

West Salem High School

490 North Mark Street
West Salem WI, 54669
Phone: 608-786-1220

Coaches Handbook

2014-2015



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II. Introduction

The purpose of this handbook is to familiarize all coaches with West Salem High School athletic policies and procedures. Each and every coach is responsible for the contents of this document. Each coach must also sign a release that they have read the handbook and agree to abide to the regulations.

These handbooks are the property of West Salem School District and will be collected at the end of the season. Each handbook will be revised and updated on a yearly basis.

We believe in a commitment to education and athletics. This handbook will help structure the athletic program and enable coaches to clearly understand how athletics fit into the educational system at West Salem High School.

III. 2014 - 2015 Staff Directory

Administration

Superintendent	Troy Gunderson
High School Principal	Mark Carlson
High School Associate Principal	Mike Malott
Middle School Principal	Dean Buchanan
Elementary School Principal	John Smalley
Elementary School Associate Principal	Lisa Gerke

Athletic Directors

High School	Jordan Gilge
Middle School	Amanda Beld

Fall Coaches – 2014 - 2015

Head Cross Country	LeRoy Krall
Assistant Cross Country	Laura Deal
Head Volleyball	Tina Thompson
JV Volleyball	Jamie Holst
Freshmen Volleyball	Becki Murphy and Brittany Heilman
Head Soccer	Dave Halverson
JV Soccer	Cole Andres
Head Football	Justin Jehn
Varsity Assistant Football	TBD and Bob Gorniak
JV Football	Scott Johnson and TBD
Freshmen Football	Jason Holter
Tennis	Julie Kamla
Poms	Nicole Friell

Winter Coaches – 2014 - 2015

Head Boys' Basketball	Jake Merrill
JV Boys' Basketball	Steve Kastenschmidt
Frosh Boys' Basketball	Jonathan Selck
Head Girls' Basketball	Mike Malott
JV Girls' Basketball	Alyssa Jarosh
Frosh Girls' Basketball	TBD
Head Hockey	Eric Borre
Assistant Hockey	Adam Daniels
JV Hockey	Eric Borre
Head Wrestling	Randy Dammon
Assistant Wrestling	Josh Brewer – Dave Neuman – Eric Zinck
Co-Head Gymnastics	Amy DuPont
Co-Head Gymnastics	Carrie O'Hearn
Skiing	Cindy Patza
Poms	Nicole Friell

Spring Coaches – 2014 - 2015

Head Boys' Track	Bret Miller
Assistant Boys' Track	Jim Klug
Assistant Track (Pole Vault)	Garrett Carlson
Head Girls' Track	LeRoy Krall
Assistant Girls' Track	Stacy Mitchell
Head Girls Soccer	Marc Anderson
JV Girls Soccer	Ammar Sabar
Head Softball	Brian Babiash
JV Softball	Julie Kamla
Head Golf	Eric Borre
JV Golf	Brad Skaer
Head Baseball	Chuck Ihle
JV Baseball	Jamie Olsen

Booster Club -- 2014 - 2015

President	Adam Kennedy
School Liaison	Jordan Gilge

IV. **School Board Policies Relating to Co-Curricular Activities – Reference 370**

Philosophy

The primary purpose of education is to provide each student with the values and training necessary to lead a rewarding and happy life. The co-curricular program is an integral part of this process as it provides certain opportunities and emphasizes definite aims, difficult to duplicate in other school activities.

It is the desire of the West Salem School District to generate a program of co-curricular activities that will provide opportunities for students to develop the proper ideals of sportsmanship, ethical conduct, judgment and self esteem and leadership, problem solving, physical and mental skills. Participation in this program shall be voluntary and a PRIVILEGE for which every participant should be willing to make sacrifices deemed necessary to fulfill these ideals. It is with this in mind that the Board has adopted a district co-curricular code.

The Board encourages the full participation of elementary, middle and high school students in co-curricular and recreational programs and activities. For purposes of this policy, “full participation” means fair and equal participation to the extent that the budget, facilities or type of activity allows.

The School District of West Salem shall not discriminate in admission to any program or activity, application of standards, rules of behavior, disciplinary actions or facilities usage on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, economic status, handicap or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Objectives

1. Develop within the student the determination and dedication necessary to complete his/her chosen goals.
2. Develop the self-discipline necessary for a successful life.
3. Develop a willingness to place the good of the group before the desires of the individual.
4. Teach that a penalty follows the violation of a rule.
5. Provide a “whole school” interest and activity which will develop school pride in all students.
6. Provide opportunities to exemplify and observe good sportsmanship.
7. Develop within students a personal pride which enables them to do whatever they choose to the best of their ability.
8. Meet the urge for competition, which is a basic American tradition.
9. Provide opportunities for lasting friendships, both with fellow students and opponents.

