

Washburn School District



Athletic Coach's Handbook

Procedures and Guidelines

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The Athletic Coach's Handbook has been prepared as a reference guide. It highlights coaching responsibilities and basic policies and procedures. It serves as a basis for periodic re-evaluation of the interscholastic athletic program. It also provides, in writing, a statement of basic policies and procedures for reference.

Statement on Athletic Participation

Middle and high school athletics are an extension of the classroom and an integral part of the school's program of education. Coaches and students are motivated to want to win and excel, but the principles of good sportsmanship prevail at all times to enhance the educational values of contests. Participation in school athletics by a student is not a "right," it is a "privilege" that must be earned in order to be a member of an athletic team.

Schools should strive to provide and maintain a comprehensive athletic program that seeks the greatest development possible of its participants within the framework of the total district educational program. The goal is to provide avenues for intellectual and interpersonal growth, social development, as well as to improve student-athletes physically and emotionally.

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 – Athletic administrators, directors, 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 to improve unsafe environments, repair or remove defective equipment or disallow 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 activities.

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 or Signed an Insurance Waiver – Athletic administrators, directors, and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance or signed waiver

11. Duty to Provide Emergency Care – Coaches are expected to be able to administer standard emergency care (first aid) in response to a range of injuries.

12. Duty to Design a Proper Emergency Response Plan – Coaches must obtain plans from the school nurse 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 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 Washburn School District guidelines).

14. Duty to Select, Train, and Supervise Coaches – Administrators have 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.

National Standards for Sport Coaches

Adapted from the Wisconsin Educator Standards – Teachers, Ten Standards for Teacher Development and Licensure

Wisconsin coaches should demonstrate proficient performance under all of the following standards:

1. Coaches know the sports 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 subject matter meaningful for student-athletes.

2. Coaches know how children grow.

The coach understands how children with broad ranges of ability learn and provides instruction that supports their intellectual, social, and personal development.

3. Coaches understand that children learn differently.

The coach understands how student-athletes differ in their approaches to learning and the barriers that impede learning and can adapt instruction to meet the diverse needs of student-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 student-athlete's development of critical thinking, problem solving, and performance skills.

5. Coaches know how to manage a team.

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 with the team.

7. Coaches are able to plan different kinds of lessons.

The coach organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community, and curriculum goals.

8. Coaches know how to assess for student-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 student-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 student-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 student-athlete learning and well-being and acts with integrity, fairness and in an ethical manner.

Code of Ethics

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. In recognition of this, the following guidelines for coaches have been adopted by the National Federation of Interscholastic Coaches Association Board of Directors.

The coach must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning about the value of instilling the highest desirable ideals of character.

The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should condone their use.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as absolute values.

The coach shall not try to seek an advantage by circumventing of the spirit or letter of the rules.

Coaches shall actively enhance sportsmanship among spectators and by working closely with the booster club and administrators.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against opponents or officials. Public criticism of officials or players is unethical.

Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student athletes special consideration.

It is unethical for coaches to scout opponents by any means other than those adopted by the leagues and/or state high school athletic association.

Gender Equity

DPI/WIAA Gender Equity Information

The following is an excerpt from the "Pupil Non-Discrimination Guidelines For Athletics" co-published by the WIAA and DPI and available from WIAA member schools and the DPI.

The Department of Public Instruction and the WIAA have prepared a publication called "The Pupil Non-Discrimination Guidelines For Athletics" available through public schools to provide guidelines for athletic decision makers at the local and conference levels. The guidelines are based upon the spirit and regulations of Title IX, appropriate case law, WIAA rules, section 118.13, Wis. Stats., and PI 9, Wis. Admin. Code, in addition to valuable assistance from professional organizations and the U.S. Office for Civil Rights. Although most attention will focus on sex equity, other areas of possible discrimination that are prohibited under section 118.13, Wis. Stats., will also be discussed. It is intended that these guidelines will help ensure the following:

- No student's athletic participation is to be determined by any of the discriminatory factors listed in section 118.13, Wis. Stats, although the Americans with Disabilities Act has been interpreted to mean that it is not necessary to alter the standard of an activity to give an unfair advantage to opponents in athletic contests.
- Since separate interscholastic athletic programs are conducted for boys and girls, both programs are to be provided with comparable facilities, equipment, coaching, game and practice schedules, training rules, awards, and publicity.
- The levels of competition provided for boys and girls are to be commensurate with student interests and abilities.
- Activities peripheral to the athletic program, such as pompon squads, cheerleaders, and pep bands, are to be assigned to specific games on the basis of a school plan that does not include sex of either athletes or support activity participants as a factor.
- Administrators, coaches, parents, and athletes will understand both the legal and philosophical implications of discrimination in athletics.

