

# **EDGAR HIGH/MIDDLE SCHOOL COACHES' HANDBOOK 2024-25**

The purpose of this handbook is to outline job expectations and conduct for coaches of the District, as well as aid the coach in performing the many important responsibilities and duties that are required. The athletic department at Edgar High School and Middle School sees the opportunity that athletics provides our students as another learning opportunity to better enhance their education. Each coach should read the content of this handbook carefully. The information can help a coach understand the guidelines established by the department, administration and the Board of Education.

## **Values**

The School District of Edgar Values:

Edgar Excellence...

Pride and Tradition!

Respect & Responsibility

Teamwork

Hard Work & Integrity

Leadership

Critical Thinkers

Acceptance of All

## **Philosophy of Athletics Program**

Our athletic program at Edgar Schools is one that prepares our student athletes for life, both winning and losing, and does it with class and integrity. Organized athletics are an important part of the total educational process in the Edgar School District. Participation in athletics helps promote the mental and physical growth of the students. Since athletics are a privilege in which the students voluntarily choose to participate, the students are expected to develop individual standards that are consistent with team, school and community standards.

### **Middle School Athletic Program Philosophy**

In addition to the above District philosophy, the mission of middle school athletics is to provide an enjoyable educational experience for young adolescents based on their developmental characteristics and needs. The development of the young adolescent's self-esteem, citizenship, responsibility and skills in cooperative and leadership behaviors are positive outcomes of appropriate middle school athletic programs. These programs should be enjoyable, vigorous and safe and should occur in a positive climate with appropriate adult leadership and support.

Effective middle school athletic programs are coordinated with other school and community activities to offer additional opportunities for young adolescents to explore varied interests.

Middle school athletics are an essential part of the total educational process and an excellent opportunity for the home, school and community to work together.

### **Middle School Program Goals**

(Endorsed from Department of Public Instruction publication - Middle School Programs)

1. The developmental characteristics of young adolescents should provide the foundation for the middle level athletic programs and philosophy.
2. Coaches, parents, athletic directors, administrators, school board members and community leaders need to be knowledgeable about characteristics and needs of young adolescents, as well as appropriate coaching strategies and role model behaviors for them.
3. Programs should promote behaviors that include cooperation, sportsmanship and personal improvement. Winning is not the primary goal of the program.
4. The program should be open to all young adolescents and provide a positive experience. All young adolescents should have the opportunity to participate, play, and experience skill improvement. Formation of teams should be determined by the number of young adolescents interested in the program.
5. Each activity should have a predetermined season. Athletic activities, including practice schedules, should be flexible with concern for student conflicts and family schedules.

### **Chaperones, Coaches, Advisors - Conduct and Responsibilities**

The school district of Edgar is committed to safeguarding the health and safety of its students and recognizes that while participating in school-related events the care of students is the responsibility of the chaperones/coaches/advisors. For the purpose of this policy School related events shall include but not limited to, dances, proms, banquets, rallies, athletic events, field trips, performances, and competitions, whether they're at school facilities or away.

When acting as a chaperone/coach/advisor - staff parents or volunteers are subject to all policies of the School District for the duration of the school related activity. The use of alcohol or controlled substances is prohibited.

All chaperones/ coaches/advisors, will maintain empathy with the respect for all students and model appropriate adult behavior while in the presence of students. Chaperones, coaches, and

advisors will conduct themselves in a matter that sets forth a model worthy of emulation by students.

Failure to follow this policy will result in suspension of future chaperone/coach/advisor opportunities or other disciplinary action.