Responsibilities

The privilege of participating in co-curricular activities is extended to all students providing that they are willing to assume the identified responsibilities, and adhere to the established code of conduct and academic requirements. The greatest responsibility is to be a credit to oneself, parents, school and the community. Therefore, it is required that participants:

1. Meet established eligibility requirements.
2. Display high standards of social behavior.
3. Display proper respect for opponents and those in authority (e.g. administrators, teachers, coaches, advisors, officials and other school personnel).
4. Display a genuine spirit of cooperation.
5. Dress with special care when attending a contest.
6. Use language that is socially acceptable. (Profanity shall not be tolerated.)
7. Sign and have signed by their parents/guardian a pledge sheet and return it to the athletic director before participating in co-curricular activities.

HIGH SCHOOL CO-CURRICULAR ACTIVITY ELIGIBILITY REQUIREMENTS AND CODE OF CONDUCT (Policy 370 - Rule B)

Students participating in-group I co-curricular activities shall be required to meet the following academic requirements. Advisors of group II co-curricular activities at the high school may seek Board approval to require that students participating in non-graded group II activities meet the same requirements.

I. Eligibility Requirements

A. Academic Requirements

1. A student shall be ineligible to compete/hold a leadership position/participate during the upcoming academic quarter if he/she earns a failing quarter or semester grade in any course. Fall eligibility shall be based on the fourth quarter and second semester grades of the previous high school year. Eligibility for summer activities is based upon fourth quarter and/or second semester grades.
2. Early reinstatement of eligibility lost as a result of a quarter failure will be allowed if

the participant is passing all classes at the mid-quarter grading period of the ensuing quarter. Reinstatement of eligibility lost as a result of a semester failure is possible only at the end of the ensuing quarter. Although it is possible to regain eligibility at a mid-quarter grading period, ineligibility can only be a consequence of a quarter or semester failure.

3. A student who is ineligible may not suit up for games/events but they are encouraged to attend all practices/meetings.

B. Attendance Requirements

1. Any participant who has an unexcused absence for any part of the school day shall be ineligible to practice and ineligible to compete or participate for that school day.
2. Any participant who is absent from school for any part of the day of an event shall be ineligible to compete/participate unless:
 - a. The absence was due to a school function.
 - b. Permission for the absence has been granted by the administration.
 - c. Extenuating circumstances exist. In such cases, the building principal or designee shall determine whether or not the student shall be ineligible.
 - d. A participant may be gone for a medical/dental appointment, however to be eligible to participate the appointment must be verified with a note from the doctor.
 - e. Any attempt to circumvent this attendance requirement may be met with an administrative consequence.
3. Pre-excused absences under Wisconsin Statutes 118.15(3) are not exempt from this policy.

C. Additional Requirements Applicable to Athletes

1. In order to participate in interscholastic athletics, a student must meet all eligibility requirements of the Wisconsin Interscholastic Athletic Association (WIAA).
2. A student may not participate in interscholastic athletics until the school has an examination/permit card on file in its office attesting to parental permission and physical fitness as determined by a licensed physician or nurse practitioner. (It is recommended that a student also have his/her dental fitness attested to by a licensed dentist.)
3. A student may participate in one athletic activity at a time. When overlapping seasons occur, students may practice for a second activity only if and when released by the director of the original activity.
4. In order to change from one athletic activity to another, a student must have the permission of both coaches involved.
5. A student who is dropped from one athletic activity by the coach for disciplinary reasons shall be ineligible to participate in any other athletic activity at that time.

II. Code of Conduct - Alcohol, Drugs, and Tobacco

A. Rules of Conduct

The following code is to be followed by students participating in group I co-curricular activities and students participating in the non-graded portions of group II activities. The following code shall be in effect year round.

1. No student shall use, possess, distribute, be under the influence of, buy or transfer alcohol, illicit drugs, drugs prescribed by a licensed physician to someone other than the student, look-alike drugs, synthetic drugs or over the counter medication that is not used for its intended purpose.

2. Any student who sells alcohol, illicit drugs, drugs prescribed by a licensed physician to someone other than the student, look-alike drugs, synthetic drugs or over the counter medication for use other than it's intended purpose shall be referred to the co-curricular counsel for disciplinary recommendation.
3. No student shall use or possess tobacco or synthetic tobacco products.