Philosophy The intent of most civil rights legislation is to ensure equitable treatment for minority groups and individuals who have been subject to discrimination. In Wisconsin, the Legislature enacted section 118.13, Wis. Stats., in an attempt to prevent discrimination in public schools on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Purchasing Basics

The primary method for making a purchase within the Athletic Department is through the purchase order system on Skyward. When using an Activity Account you must first pick up a Purchase Order from the high school or middle school office. The Purchase Order must be signed by the building principal or athletic administrator.

Important Things to Know for Purchasing

Follow ordering instructions completely when filling out orders for supplies or equipment

- A purchase requisition does not authorize a purchase.
- A purchase order must be approved and issued before an order is delivered.
- Members of the coaching staff must make requests for equipment through the athletic administrator.
- Anyone placing an order without a purchase order may be held personally liable for payment.
- The athletic department must sanction all equipment purchases.
- Unauthorized purchases become the responsibility of the purchaser.
- When purchasing athletic equipment, local merchants shall be considered.

All receipts, packing slips and invoices must be submitted to the business office for proper payments to be made.

Fund Raising

- A fundraiser is any activity which is used to seek gifts and/or materials (gifts-in-kind) in support of an organization or for a charitable purpose.
- Application for a fundraiser should be filled out and submitted to the Athletic Administrator and/or Principal, and a copy of the completed form will be returned to the applicant organization.
- Fundraisers involving solicitation of area businesses or firms must be approved.
- Athletic teams planning fundraisers and fundraising which involves athletic fields or facilities must be approved by the Athletic Administrator and/or Principal.

- All fundraiser proposals will be considered on a “first-come-first-served” basis. All applications must be submitted in writing.
- A form reflecting the total funds raised should be turned into the Financial Advisor following the approved event.
- Monies derived from these authorized fund raising projects must be wholly deposited into the district sport fundraising Activity Account. Monies raised by a particular sport and deposited into that sport’s activity account will be spent only on the sport that participated in raising the monies.

Keys

Keys will be issued to coaches at the beginning of their sports season. Keys must be requested through the Athletic Administrator. Coaches that are not staff members are required to turn in their keys at the end of the sports seasons. If keys are lost or stolen it must be reported to the Athletic Administrator immediately. **Any loaning of keys to other individuals, without permission of the Athletic Administrator, may result in disciplinary action.**

Family Night

Wednesday nights have been designated as family nights and all meetings or practices involving students should conclude by 5:45pm, if possible. If practice or a meeting are held on a Wednesday evening and an athlete is not able to attend due to family commitments, they will not be penalized for missing the practice or meeting.

Snow Days

Coaches are not to hold official practices or any games on snow days or any other day that school lets out early due to inclement weather.

Student Athlete Conduct and Dress

It is important to keep in mind that you and your team are representatives of our school and community. Your conduct and appearance factors in the image that you project to others. As coaches, it is your responsibility to assure the appropriate conduct and appearance of all members of the team at all times. It is important that you discuss expectations for behavior and dress with your team prior to the start of the first contest.

Athletic Injuries

It is the coach's responsibility to give all athletic injuries their attention. Coaches and advisors must obtain an injury report and submit it to the athletic administrator/school nurse within 24 hours or the next school day of an athlete or participant being injured. If medical treatment is necessary, the coach must escort the athletes to the hospital or see that it is done by a member of the coaching staff or the parent, even if transported in an ambulance. Parents should be notified as soon as reasonably possible. Coaches must carry copies of the emergency treatment forms to all practices and contests. It is suggested that these be placed in the medical kit that needs to be all contests and practices, as well.

Athletic Awards

The following awards will be ordered by the Athletic Administrator and provided to coaches and advisors upon completion of a "Student Athletic Records Sheet."