### **Head Coach**

#### **Roles and responsibilities include but are not limited to:**

- Provide expectations to all team members, their parents, and coaches prior to the start of competition.
- Be responsible for all matters pertaining to the organization and administration of the coaching of the team. The head coach shall enforce all the rules of the WIAA as they pertain to the respective sport.
- Be a member of the corresponding state association.
- Assign duties to all assistant coaches and volunteer coaches. Plan and conduct all practice sessions while following the rules and regulations regarding the school facility use.
- Exhibits poise and dignity, behaves in a professional manner.
- Supervise behavior in the locker room, competition area, and bus.
- Inspect all equipment and keep it up-to-date and legal.
- Be respectful of multi-sport athletes and current season coaches when it comes to off season practices/workouts/meetings.
- Instruct middle school coaches of your program that the middle school level focuses on development and participation. Winning is not the primary goal.
- Evaluate assistant, volunteer, and middle school coaches.
- Be familiar and adhere to the current Activity/Athletic Code
- Report statistics to the designated conference statistician in a timely manner (according to the requirements of the Marawood Bylaws)
- Complete WIAA rules video and rules exam
- Report injuries in a timely manner (within 24 hours if possible)
- Coordinate bus departure times with the AD
- Rank varsity officials
- Be familiar with WIAA season regulations
- Be familiar with Marawood Conference bylaws
- Be CPR, AED, & First Aid certified
- Schedule summer contact days & open gyms with the AD
- Be familiar with the rSchool mobile app
- Be responsible for getting results to media
- End Wednesday practices at 5:45pm
- Plan & organize a post season awards program
- Nominate all deserving athletes of post-season awards by the appropriate deadline.
- Complete the Vector/Safe Schools Courses prior to the season starting.

### **Assistant Coach**

#### **Roles and responsibilities include but are not limited to:**

- Support and assist the head coach in conduct of the athletic program of that particular sport and the total athletic program at Edgar schools.
- Complete assigned duties given by the head coach.
- Attend coaching staff meetings when called on by the athletic director or head coach.
- Exhibits poise and dignity, behaves in a professional manner.
- Assume any duties assigned by the head coach pertaining to the overall athletic program of the particular sport including practice drills, handling of equipment, eligibility, working with managers, public relations, scouting's statistics, etc.
- In the absence of the head coach assume all responsibilities designated as those of the head coach.
- Teach the basic skills necessary for each student athlete to reach their own potential.
- Be familiar with and adhere to the current Activity/Athletic Code.
- Complete WIAA rules video and rules exam(HS coaches)
- Report injuries in a timely manner (within 24 hours if possible)
- Be CPR, AED, & First Aid certified
- Supervise behavior in the locker room, competition area, and bus
- Be familiar with the rSchool mobile app
- End Wednesday practices at 5:45pm
- Complete the Vector/Safe Schools Courses prior to the season starting.
- Return all keys/fob to the District Office when the season concludes.

### **Volunteer Coach**

#### **Roles and responsibilities include but are not limited to:**

- Support and assist the head coach and assistant in conduct of the athletic program of that particular sport and the total Athletic program of the Edgar School District.
- Exhibits poise and dignity, behaves in a professional manner.
- Attend coaching staff meetings when called on by the head coach.
- Assist in any assigned tasks that are designated by the head coach.
- The job of the volunteer coach is to assist the head coach. They are not to make decisions when pertaining to the particulars of that sport or any sport in the athletic program.
- Be a positive influence among the coaching staff and student-athletes.
- Be familiar with and adhere to the current Activity/Athletic Code.
- Report injuries in a timely manner (within 24 hours if possible)
- Supervise behavior in the locker room, competition area, and bus
- Complete WIAA rules video & rules exam(HS coaches)
- Be familiar with the rSchool mobile app
- End Wednesday practices at 5:45pm
- Complete the Safe Schools Courses prior to the season starting.

### **Legal Duties of a Coach**

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

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

11. Duty to Design a Proper Emergency Response Plan – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
12. Duty to Provide Proper Transportation – In general, bonded, commercial carriers should be used for out of town transportation. Self or family transportation for local competition may be allowed if parents have adequate insurance coverage for team members other than their family members. (follow School District guidelines)
13. 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.
14. Duty to provide a safe environment for all athletes.

