



ATHLETICS

Coach Handbook



EAST TROY
COMMUNITY SCHOOL DISTRICT

Committed to the Growth & Success of Each Student, Each Year

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ATHLETICS

I. Athletic Program Stats

A. East Troy High School

1. **Contact Information**
 - a. **Athletic Director:** Reid Oldenburg
 - b. **Principals:** Kevin Kitslaar & Stacey Kuehn
 - c. **Address:** 3128 Graydon Ave, East Troy, WI 53120
 - d. **Phone/Fax:** (262) 642-6760/(262) 642-6776
2. **Mascot:** Trojans
3. **Colors:** Black & Yellow
4. **Song:** Go U Northwestern



B. Sport Seasons

1. **Fall:** Cheerleading, Cross Country, Football, Golf-Girls, Soccer-Boys, Tennis-Girls, Volleyball
2. **Winter:** Basketball, Wrestling
3. **Spring:** Baseball, Golf-Boys, Soccer-Girls, Softball, Tennis-Boys, Track & Field

C. Sport Divisions

1. **Two:** Baseball, Cross Country, Golf, Softball, Tennis, Track & Field, Volleyball, Wrestling
2. **Three:** Basketball, Soccer
3. **Four:** Football

II. Philosophy and Objectives

A. Philosophy

1. The East Troy Community School District (ETCSD) believes that a dynamic program of student activities is vital to the educational development of the student. The East Troy High School (ETHS) Athletic Program should provide a variety of experiences to enhance the development of positive student habits and attitudes that will prepare them for adult life in a democratic society. Athletics should function as an integral part of the total curriculum. It should offer opportunities to serve the institution, to assist in the development of positive relationships and good will, to promote self-realization, all-around growth, and good citizenship qualities.
2. Athletics plays an important part in the life of ETHS. Young people learn a great deal from participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are integral parts of our athletic program. Athletic participation also plays an important part in helping students develop a healthy self-concept as well as a healthy body. Athletic competition also improves school spirit and helps students develop pride in their school.
3. The major objective of the program is to provide wholesome opportunities for students to develop positive leadership habits and attitudes of social and group interaction. Coaching leadership should be of the highest quality and should provide athletes with examples of exemplary behavior. Measurement of leadership success should not be measured in terms of the tangible evidence of the victories and defeats. Instead character, courage and integrity should be major objectives of the athletic program. The athletic program should always be consistent with the general objectives of the school. The athletic administration should be oriented to general policies of the institution. At no time should the program place the total educational curriculum secondary in emphasis; program leaders should constantly strive for the development of well-rounded individuals, capable of taking their place in modern society.
4. We believe that the opportunity for participation in a wide variety of student-selected activities is a vital part of a student's educational experiences. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to other students, to the community and to the athletes themselves. These experiences contribute to the development of learning skills and emotional patterns that enable the student to achieve maximum benefit from his or her education. ETHS student activities are considered a supplement to the school's academic program which strives to provide experiences that will help to develop students physically, mentally, socially and emotionally.
5. The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone "winning at any cost" and discourages any and all pressures which might tend to neglect good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way so as to justify it as an educational activity.

B. Objectives

1. Provide and maintain a positive image of school athletics at ETHS.
2. Strive for playing excellence and enhancing the mental health of student athletes at all times, which will produce winning teams within the bounds of good sportsmanship
3. Provide leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
4. Provide opportunities for students:
 - a. That includes appropriate student activities for every participant
 - b. That responds to a wide variety of student interests and abilities
 - c. Which offer the greatest benefits for the greatest number of students
 - d. To experience success in those activities he or she selects
 - e. That encourage worthy use of leisure time now and in the future
 - f. To expand future possibilities and vocational pursuits based upon skill and interest levels
5. Prepare students for coping with and handling situations within the contemporary world by providing adequate and natural opportunities for:
 - a. A desire to succeed and excel
 - b. Physical, mental, and emotional growth and development
 - c. Practice self-discipline and emotional maturity in learning to make decisions under pressure
 - d. Respect the rights of others by being socially competent and operate within a set of rules
 - e. Development of high ideals of fairness in all human relationships
 - f. Acquisition and development of special skills within activity choice
 - g. Commitments to loyalty, cooperation, fair play, and other desirable social traits
 - h. Setting organizational and personal goals and how to achieve them
 - i. Provisions for worthy use of leisure time in later life, either as a participant or spectator
6. Develop an understanding of the value of activities in a balanced educational process.
7. To generate a feeling of unity through focusing program interests for student body, faculty, and community
8. Ensure program growth and development to increase number of participants, which results in increased contest attendance that contributes to program maintenance and athletic facility improvements.

III. Athletic Association/Conference

A. State athletic/activities association

1. ETHS agrees to abide by all of the state by-laws, rules and regulations with special emphasis placed on those governing eligibility, age limitation, enrollment and attendance, scholarship, residence, transfers, recruiting, amateurism, and the conduct character and discipline of athletes.

B. Conference Overview

1. East Troy High School is a member of the Rock Valley Conference. The conference was established to encourage member schools to improve their extra-curricular program in the area of athletics. The value of conference membership is derived from arranging of schedules, equalizing competition, conducting league meets and generally up-grading the activities program by adhering to conference standards and goals. Membership implies abiding by conference schedule, by-laws, rules and regulations.
2. The following schools are members of the Rock Valley Conference: Big Foot, Broadhead, Clinton, East Troy, Edgerton, Evansville, Jefferson, McFarland, Turner, Whitewater

C. Conference Meetings

1. The high school principal or his designated representative shall represent ETHS at all conference meetings where official business is conducted. The athletic administrator will serve as the school representative in the day-to-day operations of the conference/league. Head coaches will be expected to attend all conference/league meetings that pertain to their sport.

D. Criteria for Eliminating Sports

1. All recommendations to drop a sport will come through the activities administrator's office. All efforts will be made to drop sports with as much prior notice as possible.
2. The following criteria will be considered in depth prior to the dropping of an interscholastic sport:
 - a. **Student Interest:** Student interest declines to an unsatisfactory level both in terms of participation and spectator attendance.
 - b. **Sanctions:** The sport is not sanctioned by the affiliated league or state athletic association.
 - c. **Coaches:** It becomes impossible to secure competent coaches.

- d. **Competitiveness:** The competitive level of the sport is unsatisfactory, e.g., little or no success in league, regional or state competition.
- e. **Facilities:** Adequate facilities do not exist, or the use of existing facilities conflicts with other athletic or academic programs.
- f. **Funding:** Adequate funding is no longer feasible, particularly in view of participation numbers.
- g. **Scheduling:** Scheduling of contests at the local or regional level becomes increasingly difficult.
- h. **Revenue:** The sport has little or no opportunity to generate revenue.
- i. **Weather and Geography:** Weather and geographical conditions make it increasingly difficult to adequately practice or schedule contests.
- j. **Tradition or Community Interest:** This team has special historical or other meaning of importance to our school.
- k. **Gender Balance:** Every attempt will be made to achieve sports participation rates that approximate the rates of enrollment for male and female students within the student body.

E. Criteria for Adding Sports

1. All requests to add a sport must be made through the district athletic administrator.
2. The following criteria will be considered in depth prior to the addition of any interscholastic sports:
 - a. **The Sport:** By its nature, must be a competitive athletic activity which requires a high level of physical conditioning, training and skill.
 - b. **Student Interest:** There should be an indication of strong student interest, not just in terms of participation but spectator interest as well.
 - c. **State Athletic Association:** The sport must be a state-sanctioned activity.
 - d. **Competition:** There must be organized interscholastic competition at the league and state levels.
 - e. **Facilities:** Adequate facilities must exist. It must be possible to coordinate use of facilities so as not to conflict with existing programs.
 - f. **Coaches:** It must be possible to secure competent coaching. The head coach must possess a current teaching certificate.
 - g. **Growth:** Consideration must be given to the potential growth of the sport.
 - h. **Funding:** Adequate funding must be available so that the sport can be supported. Funding will not be diverted from existing athletic programs to create new programs.
 - i. **Revenue:** Highest consideration will be given those sports with potential to generate revenue.
 - j. **Scheduling:** The potential for scheduling competition on a league and/or regional basis will be a priority.
 - k. **Weather and Geography:** The sport must be conducive for adequate practice and competition given the local weather and geographical conditions.
 - l. **Equal Opportunity:** Priority will be given to those sports that best reflect the interests of male and female athletes.
 - m. **Gender Balance:** Special consideration will be given to sports that will facilitate achievement of participation rates that approximate the enrollment rates for males and females within the general student body.

IV. Scheduling of Events

A. General

1. The athletic administrator is responsible for scheduling all interscholastic athletic contests for each team within the athletic program.
2. The athletic administrator shall consult the head coach to discuss teams to be scheduled at all levels of the respective program.
3. In some instances, the athletic administrator may assign scheduling responsibilities to the head coach but retain the power of approval before the issuing of any game contracts.

B. Contest Limitations

1. The number of allowable varsity contests is regulated by state association limits for respective sports. Some lower-level team limits may be reduced by local or league regulations for the respective sports.

C. Conference and Non-Conference

1. Conference schedules drawn up by the athletic administrators and approved by the league principals shall be played in their entirety. Any league postponements shall have priority over other scheduled contests.

2. Every effort will be made to schedule teams that are on a competitive skill level with the squads of High School. The following considerations will be given in scheduling non-league contests, special events, etc.:
 - a. Natural Rivalries
 - b. Relationships of the Schools
 - c. Distance to be traveled
 - d. Size of School
 - e. Expenses to be incurred
 - f. Established Patterns of Scheduling

D. Invitational Considerations

1. It will be the policy of the athletic department to host an invitational or tournament event whenever possible. The reasons are:
 - a. Promote the Sport
 - b. Bring large Numbers of Teams and Spectators into Our School
 - c. Income to be derived
 - d. Expose Athletes to Extensive Competition
 - e. Establish Traditions

E. Postponing Contests

1. If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following practices should be followed:
2. Coaches confer with the athletic administrator
3. Factors considered in the decision are:
 - a. Playing conditions of the field
 - b. Safe travel for the team
 - c. Safe travel for the opponents
 - d. Safe travel for the officials
 - e. Safe travel for the students and fans
 - f. Safe travel for the game workers
 - g. Damage to equipment
 - h. Safety to the spectators in or on the school grounds, gym or field
4. After considering factors, it will then be up to the athletic administrator or principal to play the game or postpone the game. The athletic administrator will re-schedule the contest with input from the head coach.
5. Proper notification must be given the bus transportation office, athletic administrator's office, officials, visiting schools, etc. The decision to postpone an afternoon game or meet must be made in time to give notification to the visiting school(s). If school is cancelled all Athletic activities will be rescheduled.

V. Team Pictures and Trophy Display

A. Team Pictures

1. The athletic administrator will establish a picture day early in the season, enabling all of the teams to take a group picture.

B. Trophy: State and Regional

1. State tournament and regional championship trophies will be on display in the main trophy case or on the walls.
2. All state, region, section and regular season tournament trophies earned during the past and current year will be displayed in the trophy case or on the walls.

C. Trophy: League and Invitational

1. All league trophies will be displayed in the trophy case located near the entrance to the gymnasium.
2. Invitational trophies and plaques will remain in the trophy case for (5) years and will be given to the Head Coach of that sport.

D. Trophy: Photographs

1. Athletic Director should make arrangements with the athletic administrator to provide color pictures for those trophies that require photographs. These pictures should be taken during the sports season. The most current picture will be used.

E. Trophy: Maintenance



1. Trophy cases will be maintained by the athletic administrator.

VI. Publicity and Promotion

A. Overview

1. An effective, on-going public relations program must be established and consistently maintained. Good publicity and promotion provide the key to the success and survival of any interscholastic athletic program. The athletic administrator is responsible for the overall success; therefore, he/she must have a keen understanding of who the supporters are and what will encourage them to make a supportive response. Total involvement is a must!
2. All athletic department personnel need to cultivate a good rapport with non-coaching members of the faculty, i.e., support their efforts; attend their performances. Make sure that athletes make a commitment for regular attendance and academic excellence. Don't take athletes out of class unnecessarily and don't ask for special favors. Keep the faculty posted of all scheduled events well in advance. Notify them at once if changes occur.
3. Win the respect of the community for the whole program, not just for the winning team. Develop an activities program that will encourage community participation. Above all, keep people informed!