1. **Certificate of Participation**—Awarded to participants who are involved in the co-curricular activity for at least 75% of the contests/events
2. **Letter "W," letter certificate, and sport pin**—Awarded to varsity athletes who meet the letter criteria set for the sport/activity. After the first letter is awarded, only bars and letter certificates and a pin are awarded.
3. **Bars**—Awarded to varsity athletes for all letters earned after their first letter.
4. **Captain's Pin**—Coaches' criteria (will vary by sport)

Eligibility

The following are areas of student eligibility to participate in school sports:

- **Academic** – see district and WIAA guidelines per co-curricular handbook and WIAA website.
- **Physical/Alternate Year** –Students will be required to turn in completed physical/alternative year cards prior to participating in any practices, activities, or contests. These cards should be turned into the coach and receipt of such should be recorded by the coach. Once you have recorded the receipt, you will need to turn the cards into the office. This is a WIAA requirement.
- **Concussion Risk Acknowledgement** – A form prescriptive to each sport should identify risks associated with participation in the sport should be signed by the parent/guardian and the student-athlete. This should be recorded and then turned into the office before being allowed to practice or play.

- **Insurance Waiver**-Must be signed and on file before participating in any practices or contests. This should be recorded by the coaches and then turned into the office.
- **Athletic Fees**—Must be paid prior to the first practice. If an athlete’s fee has not been paid they are not eligible to play until it is paid. The fee will be waived for students who receive free or reduced lunch. Please see the Athletic Code for fee payment options.
- **Co-Curricular Code**—Each year students will need to read/view the code. There is a sign off sheet that both students and parents must sign. As with the other eligibility requirements coaches must collect, record, and then turn the sheets into the office prior to practice or play.

Coaches Agreement

All coaches must sign the coach’s agreement regarding concussions and head injuries per the guidelines set forth by the Department of Public Instruction and WI Statute 118.293 and turn it into the Athletic Administrator prior to the first practice. The DPI/WIAA Coach’s Agreement is found at:

<http://sped.dpi.wi.gov/files/sped/pdf/tbi-conc-coach-agree.pdf>

It is the coach’s responsibility to become familiar with and enforce the co-curricular policy.

In depth eligibility guidelines can be found at the WIAA web site www.wiaawi.org

Rosters

Team rosters must be turned into the Athletic Administrator and Athletic Director prior to the first contest being played. Anytime there is a change in the roster the Athletic Administrator and Athletic Director should be notified. This will allow the Athletic Administrator and Athletic Director the opportunity to check grades and code violations prior to the first contest. Please submit rosters word processed by grade beginning with grade twelve.

Rules Examination

All coaches must complete a rules examination on the WIAA website prior to the first game.

Season Summary and Recognition Sheet

All coaches will need to turn in a season summary and recognition sheet. This sheet will need to be completed and returned to the Athletic Administrator within one week of the season's completion. Compensation for coaching is held until this sheet is submitted and approved.

Inventory

Head Coaches will be responsible for maintaining an inventory of all equipment and uniforms. Coaches will be held accountable for inventory. Inventory records should be turned into the Athletic Administrator with the season summary sheet. If students/athletes fail to turn in equipment or uniforms, their names should be submitted to the office along with replacement cost.

Rules Meeting

Both, head coach(es) and assistant coach(es) are required to view or attend a rules meeting each year.

Other Meetings

All head coaches will be required to attend all WIAA, conference, seeding meetings, and district co-curricular meetings.

Schedule and Transportation

Head coaches will be responsible for assisting the Athletic Director in developing the contest schedule and transportation to and from away contests and to practices for coop sports.

Exchange Student Eligibility

In most cases, foreign exchange students will be eligible for co-curricular participation. However, it is a requirement of the WIAA that they apply for eligibility status. Head coaches are to notify the Athletic Administrator if they have a foreign exchange student interested in participating in a sport they are coaching. The foreign exchange student cannot play in a contest until eligibility has been granted by the WIAA.

Facilities

The coach must:

- Schedule practice facilities with the Athletic Director. They will be placed on the facilities calendar. You are responsible for notifying the athletic director of any

changes. This district policy regarding facilities use will be used when two or more groups request the gym at the same time.

- Recognize the environmental and safety hazards likely to affect athletes in practice and competition.
- Report any unsafe areas immediately to the athletic director, custodians or principal. Follow-up with written documentation within 24 hours.
- Establish and follow procedures for identifying and correcting unsafe conditions.
- Require the use of appropriate and adequate safety equipment by all athletes in the sport being coached during all practices and competitions.
- Be responsible for the cleanliness of the facility. At the conclusion of practice, make sure that the area is clean and all doors secured. Turn off all lights if appropriate. Report any safety issues or concerns to the Athletic Administrator within 24 hours.