### **Sportsmanship Reveals Character –Regardless of the final outcome.**

#### **From the WIAA Sportsmanship Reference Guide**

- 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.
- 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.
- 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.
- 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, team or family.
- 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, and coach or official this value is paramount since it suggests that you care about yourself and how others perceive you.

#### **Coaches Code of Ethics**

##### **Cited from NFHS Coaches Ethics**

The function of a coach is to educate students through participation in interscholastic completion. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to 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.

The coach shall avoid the use of alcohol and tobacco products when in the role of coaching/supervising athletes.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program. Encourage and support those athletes who choose to participate in multiple sports.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

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

The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.

The coach shall not exert pressure on faculty members to give any student special consideration.

### **High School Awards Programs/Banquets**

Most schools have a tradition or practice of awards programs, banquets, or some sort of gathering. These gatherings should be designed to celebrate the season. Celebration is the true goal of these gatherings. This can happen if teaching, learning, nurturing and growing take place.

- There is no place in these programs for negatives. Parents tend to be there, siblings are often present, and this is not the time to speak of weaknesses, deficiencies, or any other negatives.
- Organization is important for these events. Prior to the event a coach should: Discuss with team members any expectations you have for them at the event, such as attire.
- Make arrangements to secure a facility as early as possible.
- Communicate the date, the time and the facility you select to the AD--should be scheduled at the latest one week after your sport state championship contest



- Secure awards early through the AD. Each program is responsible for other awards at individual banquets.
- Plan an agenda and prepare your presentation.

## **Wisconsin Concussion Law Act 172 – Statute 118.293**

### **Outline of Responsibilities and Procedures**

The law requires all youth athletic organizations to educate coaches, athletes and parents on the risks of concussions and head injuries and prohibits participation in a youth activity until the athlete and parent or guardian has returned a signed agreement sheet indicating they have reviewed the concussion and head injury informational materials. The law requires immediate removal of an individual from a youth athletic activity if symptoms indicate a possible concussion has been sustained. A person who has been removed from a youth athletic activity because of a determined or suspected concussion or head injury, may not participate again until he or she is evaluated by a healthcare provider and receives written clearance from the health care provider to return to the activity.

### **Concussion Information – When in Doubt, Sit Them Out!**

1. Before a student may participate in practice or competition: At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or guardian: Parent information sheet, Coaches Agreement, and Parent/Athlete consent form).
2. An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.
3. A person who has been removed from a youth athletic activity may not participate in a youth athletic activity until he or she is evaluated by a healthcare provider and receives a written clearance to participate in the activity from the health care provider.

<p>These are some SIGNS concussion (what others can see in an injured athlete):</p> <ul style="list-style-type: none"> <li>Dazed or stunned appearance</li> <li>Change in the level of consciousness or awareness</li> <li>Confused about assignment</li> <li>Forgets plays</li> <li>Unsure of score, game, opponent</li> <li>Clumsy</li> <li>Answers more slowly than usual</li> <li>Shows behavior changes</li> <li>Loss of consciousness</li> <li>Asks repetitive questions or memory concerns</li> </ul>	<p>These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):</p> <ul style="list-style-type: none"> <li>Headache</li> <li>Nausea</li> <li>Dizzy or unsteady</li> <li>Sensitive to light or noise</li> <li>Feeling mentally foggy</li> <li>Problems with concentration and memory</li> <li>Confused</li> <li>Slow</li> </ul>
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Injured athletes can exhibit many or just a few of the signs and/or symptoms of concussion. However, if a player exhibits any signs or symptoms of concussion, the responsibility is simple: remove them from participation. “When in doubt sit them out.” It is important to notify a parent or guardian when an athlete is thought to have a concussion. Any athlete with a concussion must be seen by an appropriate health care provider before returning to practice (including weight lifting) or competition.

## **RETURN TO PLAY**

Current recommendations are for a stepwise return to play program in order to resume activity, the athlete must be symptom free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations. Finally, the athlete must have clearance from an appropriate health care provider.

