

# Reedsburg Area High School

## Coaches' Handbook

(Update in 2010)

## TABLE OF CONTENTS

- I. **Introduction**
- II. **Philosophy**
- III. **Athletic Staff Responsibilities**
  - A. Athletic Director
  - B. Coaches
- IV. **Administrative Policies**
  - A. Budgeting and Purchasing
  - B. Equipment Care and Inventory
  - C. Clinics and Workshops
  - D. Attendance at State Tournaments
  - E. Public Relations
  - F. Transportation
  - G. Medical
  - H. Practice Times
  - I. Awards
  - J. Facilities
  - K. Building Security
  - L. Dropping a Sport
  - M. Adding a Sport
  - N. Cutting Athletes
  - O. Co-Curricular Code of Conduct
  - P. Membership
  - Q. Evaluation & Compensation

### 1. **Introduction**

This handbook had been prepared to provide coaches with a convenient and expeditious guide to administering and performing their respective duties.

Coaches should familiarize themselves with the content of the handbook and carry out their responsibilities to ensure a positive working relationship within the interscholastic athletic program.

We are committed to students, education, athletes and athletics and believe a well-structured program will be beneficial to all concerned.

## II. **Philosophy**

The educational philosophy of Reedsburg District Schools' states: "A prime responsibility of the Reedsburg District Schools is to encourage students to become functioning citizens who will live in and perpetuate our democratic society." The athletic program should provide an environment that will enable the pupil, through experience, to acquire not only knowledge and information, but also the attitudes, ideas, understandings, appreciation and skills necessary for participation in a democratic society.

The participant has an opportunity to acquire self-realization on a testing ground charged with highly emotional elements. For success, the athlete must develop the qualities of self-discipline, self-sacrifice, loyalty and devotion to a cause greater than himself/herself.

The popularity of interscholastic athletics has placed a tremendous responsibility upon administrators and coaches in regard to the manner in which athletics are conducted. We have been challenged to make good the claims of wholesome development arising from athletic programs. Those people responsible for the conduct and control of school athletics must realize this is not only an opportunity, but an obligation as well.

It shall be the philosophy of the athletic department that all athletes should be given the opportunity to participate in as many sports activities as they and their parents wish them to participate.

As a Professional Educator I will:

- Exemplify the highest moral character, behavior, and leadership.
- Respect the integrity and personality of the individual athlete.
- Abide by the rules of the game in letter and spirit.
- Respect the integrity and judgment of sports officials.
- Demonstrate a mastery of, and continuing interest in, coaching principles and techniques through professional improvement.
- Encourage a respect for all athletics and their values.
- Display modesty in victory and graciousness in defeat.
- Promote ethical relationship among coaches.
- Fulfill responsibilities to provide health services and an environment free of safety hazards.
- Encourage the highest standards of conduct and scholastic achievement among all athletes.
- Seek to inculcate good health habits, including the establishment of sound training rules.
- Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
- "Do unto others as if you were the others."

### III. Athletic Staff Responsibilities

#### A. Athletic Director

The Athletic Director shall be responsible for the development, supervision, and evaluation of the total interscholastic program according to the general policies duly adopted by the school administration. The Athletic Director works with, represents, and acts for the building principal in all matters related to the interscholastic program.

**The Athletic Director will assume the following duties:**

1. Confer with and make recommendations to the administration in regard to new, changes, and continuation of all coaching positions.
2. The Scheduling of all athletic contests.
3. Formulate, propose, and supervise the budget of all athletic programs.
4. Plan and develop the all athletic programming.
5. Issue contracts and assigns officials to all athletic contests.
6. Approve all requisitions of athletic equipment.
7. Coordinate all athletic trips and contests.
8. Coordinate all athletic tournaments in the high school.
9. Conduct meetings with all athletic personal when necessary.
10. Manage payment of all WIAA and conference dues.
11. Monitor academic and attendance performance of athletes.
12. Submit athletes' names for WIAA scholar athlete awards.
13. Evaluate all head coaches and assist head coaches in evaluating assistant coaches.
14. Inform coaches of any deficiency in their performance.
15. Mentor all coaches as they work to improve their coaching skill
16. Responsibilities to athletes:
  - a. The AD shall annually review with athletes the athletic code, the academic code, and attendance requirements for participation. This information must be provided to the parents via a parent meeting or letter.
  - b. The AD will issue athletic codes to athletes and require that they be signed and returned before the athlete can compete.
  - c. The AD will monitor the academic performance of their athletes and enforce the academic code.
  - d. The AD will monitor the attendance if their athletes and enforce the penalty for violating the attendance policy.

