

**Green Bay Preble High School
Co-Curricular Department
2010-2011**

Coaches Handbook



GREEN BAY PREBLE HORNETS

Where Champions are Made

TABLE OF CONTENTS

WELCOME LETTER.....	3
SCHOOL PERSONNEL.....	4
AFFILIATIONS.....	4
PURPOSE.....	9
STAFF RESPONSIBILITY.....	6
ACTIVITIES DIRECTOR.....	6
COACHES.....	7
CO-CURRICULAR PROGRAM.....	10
PROFESSIONAL CONDUCT.....	10
SUPPORT AND LOYALTY.....	10
ATHLETIC INJURIES/TRAINER COVERAGE.....	11
MEDICAL POLICY.....	12
ACTIVITIES CODE.....	13
ATTENDANCE/ELIGIBILITY PROCEDURE.....	13
STUDENT ABSENCE.....	13
PRE-SEASON REQUIREMENTS.....	14
RECRUITING.....	14
PARENTS' MEETING.....	15
PRACTICE POLICIES.....	15
SUPERVISION.....	16
RELEASE FROM CLASS.....	16
TRANSPORTATION OF PLAYER PERSONNEL.....	16
BUS POLICIES.....	17
COACH ABSENCE DUE TO AN EVENT.....	17
FUND RAISING.....	17
PURCHASE AND BUDGET PROCEDURES.....	18
PUBLIC RELATIONS.....	18
TEAM PICTURE.....	18
END OF SEASON REQUIREMENTS.....	19
AWARDS.....	19
EVALUATION OF COACHES & PROGRAMS.....	19
SCHEDULING.....	20
FACILITIES.....	20
MAINTENANCE OF FACILITIES & GROUNDS.....	21
EQUIPMENT.....	21
WIAA OPEN GYM POLICY.....	22
WIAA OUT OF SEASON CONTACT POLICY.....	22
LEGAL DUTIES.....	23
SCHOOL SPIRIT ITEMS.....	Appendix A
COACHES CHECKLIST.....	Appendix B
REPORT OF ACCIDENT & INJURY.....	Appendix C
KEY INVENTORY.....	Appendix D
EAST ATHLETIC DIRECTORY.....	Appendix E
ATHLETIC ELIGIBILITY FORM.....	Appendix F
BUS REQUEST FORM.....	Appendix G
TRANSPORTATION WAIVER.....	Appendix H
LOCAL MEDIA CONTACT INFORMATION.....	Appendix I
FUND RAISING FORM.....	Appendix J
END OF SEASON REPORT.....	Appendix K
AWARDS INFORMATION.....	Appendix L
ATHLETE OF THE YEAR PROCESS.....	Appendix M
HEAD COACH EVALUATION.....	Appendix N
ASSISTANT COACH EVALUATION.....	Appendix O

WELCOME TO GREEN BAY PREBLE

Dear Coach,

Welcome! I am pleased that you are a member of the Green Bay Preble High School Activities Staff. You are part of a rewarding but challenging profession, educating and coaching our youth. A leadership role can be very satisfying; however, the demands and expectations for you as a coach are considerable. I look forward to working with you to make your contributions to the Green Bay Preble Hornets cause fulfilling and enjoyable.

This handbook will assist you with understanding how we are expected to function as individuals and a team in order to meet the expectations of our department, the school, and the community. In order to attain the goals of the Green Bay Area Public School District, Preble High School, and its Activities Department, we function within the policies of the Board of Education, the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA) and the constitution and by-laws of the Fox River Classic Conference (FRCC). It is our expectation that all coaches know, understand, and abide by the policies and regulations as related to their sport.

Participation in co-curricular activities is an integral part of the overall curriculum in the Green Bay School District. While our number one goal as a school district is to provide a sound academic experience for our students, co-curricular activities provide special opportunities for participants to promote their mental, physical, social and emotional development. We feel these contributions to the overall development of our young men and women are essential, and we appreciate the support of our programs by our student body, teachers, parent(s)/guardian(s) and community. Winning is not the final measurement of success in co-curricular activities. We strive for quality in preparation, in presentation, in sportsmanship, and in the efforts of our participants.

We expect all Activities Department personnel to strive for high standards of success and behavior. As coaches, we should always be proactive in our thinking and decision-making. Never compromise your integrity by your comments or actions. As a coach you assume the role of an educator 24 hours a day, 365 days a year. I ask that you keep your ideals high, your goals in line with our philosophy, and your conduct on and off the competitive arena beyond reproach as you represent the school and community. If this is done you will be a tremendous asset to the Green Bay Preble School Community, the coaching profession and the students in your program.

Good Luck!

Dan Retzki
Associate Principal/Activities Director
Green Bay Preble High School

GREEN BAY AREA SCHOOL DISTRICT

Greg Maass	Superintendent	(920) 448-2000
Kim Pahlow	Executive Director of Activities	(920) 448-2000

PREBLE HIGH SCHOOL

Jeff Sielaff	Principal	(920) 391-2400
Renee Every	Associate Principal	
Jim Van Abel	Associate Principal	
Dan Retzki	Associate Principal/Activities Director <u>dretzki@greenbay.k12.wi.us</u>	(920) 272-7046
Tommy Jennings	Supervisor of Attendance & Student Engagement	
Joe Demerath	Assistant Activities Director	
Kari Petitjean	Assistant Activities Director	
John Dunlap	Academic Coordinator	

AFFILIATIONS

Green Bay Preble High School is a member of the Wisconsin Interscholastic Athletic Association and a member of the Fox River Classic Conference. Other conference members are: Ashwaubenon, Bay Port, De Pere, Green Bay East, Green Bay Southwest, Green Bay West, Manitowoc Lincoln, Notre Dame Academy, Pulaski, Sheboygan North, and Sheboygan South.

Green Bay Preble High School is also a member of the Eastern Shores Girls Hockey Conference as part of a co-op. Other schools in the co-op are: Ashwaubenon, Bay Port, De Pere, Green Bay Preble, Green Bay Southwest, Green Bay West, Notre Dame Academy, Seymour, and West De Pere. Other conference schools are: Appleton Co-op, Arrowhead, Beaver Dam Co-op, Fond du Lac Co-op, Kettle Moraine, and University School of Milwaukee.