The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a very different return to activity program and should be managed by a physician that has experience in treating concussion.

The following program allows for one step per 24 hours. The program allows for a gradual increase in heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their healthcare provider before progressing to the next level.

STEP ONE: About 15 minutes of light exercise: stationary biking or jogging

STEP TWO: More strenuous running and sprinting in the gym or field without equipment

STEP THREE: Begin non-contact drills in full uniform. May also resume weight lifting

STEP FOUR: Full practice without contact

STEP FIVE: Full game clearance

## **118.293 Concussion and Head Injury**

1. In this section:

- a. “Credential” means a license or certificate of certification issued by this state.
- b. “Health care provider” means a person to whom all of the following apply:
  1. He or she holds a credential that authorizes the person to provide health care.
  2. He or she is trained and has experience in evaluating and managing pediatric concussions and head injuries.
  3. He or she is practicing within the scope of his or her credential.
- c. “Youth athletic activity” means an organized athletic activity in which the participants, a majority of whom are under 19 years of age, are engaged in an athletic game or competition against another team, club, or entity, or in practice or preparation for an organized athletic game or competition against another team, club, or entity. “Youth athletic activity” does not include a college or university activity or an activity that is incidental to a non-athletic program.

(2) In consultation with the Wisconsin Interscholastic Athletic Association, the department shall develop guidelines and other information for the purpose of educating athletic coaches and pupil athletes and their parents or guardians about the nature and risk of concussion and head injury in youth athletic activities.

(3) At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or legal guardian.

(4) (a) An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.

(b) A person who has been removed from a youth athletic activity under par. (a) may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

(5) (a) Any athletic coach, official involved in an athletic activity, or volunteer who fails to remove a person from a youth athletic activity under sub. (4) (a) is immune from civil liability for any injury resulting from that omission unless it constitutes gross negligence or willful or wanton misconduct. (b) Any volunteer who authorizes a person to participate in a youth athletic activity under sub. (4) (b) is immune from civil liability for any injury resulting from that act unless the act constitutes gross negligence or willful or wanton misconduct.

(6) This section does not create any liability for, or a cause of action against, any person.

### **Wisconsin Sudden Cardiac Arrest – Statute 118.2935 Outline of Responsibilities and Procedures**

The law requires all youth athletic organizations to educate coaches, student athletes and parents or guardians about the nature and risk of sudden cardiac arrest during youth athletic activities and information about electrocardiogram testing. The concussion and sudden cardiac arrest informational materials are to be combined. The sudden cardiac arrest statute does not specify a signed agreement form, but the sample agreement form contains agreements for both concussion/head injury and sudden cardiac arrest. The signed agreement form for concussion must be submitted to a private or public school only once each school year and to a private club only once in a 365-day period before participation in an athletic activity.

### **Nondiscrimination on the Basis of Sex in Education Programs or Activities (Title IX Sexual Harassment)**

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Policy 2264 pertains to sex discrimination, including sex-based harassment, which occurs on or after August 1, 2024. Allegations of sex-based harassment that occur on or before July 31, 2024, shall be addressed pursuant to Policy 2266. Throughout the policy, unless expressly stated otherwise, reference to “Title IX” includes and incorporates the 2024 Title IX regulations (also known as the “2024 Final Rule”). The Title IX regulations are found at 34 C.F.R. Part 106. References solely to Title IX (20 U.S.C. §§ 1681 – 1688) are denoted as “Title IX (Statute).” In this policy, unless the context otherwise requires, words importing the singular include the plural and vice versa.

For purposes of this policy, both Policy 2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities and Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities are frequently referenced herein and shall only be referred to by the policy number. As identified in Policy 2266, that policy shall be used for allegations of sex discrimination, including Sexual Harassment, that is based on conduct alleged to have occurred prior to August 1, 2024.

