

# **HANDBOOK INTRODUCTION**

This handbook has been prepared to provide coaches with a convenient and expedient guide to administer and perform their respective duties. As a coach you are expected to adhere to the following policies that have been adopted by the Wilmot Union High School Board of Education and the school administration.

Coaches should familiarize themselves with the content of this handbook and carry out their responsibilities to ensure a positive working relationship within the interscholastic athletic program. We are committed to students, education, athletes, and athletics, and believe a well-structured program will be beneficial to all concerned.

## **MEMBERSHIP**

### **WIAA:**

Wilmot Union High School is a member of the Wisconsin Interscholastic Athletic Association and will adhere to all rules and by-laws set forth by that association.

### **Southern Lakes Conference:**

Wilmot Union High School is a member of the Southern Lakes Conference and will adhere to all the rules and by-laws governing this conference.

## **OUR MISSION STATEMENT AND THE VALUE OF ATHLETICS**

The athletic program at Wilmot Union High School is an integral part of our high school curriculum. As such, it provides certain opportunities and emphasizes definite aims, difficult to duplicate in other activities or in later life. Among them are the following.

1. Athletes are taught to make decisions and to accept decisions, discipline, and responsibilities.
2. Athletic competition is a great equalizer; individuals are judged for what they are, not their creed or color, nor their economic or social status.
3. The emotional situation in competitive sports is a maturing factor.

4. Athletics provide for physical development and give participants satisfaction in accomplishment that few other activities can offer.
5. The desire to win is emphasized because only in that manner will athletes try to do their very best. This is necessary throughout their life.
6. Athletics provide an atmosphere in which individual guidance can help to motivate young people to greater efforts in pursuits outside of the athletic world.
7. Competitive sports sharpen the intellect, improve concentration, and help assure better mental performance enhanced by a healthy body.

## **NOTICE OF NONDISCRIMINATION POLICY**

The Wilmot Union High School District does not discriminate against students on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental emotional or learning disability or handicap in its education programs or activities.

## **HARASSMENT**

Harassment of a student by other students is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment. There is no place in high school sports for the harassment or hazing of any student/athlete. To harass means "to initiate or discipline other students by means of horseplay, practical jokes, and tricks, often in the nature of humiliating or painful ordeals." As coaches, it is our responsibility to see to it that every athlete has the right to participate in athletics in a friendly and positive environment.

## **COACH'S EXPECTATIONS**

### **1. Goal-Oriented**

- A. Teach the importance of setting attainable goals
- B. Demonstrate a work ethic in coaching/teaching/administering their sport
- C. Set long-range goals for their program

### **2. Responsible/Accountable**

- A. Teach values and morality
- B. Be a role model
- C. Take responsibility for actions
- D. Teach youth to be responsible for their actions

### **3. Perspective/Balance**

- A. Use common sense

- B. Keep athletics in its proper perspective
- C. Work with athletes to be multi-dimensional people
- D. See problems from all viewpoints
- E. Coach's philosophy must mesh with the school's districts

#### **4. Loyalty**

- A. Be loyal and dependable to the school's mission
- B. No ulterior motives in coaching

#### **5. Commitment**

- A. Dedication of purpose
- B. Time and effort consistent with expectations
- C. Be a program builder
- A. Wholesome work ethic
- F. Obtain and seek out coaching clinics, trainings & tools for professional development

## **COACH'S RESPONSIBILITIES**

**1. Discipline-**All coaches are expected to maintain good discipline in their programs. The behavior of Wilmot athletes, whether at home or away, in games or practices, is a big responsibility and must be observed continuously.

**2. Professional Growth-**A coach must continually seek self-improvement by keeping abreast of new and improved coaching techniques. Attending conference meetings, clinics, and workshops are necessary means of improving knowledge. While the cost of attending conferences is not completely covered, money is budgeted annually to help offset the costs of coaches paying for a conference.