I. PURPOSE

A. Philosophy

The Green Bay Public School District believes co-curricular activities are an integral part of the total educational process. Through participation in these opportunities, students can have experiences and training in events not ordinarily obtainable in the general curriculum. Policies have been developed and are implemented to cultivate the high ideals of good citizenship, community involvement and personal growth. The school district considers involvement in co-curricular activities a privilege. Student participation carries with it certain responsibilities and expectations which promote growth toward becoming a responsible member of society. We expect students to be a credit to themselves, their family, school, and community. Creating school spirit begins with taking pride in our school (Appendix A).

B. Objectives for student participants:

1. To learn the basic, fundamental and advanced skills needed to participate in one's full potential in a given activity.
2. To develop an understanding of the rules of each activity and learn to participate within these rules in accordance with the Green Bay Public Schools' policies and procedures in regards to discipline, attendance, academic expectations, Alcohol and Other Drug Abuse and violence related issues.
3. To show respect for the individuals who coach, advise, officiate, or conduct events and to accept their decisions.
4. To be able to accept suggestions for improvement and learn to work cooperatively with other people towards common goals.
5. To provide an opportunity to learn respect and fellowship.
6. To develop pride, school spirit, a good attitude, and exhibit good sportsmanship.

II. STAFF RESPONSIBILITY

A. ACTIVITIES DIRECTOR

The Activities Director is responsible for the overall administration, supervision, and coordination of the interscholastic athletic program for the school district.

The Activities Director works with, represents, and acts for the building principals in all matters related to the interscholastic athletic program.

Activities Director Job Responsibilities

1. Responsible for all athletic events within and among competing schools - including WIAA sponsored tournaments.
2. Schedule and contract all non-conference athletic events, in cooperation with Head Coach(es). Cancellations and rescheduling of contests will be completed through the Athletic Director.
3. Responsible for the preparation of athletic budget requests and for submitting same to the building principal.
4. Direct hiring and contracting of all game or meet officials in cooperation with the Assistant Activities Director.
5. Coordinate all necessary activities with the Assistant Activities Director.
6. Prepare inventories for all supplies and equipment in cooperation with the Head Coach(es).
7. Administer all athletic policies as detailed within the school, the district, the athletic conference(s), and/or within the WIAA regulations.
8. Responsible, in cooperation with the head coach, for the requisitioning, maintenance, repair and storage of all athletic equipment and supplies.
9. Arrange for all necessary transportation, in cooperation with the head coach.
10. Assist in evaluating the total athletic program.
11. Either serve or make necessary arrangements for game and tournament managers at home athletic contests.
12. Assist in the coordination of athletic facilities.
13. Fax/mail/email team roster to scheduled opponents.
14. Assist in the selection of coaches.
15. Orient new athletic coaching personnel.
16. Represent the school at all athletic meetings, as directed by Principal, which include WIAA, WADA, and Conference.
17. Act as liaison between athletic coaches, administration, parents and parental groups.
18. Responsible for the direction and control of broadcasting and television at all athletic events so as to conform with district and/or WIAA policies.
19. Maintain past and current records of the sports' programs submitted by the coaches.
20. Assign athletic personnel.
21. Verify coaches not licensed to teach (C.N.L.T.'s) have met WIAA requirements.
22. Certify eligibility of students participating in all interscholastic athletic contests and/or delegation to Athletic Director.
23. Approve and sign all athletic contracts.
24. In all cases where exceptions are approved, Athletic Director will be on call should inclement weather be an issue. The coach/advisor would be expected to contact the Athletic Director to gain approval to travel in the case of inclement weather.

B. COACHES

Head Coach

Reports to the Activities Director, who provides overall guidance, direction, supervision and evaluation of the Head Coach and their program (Appendix B).

Job Summary

To teach the basic skills and techniques of their sport and/or program to each student participant through sound educational means. Each coach should incorporate the teaching of good character, self-discipline, respect, honesty, responsibility, sportsmanship and sacrifice as part of the sport experience. Each coach should strive to win, but never at the expense of the total school program, the student-athlete participant, or by breaking established rules.

Head Coach Job Responsibilities

The head coach shall:

1. The Head Coach in each sport at the high school level will be responsible for the total program in grades 9-12. The coach may recommend persons for coaching assignments to the appropriate building principal directly for consideration. The coach's responsibilities will include the following:
 - a. Assign duties and responsibilities to all assistant coaches, grades 9-12.
 - b. Determine the methods of instruction and communicate them to all coaches, grades 9-12.
 - c. Work with the assistant coaches in the placement of players on all squads, grades 9-12.
 - d. Decide on the style of play and implement that style for grades 9-12.
2. The Head Coach shall instruct and supervise the duties of the managers, particularly in relation to equipment, equipment room and training room.
3. Keep an up-to-date inventory of all equipment, requisition all new equipment and supplies and submit the names of the athletes that did not return issued equipment to the Activities Director after the season ends.
4. Submit self-evaluation and assistant coaches' evaluation forms the Activities Director after the season ends.
5. Ensure that all players are academically eligible in conjunction with the activities director.
6. Ensure that all players have their WIAA Physical Exam Card/Alternate Year Card, Co-Curricular Code Participant-Parent Acknowledgement Signature Form, and Bellin HIPPA Form completed and turned into the main office prior to their first practice and will not allow students to practice or compete until notified by the Activities Director that all forms are complete.
7. Teach every athlete the rules of good sportsmanship.
8. Govern themselves in complete accord with the WIAA rules and regulations.
9. Give diligent attention to every athlete's physical condition before, during, and after every contest.
10. Enforce all rules of eligibility and other rules and regulations governing athletic contests.