B. Athletic Administrator's Responsibility

1. The athletic administrator is ultimately responsible for any promotions and publicity releases that originate from within and for the department of athletics. Some publicity guidelines for the athletic administrators are:
 - a. Publish interscholastic schedules prior to the start of each season. Distribute schedule cards and calendars.
 - b. Set up interviews and photographer sessions.
 - c. Use bulletin boards in the building for promoting athletics.
 - d. Encourage reporters and photographers to attend athletic events.
 - e. Maintain a good working relationship with the press.
 - f. Supply a directory of coaches' names and phone numbers to all newspapers, radio and television stations. List the times they are available.

C. Coaches' Responsibility

1. The reporting of news items and game results will rest with the head coaches and their staffs. They are responsible for the promotion of their program by:
 - a. Telephoning, faxing, or email results immediately following contests to the local news outlets.
 - b. Following up with additional material and stats in writing.
 - c. Making arrangements for player interviews/photographer sessions.
 - d. Holding weekly/monthly meeting with parents, administrator, or athletic director when requested to discuss the season.
 - e. Sponsoring clinics for youth leagues and coaches.

VII. Spectator Management

A. Policy Statement

1. All high school interscholastic athletic programs should develop a well-organized crowd control program. Personnel who should be included in developing the plan are: administrators, athletic director, coaches, supervisor of cheerleaders and spirit groups, band director, security personnel and the game announcer.
2. Printed copies of the final statement of the crowd control procedures should be distributed to all personnel involved with the conduct of the game in any way. The program should be developed in three stages: 1) before the contest, 2) during the contest and 3) after the contest. Specific responsibilities are as follows:

B. Before the Contest

1. The athletic director and supervisors must be concerned with the welfare of the spectators and the student body.
2. Ensure that all facilities are clean and comfortable.
3. Staff an adequate number of workers.
4. Provide separate entrances and ticket booths for home spectators and visitors with admission prices plainly posted.
5. Make available to visiting schools necessary game information: include contest site location, directions for game parking, location of ticket booths, seating arrangement chart, ticket prices, game time. Greet visiting

team upon arrival and escort them to their designated locker room. Lock the locker room and provide the head coach with a key to the locker room.

6. Provide supervised parking. (Use of service clubs or youth organizations is suggested.)
7. Designate specific seating areas for students, bands, adults and visitors. If possible, opposing student bodies should be separated.
8. Expectations for good sportsmanship must be communicated with the crowd. An informative announcement of crowd expectations is encouraged.
9. If the team has a cheer team, Inform cheerleaders of the importance of proper timing of cheers, demonstration of good sportsmanship to visitors and cooperation with team, band and other activities.
10. Arrange for adequate police supervision if necessary.
11. Greet officials and assign them to dressing facilities separated from both teams. Provide them with their compensation check and courtesy beverage upon assigning them to their dressing room. If necessary, provide escorts for the officials when it appears that disturbances may develop.

C. During the Contest

1. Provide adequate supervision of students and facilities by the home school.
2. Be sure that visiting schools assume responsibility for supervising their students.
3. The Administration should plan an interesting half-time program.
4. To prevent long lines, assure extra help at concession stands during half-time and at breaks.
5. Arrange for security facilities to prevent fans from getting on the field, around the players' bench area or directly into areas of competition.
6. Instruct P.A. announcer to announce location of rest rooms, concessions, and lost and found station.
7. Provide a first-aid room for emergencies. Have an athletic trainer in attendance at home football games and other home contests when possible.

D. After the Contest

1. Planning for the period after the contest is probably the most important of the three stages of spectator management. Most incidents and encounters occur after the game when the fans are on their way home. Some of the most important considerations are:
 - a. Develop a procedural plan of the exit of teams, officials and spectators.
 - b. Direct the route for movement of all visiting school buses and all home team buses. (Include band, pep club buses, etc.)
 - c. Use the P.A. system to:
 - i. caution spectators about not walking on the floor or field
 - ii. give directions for leaving the area
 - iii. thank spectators for attending and caution them to drive safely.
 - d. When necessary, facilitate orderly movement of traffic lines, provide directive (local police may help) supervision for cars leaving the parking area.

E. Responsible Parties Overview

1. Middle or elementary school students should be encouraged to attend high school athletic contests with a responsible adult.
2. Encourage as many faculty members as possible to attend the athletic contests.
3. Insist that unruly spectators be removed from the premises. Take legal action against those who are guilty of assault or of disturbing the peace.
4. Do not hesitate to take action against coaches who permit their players to exhibit undesirable behavior.
5. Contests where tickets are sold at the gate, tickets should be sold throughout the first half or third quarter
6. Encourage cooperation among all administrators within the same school district by providing proper crowd control procedures.
7. Describe acceptable behavior at athletic events and penalties for misconduct.
8. Eliminate any banners or signs which might be offensive or negative in tone to the guests from the gymnasium.
9. For security reasons, do not permit all of the lights to be turned off for events such as the introduction of players or special pre-game and half-time shows. Make sure that there is sufficient lighting necessary to provide good crowd control for the fans' safety.

F. Responsible Party: Administrators

1. Insist that the coaches conduct themselves in a manner conducive to good sportsmanship and clean athletics (including no swearing).

G. Responsible Party: Coach

1. Coaches influence not only the conduct of the players under their direction, but also that of the student spectators, school facilities, parents of squad members and interested citizens who attend athletic contests. Since the coach is influential in setting the tone of conduct, he/she must visibly show that he/she values self-restraint, fair play and sportsmanlike behavior.
2. The behavior of the coach must at all-time be marked by dignity and self-control. Provocative or profane language and unsportsmanlike actions are prohibited.
3. No person should be coaching who does not realize that the future of high school athletics is more important than the winning or losing of a particular game.
4. Coaches must control their emotions when interacting with contest officials.
5. Never seek out an official during half-time or at the conclusion of a contest.

H. Responsible Party: Game Supervision

1. The athletic administrator, or the designated game or meet manager by assignment, is responsible for supervision at interscholastic athletic contests.
2. Head coaches are responsible for squad members, including managers, etc., during athletic contests.
3. Cheerleading must be supervised by the Head or Assistant Coach.

I. Responsible Party: Security Personnel

1. Must have written instructions for the security people, e.g., develop the instructions with the cooperation of the security personnel being used.
2. Areas of supervision (identify possible trouble areas).
 - a. Outside the facility
 - b. Inside the facility
3. When are the security personnel to report?
4. Procedure to follow to ensure the safety of officials.

J. Responsible Party: Game Announcer

1. Be impartial. Do not show favoritism to particular teams or players.
2. Use proper language at all times.
3. Be enthusiastic, but keep calm at all times.
4. Do not anticipate plays, first downs, time-outs, touchdowns, etc.
5. Try to be aware of events throughout the stadium/gym so directions can be given in an emergency.
6. Serious situations can be avoided if the announcer will caution the crowd against coming down to the field/floor, throwing things or causing other disturbances.
7. Unauthorized personnel may not use the microphone. The announcer is responsible for any remarks made into the microphone.
8. Never criticize an official's decision, directly or indirectly.
9. Explain the emergency evacuation procedure for all activities that are held inside buildings
10. Explain the procedure for pre-game introductions of players.
11. Explain to the fans that the cheerleaders have established a scheduled rotation of floor cheers (after quarters 1 & 3 and 2 & 4 and also after time-outs).
12. Explain state and conference rules and regulations governing this contest.

VIII. Hiring Process: Contest Officials

A. State Registration Requirements

1. The WIAA requires that all contests between member schools shall use officials who are licensed and approved by their office.

B. Contracting of Officials

1. The sole responsibility of assigning the contracted officials belongs to the athletic administrator. Coaches are asked to list suggested officials in order of preference for the athletic administrator to consider. Seven days prior to any contest involving officials, the athletic office will send an email notification to each official.

C. League Officials

1. The Rock Valley Conference will assign officials at the varsity level in football, volleyball, wrestling, basketball, baseball, softball, and soccer.

D. Officials Rating Procedures

1. The coach will be given every opportunity to provide input in the selection of future officials by evaluating the official after each contest. The opportunities for input are:
2. Conscientiously complete the WIAA Officials Evaluation.
3. Report to the athletic administrator any matters concerning officiating that merit immediate attention.

E. Ethical Behavior Toward Officials

Officials contracted to officiate at ETHS are guests of the school and should be treated accordingly. Upon arrival, officials shall be greeted by the athletic administrator or an athletic department representative and escorted to the official's dressing room

IX. Hiring Process: Coach

A. Coaching Qualifications

1. A course, workshop, or proof of competency in first aid
2. A certificate of completion of a class in CPR
3. A course or workshop in the prevention and care of athletic injuries
4. A course, workshop or clinic in the specific sport
5. Attend a Life of an Athlete Session
6. Preparation in each of the following areas:
 - a. A course, workshop, or proof of competency in first aid
 - b. A certificate of completion of a class in CPR
 - c. A course or workshop in the prevention and care of athletic injuries is high encouraged.
 - d. A course, workshop or clinic in the specific sport is encouraged.

B. Coaching Assignment Procedures

1. **The following regulations will be in force when coaching vacancies arise:**
 - a. The athletic administrator shall survey the coaching staff in March of each year to determine coaches' intentions for the following year.
 - b. The Athletic Director will make recommendations for coaching assignments for all Fall and Winter sports by the end of the school year. Coaches of Spring sports will be notified in April that assignments for Spring sports will be awarded in August after completion and evaluation of their current season.
2. **When vacancies develop or new positions are added to the coaching staff:**
 - a. The athletic administrator shall post the position to determine whether currently assigned staff members have interest in the positions.
 - b. Once interested candidates are identified, the athletic director, in consultation with the principal, and head coach, shall determine whether the interested persons possess the minimum qualifications necessary to perform the responsibilities of the positions.
 - c. The athletic administrator shall then notify interested candidates whether or not further consideration will be extended based upon individual qualifications.
 - d. Interviews: The athletic director, in consultation with the principal, will recommend the best qualified candidate(s) to the Principal.
3. **If a teacher at one building is assigned to a coaching position in another:**
 - a. The principal is authorized to make a reasonable effort to schedule the person's teaching assignment, either on a temporary or permanent basis, to assist the coach in performing the athletic responsibilities. However, the individual's teaching assignment shall not be unduly impaired by this scheduling arrangement, and it must be understood that such arrangements can be made only in a limited number of situations

C. Terms of Coaching Assignment

1. All coaching assignments shall be for one school year.
2. Each head coach shall schedule a conference with his/her principal and athletic administrator no later than one month after the final contest of the season to evaluate the program.
3. The head coach shall evaluate assistant coaches in writing to the assistant coach being evaluated, principal and athletic director.
4. If the performance is evaluated less than satisfactory, the principal has the responsibility of recommending a non-renewal of contract for the next year.

5. Subject to requirements of law, the Board of Education has final authority for employing or discontinuing employment of coaching personnel.

D. Non-discrimination Policy

1. It is the policy of this district to provide, through a positive and effective affirmative action program, equal opportunities for employment, retention and advancement of all people regardless of age, color, creed, national origin, political affiliation or gender.
2. The purpose of this policy is:
 - a. To provide all students with an opportunity to relate, cooperate, and learn with members of various racial and ethnic backgrounds as well as increase knowledge and enhance multi-cultural understandings.
 - b. To provide equal opportunities to all students for participation in all of the educational programs under the direction of the school system, including extra-curricular activities
 - c. To ensure equal opportunities for the employment, promotion and transfer of all persons
3. The Board of Education encourages all personnel in the school district to assist in the accomplishment of this goal through their personal commitment to the concept of equal opportunity for all people regardless of race, color, creed, national origin, political affiliation or gender.
4. Therefore, the Board of Education establishes a program of affirmative action to ensure that all personnel policies relevant to recruitment, employment and promotions of employees of the school district will provide equal opportunities for all persons in order to achieve these goals.

X. Team selection

A. Philosophy

1. In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at ETHS, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy with respect to squad selection, please strive to maximize the opportunities for our students without diluting the quality of the program.

B. Cutting Policies

1. Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. There are cuts at the varsity level only. No cuts at the JV and freshmen level.
2. Non-varsity coaches shall take into consideration the policies established by the head coach in that particular program when selecting final team rosters.
3. Prior to squad selection, the coach shall provide the following information to all candidates for the team:
 - a. Extent of try-out period
 - b. Criteria used to select the team
 - c. Number to be selected
 - d. Practice commitment if they make the team
 - e. Game commitments

XI. Athletic injuries

A. Responsibilities

1. Injuries to athletes will occur in interscholastic athletics at all levels regardless of the precautions such as safe playing conditions, proper coaching techniques, the best safety equipment, and the required warnings of injury. Realizing this fact, it is recommended that, whenever possible, the ETCS provide supervision to the athletic training room as well as contracted events.
2. The Athletic trainer, when present, will have the responsibility of administering to all injured athletes and making the proper recommendations.
3. In the event the athletic trainer is not present, the coach in charge of the activity will assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injured players to the appropriate medical personnel. The coach must also notify the parents, especially in the case of a head injury.
4. No member of the coaching staff should exceed his/her capability or scope of responsibility and attempt to diagnose or treat an injury. Because athletes will have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.