Complaints alleging sexual harassment and/or discrimination on the basis of sex are also covered by and subject to the investigation procedures in Board Policy 5517 - Student Anti-Harassment. Complaints not covered by this policy may still be governed by and subject to the procedures in Policy 5517 - Student Anti-Harassment. (Board Policy 2264 & 2266) 34 C.F.R. Part 106

The District’s Title IX Coordinator(s) is/are:

Lisa Witt, Elementary Principal  
Edgar School District  
203 East Birch Street  
Edgar, WI 54426  
(715) 352-2727  
lwitt@gapps.edgar.k12.wi.us

Mike Wilhelm, High/Middle School Principal  
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### **Activity Accounts**

The activity account exists for the purpose of broadening the involvement of students, student families and the school through financial and volunteer support for all activities. The activity account works to achieve this purpose through active participation of as many parents as possible in the school’s programs, working closely with the coaches, athletic director, and principal of the school. Remember activity funds are not inexhaustible. While banquets and awards are certainly worthy, the financial demands of a sport (equipment, transportation, etc.) must first be met for the sport’s existence. Prioritize activity spending.

1. The Activity Account shall operate in full support of the school principal, athletic director and coaches.
2. Fund-raising activities must be approved by the principal and are governed by school board and WIAA policies.
3. Contributions and collections for approved fundraising involving students shall be deposited in accordance with Board Policy.
4. Accounts are subject to State/Federal and school board compliance audits.

### **GUIDELINES for Fundraising**

- 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.
- All new applications for a fundraisers should be filled out and submitted 3 weeks prior to beginning of fundraiser to the High School Principal--only two fundraisers are allowed per sport/activity
- Administrator 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.
- All fundraiser proposals will be considered on a "first-come-first-served" basis. All applications must be submitted in writing.
- Monies derived from these authorized fund raising projects must be wholly deposited into sport activity accounts.

### **Budget - Purchasing Procedures**

#### **Purchasing Basics**

The primary method for making a purchase within the Athletic Department is through the purchase order system.

#### **Important Things to Know**

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

- A *purchase order* must be approved and issued before an order is delivered.
- Varsity uniforms will be on a five year rotation.
- Anyone placing an order without a purchase order may be held personally liable for payment.
- Unauthorized purchases become the responsibility of the purchaser.
- All receipts, packing slips and invoices must be submitted to the business office for proper payments to be made.
- Annual budget requests for supplies and equipment will be made to the AD in the spring for the upcoming school year.
- All non-state tournament overnight expenses are the responsibility of the individual sport accounts.

## **Certification Requirements for Athletic Coaches**

### **Certified to Teach**

Persons certified or eligible and applying for certification to teach in Wisconsin or who have completed a WIAA approved education course shall be assigned as coaches (including assistants, helpers, aides, etc.) of teams representing a school in interscholastic competition.

#### **Application**

This rule is applicable to all levels of competition, varsity, junior varsity, sophomore, freshman, etc., and practice sessions as well as actual competition.

#### **Coaches Not Licensed to Teach (CNTLs)**

A school may employ other than a certified teacher for coaching, if a certified teacher is unavailable or unacceptable for coaching assignment.

The following provisions must be met:

1. All coaches not licensed as a teacher must have completed a WIAA approved coaches education course before they start their second year of coaching.
2. A coach not licensed as a teacher, with five years of documented coaching experience in public or nonpublic educational institutions, will not need to complete a coaches education course, but will need to apply annually.
3. Coaches not licensed as teachers, or who have not completed an approved coaches education course, must be registered with the WIAA office on the Request for Permission to Use a Coach Not Licensed to Teach Form (CNLT). This requirement includes first year coaches and coaches with five years of experience.

The Wisconsin Interscholastic Athletic Association (WIAA) has approved the American Sport Education Program (ASEP) Coaching Principles and Sport First Aid Courses and also the National Federation of State High School Associations (NFHS) Fundamentals of Coaching and First Aid for Coaches to meet the educational requirement for Coaches Not Licensed to Teach (CNLTs). This requirement became effective with the 1994-95 school year and requires CNLTs to successfully complete an approved coaches' education program prior to coaching during a second school year.