B. Disciplinary Action

1. First Violation - Any participant who violates this code for the first time shall:

a. Be suspended from all performances, competitions, and activities when the violation is confirmed by the administration or their designee. The suspension shall be in effect for 40% of the regularly scheduled events for that season. If less than 40% of the season remains, the remaining percentage will be applied to the next activity in which the student participates and completes.

b. Be required to attend four education sessions with the alcohol and other drug abuse (AODA) coordinator or participate in an outside AODA agency program that is approved by the AODA coordinator.

c. If the participant self refers within 48 hours of the offense the suspension will be reduced to 20% of the regularly schedule events for that season.

2. Second Violation - A second violation of this code shall result in suspension from all activities for one calendar year from the date when the violation is confirmed by the administration or their designee. Any participant who self refers within 48 hours of the offense may have their suspension reduced by 50% of that season if they are only in one sport. If the participant is in a second sport, the suspension is 50% for the first sport

and 25% for the second sport. If the participant is in a third sport, the suspension is 50% of the first sport, 25% for the second sport and 10% for the third sport. To receive a reduction in suspension the participant will also be required to complete an AODA program through an outside agency which is approved through the school's AODA coordinator.

3. Third and subsequent violations - A third and subsequent violation of this code shall result in suspension from all activities for one calendar year from the date when the violation is confirmed by the administration or their designee.
4. Participants shall be required to attend rehearsals, meetings, work nights and practices during suspension periods.
5. Students shall not receive awards during a period of suspension. Awards shall be presented to the student upon completion of the suspension or graduation.
6. Disciplinary action not satisfied within the season of infraction shall continue into the next season. In order for the disciplinary action to be satisfied, the participant must finish the season in good standing.
7. A participant cannot use non-athletic co-curricular activities to satisfy eligibility requirements for athletics. Likewise, a participant cannot use athletics to satisfy eligibility requirements for non-athletic co-curricular activities.

C. Procedures for Reporting and Appealing Determinations

1. A written report of the violation must be filed with the building principal or designee. Violation of conduct rules may be reported by the following: self, parent/guardian, law enforcement, or school employee. The suspension period begins on the day the building principal or designee confirms that the violation occurred.

2. If the participant is not satisfied with the decision rendered by the athletic director or associate principal he/she can appeal to the building principal. If the participant is not satisfied with the decision of the building principal he/she may appeal to the co-curricular council. The co-curricular council shall consist of five voting members. It shall include three head athletic coaches, one faculty member from the fine arts department and one other co-curricular activity advisor.

If the participant is not satisfied with the decision of the co-curricular council, he/she may appeal to the superintendent. If the participant is not satisfied with the decision of the superintendent, he/she may appeal to the School Board. The School Board's decision shall be final. All appeals shall be in writing and within five school days of the appeal decision.

III. Code of Conduct- Conduct Unbecoming a West Salem Participant

- A. Participants must also follow those conduct rules which are applicable to all students. Students violating such rules shall be disciplined in accordance with established procedures.
- B. Engaging in or being an accomplice of an immoral, unlawful, or generally unacceptable conduct contrary to the ideals, principles, and standards of our school or WIAA is considered a violation of the code of conduct.
- C. The co-curricular council (five voting members, three head athletic coaches, one faculty member from the fine arts department and one other co-curricular activity advisor) will be convened to determine the appropriate consequences for the behavior exhibited that was contrary to the code of conduct.
- D. Any violation of the "Code of Conduct - Conduct Unbecoming" clause is independent of any other violation of the Code of Conduct. Previous violations of the "Alcohol, Tobacco, and Drug" code and "Conduct Unbecoming" code will be taken into consideration by

the co-curricular council when determining a consequence.

IV. School Equipment and Property

Learning responsibility is one of the values to be gained by participating in co-curricular activities. The proper care of school equipment and property shall be the responsibility of the student. The original equipment issued to a participant must be returned at the end of each season or school consequences may be applied. A student shall:

- A. Notify the coach/advisor if equipment is in need of repair or a change in size is required; and
- B. Be financially responsible for any lost or damaged equipment.

CROSS REF.: 441, Student Due Process
443, Student Conduct and Discipline

APPROVED: February 14, 2005
AMENDED: August 27, 2007
REVISED: August 25, 2008
February 23, 2009
July 25, 2011

Group I -Co-Curricular Activities - High School

All WIAA Sponsored Athletics

Cheerleading

Class Presidents

Dance Team/Poms

*Diversity

*Ecology Club

*FFA

Forensics

High Quiz Bowl

Jazz Band

*Link Crew

Math Team

Mock Trial

National Honor Society

Performing Arts

*Pep Band

*Pep Club

Show Choir

Ski Team

Student Council

Summer Musical

*TAPP

*VICA

*Visual Arts Classic (VAC)

*Yearbook

Note: Any other groups that become active in the high school will be required to follow this policy.