It is also an expectation of Wilmot High School and the WIAA that our coaches become certified in CPR and in the use of our Automated External Defibrillators. The district offers 3 seasonal trainings each year to accommodate this expectation. Certification can be obtained, at the coach's expense, outside the district if they choose to do so.

**3. Practice and Game Organization-**All coaches are expected to use acceptable teaching practices and develop well-organized practice and game plans. These plans must include an efficient program designed to prevent injuries and foster success.

**4. Organization Philosophy-**The head varsity coach is responsible for the total development of their sport on a grade 9-12 basis. The head varsity coach will direct and provide leadership in each phase of development at each grade level. All other coaches are expected to assist the varsity coach in all such endeavors.

**5. Special Team Rules-**Any coach who gives a list of team rules to their players should also provide a copy to the Athletic Director. It is recommended that coaches have a copy signed by the parents and returned to each coach.

This should be updated each year reflecting any changes to be made. The rules should be

presented to the athletes and Athletic Director within the first week of practice. The Athletic Director must approve any revisions, before given to the athletes.

**6. Co-Curricular Activity Handbook**-It is an expectation of the coaching staff to familiarize themselves and abide by the rules and procedures outlined in the Co-Curricular Activity Handbook.

**8. Off-Staff Head Coaches**-There is a mailbox for the head coach specific to your sport. Be sure to check this daily during your sport season for information. There will be copies of the daily announcements, weekly staff bulletin and the monthly newsletter in the box. It is also expected that the off staff head coach check weekly with the Athletic Director for any other additional information. All off staff coaches are expected to attend the scheduled coaches meetings.

**9. Athlete Management** – Students are to be supervised at all times by a coach. Practices are to be supervised, locker rooms are to be supervised, and all athletes should be supervised after contests until their ride to bring them home has arrived.

**10. Game Transportation** – All athletes are expected to take the school provided transportation to all athletic contests. Coaches are asked to take attendance on the bus and make sure all athletes are accounted for. Athletes may ride home with a parent/guardian ONLY. The coaches must talk to the parents directly or have a sign-out sheet that the parent (not the student) must sign. Any other situation must receive special permission from the Athletic Director prior to the game. If you don't hear from the AD the student rides on the bus!

## **SPORT SEASON POLICIES**

1. The regulations of the W.I.A.A. and bylaws of the Southern Lakes Conference will govern the length of all sport seasons.
2. In the event that sports seasons overlap, due to tournament competition, the head coaches involved will mutually agree upon practice schedules and facility use. In the event of any conflict, the Athletic Director will resolve the issue.
3. The WIAA allows for organizational meetings to be held prior to the start of a season. These meetings will be set up with the help of the Athletic Director so they do not conflict with those sports that are in season
4. The WIAA rules allow coaches to conduct "Open Gyms" if they are conducted according to the following guidelines: The open gym is open to any student in the designated population of that school who is interested in attending and may be gender specific. A coach may supervise an open gym but may not conduct drills or teach skills to students he/she coaches or participate with the students. Coaches, who open the gyms for such activity, are expected to properly supervise these programs. Coaches may play in open gyms.

5. There is a SLC rule and WIAA rule that states: "an athlete ejected from a contest for an unsportsmanlike conduct will be suspended from the next contest." The intent of this rule is that any player ejected will sit out of the next game whether it is a conference game, a non-conference game, or a tournament game. This includes season-to-season and year-to-year. Coaches must enforce this rule at all levels in all sports. The athlete is to be on the bench during the contest of the suspension and the athlete should be in street clothes. Refer to the WIAA Season Regulations.

Coaches are to turn into the Athletic Director written explanation of any situation in which a Wilmot athlete or coach is ejected from a game. This must be turned in within 24 hours of the incident.