5. It is the responsibility of the coach in charge of a team to have a complete medical kit provided by the Athletic trainer/ school at every practice and contest.

B. Emergency Procedures

1. Check for consciousness and vital signs (breathing, bleeding and pulse); look for abnormally displaced or misshaped body parts. If athlete is unconscious, assume injured athlete may have a spinal injury, **do not move athlete**, call 9-1-1.
2. Take appropriate steps to control excessive bleeding.
3. Movement of the injured athlete should be kept to a minimum. If head or neck injury is suspected, athlete should not be moved at all.
4. Keep the injured athlete as warm and comfortable as possible, except with heat related illnesses.
5. When there is any question as to the extent, seriousness or nature of the injury by the athletic trainer/coach, seek professional medical help immediately.
6. Notify the parents of the injured athlete immediately.
 - a. Parents should assume the responsibility of contacting the family physician for any injury. However, the coach or athletic trainer should recommend this as a routine procedure.
 - b. For less serious injuries, have parents provide transportation for necessary medical attention.
 - c. In more serious injuries, if professional medical help is not readily available, the emergency squad should be called. (The Emergency Squad phone number is 9-1-1.)
7. The athletes' home and work phone numbers, other contact person, preferred physician and preferred hospital are listed on the "Emergency Medical Authorization" card that is carried at all times in the team's medical kit.
8. If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention. The Emergency Medical Authorization card will be taken to the treatment facility by the coach or athletic trainer. The coach or athletic trainer should continue to try to contact the parents.
9. Notify parents of all known injuries, illnesses, infections, etc.

C. Accident/Injury Report Procedures

1. The athletic trainer/coach will complete the "Athletic Injury Report" form immediately following all athletic injuries or accidents that involve any athlete under their supervision during a practice, contest or while traveling to or from a contest.
2. The form shall be turned into the athletic administrator's office the following day. The coach or athletic trainer should retain one copy.
3. Coaches should follow-up on all injuries by attempting to make personal contact with the parent(s) and athletic trainer.

D. Return to Participation

1. Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the family physician, must have a written statement allowing return to competition.

E. Preventive Practices/Procedures

1. It is assumed that the coach of the high school athletic team will be a positive role model for his/her athletes throughout all practice sessions and games. This would include providing proper example of a sportsmanlike attitude toward the opposing team and coaches. Negative motivational techniques meant to inspire a team are considered detrimental to overall sportsmanship and to the preparation for a particular game. While such motivational techniques are questionable, at best, in professional athletics and college level sports, they certainly are considered inappropriate at the high school level.

F. Athletic Training Room

1. Appropriate policies should be set and opportunities provided for use of the athletic training room by male and female athletes.
2. The athletic trainer shall set the guidelines for use of the athletic training room.
3. The head coaches of the in-season sports shall work with the trainer to maintain cleanliness and orderliness in the training room.
4. Coaches will instruct athletes concerning rules and regulations for the use of the athletic training room.
5. Supervision will be provided for athletes utilizing the training room.
6. Special caution should be exercised when athletes are using the whirlpool.
 - a. Athletic trainer/coaches will instruct athletes in proper use of the whirlpool before using. Athletes are not permitted in the whirlpool without adult supervision.

XII. Practice Guidelines

A. Prior to First Practice

1. All eligibility requirements have been satisfied
2. Completed physical examination form
3. Completed emergency medical cards
4. Completed parent-athlete responsibility acknowledgement forms
5. Fees paid (if any)
6. All athletes must provide the coach with a practice permit card (Issued from the main office) in order to practice or play.

B. Practice Policies

1. The morning following the first official practice, each coach shall submit a "team roster" to the athletic director of all candidates.
2. Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities.
3. Practice sessions should be well planned, well structured, and should not exceed two hours, (immediately following the end of that school day) excluding time required for dressing and showering.
4. In sports where it is necessary to schedule separate, back-to-back practices due to a lack of facilities, the last practice session must be concluded by 9:30 p.m.
5. Coaches who wish to continue practice beyond the completion of their scheduled practice time should receive prior clearance from the athletic director.
6. Coaches and managers should be the first to arrive and the last to leave the practice sessions. At no time are athletes to practice without supervision.
7. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be cleaned and secured.
8. A student absent from school may not practice on that day unless he/she has a prearranged absent request.

C. Practice Schedules

1. Practice schedules will be equitably developed by the varsity head coaches with the approval of the athletic administrators.
2. When practices are held in the gymnasium prior to an evening athletic contest, the practice session must be completed by 4:55 p.m.
3. All locker rooms being used by visiting teams must be available at 5:05 p.m.

D. Restricted Practice Days

E. Weekend and Holiday Practices

1. All practices are to be held on school days if at all possible. Sunday/holiday practices will be permitted only:
 - a. By teams upon permission of the principal
 - b. When a varsity contest has been scheduled the following day
 - c. When a tournament or play-off contest falls on the following day

F. Vacation Practices

1. Practices held on vacation days such as over Thanksgiving, Christmas, and spring break shall be scheduled earlier in the day, taking into consideration the family commitments of the majority of the team members. All practices should be placed on the facilities scheduler.

G. Early Dismissal of School

1. In the event there is a scheduled early dismissal of school, practices may be held at the time only if the coach(s) is/ are available.

H. School Closing

1. In the event of a school closing due to weather or other school emergency all practices are canceled.

XIII. Facility Guidelines

A. Security Responsibilities

1. Each coach is responsible for the action of members of his/her team from the time they report to the locker room for practice until they leave the gym, court, field, or facilities after practice.



2. It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away, and stay until the athletes leave the gym, court, field, or facilities after practice.
3. The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible.
4. Since many coaches will be using the locker room office area (coaches' office), each coach must make an effort to keep this area neat and clean.
5. Each coach will keep a numerical and alphabetical record of the locks and lockers used by his/her squad. This record should include lock combinations. A copy of this record shall be made available to the athletic administrator.

B. Control of Keys

1. All keys to the building, locker rooms, equipment room, etc., will be issued to coaches by the athletic director.
2. **Coaches are not to give athletes their keys at any time.** Managers may use coaches' keys during practice session, but managers are not to have their own keys.
3. If keys to the athletic area are lost, the coach should report this to the athletic administrator immediately.

C. Athletes Rules

1. Rough-housing and throwing towels or other objects is prohibited in the locker room.
2. Hazing of other players is not allowed.
3. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
4. No one, except coaches and assigned players, is allowed in the locker room.
5. No GLASS containers are permitted in locker rooms.
6. All spiked or cleated shoes must be put on and taken off outside before entering the building. No metal or hard spikes or cleats are ever allowed in any other part of the school building.
7. Equipment must be removed from all lockers by the end of the first school day following the conclusion of each sports season.
8. Athletes may not use their cell phones in the locker room.

D. Training Room

1. Athletes are not to be in the athletic training room unless they are being examined or receiving treatment by the team physician, athletic trainer or a coach. All use of the medical or rehabilitation equipment in the athletic training room must be authorized by the athletic trainer.

E. Fitness Center

1. A coach needs to go through a training and get approved by the Fitness Center Director before using the Fitness Center with their team.
2. The Fitness Center will be controlled by the coach in charge. No student is allowed to use the Fitness Center without authorized supervision.
3. See the Fitness Center Guidelines for more policies and procedures.

XIV. Athletic Equipment

A. Care and Control

1. Each head coach is directly responsible for the care and control of all equipment used in their program.
2. The athletic administrator and coaches will be responsible for seeing that all equipment is numbered when received by the department prior to equipment issue by members of the coaching staff.
3. A control system will be established by the head coach.
4. Coaches should carefully consider the selection of all student equipment managers and thoroughly explain their duties. These individuals are the key to equipment control and maintenance.
5. The head coach, although he/she may delegate the issuing of equipment to assistant coaches and managers, is ultimately responsible for the security of athletic equipment issued to all team personnel. The coach who issues equipment must have the knowledge required to ensure proper fitting of equipment.
6. Players are to be instructed in the proper use, care (washing), and maintenance of their equipment at the time of issue. This is particularly important for safety equipment.
7. Athletes will be responsible for all equipment issued to them. If the equipment is lost or has had abnormal usage, the athlete will be charged accordingly.

8. Periodically, coaches shall inspect equipment and facilities during the season. Facility hazards or broken equipment should be reported to the athletic administrator immediately.
9. All general equipment used by more than one sport (video equipment, pylons, etc.) will be stored in a specific area. Always return equipment to this area promptly for others to use.
10. Each coach is responsible for ensuring that the equipment room is locked at all times except when equipment is being issued.

B. Use of Equipment

1. It is important to emphasize to all athletes their responsibility to take care for school equipment and facilities and to report any abuses to their coach or the athletic administrator. Replacing equipment and repair to facilities can only result in a loss of funding that could be used elsewhere in the athletic program.
2. Athletic department-issued equipment is to be worn only during practice sessions and interscholastic contests, or by permission of coaches. At no time are athletes to wear school-issued equipment or uniforms for gym classes, work or job.
3. Teams may wear uniform tops or game jerseys on certain game days only.
4. In particular sports where athletes personally buy a portion of their practice or game uniforms, these may be worn at the discretion of the athlete.
5. Warm-up jackets may be worn to and from school, but only on contest days.
6. School district athletic equipment will not be loaned to outside groups except with the approval of the athletic administrator in unusual circumstances.

C. Repair

1. Coaches receiving athletic equipment that has been repaired must keep invoices, packing slips, etc. These should be given to the athletic administrator immediately.

D. Arrival of New Equipment

1. When new equipment arrives at the receiving area, the athletic administrator or designee will check it in and have it delivered to the proper storage area.

E. Videotape Equipment

1. Coaches are responsible for using Hudl to share video with other Conference schools and other coaches.

XV. Transportation Policies

A. General Transportation Policy

1. The ETCSD will provide transportation for all players, personnel, and coaches of athletic teams in authorized school vehicles when a contest has been scheduled at an opponent's facility.

B. Approved Modes of Transportation

1. All athletic teams will be transported by one of the following modes:
 - a. School bus: driven by district-employed bus driver
 - b. School van: driven by the coach
 - c. Licensed private carriers: specially chartered trips
 - d. Private auto: see below
 - i. In the event a bus or van is not available or the group is too small to warrant the use of a bus/van, consideration may be given to using private automobiles under the following stipulations:
 1. Auto must be driven by the coach or an adult school employee.
 2. Team members are strictly forbidden from driving an auto or transporting members of an athletic squad to a contest.
 3. All athletes must present a "Release of Liability" signed by the parents permitting transportation by private auto.
 4. In event of an accident, the employee is covered by the district's liability insurance, but only after the employee's personal automobile liability insurance is exhausted.
 5. In special cases, the principal or another appropriate administrator may authorize the use of volunteer adults/parents to drive private autos provided the athletes being transported have a signed "Release of Liability" by the parents on file.
 6. All proper paperwork must be completed and on file in the Athletic Director office.

C. Transportation Procurement



1. The athletic director will be responsible for transportation arrangements for all athletic teams.
 - a. The head coach or coach in charge of a lower level team shall submit to the athletic director, three weeks prior to the start of the season, a schedule listing the departure and estimated return time for all away contests.
 - b. Prior to the first away contest, the athletic director will submit all "Bus Request Forms" for the entire sports season to the Director of Transportation.
 - c. Any changes in the departure time or circumstances of the trip are to be made through the athletic administrator.

D. Breakdowns, Delays and Accidents

1. In the event of a breakdown or accident, the driver has been instructed on proper procedures. Remember, while in transit, the driver is in charge!
2. When an accident or breakdown occurs, it is the coach's responsibility to provide for the supervision and protection of the students.
3. Students should remain together and on the bus unless instructed otherwise by the driver or other authority, e.g., police.
4. Coaches should remain with the students at all times.
5. Coaches should call the school and an athletic director at the first available opportunity.
6. In the event of unusual or unanticipated delays in returning to school, the coach should call the athletic director (at home, if necessary) to apprise him/her of the situation. If possible, instruct students to contact their parents to inform them of the delay.