All students in co-curricular activities are required to meet the grade eligibility requirements. Those students in the * activities that hold an office/elected position/leadership position would be required to sign the code of conduct and adhere to its guidelines. Any student who is competing as part of the activity is also required to sign and adhere to the code of conduct.

Group II - Curricular Related Activities

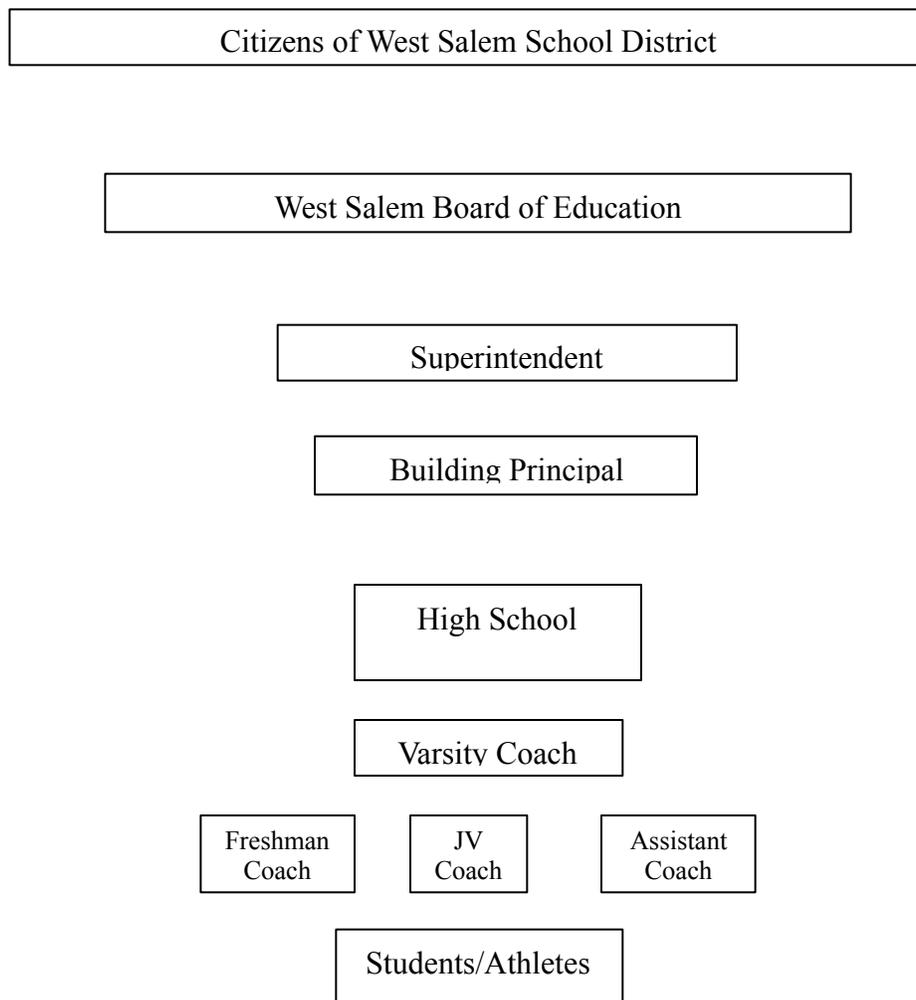
Marching Band

Colorguard

Choir

V. Organizational Chart

Communication is a very important attribute of any well-run program. This organizational chart should be used for any communication situations that occur within the program. Please follow the chain of command by contacting the person at the immediate level above you.



VI. General Coaching Information

A. Activity Accounts

The purpose of an activity account is to provide a means of raising, collecting, and distributing funds for student needs which aren't covered through the normal budgetary process. These are funds that are raised by students for students.

Each sport may control an activity account through the district office. Monthly statements are provided. An activity purchase order must be completed and signed by the club treasurer, advisor and principal, athletic director, or superintendent before any transaction takes place. Any money collected should be deposited in a timely manner; checks must be deposited within a day of receipt. Use the designated deposit slips which are kept in the main office.

B. Banquets/Awards

It is recommended that each team/sport organize an “end of the season – banquet, picnic, or gathering” to recognize the participants and distribute awards.

It is also recommended that the award distribution event takes place as soon as reasonable following the state tournament.

The school will provide a varsity MVP plaque, participant certificates, varsity certificates, chenille letters and numerals, bars, and sport metal inserts. Any other awards are the responsibility of the coach and may be purchased through the activity account.