6. WIAA tournament assignments are listed on the WIAA website. Arrangements for transportation, housing, meals, etc., will be arranged with the approval of the Athletic Director.
7. The WIAA has a rule that states that after 6 days of practices and games, one day off must be taken. This would normally be a Sunday. Practices may be held on Sunday, as long as they are not mandatory and do not violate the 6-day rule. Permission for Sunday practice must be obtained by the Athletic Director prior to scheduling.
8. The WIAA indicates that a student/athlete is ineligible for interscholastic competition if he/she reaches his/her 19<sup>th</sup> birthday before August 1 of any given school year. Additionally, the student/athlete has eight consecutive semesters of potential athletic eligibility starting with his/her 9<sup>th</sup> grade year.
9. All coaches of all levels are to become familiar with the SLC sportsmanship guidelines for coaches, players and fans.

\*It is an expectation of the head coach to make his/her coaching staff aware of the WIAA Season Regulations, the WIAA Senior High School Handbook and the SLC Handbook for more complete information.

## **SUPERVISION**

1. **Building Security**-Coaches should be the first to arrive and the last to leave. The varsity head coach is responsible for assigning assistants to help secure the building. If teams practice on the weekends, all coaches should be especially careful in the secure of all doors. **One coach must stay until all of their athletes have left the building.** This is especially true after returning from away contests. It is also expected that one coach wait until all athletes are picked up after an away game; do not allow the athletes to wait outside for their ride.

There is to be supervision at all times in the locker room before and after games and all

practices. Coaches need to be visible to lessen the problems that may occur. Athletes must be encouraged to keep all locker room areas clean and dispose of all garbage in proper containers.

Cleats from any sport are not to be worn in the building at any time. Please have athletes clean them some place other than right outside the doors when coming back into the building.

A coach must be present for supervision each time there is a practice. The coach must be in the gymnasium, not merely on the grounds or in the building. Lights should be shut off when you are the last coach to practice. Coaches are also responsible for checking all doors that might have been left unlocked. All coaches are responsible for returning equipment to its proper storage place and locking it each night after practice.

2. **Keys-** All coaches should have a key to the athletic facility as well as a fob or code which Allows them access to the building. In no circumstances is a coach to give a student their code for door access. Coaches violating this rule will be subject to disciplinary action.
3. **Building Usage Forms-**These forms are available in the mailroom and must be completed when using the building for events outside of scheduled practices and games. This includes any "open gyms", parent's meetings, banquets, camps, etc.
4. **Bus Travel-**All coaches are to travel to and from all contests on the bus. If for some reason the head coach cannot ride the bus, with prior approval of the Athletic Director, another coach may be appointed this responsibility.

Team members will ride the mode of transportation designated by the school to and from the contest or practice. Team members may leave from an event with his/her parent or legal guardian only. With prior authorization and on unique occasions, athletes may drive themselves to and from an event. These practices should not be encouraged. Carpooling is against district policy.

The coach will control behavior on the bus and the behavior will be in a manner respecting Wilmot Union High School.

No spikes/cleats are to be worn on school buses and all equipment should be supervised.

Coaches are responsible for the condition of the bus or van after its use.

5. **Practices and Contests-**The actions of our athletes are a direct reflection on Wilmot High School and our community. Athletes will not practice or compete without supervision under any circumstances.

Abusive language and actions in conflict with acceptable behavior should not be tolerated. The athletes should be made aware of unacceptable items of clothing that are not to be worn at practices or to contests. The school policy needs to be followed at all times for athletics.

All of these expectations need to be controlled by all coaches on the staff, regardless of the level or sport coached.

6. **Practice Days/Times**-All practice times must be cleared by the Athletic Director prior to the season. Practices on school days should last no more than 2 ½ hours unless otherwise discussed and approved by the Athletic Director. When practicing during vacation periods, please be aware of family plans that may have been made prior to the sports practice schedule. A contemplated absence for family reasons is considered excused and should not be held against the athlete. **In the event school is canceled, all practices and games will be postponed unless given specific approval from the district administrator.**
7. **Academic Management** – All head coaches will have the ability to see their athletes academic and discipline records in Skyward. It is the coach's responsibility to check daily attendance and monitor their student's grades. Athletes and coaches should have a pretty good idea throughout the school year, where they stand academically. A player who misses school the day of a game and then plays that night, would cause the team to forfeit.
8. **Athletic Code Violations**-If a member of a team has an athletic code violation, the Athletic Director and/or Associate Principal will first have a conference with the student. If it is determined that there is a violation and a penalty is to be assessed, the parents, coach and student will be notified in writing.