## B. Coaches

### 1. General relationship

- a. Coaches will exemplify the highest moral character, behavior, and leadership and abide by the rules of the game in both letter and spirit.
- b. Coaches are contracted to instruct, supervise, and organize interscholastic teams of students. The head coach is responsible for his/her program and the assistant coaches will work under the direction of and report directly to the head coach.
- c. All coaches are responsible to the Athletic Director.

### 2. Responsibilities to Athletes

- a. Coaches must ensure that each athlete has a valid physical card on file before that athlete participates in practice/play. There are NO exceptions.
- b. Coaches will give written guidelines to all athletes regarding training rules, lettering requirements, and pertinent information regarding the sport. Coaches will make parents and athletes aware of these guidelines via a meeting or mailing.
- c. Coaches will issue all athletic gear and equipment and supervise its return and storage at season's end.
- d. Coaches will collect all issued uniforms at the end of the last contest.
- i. Coaches will encourage and expect quality behavior of their athletes at all times.
- j. Coaches are responsible for their athletes while at school for practice, games, or on athletic trips. Coaches are to remain with their athletes until all have left the building.
- K. Athletes are expected to travel with the team. If alternate travel is requested, the proper travel release must be signed by the Athletic Director by noon on the day the team leaves for the event. These travel release forms will be approved and secured by the head coach of the program. These forms will be turned into the athletic department.

### 3. Responsibilities to the program and athletic department.

- a. Head coaches will annually submit their **goals** to the Athletic Director before the first day of practice.
- b. Head coaches will **file their letter requirements** with the Athletic Director before the start of their season.
- c. Head coaches are responsible for submitting a **budget** for their sport.
  
- d. Head coaches are responsible for keeping an **accurate inventory** for all equipment, uniforms, and supplies.
- e. Coaches **must attend rules interpretation meeting** Or fulfill rules meeting obligation for that sport.
- f. Head Coaches must complete **rules examinations** for each sport they are involved in. (One per Program)
- g. Head coaches will **attend all WIAA & Badger Conference meetings** for their sport.
- h. Coaches should have current **certification in first aid, CPR** and attend sports education workshops.
- i. Coaches shall **attend all coaches meetings** called by the Athletic Director unless prior approval is granted.
- j. Coaches shall inform the office of all injuries by filling out the **incident report form**.
- k. After a home contest, coaches shall call in the **results to the media**.
- l. Coaches will abide by the rules as set forth by the W.I.A.A., Badger Conference, and Reedsburg Board of Education.
- m. Coaches are responsible for any school **keys** issued to them.

## IV. Administrative Policies in Athletics

### A. Budgeting and Purchasing

1. Head coaches are to submit their budgets to the Athletic Director by a designated date for the **following school year**.
2. These budgets are to include every anticipated expense within their program.
3. The Athletic Director will prepare the total athletic budget.
4. The total budget will be presented to the Business Manager for review and approval.
5. It is the responsibility of the AD to be certain that nothing has been omitted and that all figures balance in the total.
6. Upon approval of the budget, the AD will complete purchase orders and forward them to the Business Manager.
7. No equipment is to be ordered without approval of the Athletic Director.