E. Travel Releases

1. Under certain circumstances or exceptional situations where it creates an inconvenience to the family, athletes may be excused from riding either to or from an athletic event on school authorized transportation. Extension of this privilege is to be kept to a minimum.
 - a. Travel release forms will be made available to all athletes.
 - b. Parents must make prior arrangements with the athletic administrator in advance by having the approved travel release on file in the athletic administrator's office on the day of the trip.
 - c. The athletes will be released to the parent(s) or designated adult by the coach upon presentation of a copy of the approved travel release at the contest.
 - d. Should a parent approach a coach at an away contest and request their son/daughter ride home with them, the coach shall agree upon receiving written release of responsibility for the athlete.
 - e. In no cases will an athlete be allowed to ride home with a student.

F. School Bus Guidelines

1. Bus Guidelines

- a. The coach will provide the driver the number of adults and students present on the bus. All coaches are required to have a team roster listing names, addresses and phone numbers for all passengers in the event of an accident and must be made available to law enforcement authorities.
- b. A coach must accompany the bus when a large squad is traveling by bus.
- c. A first aid kit must be taken on all athletic trips and must contain the "Emergency Medical Forms" for each athlete.
 - i. Emergency medicals forms meet the requirements mandated above for team roster.
- d. The coach will assume all responsibility for conduct and discipline on the bus and will cooperate with the driver who has ultimate responsibility.
- e. The bus should be instructed to be at the assembly point 15 minutes prior to designated departure time.
- f. Food or drink is permitted on the bus. The coach must ensure the bus is clean upon returning home.
- g. All students are expected to dress appropriately and neatly for out-of-town trips.
- h. All participants are expected to conduct themselves in an appropriate manner at all times on activity trips. Foul language or obscene actions will not be tolerated. Gambling in any form will not be allowed.
- i. Only assigned personnel may ride on school transportation. Spectators or coaches' family members are not permitted to ride.
- j. Coaches are to instruct their athletes not to wear spikes or cleats inside school transportation without the driver's permission.
- k. The emergency door will only be used in case of emergency or unless authorized by the driver.

- l. The coach will check to be sure that students have removed everything on the bus upon return to school.
- m. The coach shall see to it that the locker room of the host school is left in a clean and orderly condition with no damage. Report any incidents involving team members to the athletic administrator as soon as possible.
- n. All students shall return home on the same bus or vehicles in which they traveled to the contests. The only exceptions would be if they have secured a travel release, signed by the parent(s).
- o. If teams are planning on stopping to eat, arrangements should be made with the bus driver, transportation or athletic director prior to the trip if possible.

2. Trip Cancellation

- a. When it is necessary to cancel a trip due to weather or road conditions, the decision will be made by the Director of Transportation and/or the athlete director. All parties concerned should be notified immediately if a decision to cancel is made.
- b. Bus drivers will have the final authority on the decision as to remaining at an opponent site or coming home because of weather conditions.

XVI. Overnight Trips

A. School Board Approval

1. After obtaining approval from the Board of Education, the coach of any team making an overnight trip (or a trip of longer duration), must forward a form letter to parents of the players involved, providing the following information:
 - a. Purpose of trip
 - b. Date and time of departure
 - c. Date and estimated time of arrival home
 - d. Where team will be housed
 - e. How parents may contact players by telephone in case of an emergency
 - f. Method of travel. If transportation is by private cars, include the names of adult drivers and the team members who will be riding in each of their cars.
 - g. Whether or not the school will defray all expenses of travel, board and lodging. If players must defray a portion of the aforementioned expenses, indicate the amount assessed each player.
 - h. The coach must also include at the bottom of this letter, or on a separate sheet of paper, a parental consent form granting permission for the student to go on the trip indicated. Signed permission slips must be returned to the coach, who in turn, will submit them to the athletic director to be filed in the athletic office.

B. Selecting a Hotel/Motel

1. Consider the location in relation to the playing site.
2. The hotel/motel should be clean and comfortable.
3. Determine the price for four in a room, three in a room, etc. request special rates.
4. Is a pool available in case of extended stay?
5. Is it quiet, so athletes can get their sleep, or is it apt to be a "party" hotel (where large groups of fans may be staying, or a convention is going on, etc.)?

C. Making Reservations

1. Make them as early as possible. Give your name, your school, and the school telephone number.
2. Make a note of the name of the individual you talked to in case of later problems.
3. Indicate the estimated time of arrival and guarantee the rooms, if necessary.
4. Make arrangements for direct billing, or determine if credit cards are necessary.
 - a. If direct billing is possible, the hotel/motel may request a letter from your school administration. If this is the case, determine if you can bring that letter with you and present it upon check-in. In all direct billing cases, keep a copy of the letter of authorization in case the original has been misplaced.
 - b. Indicate your school's tax exempt number. Submit a purchase order from your school as proof of status and, if possible, pay the bill with a school check. Determine exact amount of bill in advance.
5. Determine check out time and plan accordingly. Is late check out possible? If late check out is necessary, perhaps you can hold only one or two rooms for late check out.

D. Checking In



1. Give the hotel/motel a list of names, by room, as you have assigned them.
2. Study the room plan, and available rooms, and locate your chaperons accordingly.
3. Request keys, for your chaperons, for all rooms so room checks can be made.
4. Indicate the individual the hotel/motel should contact for approval of room expenses, in case of excessive noise from rooms, etc.

E. During Your Stay

1. Check with hotel/motel management to see if there are any problems with your athletes (better than accusations after the fact).
2. Use the keys you have to conduct room checks. Be seen.
3. Make certain athletes understand what's expected and that they abide by those rules.
4. Remember, even if you have lost, the team housed next to you may have won and they want their sleep.
5. Always have a chaperone in the hotel/motel when your athletes are there.
6. In no case should the athletes be left without adult supervision.

F. Checking Out

1. Settle all bills by the previously agreed method.
2. Make a final check to determine if your group has been associated with any problems.
3. Express your appreciation to hotel/motel management for their cooperation.

G. Food Expenses

1. All team meals will be paid by the coach in charge from cash advanced from district athletic fund.
2. Meals will be funded according to the WIAA meal costs.

XVII. Release from class

1. All interscholastic athletic contests should be scheduled so that students miss a minimum number of classes for travel to away games.
2. Head coaches should make arrangements with the athletic administrator or attendance office to have students excused from class because of travel requirements only when absolutely necessary.
3. It is the responsibility of the athletes to see their teachers the day before classes they will miss because of an athletic contest. All work shall be made up at the convenience of the teacher.
4. All coaches shall submit a list of all team members, managers, etc., to be excused, several days in advance to the attendance office.

XVIII. End of Season Awards Recognition

A. Responsibilities

1. The head coach of each sport shall be responsible for coordinating the awards format for his/her program at the end of each season. The coach may choose to work with a support club, booster club, or a group of selected parents in planning the type of awards ceremony.
2. The dates of all awards presentations shall be established by the head coach.
3. One month prior to the end of the season, the head coach shall inform the athletic administrator as to the type of banquet, location, and starting time.
4. The head coach is to inform other program coaches and team personnel of all details concerning the awards presentation. The head coach shall also extend an invitation to each parent.
5. Since the athletic department is not in the banquet business, no athletic funds will be expended for any awards banquets, except for the authorized school awards presented.

B. Recommended Awards Procedures

1. Pot-luck dinner (dessert) in high school cafeteria
2. Picnic pot-luck at concession stand.
3. Catered dinner cafeteria at parents' expense.
4. Dinner banquet at local restaurant at expense of parents.
5. Dinner banquet at local restaurant with a support club picking up cost of athletes' meals.
6. Coaches and parents may determine to meet only for awards presentation without any food provided.

C. Guidelines for Awards Night

1. **Head Coach**
 - a. Thank everyone who helped with your season.

- b. Keep comments about the season brief and positive.
- c. Make sure every player is introduced by name.
- d. Comments about each player should be brief and positive. Keep most comments for seniors.
- e. Do the talking for your team.
- f. Conduct the awards portion of your program.
- g. Do not announce next year's captains.

2. Reserve/Freshman Coach

- a. Thank people special to your season.
- b. Comments about your season should be brief, positive. Save time for the varsity coach to make most of the comments.
- c. Introduce each player by name. Save time by calling entire team forward, then introduce each player.

3. General Guidelines

- a. Double check names, grade level, jersey numbers.
- b. Unexcused absent players: no comments, please.
- c. Public predictions or announcements of next year's varsity players are unfair to underclassmen. Everyone deserves a chance to make varsity.
- d. There are parents in the audience who care only about their athletes. Play by play descriptions of a season makes your presentation drag and takes time away from honoring the teams.
- e. Be positive: no excuses need to be made for anything.

D. Comments to avoid

1. Talking about the past (coaches or players)
2. Predictions about the future (they can haunt you)
3. Anecdotes not appropriate for a more formal awards ceremony
4. Recruiting for next year's team - it makes this year's players feel inadequate
5. Talking about other teams or other schools on any level
6. We are not inferior to any team we play.
7. Season review - keep it short and positive. You have a captive audience.
8. If you plan to resign from your coaching position, do not announce this at the awards night.

E. Awards

1. Coaches should keep the certificates, letters, pins, bars, 4-year, conference, district or state awards. Four-year plaques are for earning four varsity letters in a sport. Most Valuable and Most Improved and other special awards authorized for your sport should be given at the end of your presentation.
2. EVERY SEASON IS A SUCCESS!

XIX. End of Season Obligations

A. Overview

1. All coaches within the ETCS D must meet certain end of season responsibilities in order to complete their coaching assignment. Failure to comply may affect future assignments and payment of the final coaching stipend.

B. Annual Sports Report

1. In an attempt to keep the Board of Education informed about the accomplishments and problems of our programs, all varsity, junior varsity and freshmen coaches must submit an annual sports report. These reports must be completed by the time of the coaches Evaluation. This report must include the following:
 - a. A brief summary of the season and suggestions for improving your program
 - b. Complete inventory of all equipment and supplies
 - c. Names of squad members- indicate letter winners, captains, managers, etc.
 - d. Schedule played with results of games, meets or matches
 - e. Special honors received by team members
 - f. New records set for the season (individual performance, team scoring, etc.)
 - g. Budget request for the next season. MUST LIST ALL ITEMS IN PRIORITY ORDER

C. End of Season Requirements

1. All athletes are expected to return all equipment provided by the school which has been checked out during the season. Coaches shall:

- a. Have the responsibility of keeping accurate records of issuance, return, and payment for loss or damage
- b. Have the responsibility to keep inventories of equipment on hand which may be ascertained by the athletic administrator for budgetary purposes
- c. Ensure that all equipment is washed, repaired, and safely stored; or make arrangements for receipt of equipment during the summer if sent to a commercial repair company
- d. Vacate and clean squad rooms as soon as possible at the conclusion one's season
- e. Athletes should Not be given any awards until all equipment is turned in.

D. Outstanding Equipment/Uniform Obligations by Athletes

1. In order to facilitate this policy, coaches should immediately compile a list of outstanding obligations at the end of their sport and forward to all coaches of the next season
2. Upon termination of sport participation, the student is required to clear out of his/her locker within THREE days. The school is not responsible for personal items left in unattended lockers after three days and such items will be discarded.

E. Evaluations

1. Overview

- a. There is much to be understood if one is to be a capable coach. Coaches need to understand growth and development patterns, strength development, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, modern training techniques and proper sequential development of various skills. This list should be much longer, but the important factor to remember is that it takes knowledge and command of many competencies to be a coach.
- b. Without identification of program goals and objectives, it is difficult to assess the need for growth, improvement or change. To implement a broad comprehensive evaluation of the coaching staff, it will be necessary to incorporate a multi-step process. It should include: 1) a thorough job description, 2) a plan for self-evaluation by the coach, 3) a method for in season assessment, 4) procedures for evaluation, 5) a comprehensive, written end-of-season evaluation, and 6) an opportunity for coaches to respond.
- c. Evaluation Procedure with Accompanying Forms for Evaluation of Head and Assistant Coach (See forms)

2. Athletic Coach's Evaluation Purpose

- a. The following represent appraisal instruments for coaching evaluations. The basic purpose of these evaluation forms is the improvement of instruction that athletes receive. Other purposes of an appraisal evaluation system are as follows:
- b. Afford an opportunity to identify, recognize and praise quality coaching and instruction
- c. Provide an opportunity to identify potential leadership within a system
- d. Create a climate to achieve individual improvement through the development of job targets
- e. Provide information necessary to enhance objective assessment of a coach
- f. Identify factors that interferes with a coach's overall contribution to the growth of athletes
- g. Assure that quality coaching is a responsibility shared by the entire coaching staff and the athletic administrator

3. Evaluation Cycle and Process

- a. Evaluations will be done annually
- b. The athletic administrator and principal will conduct evaluation of head coaches
- c. The athletic administrator and head coach will conduct evaluations of assistant coaches
- d. The athletic administrator and the building principal will be responsible for the assignment recommendations
- e. The following procedures are to be observed in the use of these evaluations
- f. Evaluation is to be completed within 2-4 weeks following the conclusion of the season
- g. A written summary will be provided following all administrator assessments
- h. The final step is a conference with coach, athletic director, and principal to review the written evaluation.
- i. A coach is encouraged to write a response to the evaluation

XX. Coach Code of Ethics & Relationships

A. Coaches Code of Ethics Overview

1. The ETCS D supports the National Federation Interscholastic Coaches Association Coaches 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. Athletes should be treated as though they are members of the coach's families, and their welfare should be of primary concern at all times. In recognition of this, the following guidelines for coaches have been adopted by the NFIOA Board of Directors.