The athlete must continue to practice with the team during the period of the suspension. They are not eligible to play in any contests or participate in warm-ups until the specified number of games have passed. They are expected to be on the bench at all contests, but may not be dressed in uniform. This includes shirts, warm-ups, etc.

An athlete must finish the season in good standing for the suspension to be served. If an athlete quits the team before completing the entire season or does not finish in good standing, the violation will remain on the records and the athlete must serve the suspension before any further athletic competition.

If any athlete has a 2nd athletic code violation, they are excluded from all team activities, including practices, for a period of one calendar year.

9. **Coach/Parent/Athlete Communication** - It is imperative that coaches are in constant communication with families in regards to practices, game schedules, meetings, off-season programming, special events, etc. Coaches may not text with their players/families. Communication should be done through Notification Apps such as Remind, email, or Google Classroom.
10. **Social Media** - Coaches may use Facebook, Twitter, Instagram and other social media outlets to provide information for their sport. Those pages should follow all social media guidelines established by the school district.

11. **Early Dismissal Requests**—Coaches should request these one full week in advance. The request must first be made to the Athletic Director. The coach will then notify the administration team if approved. All coaches should send out an all-staff email notifying everyone of the students who will be missing.

Coaches are not to arrange any release of student/athletes from school at any time without approval of the administration.

## **PRE SEASON INFORMATION**

1. **Physical Cards**—Generally all freshman and juniors need a physical. Every 2 years all athletes must have a physical to compete. **No one practices without a physical card turned into the coach or on file with the Athletic Office.**
2. **Parents Meeting:** Coaches are expected to conduct a pre-season parents meeting. All rules and expectations should be discussed at the meeting as well as a calendar for practices and games
3. **Schedules**—Coaches are expected to assist the Athletic Director in preparing sport schedules. All SLC athletic schedules are organized by the Conference Commissioner with input from the Athletic Directors. Non-conference games are scheduled by the Athletic Director, with recommendations from the head coach. The Athletic Director will mail contracts out. There will be NO scheduling of any games without the approval of the Athletic Director.
4. **Coach's Meetings** -All head coaches are expected to have a pre-season meeting with their coaching staff. Season goals, rules, team composition, expectations, etc., are to be covered and clarified with all coaches. There should also be regular coaches staff meetings continually throughout the season.
5. **WIAA Testing** - All coaches must complete the WIAA rules test and rules video prior to the start of their season every year. The staff should meet and take the test together, but each coach must turn in a completed answer sheet individually. Head coaches are also required to evaluate the officials on the WIAA website within 2 weeks of a game.
6. **Coaches Associations** - All head coaches should be members of their state coaches association for the sport they coach, and the school will pay for this. Assistant coaches might also consider joining. Coaches should also attend meetings and clinics sponsored by their organization on a regular schedule.
7. **Fund Raising** - All fundraising events need prior approval from the Athletic Director, Principal and the District Administrator. The head coach would need to prepare a proposal in advance of the event. Fundraising efforts should not interfere with any

co-curricular activities. An approved staff member must properly supervise all off-District fundraising activities at all times.

## **FIRST DAY OF PRACTICE**

1. **Physical cards**-Generally, all Freshman and Juniors need a physical. If coaches are aware that a Sophomore or Senior has had a condition in the past year requiring medical attention or they are new students to Wilmot, they also should have a physical before competition. **No one practices without an updated physical card turned into the coach or on file with the Athletic Office.**
2. **List of Participants**-All head coaches should have an updated roster of all athletes who have registered for their sport. Anyone who is not on the list should report to the office at the start of practice. Any athlete who is added to the roster after the start of the 1<sup>st</sup> day of practice will receive a pink card from the office clearing them. Coaches are responsible for updating the list as the season goes on.
3. **Safety**-All rules and procedures involving safety are to be covered the first day of practice. **Again, be sure to cover any safety rules to anyone who was absent the first day.**
4. **Emergency Information**-**All coaches must have emergency information for each athlete in their possession at all practices and games. These are available from the AD secretary and should be available after the first week of practice.**
5. **Student Fines**-All fines must be paid in full prior to the first day of practice.