11. Have a knowledge of the rules and regulations governing the sport. Inform every athlete of the rules governing participation in the sport.
12. Responsible for the care and storage of equipment and facilities.
13. Responsible for all keys related to their activity.
14. Keep proper records of participation and submit a list of award winners to the Activities Director upon completion of the season.
15. Keep past and current records of the sport (letter winners, won/lost, individual and team records, and special awards). A copy of these records should be given to the Athletic Director at completion of the season.
16. Assign each athlete a locker, where available, in team rooms after the squad has been established.
17. Direct squad members to keep locker area free of litter. No cleats or spikes are to be worn in posted areas.
18. Provide direct visible supervision of locker room before and after practice.
19. See that all athletes are out of locker room before coaches leave; showers are turned off, lights off, and all doors are locked at home and away games.
20. Attend all coaching staff meetings.
21. Ensure that reasonable safety precautions are taken to avoid unnecessary risks of personal injury and/or property damage and to promptly report any injuries or damage that may have occurred.
22. Give complete loyalty and support to fellow coaches and athletes within the school, and the established athletic policy.
23. Obtain Activities Director approval of team rules/expectations and explain the Co-Curricular Code of Conduct and all other rules prior to the start of the season.
24. Responsible for the treatment and reporting of injuries sustained by athletes in practices or competition.
25. Following a serious injury, the coach should secure a signed physician's approval before an athlete returns to participation.
26. Submit practice schedule and location to Activities Director.
27. Work in cooperation with the Activities Director to arrange all necessary transportation.
28. Notify Activities Director of a student who quits or is dropped from an activity/team for disciplinary reasons.
29. Because of liability, participants in team practices must be limited to school personnel.

Assistant Coaches Job Description

Reports to the Head Coach of the respective program. The Activities Director provides overall guidance, direction, supervision and evaluation of the Assistant Coach and their respective program. They will assist the Head Coach in providing leadership and direction to the program, as it exists in grades 6-12. It is essential that they present themselves as models for student participants in terms of exemplary appearance, character, and sportsmanship.

Specific areas of responsibility include:

1. Become knowledgeable of the regulations as prescribed by: The WIAA, the FRCC Conference, the Green Bay Area Public School District, the Preble High School Administration, and the Head Coach.
2. Have willingness and the capability to assist the Head Coach in leading the program and other areas as directed.
3. Reporting directly to the Head Coach and working under the direction of them to implement and teach the skills of the activity.
4. Assuming the duties of the Head Coach in his/her absence.
5. Working with the entire staff in preparing fair and equitable practice schedules.
6. Have an awareness of all facilities, equipment, inventory, and purchasing issues. Communicates with the Head Coach any concerns any of this activity program.
7. Assist in scouting responsibilities.
8. Take the WIAA Rules Test pertaining to their specific activity and score 60% or higher.
9. Assist in parents and end-of-season awards nights.
10. To make suggestions and recommendations that will improve the program
11. Carry out other duties as directed by the Head Coach

****Note:** while winning is desirable at all levels in interscholastic activities, it is not, however, to be placed on a more important level than the development and growth of the student athletes. This is especially true at the Junior Varsity, Freshmen and Middle School levels. It is strongly encouraged that all team/squad members be given an opportunity to participate and develop in games/contests/meets at the "lower" levels.

GREEN BAY PREBLE CO-CURRICULAR DEPARTMENT POLICIES AND PROCEDURES

The purpose of this set of policies is to outline Green Bay Preble's and Green Bay Area Public School District's Co-Curricular policies and procedures, not in an attempt to restrict or hinder a coach/advisor or participant but rather to provide uniformity within the Co-Curricular Department.

1. CO-CURRICULAR PROGRAM

It shall be the responsibility of the Head (Varsity) coach to administer the entire activity program. The head coach shall direct all assistants in matters of the Co-curricular philosophy and coaching techniques grades 6-12. The head coach will also have responsibilities with regard to placement and selection of assistants. When community youth programs exist, the Head coach in that activity should act as a resource person between the school and community program.

Coaches must be aware at all times that they are teachers first and must therefore keep their educational goals clear. This means that they have the responsibility of maintaining open communications with their students/participants.

2. PROFESSIONAL CONDUCT

All coaches are expected to conduct themselves in a professional manner. Naturally, this is rather arbitrary with regard to interpretation; however, all coaches do have certain obligations to the young people they coach. They should never forget how much influence they have upon their players. Because of this responsibility, a coach must be a good role model. The well being of their student athlete/participants should be paramount. In addition, as professional people, coaches are expected to stay abreast of current trends and developments within their activity. Appropriate dress is strongly encouraged for contest and practices.

Coaches are impressionable people in the lives of students and their families. Everything that we say and do is modeled and regarded highly. It is extremely important that coaches act in a professional manner relative to dress, language, and communication with parents. We will demonstrate class at all times.

3. SUPPORT AND LOYALTY

It is expected that all coaches be supportive and loyal to fellow coaches, administrators, and Co-curricular policies. This is not to imply that disagreements will not or should not occur. It does stress the importance of settling these differences within the department. We strive to create teamwork on all our teams and groups. This same ethic should be utilized by the adult staff as well. Nothing positive is gained by carrying disagreements to the public.

4. ATHLETIC INJURIES/TRAINER COVERAGE

A. Maintain an awareness of the following:

- if physician or athletic trainer is present
- ambulance or paramedic number – 911
- location of phone to call 911
- location of the nearest AED
- emergency information and consent of participants information must be carried to all practices and games by coaches.

B. Athletic Trainer's Hours

- Per the agreed contract during a given year, at the High School normally five days a week from 2:30-5:30 PM.
- Coaches and administration will support the trainer's decision when there is a question pertaining to an athlete's welfare. Help in recruiting student trainers to work under the supervision of the certified athletic trainer.

C. On field, court or gym responsibilities:

1. Designate individuals to carry out specific duties:
 - a. Charge person – physician, athletic trainer, head coach or assistant coach
 - b. Call person – responsible for calling emergency vehicle-know location of field telephone and all exits to direct vehicles. Have access to health record information and consent if possible.
 - c. Control person – to keep "On-lookers" and players away from injured athlete and treatment personnel.
 - d. Coaches in sports without special coverage by the athletic trainer are strongly encouraged to use a school cellular phone during competition.