B. Coaches Code of Ethics Guidelines

1. 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 above the value of instilling the highest desirable ideals of character.
2. The coach must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, officials, 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.
3. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse in cooperation of the Life of an Athlete, and under no circumstances should condone their use.
4. The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.
5. 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.
6. Coaches shall actively enhance sportsmanship among spectators, and by working closely with cheerleaders, leadership groups, booster clubs, and administrators.
7. 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 opponent or officials. Public criticism of officials or players is unethical.
8. A coach shall not exert pressure on faculty members to give student athletes special consideration.
9. It is unethical for coaches to scout opponents by any means other than those adopted by the league and/or state high school athletic association.

C. Professional & Personal Relationships

1. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the ETCS D objectives for their athletic programs. The major performance areas listed below stand out above others.
 - a. **Rapport:** Good rapport and demonstrated competency are invaluable for the coach. A coach must be able to develop good rapport with numerous individuals and community groups, ie: team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players.
 - b. **Cooperation:** The district expects the highest level cooperation by all coaches and athletic staff members in the execution of their duties. Coaches must work cooperatively with their school athletic director, administration, other staff, team and parents.
 - c. **Leadership and Public Relations:** Diligence, enthusiasm, integrity, honesty, and a love for the game are all part of the professional pride that should be exhibited by any coach. Personal appearance, dress, and physical condition should all be exemplary. Public demeanor and decorum should always reflect positively on the school, school district and athletic department.
 - d. **Discipline:** Every East Troy athletic team requires a high level of discipline among coaches, players and support staff. In this regard, the implementation of discipline and the attitude with which it's implemented is the coach's responsibility. Individually, the coach becomes a model of all that the program represents-observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season and especially where the student body is concerned. Desire to do well, to win gracefully, to lose with poise and a positive attitude should be emphasized. Staff, players and spectators should be motivated to achieve established goals as a team and as individual players.
 - e. **Improvement:** All coaches must constantly take advantage of opportunities presented for self-improvement. Regular attendance of district meetings, rules clinics, special workshops and training

opportunities in specific fields is imperative. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and improved performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

f. Coaching Techniques:

- i. Use sound and acceptable teaching practices.
- ii. Run well-organized practice sessions and all athletes shall be taught fundamentals as an educational profession from simple to complex and synthesize individual skills to develop more complex capabilities
- iii. Complete pre-season planning well in advance of starting date.
- iv. Adhere to a highly efficient and technically sound program of injury prevention. When injuries occur, follow a prescribed routine and maintain good communications with athlete, trainer, doctor and parents.
- v. Construct a well-organized game plan.
- vi. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- vii. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in overall program.
- viii. All athletes shall be taught appropriate protective skills.
- ix. Athletes should be praised or encouraged for: Hard work (effort) and Partial mastery and improvements thereafter
- x. Coaches must be physically present during all activity related to practice and competition. Coaches of teams must specify locker room expectations, team room expectations and remain in the general area until all athletes have departed.

D. Parent Handbook

1. All coaches need to develop a parent handbook which contains the rules/expectations of student athletes and lettering. All this information in the handbook needs to be approved by the building principal overseeing athletics and the athletic director.

E. Undue Influence for Participation

1. It shall be the philosophy of the high school athletic department that athletes shall enjoy as many sport seasons as the student-athletes and their parents wish them to participate in without influence from any coach to specialize in one sport. **All coaches should encourage participation in other sports.**
2. Although athletes may choose the sport they wish to enjoy, once the season has started no one shall change sports without the consent of each coach involved. Athletes that quit a sport during the season must receive permission from the Athletic Director before they are allowed to participate in another sport during that season.
3. No athlete may start another sport until the previous season has been completed.

F. Life of an Athlete

1. Coaches must attend a Life of an Athlete session.

G. Social Media/Electronic and Digital Communication

1. Various forms of electronic communication, such as social networking and text messaging, can provide a unique means of communication and education of 21st century life skills, but must not be allowed to create unintended and improper communication between a coach and student athletes.
2. The use of any type of social media/texting to communicate with individual athletes is strongly discouraged. Communications with entire teams should be strictly factual in sharing information which is important for all team members. Coaches need to be aware that electronic/digital communications with team members are considered a public record and will be required to be produced if requested by the district.
3. Coaches are not allowed to link to or accept student athletes as "friends" on personal internet sites such as LinkedIn and Facebook or other similar sites.

XXI. Coaches' Responsibilities

A. To the players on the team



1. The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only ethical, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.
2. The coach should be fair and unprejudiced with players and sensitive to individual differences, needs, interests, temperaments, aptitudes, and tolerances.
3. Players have a right to expect coaches to possess current knowledge and skill to instruct players competently and to assess their progress. In addition, coaches should be able to use strategies and conditioning methods appropriate for the level of competition and maturity of players.
4. The coach's primary responsibility is to ensure maximum growth of each squad member. In this regard, the safety and welfare of players should always be uppermost in the coaches' minds.

B. To the school district

1. As a coach, you have high level visibility throughout the community and leave your impact on the home, the work place, and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.
2. Your actions and public communications should always reflect confidence and respect for the ETCS. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

C. To the school

1. A coach owes his/her school maximal effort and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.
2. To be effective, a coach must be respected. In this regard, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being well liked. Treat the faculty, the players, and the general students with the same honor and respect that you would like extended to you. Private, firm, fair, and consistent discipline must be maintained.
3. The work of the coach must be consistent with the educational program of the school. The coach should demonstrate mastery of the principles of education and continuing attempts to improve in teaching and coaching methods and techniques.
4. The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous, and fair to the visiting team.

D. To the profession

1. A coach in the ETCS should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should participate in professional growth opportunities whenever possible.

E. To fellow coaches

1. Although the head coach must assume leadership responsibilities, independent thought should be encouraged by all staff members. An important factor is human relations skills which provide for an open exchange of ideas in a courteous, thoughtful manner.
2. A wise head coach will praise the assistants and award recognition whenever possible. Disagreements between coaches should be discussed privately and as soon as possible.
3. The head coach should expect all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill responsibility to the head coach, the athletes, and the sport itself. Conversely, head coaches are obliged to describe expectations for assistant coaches well in advance of a season.
4. It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

F. To other coaches in your school

1. One must always bear in mind that his or her sport is part of the total athletic educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program.
2. A coach should support and cooperate with other coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

G. To faculty members

1. A coach is expected to cooperate with every faculty member. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test or homework on practice time, that respect for the athletic program, coaching staff and the values of athletics will be significantly enhanced.

H. Facilities

1. Each coach is responsible for the following:
 - a. Keeping practice areas and locker rooms in order
 - b. Storing equipment and using equipment properly. Pride in the equipment and facilities is of primary importance to all athletes and coaches
 - c. Keeping storage areas locked
 - d. If an injury occurs involving an equipment situation notify the athletic administrator immediately. Do not allow other students to use the equipment and monitor the area to make sure it is safe.

I. Professional Meetings

1. Board Policy
 - a. During the course of the year, the superintendent, principal, or athletic director may call a meeting of a professional nature. When such a meeting is called, the appropriate coaches must be in attendance for the entire session. If the entire coaching staff is involved, the athletic activities must be adjusted.
 - b. Meetings of the coaching staff may be called by the Athletic Director when specific need develops.
 - i. Any member of the coaching staff who believes there is a need for a meeting, should discuss it with the Athletic Director.
 - c. All coaches are required to complete the WIAA exam and rules video prior to the first practice and are expected to attend either conference or district meetings where business concerning their sport will be discussed.
 - d. All head coaches are required to evaluate all game/meet officials.
 - e. All head coaches are required to evaluate their assistant coaches.
 - f. All coaches are required to complete a course and get certification if available in First Aid and CPR
 - g. All head coaches create a parent handbook that includes team rules/expectations and lettering policies. This is approved by building principal overseeing athletics and athletic director.
2. Sports Clinics
 - a. Coaches are encouraged to attend professional meetings (coaching schools, clinics, etc.) to keep abreast of new developments in the sports which they are coaching.
 - b. With the approval of the principal, a coach may attend a professional growth activity.
 - c. Coaches may attend a state tournament championship contest in their sport (when their team is not competing in the tournament).
 - d. Requests to attend clinics, meetings and tournaments must be submitted, at least four weeks in advance of the intended event, to the Athletic Director's office and subsequently to the Principal's office for final approval. National events will be considered on a rotational basis.
 - e. Decisions concerning reimbursement for a coach's expenses will be determined by:
 - i. Monies allocated in the respective coach's sport budget for this purpose
 - ii. The Board of Education policy concerning attendance at professional meetings
 - iii. The availability of school or school district funds
 - iv. In the event that school or school district funds are not available, expenses may be subsidized through coach's club or sports club's resources.
3. Medical Seminars
 - a. All coaches are encouraged to attend sports medicine conferences or workshops to remain current and competent in this area. Fundamentals and new techniques in areas such as diets, injury prevention, treatment and rehabilitation are imperative.
 - b. All coaches are required to be certified in First Aid and CPR.

XXII. Athletic Code of Conduct (2016-17)

A. Statement of Philosophy

1. Participation on ETHS's athletic teams is an integral part of the ETHS experience, and is a privilege which should elicit great pride in both the student and his/her family. While our number one goal as a school district is to provide a sound academic foundation for all of our students, athletic activities provide unique opportunities for students to promote their mental, physical, social and emotional development. By providing

a strong athletic program, ETHS extends the opportunity of enriching the mind and body to any student who meets district, Wisconsin Interscholastic Athletic Association (WIAA), and other applicable governing body's requirements. Like anything of value, it comes at a price. That price is a commitment from you to follow established rules. Student-athletes who comply with this Code of Conduct demonstrate a commitment to dedicate themselves to self-improvement as well as to enhance the best interests of fellow teammates, advisors/coaches and their school. If accepted, this privilege carries certain responsibilities, and this code presents these responsibilities.

B. Goals

1. Athletics are an integral part of our educational program. It provides opportunities for learning experiences difficult to duplicate in other school activities. ETHS athletic activities have the following goals:
2. To develop leadership skills and responsibility.
3. To show team spirit, encourage others and contribute to good morale.
4. To be fair and treat others as one wishes to be treated.
5. To provide activities through sports for learning self-discipline, loyalty, team play, personal pride, respect for the rights of others and the desire to compete to the best of one's ability.
6. To treat all persons respectfully regardless of individual differences; to show respect for legitimate authority (e.g., Coaches, Officials, Captains).
7. To accept responsibility and to set a good example for teammates, peers, younger students, fans and school community.
8. To understand the necessity of abstaining from the use of alcohol, tobacco, and other substances in order to achieve the positive benefits of interscholastic athletics and achieving personal best.
9. To help student-athletes realize that participation in interscholastic athletics is a privilege with accompanying responsibilities.

C. Eligibility

1. These Rules of Eligibility are established by the Wisconsin Interscholastic Athletic Association (WIAA) and are supplemented with ETCSD's rules. To be eligible, students must:
2. Be enrolled in the ETCSD as a full-time student.
3. Have a current physical exam form or alternate year card to participate in athletic activities as determined by a licensed physician. The physical exam form must be completed every other year, with April 1st as the earliest day of the examination. The alternate year card with parent or guardian signature is used in the second year.
4. Complete an emergency medical form each year.
5. Attend a mandatory athletic Code of Conduct meeting with a parent/guardian prior to the start of the season.
6. Have a signed Parent-Athlete WIAA Rules of Eligibility Sign-off Form.
7. Sign the Athletic Code of Conduct contract, along with your parent, prior to the start of the practice season.
8. Pay the athletic user fee for the sports season.
9. Be cleared of any equipment responsibility incurred from participation in a previous sport.

