. Some coaches have found that naming an MVP and/or most improved player has been detrimental to team chemistry.

**Major Awards** - The following awards are voted on by the coaching staff and will be handed out at the high school's scholarship award night.

- Tony Osredkar (Wrestling Award) \*
- Female Athlete of the Year \*
- Roffers Award \*
- Danny Joe Nemecek (Baseball Award) \*
- James McGuire Award (male athlete of the year) \*
- Fred Tidstrom Memorial Scholarship (male or female)
- Coach Bob McLeod Award

\*Will be handed out at the high school's scholarship award night.\*

## Off-Season Programs

Each coach/advisor is required to submit a written plan to the co-curricular director outlining all "planned off-season activities" designed to improve their program. The plan must be submitted two weeks before the end of the school year and requires approval from the Director of Athletics and Activities prior to implementation. Each coach/advisor is expected to provide updates to the Director of Athletics and Activities concerning progress of the off-season program.

## Open gyms

WIAA rules allow schools to hold "open gyms" in any activity. Coaches and schools cannot be involved in in-school or out-of-season practice for athletes. However, open gyms do not violate these rules if they are conducted according to the following guidelines:

1. There cannot be any instruction during the open gym by a coach or anyone else.
2. Coaches may supervise open gyms.
3. Coaches will follow all WIAA rules regarding contact with athletes when out of season.
4. All coaches will follow district policy regarding open gyms when school is canceled. All district buildings are closed.

## Out-of-season contact with athletes

WIAA rules allow coaches and members of a school's team may now voluntarily assemble without restriction from June 1 - June 30 and from July 7 - July 31. Except football, which requires coaching contact to conclude one week

prior to the start of fall practice. Maintain restricted contacts during the summer and unrestricted contact days in the summer. Specific sport information can be found on the WIAA website: [www.wiaawi.org](http://www.wiaawi.org).

### **Professional development**

Professional development of all coaches is recommended. The Athletic Department will fund one clinic per year to be distributed on a rotation to all sports. All clinics must be in alignment with WIAA rules and procedures. Clinics must be approved by the Director of Athletics and Activities prior to implementation. Coaches may use activity funds to pay for coaches' associations when membership is required to nominate all region and all state candidates

### **Personal Growth 3-Dimensional (3d) Coaching**

The Athletic Department is committed to making a positive impact on student-athletes. All coaches should participate in a "inside Out Coaching" or "3-Dimensional Coaching" program within one year of coaching.

### **Coach Recurring Responsibilities (both in and out of season)**

1. By the last day in February, the coach will submit his/her budget requests to the Director of Athletics and Activities for the following school year.
2. Budgets for each program will be based on need and consistency between similar sports. Head coaches can get access to their budget totals via the Activities Department. All purchase orders must be submitted electronically and approved by the Director of Athletics and Activities prior to the purchase. If an online request submission is not possible, a purchase order request can be submitted to the athletic office administrative assistant (coaches should attempt to enter an online requisition themselves first before submitting to the administrative assistant). Coaches are not to call, fax, email or mail orders directly to a vendor.
  - a. All equipment, materials, services, etc., purchased for the Athletic Department will be recommended by the head coach and approved by the Director of Athletics and Activities. The head coach is responsible for obtaining quotations and submitting purchase orders.
  - b. Coaches should maintain an open, working relationship with the community youth programs that feed high school-level programs.
  - c. Coaches must adhere to ethical responsibilities:
    - i. The coach/advisor should follow up on the student's academic progress through the entire year.
    - ii. At all times, scholarship should be emphasized.
3. Coaches are expected to refrain from smoking, chewing tobacco, drinking alcohol, or using profanity in the presence of students.
4. Encourage versatility, not specialization. High school participation in a wide range of interscholastic activities at this time of educational development should be advised in order for the student to achieve their full potential as an individual. Students should be encouraged to compete in several activities and support all school activities/programs.
5. Refrain from undue influence. After the sport season, allow the coaches/advisors of succeeding sports to use the facilities for their purposes without distractions.
6. Respect that students may be interested in many sports or activities. Encouragement to maintain the "competitive edge" is important.
  - a. Promote harmony among staff members. Personality differences should be brought to the attention of the Director of Athletics and Activities.
  - b. Assist all fellow coaches or advisors to build their program. Remember that "success breeds success."
  - c. All school employees should promote and enforce all athletic policies or organization policies for the total educational development of the student.

- d. Demonstrate loyalty to all staff members.
- e. Build respect in the way you address fellow coaches or advisors. Address fellow coaches by the appropriate titles of Mr., Ms, or Coach in the presence of students.
- f. If you must air a grievance with a teacher, administrator or fellow coach, do not do so in the presence of students, faculty, or community members. Criticizing colleagues is unprofessional behavior. If you believe that a serious problem exists regarding a fellow coach, discuss the matter with the Director of Athletics and Activities.

## **Youth and Community Sports**

The long-term viability of a strong athletic program depends on a good connection between youth and community sports and the high school. For head coaches, this necessity is often difficult to achieve on a consistent basis.