## B. Equipment Care and Inventory

1. All equipment and supplies will be issued by the Head Coach or his/her designated representatives.
2. All Athletes receiving equipment will be responsible for the equipment issued.
3. Failure to return the equipment in a timely manner by a student athlete will result in charges being levied.
4. The Head Coach should inform the Athletic Director of all equipment not returned at the close of the season.
5. Equipment is to be stored in the proper storage areas in a neat fashion.
6. Coaches will not issue game uniforms to individual athletes unless participation fees are paid or arrangements have been made for payment.
7. No game uniforms or practice gear should be worn by an athlete except at practice session, scheduled contest or other sports related event.
7. Only practice equipment or game equipment issued or approved by the school district should be worn at practice sessions or games.
8. Equipment belonging to the School District of Reedsburg should never be loaned to outside groups without the approval of the Athletic Director.
9. Each Head Coach will keep a complete inventory of equipment. (see #3D)

## C. Clinics and Workshops

1. The School District of Reedsburg encourages coaches to improve and enrich themselves in new trends in their respective sport.
2. Monies for registration to workshops and clinics must be included in the budget submitted by the Head Coach of each sport.
3. The School District will pay for state association dues for coaches.
4. Permission to attend a clinic or workshop must be approved in advance by their building administration if they are a staff member.

## D. Attendance at State Tournaments

1. Coaches of participating teams, individuals, and cheerleaders, will accompany those athletes to the state competition with expenses paid by the athletic department.
  - a. Overnight accommodations, will be arranged for and paid by the athletic department only if the distance to travel or the time schedule for competition dictates such.
  - b. Meal allowances will be made to the athlete and coach at the rate of \$7 per meal to a maximum of \$20 per day.

**\*\*\*Overnight accommodations and meal allowances will be paid only on days when athletes are actually competing.**

- c. **Supervision** of athletes and managers will be the responsibility of the Head Coach and coaching staff throughout the entire trip to a tournament or contest.
2. The Varsity Head Coach of a sport will be given the opportunity to attend **one day** of the state tournament in their respective sport.
  - a. The athletic department will provide tickets for the sessions of choice along with one meal on the day of their attendance.
  - b. Authorization must be granted by their building administration to leave school with the cost of the substitute teacher paid for by the school district. Authorization is dependent upon the ability to generate a capable substitute so that effective teaching is offered when the regular teacher is absent.

#### **E. Public Relations**

1. It is recommended that all coaches organize and hold a parent's meeting. This meeting can be used for pictures, to disseminate information, and to educate parents about your particular sport.
2. Rosters for programs to include squad members, size, grade level, information on coaches, etc. shall be prepared for parents, news media, and opponents.
3. A parents' night function should be recognized by all sports programs.
4. Coaches should make available to the press scorebooks and other pertinent statistical information after each interscholastic contest.
5. Coaches should insure that scores are called in to radio, T.V. stations, and newspapers. Telephone numbers for selected media:
  - a. Wisconsin State Journal: 1-800-686-1339
  - b. Reedsburg Times Press: 524-4336
  - c. WRDB: 524-1400
  - d. Reedsburg Independent: 524-0387

#### **F. Transportation**

1. **Contests:**
  - a. The Reedsburg Public Schools provides transportation to all contests and back to Reedsburg Area High School.
  - b. Bus Trips requests must be filled out and submitted to the Athletic Director at least one week prior to the start of the season.
  - c. All athletes are to travel with their team for out-of-town contests. They are to return with the team unless written permission from their parents to do otherwise is cleared by the Athletic Director prior to noon on the day of the event.



2. **Clinics:**
  - a. Arrangements can be made to take a school vehicle to an approved workshop or clinic.
  - b. **Under no circumstances** can school vehicles be used to transport athletes to any workshop or clinic without the total cost being reimbursed by the participants.
3. **Tournaments:**
  - a. Transportation will be provided by the school district to all tournaments contests in which we are participating.
  - b. School vans may be used if the number of participants is small. These should be arranged through the Athletic Director.
4. **Tickets:**
  - a. Under no circumstances will the school district pay for or reimburse coaches for traffic tickets or parking tickets.