C. Budgets and Clinics

1. The purpose of the annual budget is to set aside any necessary program expenses for the upcoming school year.
2. Each head coach has the responsibility to assess the needs of the teams and submit a budget request to the athletic director.
3. The coach will be notified of all non-approved requests. Attendance at coaching clinics is encouraged and may be at least partially paid for through the budgetary process. Each request is handled individually through the building principal or designee.
4. Budget items must include brand, style, color, trim, lettering, lettering color, and sizes. Specifics must not be left off; companies cannot bid on vague descriptions.

5. All purchases of athletic equipment will be bid by obtaining bids from at least three companies. After bids have been returned, the companies will be selected for the purchase of each item of supplies and equipment.
6. The athletic director will originate the purchase orders.
7. The athletic coaches are not authorized to charge any items to the athletic account. Emergency equipment and supplies must be approved by the athletic director. Coaches are NOT to make any orders without the consent of the athletic director.

D. Contest Management

All starting times for conference games are listed in the Conference Constitution Handbook. Non-conference games follow the same format unless noted.

- Officials are hired through the athletic director and/or conference commissioner for all events.
- The athletic director will provide contest ticket takers.
- Contest scorers, timers, announcers and other necessary personnel may be cooperatively enlisted by the head coach and athletic director.

E. Cutting Policy

All reasonable attempts will be made (particularly at the sub-varsity level) to forego the cutting of squad members. However, in certain sports, limitations related to facilities, equipment, and manageable numbers may make it necessary to limit the number of participants. The Board of Education has backed a no-cut policy for Freshmen.

F. Transferring Sports

Athletes who wish to transfer from one sport to another once a season has begun, must secure the signatures of both coaches involved and the athletic director. The athlete must return all equipment and uniforms prior to the change.

G. Equipment and Maintenance

1. Athletes are held responsible for all equipment issued to them which is owned by the school. The coach will make a record of all equipment checked out to the athletes. All equipment should be numbered prior to issue.
2. At no time will a coach sell or dispose of any used equipment without written confirmation from the athletic director.
3. The coach will instruct his/her squad to the proper care of their equipment on the field, in the lockerroom, and on trips.

4. The coach will be personally responsible for taking care of equipment before and after practices and games, home and away; and for locker room supervision.
5. The coach will store athletic equipment in a safe, neat, and orderly manner. Storage area suggestions can be obtained through the athletic director.
6. The coach will be sure that equipment is clean before storage.
7. All equipment must be collected at the end of the season. Lost or non-returned equipment will be charged to the athlete at a replacement cost. After a reasonable attempt to collect an unpaid bill, the coach should notify the office.
8. Students who have not turned in equipment or uniforms will not be allowed to participate in another sport until the items are returned or the replacement cost has been paid.
9. The inventory will show quantity, description, value, condition and storage location. It is due at the end of each season.
10. All equipment and facilities must be properly maintained to insure a safe environment.
11. A maintenance request form is available for any situations that need attention. These can be found in the teacher's work room.

H. Practices

1. Coaches and athletes are expected to attend all practices and contests. Scheduled practices should not be cancelled or have altered (time/location) unless the Athletic Director is notified. JV and Freshmen coaches should first contact the Head Coach to see if an alternative arrangement can be made.
2. Any athlete that is absent from school **for any part of the school day** on the day of an activity, shall be ineligible to compete/participate unless they fall under one of the exceptions listed in the athletic code. **Coaches should check the daily attendance sheets or contact the office.**
3. Sunday practices and Wednesday night practices (after 6pm) are not allowed. Exceptions to this rule must be cleared in advance by the high school principal. Practices are also not allowed on the following days:

Thanksgiving Day	Good Friday
Christmas Eve Day	Easter Sunday
Christmas Day	New Years Day**

** In the event that an activity has been previously scheduled on January 2nd, the Athletic Director is authorized to approve a non-mandatory practice on New Years Day.

4. Practice will not be held on days when school is cancelled due to inclement weather.
 5. Coaches who are full-time teaching staff members cannot hold practice during parent-teacher conferences, in-service times, teacher convention days and any other contracted teaching times.
 6. Practices should begin and end at a specific time which is known in writing by the parents, students and administration.
 7. When facilities are shared, the coaches and athletic director(s) will cooperatively determine the practice schedule.
 8. Coaches should have a written practice plan on a daily basis.
 9. The head coach will designate the practice responsibilities of assistant coaches, manager, etc..
- I. Prevention and Care of Injuries
1. Coaches should attempt to have activities built into their daily practice schedule to aid in the prevention of injuries.
 2. The coach has the initial responsibility for the welfare and safety of students participating in Interscholastic Athletics.
 3. Injuries possibly requiring further medical treatment must be reported to the office the next school day. The coach/trainer should make out an Accident Report, file in the main office and notify the parent.
 4. If the athletic trainer is involved in the care of an injury, it is important to determine whether the coach or the trainer will file the accident report.
 5. Coaches should administer immediate care for injuries.