D. WIAA Participation Rules/Regulations

1. An athlete must meet school and DPI requirements defining a full-time student.
2. An athlete must remain in good academic standing in order to compete in any sport.
3. An athlete must be an amateur in all recognized sports of the Wisconsin Interscholastic Athletic Association in order to compete in any sport.
4. An athlete may not receive reimbursement for play in the form of salary, cash or merchandise.
5. An athlete may not accept merchandise awards such as jackets, sweaters, watches, rings, balls, etc.
6. An athlete may not permit the use of his/her name, picture, or personal appearance, as an athlete, in the promoting of any commercial endeavor.
7. An athlete may not play in a contest under a name other than his/her own.
8. An athlete may not play in a non-school contest at the same time that he/she is a member of a school team in that sport.
9. An athlete shall be suspended from interscholastic athletics (competition) for acts at any time including summer) involving buying, selling, use and/or possession of alcohol, tobacco or other drugs.
10. An athlete may not compete if she/he becomes nineteen (19) before August 1 of any school year.
11. A complete list of WIAA guidelines and procedures for review are available from the Athletic Director or online at <http://www.wiaawi.org/index.php?id=631>.

XXIII. Code of Conduct



A. Responsibilities

1. It is important to understand that participating in athletic activities is a privilege and not a right. You are also expected to share in the responsibility for such an opportunity that is provided, that shall include:
 - a. **Responsibilities to You:** The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences, to live a healthy lifestyle, and to respect your health both physically and mentally at all times.
 - b. **Responsibility to Your Academic Studies:** Your academic studies and your participation in athletic activities prepare you for your life as an adult. Athletics, while very important to young people, is only a small part of life.
 - c. **Responsibilities to Your School:** Another responsibility you assume as a team member is to your school. ETCS D cannot maintain its position as having outstanding schools unless you do your best in the activity in which you are engaged and are a good role model. Other students and faculty are watching you. They know who you are and what you do. Make them proud. Be an example. Do not do anything to let them down.
 - d. **Responsibility to Your Community:** The community and school tax monies make this athletic activity experience possible. For that reason, we must remember that we hold a clear and paramount responsibility to our community. You assume a leadership role when you are involved with a sport. The student body and citizens of the community know you. You are very visible with the spotlight on you. The student body, the community and other communities judge our schools by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Our desire is that our students are 1st Class, not for the fact that we win, rather that we are known as a program of character, excellence and pride whose individuals demonstrate Respect, Responsibility, Integrity and Courtesy. Make ETHS proud of you, your school and community, by your consistent demonstration of these ideals.
 - e. **Responsibility to Others:** As a team member you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have only just begun to measure up. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability every day and that you have participated in the activity "all out", you can keep your self-respect and your family can be justly proud of you, win or lose.
 - f. **Responsibility to Younger Students:** The younger students in East Troy are watching you. They know who you are and what you do. The older, upper-classmen athletes are role models for the underclassmen, siblings and other children in our community. Make them proud. Be an example. They will copy you in many ways. Set good examples for them.

B. Violation and Penalty Overview

1. As an athlete, it must be understood that this Code of Conduct program is not designed to be a reactive punishment but a proactive deterrent to your involvement in risky and dangerous behaviors. It is also to ensure that you have the best opportunities to succeed in your sport and to learn the valuable lessons that athletics can teach. Your mental and physical well-being is essential to your safety and success and we want you to reach your full potential. Therefore, we are asking you to become an active part of the solution, not to be part of the problem.
2. The following rules will apply to each athlete and will be in effect at all times during the 12-month period from the date of acceptance. Each coach also has the prerogative to establish and implement additional rules specific to his/her particular program. Coaches are expected to share these in writing with their student-athletes and parents/guardians on or before the first day of practice. A copy of these additional guidelines and expectations can be obtained from the Athletic Director.

C. Academic Rules

1. In order to be eligible to compete/perform/participate in athletics, a student must meet school and DPI requirements defining a full time student and have received no more than one (1) failing grade at the following:
 - a. **Status Report at six weeks:** Ineligibility Period-10 school days
 - b. **Quarter grade:** Ineligibility Period-10 school days
 - c. **Status Report at 15 weeks:** Ineligibility Period-10 school days
 - d. **Semester Grade:** Ineligibility Period-15 school days
2. A senior who has acquired all necessary credits towards graduation is not exempt from this rule.
3. A student who becomes academically ineligible may regain eligibility on the 11th school day by meeting the above academic rule following the period of ineligibility.



4. A student who is ineligible under the provisions listed above may return to competition by completing the following: On the 10th day – have all scheduled classroom teachers fill out the Academic Check for Athletic Participation Form and have no more than one (1) failing grade, AND Return completed form to Athletic Director or School Administrator by the end of school day – 3:00 p.m. or sooner.
5. A student may regain eligibility status related to the semester two grade – reporting period through summer school courses at ETHS or another school, provided:
 - a. The student successfully completes not less than the same number of courses, which caused ineligibility.
 - b. The student meets with his/her school counselor for approval of and registration for summer school courses.
 - c. Proof of course completion, grade and credit obtained must be submitted to the school counselor.
6. A grade of incomplete at the end of a semester will be treated as an “F” until grade is completed
7. A student, who is enrolled in any State – Approved Special Education Program and receives no usual grades for such courses, may be eligible if he/she is making satisfactory progress in his/her total school program as indicated by his/her IEP.
8. The ineligibility status described above will be adjusted as follows for students in Fall Sports in which the date of earliest allowed competition is before the first day students are in class. The minimum ineligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or (2) one third of the maximum number of games/meets/contests allowed. During the time a student is ineligible they are expected to attend and participate in all scheduled practices and attend scheduled contests.
9. Students and parents should also note that many programs of assistance are available to help student(s). For academic help or access to these and other programs, see your school counselor, coach, teacher or other school personnel: Learning Center, Tutoring, Before and After School Help from Classroom Teachers, Resource Period (30 minutes daily), Directed Study, ETAL Program.

D. Dismissal/Quitting

1. An athlete who is dropped from one team for disciplinary reasons shall not be eligible in another sport during that same season. However, any athlete who is cut or quits may participate in another sport during the same season with mutual written consent of the head coaches and Athletic Director. A student who quits does not receive credit for serving a suspension and will serve that suspension on the next team on which he/she participates.

E. Attendance

1. A student athlete must be in attendance the full day in order to be eligible to compete. Exceptions to this rule would include: School-sponsored activity, family emergencies, doctor/dentist appointments and/or others at administration’s discretion. Written documentation of excuse is required. Unexcused absences WILL NOT be tolerated. A student-athlete suspended or expelled from school shall be barred from participation in athletic competitions during that period of time. Regular attendance at practice is required to remain as part of the team. It is the athlete’s responsibility to notify the coach, in advance, of any circumstances which would prohibit attendance at practice(s) or contest(s) other than absence from school. Failure to comply may result in disciplinary action ranging from a verbal warning to dismissal from the team dependent upon the nature and/or frequency of the offense

F. Dress

1. Every athlete is expected to maintain appropriate standards of dress and grooming while representing his/her school or team.

G. Cell Phone Privacy

1. It is the practice of ETCSD to ensure the privacy of all individuals during the time they occupy locker room facilities at school and during school sponsored events. All cell phones are prohibited from being seen or used in any school locker room (Board policy 443.6). If a cell phone is found to be in use, the advisor/coach has the right to confiscate the phone. If compromising photos are found to be taken with the phone, immediate removal from athletic activities may result.

H. Transportation

1. Members of athletic teams are required to travel to and from out-of-town competitions in vehicles provided by the school district. A student-athlete may return home with their parent/guardian if this request has been made in advance of the contest and only if the parent/guardian personally picks the student up in the presence of the coach at the conclusion of the contest. While this practice is discouraged, there are times

when it could be necessary. A student-athlete is not allowed to return from an athletic contest with anyone other than his or her parent/guardian.

I. Injury

1. Every student-athlete is required to report any injury, however slight, to the coach at the time it occurs. (School insurance may be invalid if this is not done). The coach will fill out an accident report form.

J. Equipment

1. Student athletes are responsible for any uniforms and/or equipment issued to them. Each student-athlete is financially responsible for all lost, damaged (through negligence), or unreturned items issued by school officials in that student's name. Students will not be allowed to participate, practice, or compete in another sport until he/she has returned or paid for all uniforms and equipment that was issued to them in a previous season.

K. Honesty Clause

1. The athlete shall be truthful.
2. The athlete shall be forthcoming with information.
3. The athlete shall not be deceptive or untruthful.
4. The athlete shall be cooperative.
5. *If an ETCSD administrator or athletic director has a reasonable suspicion that a specific athlete may have violated the district's Code of Conduct, he/she may question that student about a possible violation. In responding to any such questioning about his/her personal actions, it is expected that the student shall answer truthfully. Also during the questioning process, a student may not attempt to mislead or misrepresent himself/herself, which may impede the investigation. If a student's answer is subsequently found to be untrue, disciplinary action/penalty will be doubled. (Example: a half season suspension will become a full season.)

XXIV. Code of Conduct Violations

A. Reporting Procedure

1. A violation of the athletic Code of Conduct must be reported to an administrator in the district (including the Athletic Director) within the school year of the alleged violation.
2. The report should indicate the nature, date and time (if appropriate) of the violation. Alleged violation during the summer months must be reported in writing or by phone to a school administrator or the Athletic Director within the first fifteen (15) school days. The name of the reporting witnesses will be kept confidential if possible.

B. Misdemeanors

1. The following misdemeanors will apply to each student-athlete and will be in effect at all times during the season. These violations accumulate only during each school year. The following misdemeanors are unacceptable and the principal and/or athletic director reserves the right to impose a penalty as deemed appropriate by the severity of the infractions which may include suspension from practice and/or competition. Each coach also has the prerogative to establish and implement additional misdemeanors specific to his/her particular program.
2. Behavior and Conduct: Respect, courtesy, manners and good sportsmanship are basic to good citizenship and shall form the basis for all behavior. Since athletes represent the school in public, their behavior frequently determines the opinion outsiders have of the school and community. It is expected that the conduct of student- athletes will be exemplary at all times. Below is a list of examples that are considered behavior unbecoming of an athlete, but is not an exhaustive list:
 - a. Unexcused absences
 - b. Academic dishonesty
 - c. Bullying/Harassment/Hazing/Cyber bullying
 - d. Vandalism or Property Destruction
 - e. Poor sportsmanship including name calling, obscene gestures, and/or fighting.
 - f. School suspensions
 - g. Hazing/Initiation Ceremony: East Troy will not permit, nor will any athlete stage, any type of "initiation ceremony" or hazing for athletes at any time and on any level. This prohibition includes locker/shower pranks, etc.

- h. Engaging in or being an accomplice to any other immoral or unacceptable conduct contrary to the philosophy of the Athletic Code, the regulations within WIAA, or the ideals, principles and standards of the ETCS D.

C. Criminal Behavior

1. An athlete who participates in activities resulting in his/her arrest or formal charges being filed in a court of law. If the school district has adequate and competent evidence that the student participated in the offense for which he or she is charged, a penalty may be imposed pursuant to this Code prior to completion of the criminal proceeding. If the school district does not have such evidence and the student is convicted of a crime (misdemeanor, felony or municipal ordinance violation), the penalty pursuant to this code will be imposed upon conviction. In the latter case, the athlete may continue to participate in his/her sport until resolution of the matter by the judicial system.

D. Chemical Health Violation

1. A chemical health violation includes Possession, Use, Buying, Selling and/or Being Under the Influence of Any Drugs and Drug Paraphernalia: (Note: drugs are defined as tobacco, alcohol, illegal drugs, marijuana, synthetic drugs, performance enhancing drugs, or medications without a prescription or use not in accordance to prescription directions.)

E. Presence in a Bar, Tavern, or Party

1. Being present or loitering in a bar or tavern without a student's parent/guardian.
2. Presence at a party or gathering where alcohol or drugs are being illegally consumed
3. If a student-athlete attends a party where alcohol or drugs are being illegally dispensed, the student-athlete must LEAVE IMMEDIATELY. To remain in the presence of this illegal activity shall constitute a violation of the Code of Conduct.
4. Athletes should encourage as many classmates as possible to leave with them.
5. The intent of the "presence at a party" is not to deny participation with adult family members in gatherings such as weddings, anniversaries or other family events.

F. Hosts of Parties Lose the Most

1. There may be a greater consequence for an athlete who is involved in the organization, facilitation, promotion, or hosting of any gathering or social event where alcohol or drugs were known to be available or used.

G. Cyber Image Policy

1. Any identifiable image, photo or video which implicates an athlete to have been in possession or presence of alcohol and/or drugs or portrays actual use, or out of character behavior or crime, shall be confirmation of a violation of the Code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the athlete must assume. It must also be noted that there may be persons, who would attempt to implicate an athlete, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our athletes not place themselves in such environments in the first place.