D. Emergency Procedures:

- Charge person will assess severity of injury
- Do not move athlete until nature and severity of injury have been determined
- If athlete is breathing and circulation functional, proceed to treat the injury in a competent, qualified manner. **DO NOT HARM.** If in doubt, **STOP, WAIT FOR EMERGENCY CARE VEHICLE.**

Finally, some common sense advice:

- Remain calm
- Do not diagnose
- Keep other players away from the injured athlete – their concern shows up in great anxiety in the injured athlete.

E. Notification of parents or guardians:

Injuries to any athlete should be followed up by a phone call to the athlete's parents. The athletic trainer should also be informed in case an accident report needs to be filed.

The phone call to the parents should involve the following information:

1. How the injury occurred
2. What action was taken following the injury

3. The athletic trainer's advice for treatment if appropriate
4. If appropriate, recommendation that a doctor be consulted.

Your cooperation in fulfilling their coaching obligation is expected and appreciated.

F. Injuries on athletic fields or gymnasium

During preseason and in-season practice sessions and games, the coach should immediately take the injured player, if possible, to the Athletic Trainer or the high school office if the injury requires someone to look after that player for a period of time. Parents should be notified at the earliest possible convenience. During a late practice when possible none of the above is available, contact the parents or call 911 if the situation warrants such measures. If the coach has an assistant coach, then the assistant should take the player inside and only return when the problem has been handled correctly. If no assistant coach is available, then the coach should stop practice and bring the player inside and find one of the people mentioned earlier before returning to the playing field/practice area.

Do not send the injured player inside with a student at any time. Make sure either a coach or faculty member stays with the injured player until the parents arrive or arrangements are made to take the injured player to the hospital. Make sure an adult is with the injured player at all times, especially if any injury occurs during a game and the coach is unable to leave the field.

If there is any question about the seriousness of an injury, especially those injuries to the head, neck, or back, send someone to get the school nurse or athletic trainer if they are available; if not call 911 and request either an ambulance or paramedics depending upon the seriousness of the injury.

If all coaches would check their line ups to see if any of the players have a doctor parent, then maybe a call to that parent to ask for help at games when they are able to attend will solve some of the medical problems.

As soon as possible, most likely the next day, fill out a GPASD Report of Accident and Injury form found in the main office (Appendix C). Please inform the Activities Director about all accidents. Accident reports, regardless of the severity of injury, should automatically be filled out, parents should be contacted, and the report should be submitted to the Activities Director.

- G. If possible, all coaches should try to stay current in sports training methodology and in health, safety and first aid by participating in clinics and workshops.

5. **MEDICAL POLICY**

According to the WIAA rules a student may not participate in inter-scholastic athletics until the school has an Examination Permit Card on file in its office attesting to (a) parent permission and (b) physical fitness as determined by a licensed physician.

6. **ACTIVITIES CODE**

- A. Green Bay Area Public School District Co-curricular Code of Conduct Handbooks are available in the Main Office.
- B. Each coach should be aware of the expectations set within the Code of Conduct Handbook.
- C. To provide consistency within the activities department, the Code of Conduct Handbook expectations should be explained to each team during the preseason by the Head Coach/Activities Director. All Co-Curricular Code meeting will be held at the beginning of each season for parents and athletes by the Activities Director.
- D. No athlete will be allowed to participate in any athletic contest until the signature form of the Co-curricular Code of Conduct is signed and returned to the Activities Director. Signature of student and parent/guardian must be included.

7. **ATTENDANCE/ELIGIBILITY PROCEDURE**

All coaches will be responsible for the following procedures as they relate to eligibility:

- A. Making sure that no student practices, according to WIAA rules, until the school has an Examination Permit Card on file in its office attesting to a) parent permission and b) physical fitness as determined by a licensed physician.
- B. Coaches will hold a parent meeting prior to the first contest to explain the team expectations, and answer any questions concerning their sport.
- C. Turn in a roster to the Main Office immediately after the organizational meeting so that the Activities Director can check on eligibility.
- D. One week prior to the first contest/game/event, the coach must submit a roster of eligible participants for game program purposes.
COACHES WILL REPORT ANY ROSTER CHANGES THAT OCCUR DURING THE SEASON TO THE ACTIVITIES DIRECTOR. This is vital!!
- E. All coaches must cover the co-curricular code with their teams at the beginning of the season and also emphasize it throughout the season.
- F. All coaches are responsible for checking on their student athlete's/participant's attendance eligibility on a daily basis. Coaches shall be responsible to see that participants who have unverified absences do not participate until it/they are cleared.

8. **STUDENT ABSENCE**

- A. An athlete must be in school the last half of the day in order to participate in practice.
- B. An athlete must be in school the entire day on the day in which they are to participate in a contest/game/performance.
- C. Exceptions to the above would include:
 - a. School sponsored activity
 - b. Case of family emergency
 - c. Written medical release from a physician
 - d. Doctors/Dentist appointment
 - e. Others at the Activities Director discretion
- D. Unexcused absences from school result in the suspension from one or more athletic contests to be determined by the building principal and/or the Activities Director.

9. PRE-SEASON REQUIREMENTS

Please give a copy of the following to the Activities Director before your season:

- Parent/Player Handbook
- Athletic calendar: practice/game schedule, Parents Night, Senior Night, other important dates, etc.
- Key Inventory (Appendix D)
- Preble Athletic Directory (Appendix E)
- Bus schedule
- WIAA rules test
- WIAA Coaches Video confirmation

10. RECRUITING

A. Pre-Season sign-ups (Winter and Spring)

1. At least two (2) weeks before the first day of practice, the coaching staff must conduct a sign-up meeting.
2. A pre-season roster must be turned into the Main Office Secretary within 48 hours of the pre-season sign-up meeting. (Coaching staff must also inform the activities office of all additions/deletions to this roster.)
3. The Activities Office will collect all necessary forms from these athletes and then determine which athletes are eligible to start practice.
4. Any athlete that has not turned in:
 - a) WIAA Physical Card/Alternate Year Card; b) Co-Curricular Code Participant-Parent Acknowledgement Signature Form c) Bellin HIPAA form and d) completed Athletic Eligibility form (Appendix F) **will not be allowed to start practice.** Coaches will receive a completed Athletic Eligibility form from the athletes or Activities Director as confirmation of eligibility.