## G. Medical

1. **Physical Examinations:**
  - a. According to Wisconsin Interscholastic Athletic Association rules a student may not participate in interscholastic athletics until the school has an Examination Permit Card on file in its office attesting parental permission, physical fitness as determined by a licensed Physician.
2. **Injuries**
  - a. If there is any question as to the seriousness of an injury, CALL AN AMBULANCE - 524-2376.
  - b. If an injury doesn't appear to require an ambulance, but may require medical attention - Please notify the parents!
  - c. Make it a general practice to keep the parents informed of any injury, regardless of how insignificant it might seem.
  - d. Be sure to make a report to the office as soon as possible on the incident report form.
  - e. Athletes must have a doctor's clearance in writing before returning from an injury.
  - f. No substances shall be dispensed by coaches.

## H. Practice Times

1. **Pre-season Practices/Vacation Practices:**
  - a. Practices may be organized at the coaches' discretion. There are some important factors to keep in mind when scheduling practice times.
  - b. Length of practice sessions - Young athletes reach a point of "diminishing returns" after about two hours of continuing practice.

- c. Transportation problems - We need to be concerned about our rural athletes. Transportation is not always a simple matter or these athletes, so please coordinate with them to establish the best time for scheduling practices.
- 2. **Practices on School Days:**
  - a. Practices should not begin before 3:30 p.m.
- 3. **Practices on Sundays, Holidays or when school is cancelled:**
  - a. If some special circumstances arise whereby a Sunday or holiday practice is necessary, it must be approved by the District Administrator.
  - b. The District Administrator will determine if practices will be held on a “volunteer” basis if school has been cancelled
- 4. **Family night:**
  - a. In cooperation with the churches in the Reedsburg area and in conjunction with the other schools in our conference. Wednesday night has been designated as family night. All activities that begin on Wednesday after school are to conclude no later than 6:30 on Wednesday night.

## I. Awards

- 1. **Letters:**
  - a. Each coach will establish, in cooperation with the Athletic Director, the criteria necessary in their sport for athletes to earn a varsity “R”. These criteria will be issued in written form to each athlete at the start of the season with a copy given to the Athletic Director.
- 2. **Individual Sport Awards:**
  - a. Each coach will be given a budget of \$50 for trophies to be awarded in that sport (most valuable, most improved, most dedicated).
- 3. **Sports Banquets:**
  - a. Each sport program must have an end of the season awards banquet to distribute awards. This banquet will not be exclusive to athletes only. Each coach may pursue his or her own method of post-season celebration or athlete recognition ceremony. However, this method and the date must be cleared with the Athletic Director prior to scheduling the event.
- 4. **End-of-year-Awards:**

These are the major athletic awards to be presented at the end of each school year by the RAHS Athletic Department:

  - a. Senior Athlete (Male and Female)
  - b. Raymond W. Miller Sportsmanship Award (Male and Female)
  - c. Betsy DeMerit Athletic Dedication Award
  - d. Bonnie Oetzman Memorial Award

- e. Kurt Meister Dedication Award
- f. Paul Rosholt Athletic Dedication Award
- h. Outstanding Athlete Award (8 Varsity Letters)
- i. WIAA Scholar Athlete Award (Male and Female)

**J. Award Winners:**

- a. Each coach shall submit to the Athletic Director or designee a complete list of all awards winners at the conclusion of the season.

**K. Facilities:**

- a. The care and upkeep of the athletic facilities is a responsibility of all concerned about interscholastic sports competition. Coaches should regularly inspect the facilities. If there is an area of concern about the disrepair of facilities or a need for improvements, coaches will notify the Athletic Director and make a record of their request.

**1. Gymnasiums:**

Because serious and costly damage could occur in both the small gym and the large gym the following regulations shall be in effect:

- Batting of baseballs and softballs will be restricted to the batting cage in the upstairs practice room. Whiffle ball hitting may be done in the gymnasiums.
- Throwing of baseballs and softballs will be restricted to the upstairs room only. (This means that playing catch will not be permitted in either the small or large gym unless rubber balls or "softtees")
- Throwing the discus will not be permitted inside the building.
- Throwing the shot is only allowed in the gymnasiums.
- Any damage done to the building during an athletic practice will be paid for from the budget of that sport.