The following do not have to take an approved course:

- A student teacher while student teaching.
- An individual with an administrator's or counselor's license.
- Guest lecturers (one time appearance).

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

- Anyone that does not fit one of the above listed categories.
- Anyone that does not have a current license to teach in Wisconsin.

### **Coaching 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 assessment is meant to be utilized as both a form of self-assessment and reflection as well as observation. Head coach is to evaluate all assistant and volunteer coaches and give a copy of those evaluations to the Activities Director. The Activities Director will evaluate the head coach.

## **Hazing**

**[www.wiaawi.org](http://www.wiaawi.org)**

Hazing or “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. Hazing also includes any action taken or situation created, intentionally, whether on or off-campus, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. This includes any action that endangers the health or well-being of an individual, is personally degrading, has an adverse effect on the academic performance of the student, or which violates any federal, state or local statute or University policy. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime. Hazing is a process that involves harassment, with or without consent. Hazing can occur within any group. Hazing results include but are not limited to, excessive physical fatigue, embarrassment, humiliation, and mental or physical injury. It is the responsibility of victims, participants or witnesses of a potential hazing incident to report the activity.

### **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 or 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.

Is it Hazing?

“Hazing” refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate. (Taken from StopHazing.org)

Additionally, hazing may be reflected in any act that is required of new members in order for them to gain admittance to an organization that is not required of the current membership.

### **Media/Publicity**

The Key to getting your athletic program’s message to the public is building and maintaining a good relationship with all of the local media servicing your school area. Our coaches and athletes continue to achieve many great accomplishments, but oftentimes have lacked the recognition in the local media for their efforts. As a head coach, please note that it is a REQUIREMENT to report scores and statistics to all local media outlets immediately following the completion of your athletic contests. If this is something that you need assistance with or lack the time to get done, please assign this duty to one of your assistant coaches. Please let Mr. Wilhelm know who will be submitting your scores/stats for you if you will not be doing it yourself.



The best two options for submitting statistics are taking a photo of your scorebook/stat sheet on your cell phone or saving your box score as a PDF directly from your "stats app". This can then be quickly emailed to the contacts below.

Here are the emails/phone numbers for our local media outlets. You can simply create a "group" in your contacts and add each of these emails to the list. Please cc' Mr. Wilhelm in communication sent to the media moving forward.

WAOW - [sports@waow.com](mailto:sports@waow.com) OR Text 916-266-3365  
WSAW - [sports@wsaw.com](mailto:sports@wsaw.com) OR Text 715-370-7821  
Central WI Sports - [cws-scores@googlegroups.com](mailto:cws-scores@googlegroups.com)  
WDLB/WOSQ - [gene@wdlbwosq.com](mailto:gene@wdlbwosq.com)  
Record Review - [ckrautkramer@tpprinting.com](mailto:ckrautkramer@tpprinting.com)  
Zaleski Sports – [scores@zaleskisports.com](mailto:scores@zaleskisports.com)

You also need to be sure you are entering stats into the database that the WIAA or Marawood Conference has set forth for your specific sport (wissports, max preps, track wrestling, etc) within 24 hours of your contest.

### **Transporting Students in ALTERNATIVE VEHICLES**

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:

1. A motor vehicle transporting 9 or less passengers in addition to the operator.
2. 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 of alternative vehicles are not required to have a school bus endorsement on their operator's license. However, the driver must be at least 18 years old, possess a valid operator's license (a copy must be on file at the District Office), and meet certain requirements relating to physical condition. In addition the driver must not have been convicted of specific crimes relating to the operation of a motor vehicle.

### **Conclusion**

Coaches who do not perform the duties, responsibilities, and expectations of their role, or whose conduct does not reflect the District's values of sportsmanship and ethics could be subject to action including but not limited to, verbal warning, written warning, counseling/training, additional coaching handbook review, suspension, and/or termination at the sole discretion of the District.

Bd Approved 7/16/24