B. Pre-Season sign-ups (Fall)

1. During the month of May, the coaching staff must conduct a sign-up meeting.
2. A pre-season roster must be turned into the activities office two (2) weeks before the opening day of practice. (Coaching staff must also inform the Activities Office of all additions/deletions to this roster.)
3. The Main Office will collect all necessary forms from these athletes and then determine which athletes are eligible to start practice.
4. Any athlete that has not turned in:
 - a) WIAA Physical Card/Alternate Year Card; b) Co-Curricular Code Participant-Parent Acknowledgement Signature Form c) Bellin HIPAA form and d) completed Athletic Eligibility form (Appendix F) **will not be allowed to start practice.** Coaches will receive a completed Athletic Eligibility form from the athletes or Activities Director as confirmation of eligibility.

11. PARENTS' MEETINGS

Each head coach needs to conduct a parents' meeting prior to the start of their competitive season. Each coach will develop a Parent/Player Handbook to hand out at this meeting. Communication is one of the best ways to avert trouble and gain support.

Items to include in the handbook and/or discuss with the parents of the students in the program:

1. The coaches' philosophy and the program's goals and objectives.
2. The athletic code- training rules, academic eligibility, etc.
3. Policies regarding transportation, practice, and vacations.
4. Go over the practice and game schedules.
5. Review with parents the tensions they may experience with a child playing or not playing. All of us feel our children are the best and want them to be happy. If they do not play, the coach is usually to blame. There is a reason why they didn't play, we need to accept this decision and help cheer the rest of the team.
6. Encourage parents to be positive. Do not tear the team down, talk to the coach if they have concerns.
7. Let the parents know you are open to questions and discussions.
8. Equipment that the athletes will need to buy.
9. The treatment of injuries.
10. Proper training techniques and diet
11. Our program is an educational one; students will grow from both positive and adverse situations.

12. PRACTICE POLICIES

- A. All sports will follow the WIAA starting date and length of season guidelines. (Exceptions to starting date (later) may be granted because of state tournaments and other good reasons - approved by the Activities Director).
- B. All teams and levels will practice on regularly scheduled school days.
- C. Incident Weather: Whenever school is dismissed early because of weather concerns, there will be no practice permitted (not even optional ones). However, when school is canceled for an entire day, and there is a noticeable improvement in the weather in the afternoon, practices may be scheduled **if** approved in advance by the Superintendent or designee of the Superintendent.
- D. Practice schedules are to be submitted to the Activities Director prior to the first day of practice.
- E. As a general rule, there should not be any scheduled practices on Sundays unless unless approved by the Activities Director. **Remember, the WIAA prohibits seven consecutive days of practice.**
- F. When a coach is not able to conduct a practice:
 - a. If assistant coaches are willing to "fill in" for the absent coach scheduled practices will be allowed to continue.
 - b. If a substitute or no fellow coaching staff members are available or able to help, practice will be canceled.
- G. All of the above guidelines apply to game/contest situations also.
- H. Coaches should be the first and last to leave the practice sessions. **At no time are students/athletes to practice without the coaches' supervision.** Coaches are required to be physically present at all practice sessions, include weight room training and general conditioning.

13. SUPERVISION

A coach must be present at all practices and contests. He/she must accompany the team to and from the contests and is responsible for the conduct of their participants. **A coach should never leave the locker room or building until the last athlete has left.** If there is no custodian on duty, the coach is responsible for securing the building.

The coach is responsible for the cleanliness and order of their practice area, storage area and locker facilities.

14. RELEASE FROM CLASS

- A. All interscholastic athletic contests should be scheduled so that students miss a minimum number of classes for travel to the “away” games.
- B. Head Coaches should make arrangements with the Activities Director to have students excused from classes when absolutely necessary because of travel requirements.
- C. All coaches shall submit two days in advance to the Main Office (Kari Petitjean) - kpetitjea@greenbay.k12.wi.us a list of all team members, managers, etc. to be excused.
- D. It is the responsibility of the athletes to see his/her teacher the day before the class he/she is to miss because of an athletic contest. All work shall be made up at the convenience of the teacher.
- E. Students will be released from classes 15 minutes prior to the team’s bus/van departure.
- F. Notify/confirm with office staff the dates/times that a substitute will be needed for early release.

15. TRANSPORTATION OF PLAYER PERSONNEL

- A. The head coach will arrange with the Activities Director for all transportation needs with the Bus Request form. (See Appendix G) This will be done prior to the season.
- B. Teams will be transported on buses, vans or cars contracted by the school district.
- C. All player personnel will travel with the team from the departure site to the location of the scheduled event.
- D. All player personnel will return after the scheduled contest with the team to the departure site.
- E. Under no circumstances will any athlete be allowed to get off the bus between the site of the contest and the departure site.
- F. A Transportation Waiver form is available to release a student to the designated adult in exceptional situations (Appendix H).
 - 1. Parents may make prior arrangements with the Activities Director in advance of the trip. “Transportation Waiver” forms must be on file prior to the trip in the Activities Director’ office.
 - 2. In case of an emergency, the athlete will be released by the coach to the athlete’s parents before departure on the return trip to Green Bay.

16. **BUS POLICIES**

A. Conduct

1. Proper conduct will be required of all athletes. Horseplay will not be tolerated, and any damage done to the bus will be paid by the individual responsible. If responsibility for damage cannot be determined, restitution for the damage will be made by the team riding the bus at the time of the incident.
2. Each squad is expected to clean up its bus upon return from a trip.

B. Procedure for Weekend Events

Any night after 5:00 pm or during the weekend, if any of your trip information changes, i.e.: load time, destination change, cancellation, etc. or if your bus does not show up, you will need to call Lamers Bus Lines normal phone number 336-5264. You will get a LIVE Answering Service when you call.