Locker Rooms

Each school district shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The coach is expected to provide locker room supervision. If the coach is a different gender, the coach should make arrangements for another same gender staff to assist with supervision.

Locker rooms are provided for the use of physical education student's, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.

No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.

No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons, violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

Volunteers

- All volunteers must fill out a volunteer application and be approved by the Board of Education.
- All volunteers must pass school district background check prior to starting as a volunteer.
- It is recommended that volunteers should have knowledge of basic first aid.
- Volunteers should have an understanding of the behavioral and physical development of students.
- Volunteers should have specific knowledge in the program they are assisting with.
- Volunteers should follow the directions of the coach and advisor at all times.
- Volunteers must comply with school policies, rules, and guidelines.
- Volunteers must adhere to same expectations of a contracted coach or advisor.

Medical Plans

All coaches should meet with the school nurse prior to the start of the first practice to acquire any medical plans for student-athletes in their program.

Sportsmanship

1. Gain an understanding and appreciation for the rules of the contest

Being well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on decisions made by officials, coaches and administrators.

2. Exercise representative behavior at all times

The true value of interscholastic competition relies upon everyone exhibiting behavior which is representative of a sound value base. Your behavior influences others whether you are aware of it or not.

3. Exhibit respect for the officials

The officials of any contest are trained, impartial arbitrators who perform to the best of their ability. Mistakes by all those involved are a part of every contest. We should not rationalize our own poor or unsuccessful behavior by placing responsibility on an official. A rule of good sportsmanship is to accept and abide by the decision made.

4. Openly display respect for the opponent at all times

Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative of your school and team.

5. Display pride in your actions at every opportunity

Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, player, coach or official this value is paramount since it suggests that you care about yourself and how others perceive you.

Sportsmanship Reveals Character – regardless of the final outcome.

From the WIAA Sportsmanship Reference Guide

Team Rules

It has long been accepted that the establishment of rules for a team is critical for a successful season.

Coaches are well advised to discuss the rules they wish to declare as guidelines for their team with the athletic administrator involved with their school. This will serve to establish a common ground with the coach and his/her administrator prior to any conflict that may take place. Coaches are also well served to distribute printed copies of their rules and to request that student-athletes and parents sign some sort of a form indicating that they have been made aware of the rules and that they accept them, regardless of whether or not they agree with the rules. Team rules are to parallel the school code of conduct. There is no place in educational athletics for inconsistencies in behavioral expectations.

It is generally accepted that it is impossible to foresee all issues for which a coach would like to be prepared; therefore an all-encompassing statement is recommended. Such statements could state that all team members should represent their school and team in a manner that will reflect positively on all involved.

There are many theories employed in the establishing of team rules. Some coaches have a set of guidelines and consequences that have been effective for them. There are coaches who collaborate with team members/captains in order to establish guidelines, and there are schools where all team rules are the same. All of these variables can be and have been successful.

Rules should be concise. Order can be established with a few rules that govern the behavioral expectations. Consequences should be consistent and not geared to players of different abilities.

Consequences should be administered by the coaches and in some occasions, captains can be consulted.

One method of establishing guidelines is to establish team priorities. In educational athletics, academics, the family of the team member, and perhaps other items would be more important than winning and losing a contest.

These need to be turned into the Athletic Administrator prior to the second week of practice.

Transporting Students in Alternative Vehicles (not school busses)

Section 121.555(1), Wis. Stats., permits school districts and private schools to provide pupil transportation services using "alternative vehicles," or vehicles other than school buses. Alternative vehicles fall into two categories:

- A motor vehicle transporting 9 or less passengers in addition to the operator (school vans)
- A motor vehicle transporting 10 or more passengers in addition to the operator and used temporarily to provide pupil transportation when the school board or governing body of the private school requests the Secretary of Transportation to determine that an emergency exists because no regular transportation is available. Use of such a vehicle would require written approval of the Secretary of Transportation.

Section 121.555(2), Wis. Stats., requires alternative vehicles to meet certain requirements relating to insurance and inspection.

- Drivers must be at least 18 years old (not a student)
- Possess a valid operator's license

- Meet certain requirements relating to physical condition
- In addition the driver must not have been convicted of specified crimes relating to the operation of a motor vehicle.

Additional information on requirements is available at <http://dpi.wi.gov/sms/doc/altvehfs.doc>.

Discipline

DISCIPLINE VS. PUNISHMENT

While a positive approach to coaching discourages punishment, maintaining discipline is a must for all athletic teams. Great coaches know the difference between discipline and punishment.