## **SEASON EXPECTATIONS**

1. **Rosters**-All coaches are expected to prepare a complete list of their eligible athletes for publication. This includes each coach at all levels. They must turn in a list of athletes signed up for the sport they coach as soon as possible to the Athletic Director and the Athletic Director's Secretary. The following information needs to be included:
  - A. Athletes name--please be sure of correct spelling
  - B. Uniform numbers (light and dark)
  - C. Height (basketball, football, volleyball)
  - D. Weight (football and wrestling)
  - E. Year in school
  - F. Position playing (basketball, football, soccer, volleyball, softball, baseball)
  - G. Names of managers, statisticians, etc.

Rosters are expected to be kept up-to-date. All changes should be given to the Athletic Director's Secretary.

2. **Equipment**- Coaches must keep accurate equipment inventories. Any lost equipment is to be

paid for by the athlete. Athletes are not to wear school equipment, home or around town, except on game day and with approval of their coach. No athletic equipment may be worn during Physical Education class.

All equipment must be turned in at the end of each sport season. The athlete may not participate in the next sport until all obligations are taken care of.

3. **Locks**-Coaches are issued locks from the Athletic Department at the beginning of the season. Coaches should record all locker numbers, lock serial numbers and combinations for all members of their team every season. If at any time an athlete is no longer out for a sport, the coach is responsible to see the lock is taken off of the athletic locker.

Be sure to get all athletes to remove all locks from the lockers after the last contest. Coaches are to check all athletic lockers the week following the last season contest to see that all locks are off. Coaches should turn in a fine sheet for any non-returned locks to the business office.

4. **Team Selection**-After each team has made the final selections, a copy of those on each team must be given to the Athletic Director and the Athletic Director's Secretary. Coaches, who intend on moving up freshman athletes to Varsity teams, must have a discussion with that athlete's parent and obtain prior approval of the Athletic Director. If a student is cut from a squad, they may try out for another sport that is held during that season.

5. **Scheduling**-In case of bad weather, the decision to postpone a contest is made in conjunction with the Head Coach, the Athletic Director and the Administration. Make-up of postponed games are by mutual agreement.

6. **First Aid**-Every coach is expected to develop a safety procedure to be used in case of injury. First aid kits are to be at all practices and contests. Be sure each lower level team has individual kits. Supplies may be picked up from the athletic trainer as needed. Kits are to be turned in to the Athletic Trainer at the end of your season.

**If further medical care is recommended for an athlete, coaches are to fill out an Athletic Department Accident Report within 24 hours of an injury to an athlete.**

Any athletes whose injuries require medical attention, or a concussion must have a **written release from a medical professional prior** to returning to practice or competition. **Coaches are responsible to see that this rule is followed.**

7. **Aurora Rehabilitation Services**-There will be a certified athletic trainer at Wilmot High School. Megan Aehlich will be in the training room every day in the fall from 2:30pm-6:00pm, winter and spring from 2:30pm-5:30pm in the winter and spring. Training room hours will start on the first day of fall practice.

Athletic trainer home competition coverage will be for the following sports: football-home & away, soccer, cross-country, volleyball, wrestling, basketball, track and baseball and softball for WIAA regional or Sectional games. Additionally, physician coverage will be available for all home varsity football games.

8. **Parent's Night**-All teams are to have a parent's night during the season to review team rules, Co-Curricular Activity Handbook, practice and game times, vacation expectations, fundraiser and concession stand expectations, uniform purchasing parameters, playing time policy, dress on game days and parent guidelines.