To foster strong connections, the head coach will meet with their youth sports organizations' leadership group(s) at least once each year. Additionally, head coaches will provide resources for youth and community coaches through a clinic, video (DVD or online), or printed material.

These resources are meant to ensure that the fundamentals taught at the high school level are also being instituted at the youth level. High school coaching staff are expected to have a presence when their Ashland youth sports organizations sponsor tournaments.

## **Player Development**

Coaches shall evaluate each player's ability and communicate with the athlete about specific areas needed for improvement. It is recommended that coaches maintain player depth charts to help identify a player's current standing. Coaches may consider an objective form of testing that measures athletic fitness and may not be sport-specific, such as a timed agility course.

Coaches should have a firm grasp of the fundamentals of their specific sport and demonstrate an ability to teach those fundamentals. Coaches should have an assessment/evaluation tool in place that can be used to provide feedback for players regarding goals, skill improvement, and seasonal progress. Coaches should keep meaningful statistics in season to help evaluate participants.

## **Other information**

### **Athlete Changing Sports in Season or Double Participation**

Athletes cut from a sport during the initial tryout period are eligible for participation in another in-season sport. However, if an athlete is dropped by a coach from a sport during the season, that athlete is not eligible to participate in any other sport without permission of the coaches of both sports in question and the Director of Athletics and Activities.

The School District of Ashland does allow dual-sport participation. A request for such dual-sport participation can be obtained in the athletic office. The approved protocol is included in the application and is required for approval to participate.

### **Cooperative Teams**

Occasionally, it may become necessary for the School District of Ashland to request a cooperative team agreement with another school, or vice versa. The WIAA requires approximately a one-year lead time for such requests. If you believe your sport is in this type of situation, please direct all inquiries to the Director of Athletics and Activities. All cooperative agreements require Board of Education approval.

## Cell Phones

State Law (175.22) prohibits the use of cell phones (and any other image-recording devices) in locker rooms, except in emergency cases.

## Emergency School Closings

The following policy will be in effect for practice, competitions, and meetings for athletic teams and extracurricular activities:

- Late Start: Athletic practices and activity meetings will follow the school day. Athletic and activity events will remain as scheduled.
- Early Release (due to weather): All sport levels must cancel practice and activity meetings will be canceled. Athletic competitions and activity events hosted on campus will be canceled.
- Cancellation: If school is canceled (or there is a remote learning day), all school events, including games, practices, rehearsals, clubs, and outside groups using our schools are typically canceled for the day and into the evening. These will be reviewed on a case-by-case basis and may be approved to resume (based on weather/road conditions) by the Superintendent. If this is the case, information will be communicated through the head coach or advisor by noon.

## Harassment

Harassment of any nature—including racial, sexual, or ethnic—is banned by Ashland High School. In addition, coaches are reminded that any type of behavior toward athletes that could be construed to be sexual harassment is strictly prohibited.

## Hazing

Hazing means any intentional, knowing, or reckless act directed against a student to be initiated into, affiliating with, holding office or maintaining membership in any organization, club or athletic team whose members are or include other students. Soliciting, encouraging, aiding or engaging in hazing is prohibited. Students engaging in hazing will be subject to athletic and district disciplinary actions. Initiation rites that fall within that definition will not be tolerated at Ashland High School.

Any coach who has knowledge of, or who participates in, the planning or actual hazing incident will be subject to immediate and severe disciplinary action that could include immediate release of the coach from his/her position. Representatives of the Ashland High School athletic program are expected to cooperate fully with school and law enforcement authorities in any investigations involving hazing plans or incidents.

## Sexual and Other Forms of Harassment

The School District of Ashland's policy on harassment can be found under policy 0145. In addition, the following list of guidelines for preventing sexual harassment has significant application in the coach/advisor context.

- Never use sexually explicit language or tell sexually explicit or off-color jokes in the presence of students.
- Never display sexually explicit pictures or materials on school property or show them to students.
- Never engage in personal conversations in person or on the telephone.
- Avoid sending personal gifts or messages to students.
- Avoid commenting on a student's physical appearance, dress, or physical attributes.
- Avoid physical contact or touching of students.
- Avoid giving students a ride home alone or in groups when only one student will remain at the conclusion of the ride.
- Avoid one-on-one meetings with a student off school property.
- Never plan or take non-chaperoned trips with students.

- Never date students.

*This list was compiled by Baker University Professor Lee Green based on his review of hundreds of school cases involving sexual harassment.*

## **Lodging**

Coaches will work in conjunction with the Athletic Office to arrange lodging for teams. Teams generally do not stay overnight unless in cases of extreme travel or schedule. When approval has been granted, coaches should send the following information to parents/guardians of the student-athletes:

- Dates the team will be away
- Estimated time of departure from Ashland High School
- Destination, name, address, and contact information for the hotel at which the students are staying.
- Telephone numbers where the coach and students can be contacted in case of emergency.
- Behavior rules will be in effect during travel and overnight stays.
- Any special action that will be taken if rules are breached.
- Estimated date and time of return to Ashland High School.
- Any special arrangements must be made for student-athletes to be picked up upon their return to Ashland High School.