**2. School Building:**

- a. ~~Please supervise~~ athletes and be sure they are made aware of rules that can either cause injury to them, i.e. broken glass, or cause damage to facilities.
- b. Running the halls is Restricted to first floor until after 4pm.
- c. Practices such as cheerleading or Dance Squad may be scheduled for and carried out in the commons. However, the Athletic Director should be kept informed of scheduled practices in these locations.

**K. Building Security**

- 1. Keys will be issued to coaches at the beginning of their season.
- 2. Coaches' offices and equipment must be locked when you or your reliable designees are not present.

3. Before going home, following practices or games, coaches are responsible for checking the locker rooms and other areas used. Those areas are to be in order--supplies put away and doors locked!
4. The athletes are coaches' responsibility! Be certain that they are supervised at all times when they are at school for practice or are here for games, either home games or returning from athletic trips.

**Remain with your athletes until they have left and ensure all outside doors are locked.**

5. If keys to athletic area are lost, report this to the Athletic Director immediately.

#### **L. Dropping a sport:**

If appropriate and qualified coaches for a particular sport cannot be contracted, the sport will be discontinued. The decision to drop a sport based on too few participants will rest with the administration and will comply with the following formula. If the number is less than (1 1/2) one and one-half times the number it takes to field a team, a decision for discontinuing that sport will be made. A review is the school board of that decision could result in a dispensation for a period of one year.

#### **M. Criteria for Adding a Sport:**

1. Is it a conference sport?
2. Is a qualified faculty coach available?
3. Is a qualified non-faculty coach available?
4. Is an adequate facility available?
5. Will it have a negative effect on the status of an existing sport?
6. What are the short-range and long-range financial implications?
7. What is the projected number of participants?
8. Are we able to schedule contests within a reasonable geographic area?
9. Are WIAA certified officials readily available?
10. Does it maintain or enhance the ratio between sports opportunities for male and female athletes?

#### **N. Cutting Athletes:**

There shall be no cutting of athletes to trim squad numbers at any level without the approval of the Athletic Director. In the case where cutting is deemed necessary, parents and athletes must be informed of this decision. A meeting between the coaches and the athlete must be held. At this meeting, the athlete must be told why he/she was cut. Supporting evidence for any cuts must be discussed with the Athletic Director.

## O. Co-Curricular Code of Conduct:

Students must sign and adhere to the Code of Conduct, which includes academic standards, attendance policies, and athlete conduct. Coaches are expected to assist the athletic director to ensure these policies are followed.

## P. Membership

### WIAA and Badger Conference:

Because of our membership in these two organizations, Reedsburg Area High School will adhere to the rules and by-laws as set forth by both constitutions.

## Q. Evaluation & Compensation

1. Head Coaches will be evaluated annually by the Athletic Director. Such evaluation will be conducted in accordance with the guidelines established jointly by the Athletic Directors and Head Coaches per the master agreement.
2. Head Coaches will evaluate all assistant coaches annually. Such evaluations will be conducted in accordance with the guidelines established jointly by the Athletic Director and Head Coaches and approved by the Board of Education. Evaluations will be completed disregarding won/loss records.
3. Payment for those extracurricular assignments not paid on the regular contract will be made after a complete inventory is turned in and/or the assignment is satisfactorily completed by the Head Coach of each sport
4. These payments will be made on the first pay date after the above requirements are met, provided the assignment is competed ten (10) days prior to that pay date.
4. The following are a list of all end of the year responsibilities that must be satisfactorily completed as determined by the Athletic Director:
  - Awards program must be scheduled
  - List of Award winners turned into the activities department
  - Individual Awards ordered
  - Officials evaluations are completed for the conference and WIAA
  - Assistant Coach and Head Coach evaluations turned in
  - An accurate inventory turned into the Athletic Department
  - All fundraised \$ turned into the office
  - Must attend the end of the season all-conference sport meeting

The RAHS athletic department would like to thank you in advance for all of the time and dedication you will give to your coaching position. We

couldn't do all that we do for student athletes if it wasn't for people like you!