Once this happens, you need to leave your name, school name, group name and telephone number. The answering service will in turn, page the manager on-call. The manager will then, in turn, return the phone call and act accordingly.

If the trip is cancelled, as long as the bus has not left our terminal and is either en route to the school or at the school, there is no additional charge. If the driver has already left or is sitting at the school and the trip cancels, you will be invoiced the minimum amount.

17. **COACH ABSENCE DUE TO AN EVENT – For Teachers Only**

Please be sure to enter your absence into the absence systems whenever you are out of the building. Remember that if a ½ day or full day sub is not necessary and you are using interfaculty coverage, be sure to check “no sub required”.

Regardless of whether a sub or interfaculty coverage is being used, absences should always be entered into the system. When entering your absences, please use reason code #21 (Athletic Coaching). This reason will prompt you to enter a valid account code. This account code should be entered as 20 numeric characters with no dashes or spaces exactly as listed: **10884200131110000547**

18. **FUND RAISING**

- A. Determine the nature of the project (cookie dough, hats, walk-a-thon, etc.)
- B. Present the nature and purpose of the fund raising project in writing using the Fundraising Request form to the Activities Director. (Appendix I)
- C. Proceed with student involvement.
- D. Deposit all moneys as you receive them. **NEVER KEEP ANY MONEY IN YOUR POSSESSION !!!!**
- E. Fundraising projects should have a start and end date

19. PURCHASE AND BUDGET PROCEDURES

- A. All equipment, materials, etc, purchased for the Activities Department, whether purchased through fund 10 (budgeted money) accounts will be recommended by the head coach for approval by the Activities Director. The head coach is responsible for obtaining quotations and will assist in writing purchase orders as per building and district policy.
- B. All purchases should be bought with the Activities Department district credit card whenever possible.
- C. The use of the Activities Department district credit card will be **mandatory** for all hotel, car rental and future conference registrations. The District Accounting Department will no longer issue checks for these expenses.
- D. See Barb Koenig in the main office if you have any questions regarding budget balances, Activity Account balances, purchasing questions, etc.

20. PUBLIC RELATIONS

Your relationship with the media is important not only to your individual activity but also to our total program.

- A. Following each home event, it is the coach's responsibility to call or fax in results to the local media. (Appendix J) Coaches are responsible for giving week-to-week information to the media.
- B. Coaches cutting individuals from an athletic squad when necessary should talk to each student before the announcement is made.
- C. The parents of any athletes suspended (by their coach) must be notified by the coach.
- D. Any coach wishing to hold "special nights" (Parents Night, Senior Night) are expected to have these cleared in advance through the Activities Director's Office. It is the coach's responsibility to run such events.
- E. All activities should have an end of their season event. It is the responsibility of the coach to arrange the "event" and inform the Activities Director to put it on the calendar and arrange for awards if needed.

21. TEAM PICTURE

All teams will need a team picture to submit to the yearbook. If you will be using a professional photographer, contact Harmann Studios to set up an appointment – 435-9109. Each coach must provide names of athletes in team pictures to Preble's Yearbook Advisor Jan Sutton. Jan's email address is jsutton@greenbay.k12.wi.us.

22. END OF SEASON REQUIREMENTS

All coaches must complete certain end of the season responsibilities in order to consider their assignment finalized.

In an attempt to keep the Board of Education informed about the accomplishments and problems of our program, all high school programs must submit an annual sports report. This report will include the following:

1. A brief summary of the season and suggestions for improving the program. (Appendix K – End of Season Report)
2. A complete inventory of all equipment and supplies
3. Names of squad members – indicate letter winners, captain, manager, etc.
4. Schedule played with results of games, meets, or matches
5. Special honors received by team and its members.
6. New records set for the season, such as individual performance, team scoring, etc.
7. Budget requests for next season. List all items in priority order.

23. AWARDS

- A. Each head coach shall submit to the Activities Director **PRIOR** to the season start, the standards by which participants are eligible for awards. These standards shall be approved by the Activities Director, and shall be shared with team members and parents at the pre-season parents meeting. (Appendix L- Award Information)
- B. The coaches and Activities Director shall choose the recipients of the WIAA Scholar Athlete, Tom Finlan Scholarship, United States Army Reserve, United States Marine Corps, American Legion Award, Bill Dessart Leadership Award, Peter Hamel Most Valuable Athlete-Female, and John David Most Valuable Athlete-Male, Wendy's Heisman Award, and Fox River Classic Scholar Athlete Award which will be presented at the spring honors night ceremonies. The Activities Director will chair this meeting (Appendix M).

24. EVALUATION OF COACHES AND PROGRAMS

There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account wherever they are evaluated. Not everyone fits the model for the successful coach and the successful coach is not always the one who wins the game. There is much to be understood if one is to be a capable coach. With the former, we still want to be very successful. Long range expectations and objectives in the program will be identified for coaches. All coaches will be asked to annually set goals for themselves and their programs. All head coaches will be a part of evaluating their assistants while the Activities Director will conduct an end of year review of each head coach and their programs.

(Appendix N – Head Coach Evaluation & Appendix O – Assistant Coach Evaluation)

25. SCHEDULING

- A. All interscholastic schedules are drawn by the Fox River Classic Conference or the Eastern Shores for Girls Hockey.
- B. All non-conference contests, within the limits of the WIAA regulations, **will be made on the recommendation of the Head Coach in a given sport.**
- C. Special consideration will be given to the following events in scheduling non-conference contests, special meets, etc.
 - a. Distance traveled
 - b. Size of school
 - c. Cost of event
 - d. Established patterns of scheduling
- D. Postponements - anytime there is to be a postponement or cancellation, the following procedure should be used:
 - a. On school days a discussion between the coach and Activities Director should determine if the contest or meet should be held.
 - b. On non-school days, the head coach will have the responsibility to postpone or cancel a contest.
 - c. All rescheduling of athletic events postponed or canceled must be made with the approval of the Activities Director.
- E. School cancellation or early dismissal:
 - a. Early dismissal - all practices/contests will be postponed
 - b. School cancellation - all decisions involving practice or contest will be made by 12:00 noon
- F. Use of facilities - request for use of facilities by outside groups must be made through the Main Office.
- G. All athletic facilities will be scheduled on request of the coach by the Activities Director.
 - a. A facilities schedule will be kept by the Activities Director.
 - b. Head coaches in each sport season will meet with the Activities Director prior to the season for the purpose of scheduling facilities.
- H. Wednesday evenings have been designated as church/family night. All practice sessions should be completed on/before 6:00 PM until May 11.