## **Media Contacts**

Interviews with media personnel should be restricted to information regarding the game or event for which the coach is being interviewed. Varsity coaches should arrange to contact the media after each contest. It is expected that the demeanor of the coach during such interviews will be professional, respectful to the opponents and officials, and reflect favorably on the image of Ashland High School. If issues arise during athletic events that necessitate further action by the school, a report should be submitted to the Director of Athletics and Activities. It will then be investigated and the appropriate action taken. If policy or procedural issues arise, it is the responsibility of the Director of Athletics and Activities or other administrative personnel to respond to the media.

## **Parades for Recognition**

Only state-champion individuals or teams that return with a trophy from state competition are eligible for short-notice parades. These requests must be approved by one of the school administrators and given to the police department for consideration. No parades are held for regional, sectional, or conference achievements.

## **Relationship Between Head and Assistant Coaches**

The head coach is in charge of determining the direction of the specific sport. When decisions must be made regarding the specific offensive or defensive philosophy of the sport, the head coach determines the direction. However, it is expected that the head coach will meet on an ongoing basis with assistant coaches of the sport to ensure that everyone is following the program's direction.

If problems arise between the head and assistant coach(es), it is expected that the coaches in question will first try to resolve the problem among themselves in a professional manner. If problems continue, the head coach will discuss the issues with the Director of Athletics and Activities, who will then intervene and attempt to resolve them.

## **Role of the Co-Curricular Office**

### **The Director of Athletics and Activities:**

1. Has the responsibility to support the coaches/advisors.
2. Will visit practices and/or contests at all levels.
3. Is responsible for budget completion according to District timelines, administration of the co-curricular programs according to board policies, and the hiring and supervision of the staff.
4. Will schedule contests/officials and arrange transportation, order, hire/dismiss, and generally coordinate the workings of the co-curricular program, including District athletic programs.
5. Will develop a system of evaluation for coaches and advisors that will form the basis of future decisions

regarding staffing and program direction.

### **The Co-Curricular Office:**

1. Arranges programs' and contests' supervision and administration.
2. Should be the main contact point for coaches/advisors and is the agent expected to contact other agencies, such as the WIAA and National Federation.

### **School Facilities**

School facilities may be used for non-school programs according to Board of Education policy, which can result in clinics being conducted outside of the season by non-school groups. The group must request the facilities through normal procedures, as outlined by school board policy.

### **State Tournament Attendance**

The WIAA sponsors state athletic tournaments that are held during scheduled school days. Tournaments include both team and individual participation.

1. School will remain open during all state tournament competitions.
2. Students who wish to attend state tournaments must, with written parental permission, request a planned absence and complete it prior to the absence. This absence is **excused** unless the student has met the ten (10) day absence rule.
3. If AHS sponsors a field trip to a tournament:
  - a. The planned absence form with written permission is required.
  - b. The field trip will be chaperoned by school employees.
  - c. Tickets must be purchased through the School District of Ashland.
  - d. Students must ride the bus/transportation provided by the school.
  - e. Students who are part of the field trip will be excused.
  - f. Students who go to the tournament, but are not part of the field trip, may be **unexcused**.

## **Contact Information**

### **Athletic Department**

**Brian M. Miller** Director of Athletics and Activities/Co-Curricular Director

715-682-7089 (ex. 1012)

715-682-7837

715-292-0078(c)

**Gina Nagro, Administrative Assistant**

715-682-7089 (ex. 1013)

715-682-7836

**Sheila Bartelt, Trainer**

218-348-53284

**Athletic Office Fax:** 715-682-6614

### **High School Office**

**Brian Trettin, AHS Principal**

715-682-7089 (ex. 1001)

**Shanna Lindquist, AHS Assistant Principal**

715-682-7089 (ex. 1002)

**High School Fax:** 715-682-2075

**Ashland Daily Press**

715-682-2313

Paul Barnes

[barnesuww42@gmail.com](mailto:barnesuww42@gmail.com)

**Ashland Police Department**

Non-emergency 715-682-7062

Dispatch 715-682-7025

**Photography Vendor**

See Co-Curricular Director for vendor information

**Lake Shore Bus Company**

715-682-3669

[amy.bocher@lakeshorebuses.com](mailto:amy.bocher@lakeshorebuses.com)

**WIAA**

(715) 344-8580

(715) 344-4241 (fax)

<http://www.wiaawi.org/>

\*All coaches will have their own login/password assigned by the athletic office

**NONDISCRIMINATION POLICY AND PROCEDURES  
PUBLIC NOTICE OF NONDISCRIMINATION POLICY**

It is the policy of the School District of Ashland that no person may be denied the benefits of, or be discriminated against in any curricular, extra-curricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, or learning disability or handicap as required by (Sec 118.31) Wis. Stat. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI or the Civil Rights Act of 1964 (race and national origin), and Sec 504 of the Rehabilitation Act of 1973 (handicap).