XXV. Code of Conduct Violation Penalties

A. Student Record and Suspension

1. Code of Conduct Violations will apply to each student-athlete on a year-round (12 month) basis in all locations, including non-school activities. Violation of the Code will result in penalties, which are consistent with those identified within the code as determined by school board and athletic director. All Code of Conduct Violations will be cumulative beginning with a student's initial participation on a freshman, junior varsity, or varsity team.
2. Any penalty will be imposed immediately following substantiation of the violation.
3. If an athlete chooses to serve a suspension in a new sport, the athlete must fully participate in that sport season beginning from the first day of practice through the end of the season.
4. When calculating the number of contests to be forfeited, any amount that results in a decimal remainder of .5 or greater will round up to the next whole number.
5. The student will be ineligible for all contests during the period of suspension and prior to a reinstatement request.

6. During the period of the suspension, the student is required to attend team meetings, practices and contests and must participate in every team/group activity, but may not compete.
7. For sporting activities in which the number of contests forfeited is greater than the number that remains in the season, the remainder will be carried over to the next sporting season in which the athlete participates. Number of performances may vary yearly. The actual penalty will be determined using the actual schedule for the current school year. The number of contests forfeited will be recalculated when the forfeiture involves two different sports, allowing a prorated penalty to take effect.
8. A student-athlete who has a code of conduct violation will not be eligible for either a nomination or be the recipient of any conference award at the conclusion of the season in which the violation was served. The athlete will also not be eligible for any team or coach's award such as Most Valuable Player, Most Improved, etc. An athlete may receive a team award based on a statistical award such as Most Rebounds or best batting average, etc. The athlete will be allowed to receive any WIAA Tournament series award.
9. Any student-athlete who has a code of conduct violation will not be allowed to serve as Team Captain for any team for one calendar year (365 days) beginning on the date the violation was substantiated by the Athletic Director.

B. Suspension Procedure

1. When an alleged violation of the code is reported to the administration, the administrator or his/her designee shall meet with the student. The student will continue to participate in athletic activities until this meeting is held.
2. In the event that the student admits to the allegation of a violation at this meeting, the administrator or athletic director shall impose the appropriate penalty for the violation as specified, effective immediately. The student and his/her parent/guardian shall be given written notice of the violation and the discipline imposed.
3. In the event that the student denies the alleged violation, the administrator or his/her designee shall determine whether there is sufficient evidence to warrant further action. If there is sufficient evidence that the student has committed the alleged violation, the administrator or his/her designee shall impose the penalty for the violation as specified, which begins immediately. The student and his/her parent/guardians shall be given written notice of the violation and the discipline imposed and shall be informed of the opportunity for appeal to the Athletic Council.

C. First Violation

1. Automatic suspension for 25% of that competitive season's scheduled contests. If a student-athlete receives a violation due to alcohol or drug related issues, the student-athlete will be required to meet for assessment and education with the District Alcohol and Drug Coordinator for a minimum of three sessions. If outside treatment is recommended, it will become the parent/guardian responsibility, at parent expense, to see that outside treatment is obtained.

D. Second Violation

1. Automatic suspension for 50% of that competitive season's scheduled contests. The student-athlete and parent/guardian will be required, at parent expense, to obtain and complete alcohol and drug treatment with a licensed therapist and provide documentation from the treating professional to the District that all recommended treatment has been successfully completed. Information about resources and referrals to therapists can be obtained by contacting the District Alcohol and Drug Coordinator.

E. Third Violation

1. Automatic suspension from all athletic activities for the rest of high school career. The Athletic Director reserves the right to exercise discretion on behalf of individual students in, extenuating circumstances, to request a waiver from this suspension upon Board of Education approval.

F. Contest Ineligibility Table

1. The definition of a "contest" for the purposes of this athletic code is: any match(es), meet(s) or game(s) which is(are) played, occurs on one calendar day and in which score is kept and/or awards are given.

# of Scheduled Contests	1st Violation 25%	2nd Violation 50%	# of Scheduled Contests	1st Violation 25%	2nd Violation 50%
8	2	4	15 or 16	4	8
9	2	5	17	4	9
10	3	5	18	5	9



11 or 12	3	6	19	5	10
13	3	7	20+	5+	10+
14	4	7			

G. Reinstatement

1. All students must seek reinstatement after any code of conduct violation to regain eligibility.
2. The student must attend all practices/meetings and be present at all competitions while under suspension.
3. A written request for reinstatement must be submitted by the student to the Athletic Director. Letter should include the understanding of why suspended, plan of how to remain in good standing and the benefits for the student to return to competitive performance.
4. Must make a verbal apology to team and coach and resign the code of conduct contract.

XXVI. Parent and Student Concerns

A. Overview

1. The ETCSD understands concerns may come up from athletes and parents.
2. To ensure all concerns are addressed promptly and efficiently the following procedure was developed for athletes, coaches, and parents to follow.
3. Concerns can generally be handled expeditiously by staff members most immediately involved. Coaches will be expected to take an active role in problem resolution.
4. In the event that a concern cannot be resolved at the staff level, the following steps should be followed to address the concern until concerns are resolved.
5. All concerns are encouraged to go through the steps with an understanding your concern may start at an advanced step.

B. Steps to Address a Concern

1. Athlete and Coach(es)

- a. The athlete speaks with his/her coach ideally within 5 days of the incident.
- b. Note: The athlete may also attend any or all future conferences, but is not required to attend unless requested by the parent or coach.

2. Parent and Coach(es)

- a. The parent requests a conference with the coach.
 - i. This conference must not take place during or immediately after a contest, especially on the field or court.
- b. The coach will make every attempt to set-up a conference within 48 hours of the request. If the meeting is delayed beyond this time frame, the athletic director may be contacted to help set-up the conference.

3. Parent, Coach(es), and Athletic Director

- a. If the conference between the parent/athlete and coach does not resolve the concern, there will be a meeting set-up by the athletic director. This meeting will be moderated by the Athletic Director and will include the athlete, parent, coach, and athletic director.
- b. Parents are requested to provide the following in writing to the athletic director, in advance of the meeting:
 - i. Nature of the concern/complaint.
 - ii. What has been discussed at previous meetings, what has been resolved, and what still needs to be addressed.
 - iii. The specific actions or resolutions that are being requested.
- c. The conference will address the specific concerns brought forth by parent/athlete. All parties will be allowed to speak in an uninterrupted manner.

4. Parent, Coach, Athletic Director, and Principal

- a. If the concerns are not resolved in step three, all parties will meet with the principal to discuss the concern(s). Parents are requested to provide the following in writing to the principal, in advance of the meeting:
 - i. Nature of the concern/complaint.
 - ii. What has been discussed at previous meetings, what has been resolved, and what still needs to be addressed.
 - iii. The specific actions or resolutions that are being requested.

- b. At the conclusion, a decision will be made and shared with the parents in writing within 5 days of the meeting.

5. Formal Complaint Procedure

- a. If the above process does not resolve the concerns that the athlete or parents have, the athlete and parent will have the option to follow the district's formal complaint policy, School Board Policy 870.

XXVII. Athletic Booster Club

A. Role of the Club

1. The East Troy All Sports Booster Club exists as an organization of parents and community persons dedicated to:
2. Supporting, encouraging and advancing the athletic program and related activities of the ETCSD, thereby cultivating clean, wholesome school spirit, promoting good sportsmanship, and developing high ideals of character.
3. The Club shall promote projects to improve facilities and equipment necessary to provide an adequate athletic program for the school district.
4. The club shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the athletic program of the schools of the district.
5. The club shall do nothing which violates the rules of the WIAA or in any way jeopardizes the membership of the school district in said athletic/activity association.

B. Financial

1. The booster club each year contributes many thousands of dollars to the athletic department for the needs of each sport that otherwise would not be available. Primarily, the monies of the Booster Club will be expended for 1) capital improvements of the athletic facilities, 2) major purchases for a sport, 3) reconditioning, and 4) etc.

C. Relationship with Coaches

1. Coaches are encouraged to take advantage of every opportunity to work with the booster club in their many fund-raising projects during the course of the school year, especially the August membership drive. The more coaches become involved in booster projects, the more it will strengthen good-will between the club and the athletic department. In the event a booster club member asks you about your athletic needs, discuss it in general terms with the member, but remind the member that you will make the request officially through the athletic department budget procedure.

D. Relationship with Athletic Administrator

1. The high school athletic administrator will attend all athletic booster meetings and act as official liaison between the school district and the booster club.

E. Support Clubs

1. Individual sports may create an organization of parents and interested persons to promote a sport specifically. This club will be under the sponsorship of the head coach and exists primarily to: 1) promote positive public relations with the coaching staff, 2) raise monies for the end of the season award banquet and etc.

XXVIII. Administrative Organization

A. Line of Authority

1. Board of Education
2. District Administrator
3. High School Principal
4. Athletic Administrator
5. Head Coach
6. Assistant Coach

B. Board of Education

1. The Board of Education, responsible to the people, is the ruling agency for the ETCS D. It is responsible for interpreting the needs of the community and requirements to the professional organization.
2. Additional responsibilities include: 1) developing policies in accordance with state statutes and mandates which occur with the educational needs and wishes of the people; 2) approving means by which professional staff may make these policies effective; and 3) evaluating the interscholastic athletic program in terms of its value to the community.

C. District Administrator

1. The District Administrator (aka Superintendent) is responsible to administer the schools according to adopted policies of the Board of Education, rules and regulations of the State Department of Education, and in accordance with state school code. He/she is ultimately responsible for all phases of the public school program
2. It is his/her duty to establish a definite school athletic policy and to have an understanding of that policy. He/she also delegates his/her authority for the administration of the interscholastic athletic program through the high school principal to the athletic administrator.
3. The District Administrator shall represent the school district as its chief executive officer and its foremost professional educator in its dealings with other school systems, social institutions and businesses.

D. High School Principal

1. The school administration shall be responsible to the Director of Curriculum and Instruction, District Administrator, and the Board of Education for the implementation of an educationally sound athletic program.
 - a. This program must encourage participation by students through the nature of its diversity and the positive learning and growth experiences which accrue therefrom.
 - b. Within the framework of educational soundness, the administration shall also implement programs that ensure fiscal soundness and ethical standards for athletes, spectators, and coaches; and physiological and psychological growth contributions for all participants.
2. The principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the athletic administrator and the coach.
3. The principal is solely responsible for all activities affecting students in his/her building and for any official action taken by his/her school.
4. Coordinates the athletic program with other school activities
5. By delegation and by established precedent, the school principal is the official school representative in matters dealing with the ETHS Athletics, conference and state affiliations.

E. Athletic Administrator

1. The primary responsibility of the athletic administrator is the administration and supervision of the interscholastic athletic program in the ETCS D as well as providing the leadership necessary for the day-to-day operation of the athletic department.
2. The Athletic Administrator can be one or more of the following:
 - a. Assistant Principal for Athletics**
 - i. Shall coordinate the planning for educational soundness through resource allocation and shall assure program implementation with the athletic director.
 - b. Athletic Director**
 - i. Directs the operation of the athletic program and is responsible for: All league schedules, Transportation, obtaining officials for games, all schedule changes, selects and supervises all coaches, evaluates the athletic program and the athletic staff, participates in budget preparation for the athletic program
 - c. Administrative Assistant**
 - i. Duties will be those described in his/her job description and any others as designated by the Principal, Assistant Principal, or Athletic Director

F. Coaches

1. Act as official representatives of ETHS as they carry out their interscholastic athletic responsibilities by exhibiting proper and exemplary behavior at all times
2. Consider athletics as part of the total educational program, encouraging athletes to work to their maximum ability in both academics and sports
3. Strictly enforce eligibility rules and work within the framework of:
 - a. The goals of the school system
 - b. The policies and procedures of the department of athletics

- c. The regulations of the Rock Valley Conference
- d. The regulations of the state athletic association
- 4. Select teams fairly and are entirely responsible for the guidance of students in their charge
- 5. **Head Coaches**
 - a. Responsible to the athletic administrator for the total operation of their respective programs
 - b. Responsible for the normal duties required of interscholastic competition, those duties described in the coaches' job description, and/or any duties delegated by the athletic administrator.