Discipline includes:

1. Setting limits on behavior.
2. Making rules simple, few, and consistent.
3. Being a role model for appropriate behavior.

Blood Borne Pathogens

Outline of Responsibilities and Procedures

1. Through OSHA/DILHR/DPI each school is required to have an exposure control plan that includes:
 - a. Training of total staff
 - b. Protection of staff
 - c. Protection of students
 - d. Have trained person available
 - e. Be prepared to handle bleeding situations
 - f. Get student safely back into school programs
2. Officials determine who must leave contest by enforcement of national rule
 - a. Because of bleeding and/or open wound.
 - b. Because of excessive blood on uniform.
3. School personnel handle blood-related situations in accordance with OSHA/DILHR/DPI regulations.

From the WIAA Medical Policies and Procedures – Medical Information Guide

This relates to the handling of any body fluids, to include saliva, blood products, and urine. It relates to the potential for a blood-borne pathogen in any of these fluids, and how it is to be handled. Any contact with these fluids is to be handled as a potential blood-borne pathogen. Essentially, universal precautions apply, but will be detailed as follows:

1. Any time the trainer/coach is aware there will be contact with blood, he/she should wear clean gloves and utilize sterile gauze pads (when able) for initial contact on the wound.
2. All bandages, gloves, all other paper products coming in contact with the wounds/body fluids should be disposed of in double red biomedical waste bags and properly disposed of via biomedical waste disposal procedures.
3. Any clothes stained with blood product, should be immediately washed/scrubbed prior to further use. When possible, replacement clothing item should be utilized with the contaminated clothing bagged until cleaning can occur.
4. Bandages should be applied to wounds such that exposure to other players is avoided.
5. An antibacterial solution such as Cidex, Sanizine, etc. can be carried in a small bottle in the trainer kit in order to disinfect the contaminated clothing prior to further use or bagging for future cleansing.
6. After any contact with wounds or body fluids, the trainer/coach should immediately cleanse his /her hands with warm soapy water or an antibacterial solution as soon as possible after the event.

Hazardous Weather

Know the Heat Index Before You Start Practice

The Heat Index is the opposite of "wind chill." It combines the effects of heat and relative humidity.

Fortunately, many radio stations provide the heat index during hot weather. If not, use the accompanying chart to determine the daily heat index. Keep these guidelines in mind and adjust your practice to the weather.

Heat Index Practice Adjustment

Under 80 = Green Flag Normal practice, no restrictions.

80-90 = Yellow Flag Exercise caution. Take extra water breaks.

90-100 = Red Flag Stop! Sunstroke, heat cramps and heat exhaustion are possible with prolonged exposure and practice. Consider practicing without pads or shorten practice and remove pads for parts of practice. Provide extra water.

Over 110 = Black Flag Danger zone, practice not recommended. There is an extreme danger of sunstroke, heat exhaustion and heatstroke. Use common sense and make new plans.

What to do When Heat Waves Strike

- **Increase intake of non-carbonated, caffeine free beverages such as water and juice. Discourage and use of energy drinks.**
- **Encourage players to drink more water than they are thirsty for.**
- **Wear uniforms that are light in color and loose fitting. Mesh jerseys are ideal.**
- **Strip off pads for conditioning parts of practice.**
- **Special attention may be needed for bigger players and players that are more susceptible to heat stroke.**
- **Use the heat index to make the proper adjustments to practice.**
- **Slow down and avoid strenuous outdoor activity.**
- **Stay indoors as much as possible.**
- **Wear lightweight, light-colored clothing.**
- **Drink plenty of water regularly and often.**
- **Eat small meals and eat more often. Avoid foods high in protein, which increase metabolic heat.**
- **Avoid using salt tablets unless directed by a physician.**

Heat-related illness in early stages can usually be reversed. Follow these procedures for care:

- **Get the victim out of the heat.**
- **Loosen any tight clothing.**
- **Remove perspiration-soaked clothing.**
- **Apply cool, wet cloths, such as towels or sheets to the skin.**
- **Fan the victim.**
- **If victim is conscious, give cool water to drink.**
- **Ice packs or cold packs can be applied to the victim's wrists, ankles, groin, armpits and neck to cool the large blood vessels.**
- **Let the victim rest in a comfortable position, and watch for changes in condition.**
- **Never hesitate to call an ambulance. Always call for an ambulance if victim refuses water, vomits or starts to lose consciousness**

Lightning Guidelines

The following guidelines should be followed when making decisions as to whether to suspend or restart a contest/practice based on the presence of lightning.