26. CAMP/CLINIC GUIDELINES

Coaches who are interested in conducting camps/clinics in any of the Green Bay Public School facilities, the following guidelines will apply:

- A. If an employee of the School District wishes to run a camp/clinic, has the permission of the building principal and charges a \$30 or less participation fee, the camp/clinic will be considered a school function, and no fees will be charged for the use of school facilities.
- B. If a camp/clinic is sponsored by an employee or an outside group, and a charge is assessed for more than \$30 per participant, the camp/clinic is not considered a school function and must conform to all requirements of Board policy governing the use of school facilities including the provision of a certificate of insurance.
- C. Principals must coordinate the dates and times for approved camps/clinics with the Facilities and Related Services Department to avoid construction conflicts.
- D. A Camp/Clinic Request Form must be completed and sent to the Activities Director (Appendix Q).

27. FACILITIES

- A. Suggestions for improvement of athletic facilities should be made in writing to the Activities Director. These recommendations will be discussed with the coach and then submitted to the building principal.

- B. Training Room (coed) - The proper use of the training room is the responsibility of each coach who uses it. Each coach is responsible for the equipment and first aid supplies for the training room. All first aid supplies for the training room will be issued by the Co-curricular Department at the request of the coaching staff and Athletic Trainer. Coaches must supervise the training room, if the Athletic Trainer is not working.
- C. Weight Room -
 - a. The use of the Weight Room equipment will be governed by the following policy:
 - 1. Physical Education classes will have priority during the regular school day (7:30 AM – 2:58 PM)
 - 2. The “weight room” will be closed during the school day, at noon hour and after school unless under the direct supervision of a Preble High School staff member.

28. MAINTENANCE OF FACILITIES AND GROUNDS

- A. All coaches are responsible for the care and maintenance of all athletic facilities including:
 - 1. Offices provided for coaches
 - 2. Locker room areas
 - 3. Practice fields, courts and rooms provided for practice sessions and squad meetings
 - 4. Training rooms
 - 5. Equipment rooms
 - 6. Outdoor athletic fields, etc.
- B. All breakdowns and problems related to any facility should be reported to the Activities Director immediately.
- C. The Activities Director will be responsible to have necessary maintenance staff available, or on call if we would experience an emergency breakdown of facilities during a scheduled athletic contest.
- D. All other breakdowns should be reported immediately to the Activities Director so arrangements can be made for repair.
- E. Our entire coaching staff should cooperate fully with the maintenance staff.

29. EQUIPMENT

- A. The coaching staff will issue and record all uniforms, practice gear, equipment, etc. to all participating athletes.
- B. At the end of each season, the coaching staff must collect all items issued in #1 above.
- C. If an athlete does not turn in all items they are responsible for:
 - 1. The coaching staff will inform him/her to the cost of these item(s)
 - 2. If not returned (or paid for), the coaching staff writes up a Fee Obligation Referral (Appendix P-Fee Obligation Referral).
 - 3. This fee is then placed in the student billing system.
- D. Equipment is to be stored in the proper storage areas in a neat fashion.
- E. No athletic department’s uniforms or practice gear should be worn by an athlete except at official practice sessions and scheduled contests.
- F. Only uniforms issued by the athletic department should be worn at interscholastic contests.
- G. Equipment belonging to the school district should not be loaned to outside groups except with the approval of the Activities Director in unusual circumstances. Approval should be received through the office of the Activities Director who will notify the principal in writing if this occurs.
- H. The Activities Department will **not** furnish towels for any athletic practice/contest.

30. WIAA OPEN GYM POLICY

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

1. The open gym is open to any student in the designated population of that school that is interested in attending. Open gyms may be gender specific. It is also acceptable to include people from the community. It is not acceptable to include athletes from another school, public or private.
2. There is no instruction during the open gym by a coach or anyone else.
3. Coaches may supervise open gyms, but may not instruct, organize drills, etc., nor may they participate with the students.
4. There is no organized competition, such as established teams participating in round robin competition, etc.

The philosophy of the open gym is students from that school may attend, for wholesome recreation, or for purposes of improving their skills, but it’s something they do on their own. It would be a violation of WIAA rules to mandate attendance at open gyms, or to provide incentives for athletes to attend open gyms, or to limit participation based on athletic status, or to allow athletes from other schools to come and work out or compete against the host school’s athletes.

31. WIAA OUT OF SEASON CONTACT POLICY

Coaches may not have coaching contact with any athletes they will be coaching the following school season during restricted times (except their own children). There is no distinction between Varsity and JV coaches, i.e., JV coaches cannot coach varsity athletes during restricted times and vice-versa, nor any distinction between paid and non-paid (volunteer) coaches. An exception is that varsity and JV coaches can have coaching contact with students who have just completed 8th grade or any preceding grade up until these 8th graders actually start their 9th grade year.

Coaching restrictions apply to all sports during the school year, except during the respective sport season. In the summertime, football coaches are afforded a single unrestricted coaching contact opportunity of up to four consecutive days, between the end of school and July 31. All other sport coaches have five days of unrestricted coaching contact opportunity in the summer, between the end of school and July 31; the days do not need to be consecutive. In addition, coaching restrictions do not apply in the summer beyond the 5 unrestricted days in the sports of baseball, cross country, golf, gymnastics, softball, swimming & diving, tennis, track & field and wrestling, the summer being defined as when school is not in normal session, provided such nonschool programs are not limited to students on the basis of school or team affiliation. Other than during the actual school season and as specifically approved in the summer, coaches may not have coaching contact with their athletes other than as listed above; including practicing or competing with athletes, driving athletes to nonschool competition, driving athletes to camps, clinics, etc., or having basically anything to do with the athletes’ nonschool participation. Further, coaches may not:

1. Mandate athletes participate in nonschool competition, or determine who may or may not participate in nonschool activity.
2. Require involvement in out-of-season activities as part of the requirements for making a school team, earning a school letter award, etc.
3. Provide incentives such as T-shirts, etc, for participation in the off-season.