6. When additional assistance is necessary, a coach may call 911. An ambulance will be sent whenever 911 is called. When transportation by an ambulance is not desired, notify the First Responders as soon as possible.
7. Following a physician's care, written permission to return to activity is required.
8. A certified athletic trainer, hired through Gundersen Lutheran, will be available for consultation rehabilitation and/or referral, at the high school.
9. First Aid supplies are furnished by the school and should be readily available for use at practice and contests. Contact the athletic trainer to secure supplies.

J. Public Relations - Coaches are asked to:

1. Develop positive relationships with parents, news media, staff, and the general public, which will enhance the total athletic program.
2. Promote good relationships with parents. This may include:
 - a. Pre-season letters containing practice and game schedules and expectations.
 - b. Parent recognition night (at a contest).
 - c. Preseason "meet the coaches night".
 - d. Other written correspondence during the season.
3. Provide the news media with all requested information in a timely manner and be sure to report the results of all home contests.
4. Provide the local papers (Coulee News & La Crosse Tribune) with preseason information, contest results and summaries. Also, be available for team picture and interviews.
5. Cooperate with the journalism staff and yearbook requests.
6. Use good communication skills with office personnel, custodians, cooks, other staff members, bus drivers and administrators.

K. Salary

1. The yearly negotiated teacher's handbook will determine the coach's salary. Each position is a specific percentage of the base salary.

L. State Tournaments

1. When a team or individual qualifies for any WIAA sponsored post-season competition prior to the state level, minimal expense allowances may be permitted through the administration. Factors to be considered should include starting time, distance, level of competition, and WIAA expense allowances.

2. State Tournament Policy:

- a. if the team is not a state tournament qualifier:

Students: Those athletes attending the state tournament need to follow any and all procedures for students seeking a pre-excused absence.

Coaches: The head coach and his/her assistants will receive:

- 1) tickets
- 2) transportation via a school vehicle
- 3) Some meal and lodging allowance (\$25.00 per day per coach) via the Coaches Tournament Activity Account.

Coaches who attend the state tournament will be EXPECTED to donate some time by helping with a preliminary state tournament contest(s) held at West Salem.

- b. If the team is a state qualifier, coaches and student participants will receive all legitimate costs. The following guidelines will be followed for student reimbursement

Breakfast - \$7.00

Lunch - \$10.00

Dinner - \$13.00

Lodging will be covered

M. Supervision (Contracted Coaches Only)

1. Coaches are responsible to supervise their athletes during all defined practice times and contests.
2. In the event that there is lag time between the ending of the school day and the beginning of practice, coaches should discuss behavior expectations of the athletes. Athletes that are practicing in buildings other than the high

school, should arrive at that building no sooner than necessary. Determine the time frame with your athletes.

3. At the conclusion of practices and contests, coaches should remain on the premises until all students have secured a ride home. Coaches are not allowed to transport students in their own vehicles.
4. Do not allow students to use phones in teacher areas unless they are supervised (ie. teachers lounge, office, etc.)
5. Every effort should be made to inform parents of the return time from “away” contests. In the event that transportation is not available for a student following an “away” contest, alternate arrangements should be secured. Make every effort to establish a calling tree to alert parents of return times.
6. Coaches are responsible for the condition of the lockerrooms. It is recommended that coaches inspect the lockerrooms after each practice or contest – home and away.
7. Coaches will work with the PE teachers to assign lockers and locks to all athletes. Coaches should encourage and remind athletes to properly secure all their belongings.

N. Transportation

1. All requests for special trips must be submitted to and received by the Transportation Director no later than the Wednesday previous to the date of the trip. All requests for transportation will be accepted on a first come basis in the case of too many requests.
2. In case of cancellation for reasons other than weather, the transportation director must be notified at least three hours prior to the scheduled departure time. Failure to notify the transportation director may result in the activity being charged for the bus service even though it was not used.
 - a. Coaches should be present and enter the bus along with the athletes.
 - b. The bus will be cleaned before students are dismissed.
 - c. Check the bus with the driver following the completion of the trip.
 - d. It is recommended that students should be supervised from the back of the bus.
3. The building principals or athletic director must approve all requests for special transportation prior to the time that the transportation director is notified.