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
3. Criteria for suspension and resumption of play:

When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.

Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.

Any subsequent thunder or lightning after the beginning of the 30-minute count reset the clock and another 30-minute count should begin.

From the WIAA Medical Policies and Procedures – Medical Information Guide

Tornadoes

1. Tornado Watch: this advisory means that prevailing conditions are such that tornadoes could form in the watch area.

- a. When word is received that a tornado watch has been issued, the Principal/Site Administrator will assign someone to monitor the weather station.
- b. Notify employees of the Tornado Watch Advisory.
- c. Continue all normal operations of the School/Facility

2. Tornado Warning: this advisory means that a tornado has formed and has been sighted. The Tornado Warning area will be geographically defined in the advisory.

- a. When a sighting is near your location the tornado signal will be sounded. The signal must be different from the Fire Alarm or Evacuation recall.
- b. All employees and students should immediately proceed to shelters.

Hazing

Wisconsin Statute 948.51:

Wisconsin Statute 948.51 prohibits any form of hazing. The statute says: 948.51 Hazing. (1) In this section "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to

participate in the activity. (2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student. (3) Whoever violates sub. (2) is guilty of: (a) A Class A misdemeanor if the act results in or is likely to result in bodily harm to another. (b) A Class E felony if the act results in great bodily harm or death to another.

Drugs in Sports

The implications and ramifications of drugs, even in the high school setting, much less society in general, is very large and difficult. There are the risks of the drugs and their side effects such as the medical, psychological and addicting concerns. There is the effect on athletic performance; not only increasing athletic performance but also increasing the risk of injuries and decreasing performance.

Go Guards!

Coach's Checklist

The following is a checklist to help you carry out the duties and responsibilities of being a coach in the Washburn School District. The checklist is not all-inclusive, but is to be used as a guideline for completing the tasks of being a coach

PRE-SEASON

- ___ Head coach meets with coaching staff before the start of season
- ___ All coaches and volunteers have been approved by the Board of Education/Athletic Administrator
- ___ Program philosophy is on file with the Athletic Administrator by first day of practice
- ___ Any program rules outside of the Athletic Code are on file with the Athletic Administrator
- ___ Safety protocol outside of Athletic Code and WIAA regulations on are file with Athletic Administrator.
- ___ Academic standing and current code violations of all athletes will be the responsibility of the Athletic Administrator and provided to coaches.
- ___ Give athletes all needed paperwork and turn it into office (otherwise athletes may not practice or play) before the first practice
- ___ All athletic fees must be paid before the first practice
- ___ Be aware of any WIAA rules changes and Athletic Code changes
- ___ Check, issue, and inventory all equipment, supplies, and uniforms. Contact Athletic Administrator with any needed items.
- ___ Get copy of student health information and emergency contact forms. Obtain the binder from the Athletic Administrator.
- ___ Get a key from office for all needed areas

___ Submit a final roster to the Athletic Administrator and Athletic Director prior to first contest (name, grade, position, uniform number)

___ Communicate rules, expectations, the schedule, lettering policy and any other needed handouts, etc...to athletes

___ Set individual and team goals

___ Complete WIAA exam before the practice (Head Coach, Asst. Coach is welcome to participate)

DURING THE SEASON

___ Address all issues and concerns with the Athletic Administrator

___ Make sure to get all dates to the Athletic Administrator that you want on the shared calendar.

___ Check field or facility for safety

___ Appropriate supervision of locker room and other facilities

___ Secure doors, lights, etc...

___ Coach representation on bus to and from games

___ Make sure that if athletes are not riding the bus they have prior approval in writing from the Athletic Administrator and parents must physically leave with the students from the contest.

___ Carry a copy of student health information at all times

___ Call in scores to newspaper. Daily Press Contact info—(715) 682-2313,
email-pressports@ashlanddailynews.net

___ Ensure practice and game changes, contest outcomes, special recognition, etc... are e-mailed to the high school office or Athletic Administrator to be placed in the daily announcements

___ Check the daily attendance record before starting practice or a game to ensure eligibility based on attendance.

___ Review individual and team goals

___ Remind athletes of athletic code expectations

___ Athletic Administrator check eligibility at quarters and midterms and report status

___Remind parents of important nights like parent's night, Senior night, awards programs, etc...

___Maintain accurate records of all necessary information to administer an effective program (stats, forms, etc...)

___Fill out incident report within 24hrs and always report them to the Athletic Administrator. The HS Secretary, School Nurse, and Athletic Administrator should receive a copy of the report.