New head coaches may want to have parents attend a planned practice at the early portion of the season. This would provide an opportunity to present yourself and your staff along with your expectations, coaching philosophy, etc.

9. **Sport Pictures**-All teams will have photographs taken of their team for the yearbook and for the athletes to purchase themselves. All coaches are to hand out information packets for the athletes to buy the photo packages.
10. **Publicity**-Public relations are a vital aspect of any successful sports program. We must all work to have a positive image in the community. Each head coach is expected to report the results of each contest to the news media. Jason Arndt from the Southern Lakes Media and the Kenosha News are musts. Contact for the Kenosha News is [sports@kenoshanews.com](mailto:sports@kenoshanews.com)
11. All games held in the fieldhouse or on Bucci Field should be scheduled on Hudl to be streamed. Simply login to Hudl and enter your team's schedule with game time. When adding the home games choose to Hudl Stream, and your game will be streamed online.

## **END OF THE SEASON INFORMATION**

1. **Sports Banquets**- There will be an awards banquet after the respective season for each sport. The date of this banquet must be set as soon as possible in the season or even the year before. Coaches are to contact the AD to send out the letters to parents 2-3 weeks prior to the date. Please turn in a list of awards to the AD secretary one-week before the banquet for typing. The athletic department provides a MVP medal to be given by each varsity coach. If other awards are given, it is the responsibility of the coach to pay for these awards.

The type of get-together is up to the team and coaches. It may include a picnic, pizza party, subs, banquet at an area restaurant, or a potluck dinner in the cafeteria. If a team decides to hold a banquet outside of the school, it is up to the coaches to set up all the arrangements. If a team chooses to have a meal other than the traditional potluck style, they are also responsible to make the arrangements for the food. Coaches are to collect all monies needed to pay for these dinners.

2. **Season End Coaches Dinners**-The SLC will have a meeting and dinner after the end of each

sport season. All head coaches are required to attend the meeting for their sport. All assistant coaches are invited to attend the dinner following.

3. **Inventory-**All head coaches are to turn in a completed inventory at the end of each sport season. A copy of the inventory will be given to the head coach at the beginning of the season for updating. All Wilmot Union High School equipment, uniforms and supplies are to be stored at the school, not at the coach's home or other locations.
4. **Locks-**All athletic locks are to be removed from the athletic lockers as soon as the season has ended. Coaches should give a deadline of one week after the last contest to have the lockers cleared. After that time, head coaches and the Athletic Director will remove all locks from the lockers before the next sports season starts.
5. **Collection of Equipment-**All coaches are to set a collection day and time within a few days after the season or collect all equipment the night of the last contest. All items must be collected and accounted for on a timely basis. All equipment should be cleaned and stored neatly in the space provided at the end of the season.

All coaches are responsible for attempting to collect money owed from each athlete for lost or damaged equipment or clothing that needs to be repaired or replaced. The coach should also turn in a list to the Athletic Director of all outstanding obligations. The coach should also provide to the Athletic Director a season-end inventory.

## **POSTPONEMENT AND CANCELLATION POLICY**

Whenever school is not held because of inclement weather the following procedures will be followed:

1. The decision to conduct athletic practices will be made by the Athletic Director and District Leader.
  - A. Common sense should prevail when making decisions.
  - B. If practice sessions are conducted, they will be held at their regular time unless weather conditions are acceptable to permit otherwise. The coach, Athletic Director, and Principal will decide the exact time for practice.
2. If away contests are canceled because of inclement weather and/or poor travel conditions, practice sessions will be permitted if the Athletic Director and Principal grant approval.
3. If school is dismissed and buses depart early because of inclement weather, there will be no school activities scheduled unless the Athletic Director and Principal decide otherwise. If practice is held, bus students can be excused.
4. In the case of bad weather, the decision to postpone a contest is made by the administration of the schools involved. Make-up of postponed games is by mutual agreement.