4. For any special trips not budgeted for by the West Salem School District the cost of transportation must be borne by the principal's budget or other sponsoring groups. The money collected to cover the cost of the transportation must be turned over to the athletic director.
5. If a school vehicle other than a bus is used for special trips, the vehicle must be maintained and inspected pursuant to Department of Public Instruction and Wisconsin Statute guidelines.
6. If a school vehicle is operated by someone other than a regularly employed district bus driver on a special trip, the operator must have on file with the transportation director, a physical examination passed within three years of the date of the trip. Background checks may also be required.
7. Buses will begin extra-curricular trips only when a professional employee of the West Salem School District or authorized person is present on the bus in addition to the driver.
8. Standards of conduct on extra-curricular trips shall be the responsibility of the professional employee or authorized person supervising the trip.
9. Responsibility for student conduct rests with the professional employee or authorized person supervising the trip. However, if student conduct is such that it impairs the bus driver's ability to safely drive the vehicle and the supervisor does not notice this impairment, the bus driver will notify both student(s) and supervisor of this condition. Student conduct rules for regular bus routes are enforced on extra-curricular trips and the supervising person should be made familiar with these rules.
10. Students making an extra-curricular trip must return on the same bus unless a parent or legal guardian picks up their child. All notification must be made to the supervisor, in person, before leaving the activity. The parent/guardian will also be asked to sign a form stating they are taking responsibility for transporting their child. Only the child of the parent or legal guardian may leave with him/her.
11. Students participating in co-curricular activities are not permitted to drive to school sponsored activities outside of the West Salem School District. Students driving themselves within the District may not have any other students in their vehicle other than a sibling.

O. Weight Room

1. The weight room is a multi-use facility open for the public, students and staff.

2. Teams may utilize the weight room on a scheduled basis.
3. During the summer and other unscheduled times, a coach or staff member may open the weight room for students.
4. No student is allowed in the room alone.
5. The coach or adult supervisor is responsible for ensuring that the weight room is left in a neat, orderly condition.

P. Hazing

The broad definition of hazing is: Any action taken or situation created intentionally, whether on or off school grounds, with or without consent, to produce excessive physical fatigue, embarrassment, or public ridicule or possibly cause mental or physical harm or injury to a person or property in the context of initiating that person into a student group or team.

Hazing in any form will not be tolerated. Coaches are responsible to discuss this with athletes to help them understand that it is unacceptable behavior. Any incidents or suspected incidents of hazing should be reported to the athletic director immediately.

Q. WIAA Requirements

1. **All** contracted coaches must attend the rules interpretation meeting or view the on-line presentation for their sport.
2. **All** coaches are required to take the rules examination. The exam is taken online at the WIAA website. Results of the test are forwarded to the athletic director by the WIAA. A satisfactory score (75% or better) must be attained by each coach.
3. Other forms head coaches are required to complete include a season ending participation report (part of the season summary), an officials rating form, and any other forms deemed necessary by the athletic director.
4. Coaches are responsible for additional WIAA requirements and information relating to each sport, which may be found in the WIAA Handbook and “Rules At A Glance” handout, which is distributed to each head coach by the athletic director.

R. Open Gyms – reference WIAA High School Rules at a Glance

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 these 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. However, it is not acceptable to include athletes from another school, private or public.
2. There is no instruction during the open gym, by a coach or anyone else.
3. Coaches may supervise open gyms, but they 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.

Note: Open gym is not allowed on Sundays per West Salem Board policy.

VII. Athletic Award Policies

A. General Guidelines

1. To be eligible for an athletic award, the athlete must complete the season in “good standing”.
 - a. The status of “good standing” shall be determined by the coach and athletic director. Criteria to be considered should include the following:
 - 1) player attitude
 - 2) attendance at practices and games
 - 3) turning in all equipment that was issued
 - 4) demonstration of good character as a representative of a West Salem High School Athletic Team.
 - 5) fulfilling the specific sports award criterion after their period of suspension has elapsed.
 - 6) “in-season” shall be defined as the first day of practice to the end of the state tournament series.
2. Managers are eligible to receive a “letter” award after three years of service to a particular sport.
3. Statisticians are eligible to receive a “letter” award after four years of service to a particular sport.
4. The general sequence of athletic awards at West Salem High School is as follows:

- a. First year of sub-varsity participation – Certificate of Participation.
- b. Second and subsequent year on non-varsity team – “Certificate of Participation”.
- c. Participating on a varsity team but not meeting the minimum “letter” requirements – Certificate of Participation.
- d. First time meeting letter requirements – chenille letter, numerals for year of graduation, sport medal insert and Varsity Certificate.
- e. Second and each subsequent time “lettering” – medal service bar and Varsity Certificate. Each athlete can receive only one chenille letter.
- f. A special wooden plaque will be awarded to senior athletes actively involved in a sport, if, during their high school career they lettered a minimum of eight times – (The Decathlon Award).
- g. One plaque per sport is awarded to the most valuable varsity athlete of that sport as designated by the coach – (MVP Award).