___Inform the Athletic Administrator of any issues or concerns that arise

POST-SEASON

___Meet with coaching staff and/or students, address any issues or concerns, recap season

___Complete a post-season summary (needed for WIAA)

___Plan or help plan an awards ceremony/sports banquet

___Evaluate program and year

___Make sure all equipment is cleaned

___Make recommendations for program improvement

___Collect all uniforms, equipment, etc...complete inventory list

___Store all uniforms and equipment in proper areas

___Plan out of season activities (camps, clinics, weight-training, condition, etc...)

___Meet with Athletic Administrator and go over program evaluation, self-evaluation, etc...

___Give copy of equipment/uniform inventory to Athletic Administrator

___Turn in copy of any conference info, regional, sectional, or state info/awards, and letter/certificate winners to Athletic Administrator

___Complete an end of season report and turn in to the Athletic Administrator

___ Requisition items needed for next season

___Turn in keys when appropriate

Coach's Self Evaluation/Reflection

COACH'S ASSESSMENT

The purpose of the assessment is to assist coaches with understanding the expectations of their positions and to recognize actions that are exemplary, those that meet standards of expectations, and those areas that may require growth and improvement. This tool used for assessment is aligned with the standards established for quality teaching (Charlotte Danielson) and is meant to be utilized as both a form of self-assessment and reflection as well as observation. The following indicators will be used:

Area for growth and/or improvement needed
 Proficient
 Distinguished

Coach _____ Date _____

<u>Questions</u>	<u>Area for Growth or Improvement Needed</u>	<u>Proficient</u>	<u>Distinguished</u>	<u>Comments</u>
PLANNING & PREPARATION - BUDGET				
Review budget with Athletic Administrator prior to the start of the season and provide program needs and budget projections for the upcoming year. Make sure to include long-term or big ticket items.				
Provide Activities Administrator with any known or anticipated expenditures.				
Work with Athletic Administrator to secure Purchase Orders for all purchases per district policy and guidelines.				
Inform Athletic Administrator when the order has been received and accepted as complete.				
PLANNING & PREPARATION - TRANSPORTATION				
Meet with Athletic Director to review program transportation needs. Provide departure time and return time requests a minimum of 2-weeks in advance.				
Inform Athletic Director and transportation office of any changes in transportation needs.				
PLANNING & PREPARATION - PRE-SEASON MEETING				

<p>Develop a program handout that includes the following: Program Philosophy, Team/Program Rules, Practice Schedules, Game Schedule, Expectations of Program Participants, Lettering Policy, Reinforce academic expectations, Reinforce ineligibility to practice unless all required forms are turned in (physical/alternate year card, insurance, permission to treat, code & WIAA eligibility).</p>				
<p>Conduct a pre-season meeting with students and parents.</p>				
<p>PLANNING & PREPARATION – STUDENT ELIGIBILITY</p>				
<p>Check with the Athletic Administrator to insure all program participants are ACADEMICALLY ELIGIBLE prior to the first date of practice/participation. Insure all program participants have turned in ALL their paperwork prior to the first date of practice/participation.</p>				
<p>PLANNING & PREPARATION – RULES, POLICIES, PROCEDURES & RISK MANAGEMENT</p>				
<p>Coach participates in WIAA Rules meetings or on-line Rules program.</p>				
<p>Coach is knowledgeable about WIAA rules respective of their sport.</p>				
<p>Coach has a knowledge of school (include coop schools) policies and procedures and adheres to them.</p>				
<p>PLANNING & PREPARATION – SCHEDULES & FACILITIES</p>				
<p>Establishes game schedule and practice schedule times and facilities with Athletic Director.</p>				
<p>PROGRAM ENVIRONMENT – COMMUNICATION</p>				
<p>Coach establishes and communicates skills and techniques to be taught by staff and contacts staff throughout the season for mentoring and assistance as needed.</p>				
<p>Coach communicates expectations, concerns and roles to athletes.</p>				
<p>Coach promotes sport within the school, media and community through youth programs.</p>				
<p>Coach provides a communication plan on how they will inform the AD and AA of any changes in practice/game schedules and on special programs (parent's/senior night, awards).</p>				
<p>Coach is responsive to concerns and follows through with contact to appropriate individual.</p>				
<p>PROGRAM ENVIRONMENT – LEADERSHIP</p>				
<p>Coach is a role model for sportsmanship and uses appropriate language</p>				
<p>Coach is consistent in applying team philosophy and rules.</p>				
<p>Coach promotes the benefits of participation in other sport and activity programs.</p>				