XXIX. Job Descriptions

A. Athletic Administrator

- 1. **Reports to:** Principal
- 2. **Qualifications**
 - a. Valid (state) teacher or administrator certification
 - b. Previous experience as a coach is desirable
 - c. Knowledge of the overall operation of the athletic program
- 3. **Job Goal:** Provide overall leadership, supervision and coordination of all sports programs to provide students worthwhile learning experiences. (Please note that these duties can be assigned to other individuals but the AD will make sure that they are completed).
- 4. **Duties and Responsibilities:**
 - a. Works under the direction of the high school principal to supervise the overall athletic program
 - b. Administers all school district interscholastic policies and procedures as well as the Rules and By-Laws of the High School Association
 - c. Observes coaches sufficiently in order to make future recommendations in terms of job expectations and job assignments
 - d. Evaluates all coach candidates for original appointments.
 - e. Makes recommendations for the improvement of facilities for consideration and referral.
 - f. Develops all interscholastic game schedules. Maintain contest contract forms in school files and approves the publication of all schedules
 - g. Contracts all contest officials including those assigned by the Rock Valley Conference
 - h. Interprets board policy to coaches
 - i. Resolves conflicts within the ranks of the athletic department
 - j. Seeks ways to support and finance the athletic program
 - k. Submits financial reports to the athletic board and to the Board of Education at the end of each school year
 - l. Makes arrangements for all interscholastic transportation, lodging and meals, as required
 - m. Receives and evaluates equipment requests from authorized coaches. Approves appropriate requests
 - n. Attends all home athletic contests and/or arranges for proper supervision. Coordinate attendance of administrative personnel
 - o. Acts as tournament manager for all league and tournament playoff activities that are assigned to the school district
 - p. Sends reminders of upcoming events to schools and officials
 - q. Cancels or postpones contracted contests, officials and transportation because of weather or other hazardous conditions
 - r. Supervises the assistant athletic administrator, faculty managers and middle school personnel
 - s. Coordinates and supervises all radio and television broadcasts, as well as the public address system operation at the various games
 - t. Maintains a permanent file of medical examinations, insurance forms, records, parent consent forms, insurance payments, emergency treatment forms, etc., for each participating athlete
 - u. Maintains permanent records for each sport, such as wins and losses, outstanding records, letter winners, etc.
 - v. Maintains a file of all athletic suspensions and expulsions from teams
 - w. Determines scholastic eligibility of all candidates for athletic teams on a weekly/grading period/semester basis and for certifying their eligibility on the proper state forms
 - x. Reviews, makes recommendations and forwards coaches' requests to attend coaching clinics at Board of Education expense
 - y. Works with coaches and the high school principal to develop the annual athletic budget

- z. Works with the principal, cheerleading advisors and coaches to schedule athletic assemblies and pep rallies
- aa. Coordinates the use of other school athletic facilities by school teams outside with the respective building principals
- bb. Assumes responsibility for game management at all home interscholastic contests and for the accounting and deposit of gate receipts
- cc. Provides for the cleaning, repairing and storing of all athletic equipment. Maintains an accurate inventory of all equipment
- dd. Works with school trainers to establish procedures for the management and safe operation of the training room
- ee. Arranges for medical doctors at home contests and larger athletic events
- ff. Coordinates use and schedules of athletic facilities for all interscholastic athletic contests. Coordinates set-up of physical plant
- gg. Plans, organizes and supervises all athletic awards programs with the approval of the principal
- hh. Promotes publicity for all interscholastic sports, including sports brochures, press, and radio releases for all schools. Assists the booster club in the preparation and distribution of contest programs
- ii. Coordinates all repair and maintenance activities for varsity athletic fields, track, baseball fields and gymnasiums with the supervisor of maintenance
- jj. Manages athletic facilities and controls access by all user groups. Hires or makes necessary arrangements to provide ushers, parking, security and other services required by the athletic department
- kk. Assumes responsibility for assignment of keys to athletic facilities and gymnasium
- ll. Represents the school at league, conference and state meetings
- mm. Develops a reasonable and equitable program for the utilization of the concession stands
- nn. Schedules physical examinations in accordance with the requirements of the State High School Association
- oo. Association
- pp. Develops and implements policies for the operation and supervision of the press boxes
- qq. Attends and serves as school liaison at all athletic booster club meetings
- rr. Serves as liaison between the coaches and the athletic booster club
- ss. Assists in the preparation and distribution of complimentary passes for the school district
- tt. Coordinates the sales of any athletic supplies and letter jackets to qualified athletes through the athletic office
- uu. Maintains an active community-wide sportsmanship program
- vv. Reviews the athletic policy and staff handbook annually
- ww. Evaluates and seeks ways of improving the interscholastic athletic program
- xx. Presents recommendations for changes in athletic policies to the superintendent. Upon approval by the Superintendent these recommendations shall be acted upon by the Board of Education
- yy. Performs other duties as the principal and/or superintendent of schools may direct

5. Code of Ethics (Prepared by the NIAAA Professional Development Committee):

- a. The interscholastic athletic administrator as an educational leader:
- b. Develops and maintains a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete.
- c. Considers the well-being of the entire student body as fundamental in all decisions and actions.
- d. Supports the principle of due process and protects the civil and human rights of all individuals.
- e. Organizes, directs and promotes an interscholastic athletic program that is an integral part of the total educational program.
- f. Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
- g. Acts impartially in the execution of basic policies and in the enforcement of the conference, league, and state high school association rules and regulations.
- h. Fulfills professional responsibilities with honesty and integrity.
- i. Upholds the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.
- j. Improves the professional status and effectiveness of the interscholastic athletic administrator through participation in local, state and national in-service programs.
- k. Promotes high standards of ethics, sportsmanship and personal conduct by encouraging administration, coaches, staff, student-athletes, and community to commit to these high standards.

B. Head Athletic Coach



- 1. Reports to and Supervises**
 - a. Reports to: Athletic Director and/or Principal
 - b. Supervises: A staff of high school assistant coaches in conjunction with the athletic administrator
- 2. Qualifications**
 - a. Valid (state) teacher certification or NFICEP recognition
 - b. Has the ability to organize and supervise a total sports program
 - c. Has previous coaching experience in assigned sport
 - d. The head coach must have substantial knowledge of the technical aspects of the sport and at the same time must continue to examine new theories and procedures pertinent to the field
- 3. Job Goal:** To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline and self-confidence.
- 4. General**
 - a. The success of athletic programs has a strong influence on the community's image of the entire system.
 - b. The public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.
 - c. The position includes other unusual aspects such as extended time, risk injury factor and due process predicaments
 - d. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.
- 5. Duties and Responsibilities**
 - a. Has a thorough knowledge of all athletic policies approved by the Board of Education and is responsible for their implementation by the entire staff of the sports program
 - b. Has knowledge of existing system, state and league regulations; implements same consistently and interprets them for staff
 - c. Understands the proper administrative line of command and refers all requests.
 - d. Is knowledgeable in the philosophy and implementation of the Life of an Athlete program.
- 6. Staff Responsibilities**
 - a. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs conferences, clinics and staff meetings to ensure staff awareness of overall program
 - b. Trains and informs staff, encourages professional growth by encouraging clinic attendance. according to local policy
 - c. Delegates specific duties, supervises implementation, and at season's end, analyzes staff effectiveness and evaluates all assistants
 - d. Maintains discipline, adjusts grievances and works to increase morale and cooperation
 - e. Perform such other duties which may be assigned by the athletic administrator/principal
- 7. Administrative Responsibilities**
 - a. Assists the athletic administrator in scheduling, providing transportation and requirements for tournament and special sport events
 - b. Assists in the necessary preparation to hold scheduled sport events or practices and adheres to scheduled facility times. Coordinates program with maintenance and school employees
 - c. Provides documentation to fulfill state and system requirements concerning physical examinations, parental consent and eligibility
 - d. Provides proper safeguards for maintenance and protection of assigned equipment site
 - e. Advises the athletic administrator and recommends policy, method or procedural changes
- 8. Student Responsibilities**
 - a. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
 - b. Gives constant attention to a student athlete's grades and conduct
 - c. By his/her presence at all practices, games and while traveling, provides assistance, guidance and safeguards for each participant
 - d. Initiates programs and policies concerning injuries, medical attention and emergencies
 - e. Completes reports of all disabling athletic injuries on proper forms and submits to athletic office within 24 hours
 - f. Directs student managers, assistants and statisticians

- g. Determines discipline, delineates procedures concerning due process when the enforcement of discipline is necessary and contacts parents when a student is dropped or becomes ineligible
- h. Assists athletes in their college or advanced educational selection

9. Finance and Equipment Responsibilities

- a. Participates in the budget process with the athletic administrator. Recommends equipment guidelines as to type, style, color or technical specifications. Is responsible for operating within budget appropriations
- b. Is accountable for all equipment and collects turns in a list of Athletes that have any equipment lost or not returned.
- c. Arranges for issuing, storing and reconditioning of equipment and submits annual inventory and current records
- d. Responsible for cleanliness and maintenance of specific sport equipment. Properly marks and identifies all equipment before issuing or storing
- e. Monitors and assigns equipment rooms and coaches' offices
- f. Permits athletes to be in authorized areas at the appropriate times
- g. Examines locker rooms before and after practices and games. Checks on general cleanliness of the facility
- h. Secures all doors, lights, windows and locks before leaving building when custodians are not on duty
- i. Instills in each player a respect for equipment and school property, its care and proper use

10. Public Relations Responsibilities

- a. Organizes parents, coaches, players and guests for pre-season meetings
- b. Promotes the sport within the school by recruiting athletes that are not participating in sports. Promotes sports outside the school through news media, youth programs or in any other publicity vehicle
- c. Ensures quality, effectiveness and validity of any oral or written release to local media
- d. Maintains good public relations with news media, booster club, parents, officials, volunteers and fans
- e. Presents information to news media concerning schedules, tournaments and results
- f. Event Scheduling (Athletic Director)

C. Assistant Athletic Coach

1. Reports to and Supervises

- a. Reports to: Head Coach, Athletic Director and Principal
- b. Supervises: Athletes and team assigned. Assumes supervisory control over all athletes in program when such control is needed

2. Preferred Qualifications

- a. Valid (state) teacher certification or NFICEP recognition
- b. Previous coaching experience in assigned sport
- c. Has knowledge and background in the assigned sport

3. Job Goal: To carry out the aims and objectives of the sport program as outlined by the head coach and school administration. To instruct athletes in individual and team fundamentals, strategy and physical training necessary to realize a degree of individual and team success

4. Duties and Responsibilities

- a. Has a thorough knowledge of all the athletic policies approved by the Board of Education and is responsible for its implementation. Is Knowledgeable and supportive of the Life of an athlete program.
- b. Has knowledge of the existing school district, state and league regulations; implements same consistently
- c. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels.
- d. Is aware of all public/staff/departamental meetings that require attendance
- e. Maintains discipline and works to increase morale and cooperation within the school sports program and school community

5. Administrative Responsibilities

- a. Assists the head coach in scheduling, providing transportation to tournaments and special sport events
- b. Assists in preparation for scheduled sport events or practices and adheres to scheduled facility times.

- c. Coordinates program with maintenance and school employees
 - d. Provides proper safeguards for maintenance and protection of assigned equipment sites
- 6. Student Responsibilities**
- a. Provides training rules and other sport specific regulations to each candidate
 - b. Supervises practices, games and team trips. Takes all necessary measures to safeguard each participant
 - c. Directs student managers and statisticians
 - d. Implements school conduct code. Delineates due process when the enforcement of discipline is necessary. Contacts parents when a student is alleged to have violated the athletic code
- 7. Equipment and Facilities Responsibilities**
- a. Is accountable to the head coach for all equipment. Collects the cost of any equipment lost or not returned.
 - b. Arranges for issuing, marking and storing of equipment and submits an annual inventory and current records.
 - c. Responsible for cleanliness and maintenance of specific sport equipment
 - d. Recommends to the head coach budgetary items for next year in his area of the program
 - e. Monitors equipment rooms and coaches' offices and authorizes who may enter
 - f. Permits the athletes to only be in authorized areas of the building at the appropriate times
 - g. Examines locker rooms before and after practices and games, checking general cleanliness of facility
 - h. Secure all doors, lights, windows and locks before leaving building if custodians are not on duty
 - i. Instills in each player a respect for equipment and school property, its care and proper use
- 8. Program Responsibilities**
- a. Assists the head coach in carrying out his responsibilities
 - b. Instructs team members concerning changes in rules. Teaches fundamentals of the sport as outlined by the head coach
 - c. Maintains a record of team statistics and requirements for lettering
 - d. Works within the basic framework and philosophy of the head coach of that sport
 - e. Attends all staff meetings and carries out scouting assignments as outlined by the head coach
 - f. Supervises players before and after practice. Adequately prepare and help players
 - g. Assist with Head Coach planning and implementation of both in-season and out-of-season conditioning and weight programs
 - h. Conducts discussions with other coaches in private
 - i. Strives to improve skills by attending clinics and using resources made available by the head coach
 - j. Attends contests of other teams in the program when possible
 - k. Performs other duties that are consistent with the nature of the position and that may be required by the head coach.