5. Athletes are eligible to receive a “letter” by participating on a varsity team and fulfilling the specific criteria outlined for their sport.

6. Each head coach may reserve the right to award a letter to an athlete who falls short of fulfilling the specific criteria of a sport and who:

- a. Has participated in the sport for four years
- b. Has made a special contribution to the team through hard work and sacrifice, or
- c. Has been prevented from meeting the specific criteria because of an injury.

B. Specific Guidelines (Varsity-level contests only)

To be eligible for a varsity letter, the athlete must:

- 1. Football:
 - a. participate in at least one half of the total number of varsity quarters during the season, or
 - b. contribute heavily to the “special teams”
- 2. Volleyball:
 - a. play in at least 40 percent of the games in regular season varsity dual matches.
- 3. Basketball (boys and girls):
 - a. players who appear in half of the 22 regular season games

4. Gymnastics
 - a. 50 varsity points or more to letter
 - 1 point for each meet
 - 1 point for each event
 - 1 point for each 3rd place
 - 2 points for each 2nd place
 - 3 points for each 1st place
 - b. first and second year compulsory competitors are not eligible to letter.

5. Wrestling:
 - 35 varsity points or more to letter
 - 1 point for each varsity match wrestled
 - 1 point for each varsity match won
 - 1 point for each varsity pin
 - ½ point for each varsity win by major or technical fall
 - Coaches Consideration
 - Matches missed due to injury, skin conditions, etc.
 - Level of competition wrestled
 - Practice attitude
 - Previous letter winner or 4th year senior

6. Track (boys and girls):
 - a. Place individually in the conference or regional meet, or
 - b. Earned 30 or more varsity points
 - 1) Points are awarded equivalent to the value earned during each varsity track meet.
 - 2) One point is awarded to each athlete who participates at the varsity level but does not place in any event during a meet.

7. Golf:
 - a. Have one of the four lowest varsity scores in at least one half of the total matches during the season.

8. Baseball:
 - a. Played at least one half of the regular season varsity games.

9. Tennis: 21 or more points to letter
 - a. One point for each match in which you participate.
 - b. 3 points for a #1 single's win
 - 2 ½ points for a #2 single's win

- 2 points for a #3 single's win
 - 1 ½ points for a #4 single's win
 - 1 point for a #5 single's win
 - ½ point for a #6 single's win
 - c. 3 points per team for a #1 double's win
 - 2 points per team for a #2 double's win
 - 1 point per team for a #3 double's win
10. Cheerleading
- a. Complete two seasons as a varsity cheerleader
 - b. Limited to one varsity letter per school year.
11. Cross Country
- a. Average a minimum of a seventh place varsity finish for all meets throughout the season up to and including the conference meet, or
 - b. Run five qualifying times throughout the season (19:30 for girls and 20:30 for boys).
12. Softball
- a. A player must participate in one-half of the regular season varsity games.
13. Poms
- a. Complete two seasons as a varsity pom
 - b. Limited to one varsity letter per school year
14. Boys' Soccer
- a.
15. Girls' Soccer
- a. Play in 50% of varsity games and make play-off roster
 - b. Four-year player

VIII. Booster Club

The West Salem High School Athletic Booster Club is an organization whose purpose is to promote and encourage the total athletic program of West Salem public high schools.

Coaches are encouraged to join the Booster Club and attend meetings, which are held the first Wednesday of each month in the high school office conference room.

Coaches can request financial assistance from the Booster Club at any time during the year. It is preferred that the coach making a request comes in person to make his/her request presentation.

IX. Safety and Liability

All coaches have the responsibility to insure that their athletes are provided a safe and healthy environment in which to participate. Coaches should be reasonable and prudent when dealing with student/athletes, while realizing that they are acting in place of the student's parents.

Legal Duties of Coaches

Basically the legal duties that have been established by courts through litigation include the following:

1. Duty to properly instruct.
2. Duty to warn of the inherent dangers in a sport.
3. Duty to provide proper supervision.
4. Duty to provide a safe environment.
5. Duty to provide health care.
6. Duty to enforce rules and regulations.
7. Duty to classify and group participants for competition based upon skill level, age, maturity, sex, size and experience.
8. Duty to follow due process.
9. Duty to safely transport athletes.
10. Duty to foresee potentially dangerous circumstances and situations.
11. Duty to plan.
12. Duty to keep records.

Note: See Exhibit B for further details