32. DISTRICT REPORTING EXPECTATIONS

- A. Child Abuse and Neglect
The Green Bay Area Public School District (GBAPSD) has the expectation that all district coaches and advisors are mandatory reporters of child abuse and neglect per Wisconsin State Statute 48.981. Coaches/Advisors with any information regarding the following should immediately contact their Activity Director and/or Building Administrator with such information:

What is Reportable Child Abuse? Wis. Stat. sec. 48.02(1)

1. Physical abuse inflicted on a child by non-accidental means, serious physical harm inflicted on an unborn child, and the risk of serious physical harm to a child when born, caused by the habitual lack of self-control of the expectant mother in the use of alcoholic beverages, controlled substances, or controlled substance analogs, exhibited to a severe degree.
2. Sexual abuse, defined as Sexual intercourse or sexual contact under s. 940.225, 948.02, or 948.025 (sexual assault, sexual assault of a child, and repeated acts of sexual assault of the same child)
 - a. Sexual exploitation of a child
 - b. Causing a child to view or listen to sexual activity
 - c. Permitting, allowing, or encouraging a child to engage in prostitution
 - d. Exposing genitals or pubic area
3. Emotional damage for which the child's parent, guardian, or legal custodian has neglected, refused, or been unable for reasons other than poverty to obtain the necessary treatment or to take steps to relieve the symptoms.
4. Neglect is the "failure, refusal or inability on the part of a parent, guardian, legal custodian, or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child"
[Wis. Stat. sec. 48.981(1)(d)].

- B. Co-Curricular Code Violations
The Green Bay Area Public School District (GBAPSD) has the expectation that all coaches and advisors will enforce the district Co-Curricular Activity Code. Coaches and advisors that have any knowledge or information that indicate a student may be in violation of the activity code must report such information to their building administrator and/or activity director immediately

31. **LEGAL DUTIES**

All coaches must know the following nine (9) legal duties required of them:

1. Properly plan the activity
2. Provide proper instruction
3. Provide safe physical environment
4. Provide adequate and proper equipment
5. Match your athletes/participants
6. Evaluate athletes for injury or incapacity
7. Supervise the activity closely
8. Warn of inherent risks
9. Provide appropriate emergency assistance

APPENDIXES

Appendix A	School Spirit Items
Appendix B	Coaches Checklist
Appendix C	Report of Accident & Injury
Appendix D	Key Inventory
Appendix E	Preble Athletic Directory
Appendix F	Athletic Eligibility Form
Appendix G	Bus Request Form
Appendix H	Transportation Waiver
Appendix I	Local Media Contact Information
Appendix J	Fund Raising Form
Appendix K	End of Season Report
Appendix L	Awards Information
Appendix M	Athlete of the Year Process
Appendix N	Head Coach Evaluation
Appendix O	Assistant Coach Evaluation

APPENDIX A:

SCHOOL SPIRIT

Spirit

SCHOOL SONG:

We are out for victory
We are out to win, team.
So let's have a cheer
From everyone here.
Standup- and make a noise
For Preble High.
Oh, keep the banners waving,
Stand up and shout like mad.
For you bet there'll be a hot time tonight
When Preble wins-hey!!!

COLORS: Green and Gold

MASCOT: Hornet

APPENDIX B:

COACHES CHECKLIST

APPENDIX C:

REPORT OF ACCIDENT AND INJURY FORM

APPENDIX D:

KEY INVENTORY

APPENDIX E:

PREBLE ATHLETIC DIRECTORY

APPENDIX F:

ATHLETIC ELIGIBILITY FORM

APPENDIX G:

BUS REQUEST FORM

APPENDIX H:

PREBLE TRANSPORTATION WAIVER FORM

APPENDIX I:

LOCAL MEDIA CONTACT INFORMATION

APPENDIX J:

FUND RAISING REQUEST FORM

APPENDIX K:

END OF SEASON REPORT

Green Bay Preble High School

End of Season Athletic Report

1. Date _____
2. Name _____
3. Sport _____
4. Level: Head Asst. JV/Soph Frosh MS
5. Number of Years involved in this activity _____
Green Bay _____ Overall _____
6. List Assistant Coaches _____

7. Participation numbers:

Grade	Participants	White	Black	Hispanic	Asian	Nat. Am.
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	Beg	End	Beg	End	Beg	End	Beg	End	Beg	End	Beg	End
9												
10												
11												
12												

*Please attach an alpha list of participants that includes an age, grade, ethnic, and gender breakdown.

8. Possible reason(s) for those who didn't finish?

9. Final season record: W_____ L_____ Overall

W_____ L_____ FRVC

Please attach a list of all contest scores and team tournament results.

Tournament Finish: Regional _____
Place
Sectional _____
Place
State _____
Place

10. Academic Honors by your team/athletes/students _____

11. Indicate names of student(s) receiving the following honors:

All Conference First Team _____

All Conference Second Team _____

All Conference Honorable Mention _____

Sectional Qualifiers _____

State Qualifiers _____

All State _____

12. List any other special awards winners (Captain, MVP, Most Improved, etc.)

13. Season Highlights:

14. Problems, if any, that arose during the season:

15. Suggestions for improvement of your program:

16. Other coach's comments/info:

This report submitted by _____ Date _____
(Coach Signature)

This report received by _____ Date _____
(Activity Director Signature)

APPENDIX L:

AWARD INFORMATION

APPENDIX M:

ATHLETE OF THE YEAR AWARD PROCESS

APPENDIX N:

HEAD COACH EVALUATION

APPENDIX O:

ASSISTANT COACH EVALUATION

APPENDIX P:

FEE OBLIGATION REFERRAL FORM