Coach serves as a resource for community programs.				
Coach keeps the Athletic Administrator apprised throughout the season of any concerns or issues.				
PROGRAM ENVIRONMENT - FACILITIES & EQUIPMENT				
Coach insures facilities are prepared and safe for practices and games.				
Coach insures equipment is prepared and safe for practices and games.				
Coach reports all facility and equipment concerns in a timely manner to the AA.				
PROGRAM INSTRUCTION				
Coach is able to instruct athletes in the fundamental skills, strategy and physical training associated with the sport.				
Coach is organized and prepared for practices and games.				
Coach instructs athletes on the rules of the game.				
Coach provides positive and corrective feedback to players during practices.				
Coach provides positive and corrective feedback when able to players during games.				
Coach instructs students in a manner that allows for skills and teamwork to have improved from the start of the season.				
Coach stresses positives, learning, and work ethic to athletes.				
Coach implements any safeguards necessary during practices, games and travel.				
Coach is able to modify instruction to meet the developmental needs of athletes.				
Maintains discipline and works to increase team morale, cooperation and teamwork.				
Directs student managers, assistants and statisticians.				
Played athletes according to established team philosophy.				
Aware of programs and policies concerning injuries, medical attention and emergencies.				
PROFFESIONAL RESPONSIBILITIES				
Coach has a thorough knowledge of all athletic policies and is responsible for their implementation.				
Provides timely documentation necessary for end-of-season reports and suggested improvements for the future.				
Advises the Athletic Administrator of any policy, method or procedural changes.				
Maintains inventory records of equipment, supplies and uniforms.				
Assists athletes in their college or advanced educational selection as needed.				
Has CPR & 1st Aid Training				

Washburn Athletic and Activity Yearly Summary and Record Sheet

Sport or Activity: _____

Advisor or Coach(es): _____

Please type a brief response to the following and attach with this form when you turn it in.

1. Summarize student gains, achievements, and growth. How did participants in this sport positively affect those participating?
2. How could we have helped those students that did not have a positive experience participating in this sport?
3. What are your goals for the continued improvement of this activity?

Number of participants for the entire season:

Grade 6	____Males	____Females	____Total
Grade 7	____Males	____Females	____Total
Grade 8	____Males	____Females	____Total
Grade 9	____Males	____Females	____Total
Grade 10	____Males	____Females	____Total
Grade 11	____Males	____Females	____Total
Grade 12	____Males	____Females	____Total

Please attach a list of participants to this sheet. If your roster is 100% updated and sent to me with all correction you do not need to attach one.

Number of participants who did not complete the entire season:

Grade 6 ____Males ____Females ____Total

Grade 7 ____Males ____Females ____Total

Grade 8 ____Males ____Females ____Total

Grade 9 ____Males ____Females ____Total

Grade 10 ____Males ____Females ____Total

Grade 11 ____Males ____Females ____Total

Grade 12 ____Males ____Females ____Total

Please attach a list of students that did not complete the season and why they did not complete it.

Schedule and Record

Please include a copy of your schedule with scores/places.

Please include a list of awards and recognitions received by the team or individual members of the team. This should include but is not limited to the following:

- Team Awards
- Conference, Regional, Sectional, and State Recognition
- Scholarships

Athletic Award Record Sheet

Sport _____

Year _____

Student's Name	Participation Certificate	Letter Award	Chenille	Insert	Bar

These yearly summary sheets need to be completed and turned in/e-mailed the Athletic Administrator at the completion of the season.

**Washburn School District
Fundraising Authorization Form**

Organization Name: _____

Fundraising Activity: _____

Fundraising is on behalf of _____ (sport/organization).

I agree:

- our fundraising activities shall not conflict with law, Board policies, administrative regulations, or any rules of the sponsoring school;
- to maintain a record of funds collected and expended; and
- to grant the district the right to audit the organization's financial records when the activities of the organization appear to conflict with law, Board policy, administrative regulations or rules of the school.

Coach's or Advisor's Signature

Date

I support this request for fundraising.

Athletic Administrator's or Principal's Signature

Date Approved

