

GENERAL INFORMATION

Head coaches shall be responsible to the Athletic Director for the planning, administration and supervision of their individual sport.

Attendance at meetings in season called by the Athletic Director and/or Principal are required of coaches. If we wish students to show respect for coaches and other faculty members, we must show respect for each other as well as for students.

1. Be certain to address fellow coaches by the title "coach" or "Mr./Miss/Mrs."
2. Coaches are expected to be examples of good conduct and sportsmanship at all times. Profanity, derogatory comments about contest officials and other acts of unsportsmanlike conduct are always inappropriate.
3. The appearance of a coach should be such as to be commensurate to standards demanded of our athletes.
4. Grievances between coaches should be aired privately.

Being a good coach requires a great deal of unnoticed effort. "Behind the scenes" labor of ten times means the difference between success and failure.

COACHING REQUIREMENTS

All coaches are required to watch the rules video and take the rules test on the WIAA website. All paid coaches shall be certified and will maintain certification in First Aid, Cardiopulmonary Resuscitation (CPR) certification and AED operation. Any coach not licensed to teach (CNLT) must take the online course Fundamentals of Coaching offered through the NFHS before they can coach a second season.

W.I.A.A. CONFERENCE AND LOCAL POLICIES

Coaches are responsible for knowing and teaching their student-athletes all W.I.A.A., Eastern Wisconsin Conference and Two Rivers High School policies and regulations.

Areas for emphasis and review annually should include - W.I.A.A. regulations and rules concerning:

1. eligibility.
2. number of contests.
3. outside of school participation.
4. special regulations for JV and JV2.
5. publicity and awards.

Before a student may participate in a practice or be issued any equipment for a Two Rivers High School sponsored activity, he/she must have on file:

1. a signed Athletic Code.
2. a WIAA physical examination card or alternate year card.
3. an emergency medical form.
4. sports participation fee.

With each of the above on file, a white eligibility card will be issued to the student-athlete. **Presentation of this card to the coach allows the student-athlete to practice and to be issued equipment.** This card is collected by the coach and kept during the season.

It is the coach's responsibility not to permit students to practice nor be issued equipment without the eligibility being verified by the Athletic Director.

Eligibility lists must be submitted to the Athletic Director ten (10) days prior to the first game or contest. If a new member is added to a squad during a season, his/her eligibility must be verified by the Athletic Director before that student may participate with the team.

POLICY OR SYSTEM

The head varsity coach may determine the formation or system used by all squads in his/her sport. There should be a free exchange of ideas between the coaches. **WINNING IS DESIRABLE AT ALL LEVELS OF INTERSCHOLASTIC ATHLETICS. WINNING IS NOT, HOWEVER, MORE IMPORTANT THAN GENERAL ALL-AROUND DEVELOPMENT.** We do not want to win at the expense of such ideals as good sportsmanship and citizenship.

SPORT SEASON

The regulations of the W.I.A.A., The Eastern Wisconsin Conference, and Two Rivers High School shall govern all sports seasons.

Seasons which are culminated by a State Tournament shall end when the team is eliminated from tournament competition. Others shall end immediately following completion of the last regularly scheduled contest.

Priority will usually be given to the activities that are "in season".

In the event that a given sport's season is extended, because of tournament activity, priority for the use of their normal practice facilities will rest with the tournament involved activity.

Unless the head coach of the initial sport involved, the head coach of the new sport and the Athletic Director, give their permission, an athlete who is out for a sport may not drop the sport to join another, or start practice for another which is in the following season.

PRACTICE SESSION

Coaches and managers should be the first to arrive and last to leave practice sessions.

A coach must be present for supervision each time there are student-athletes working out. The coach must be at the site of the activity, not merely in the building.

Sunday or holiday practices, formal or informal, will only be permitted for varsity teams if they have a contest on Monday or Tuesday. Exceptions may be granted by the Athletic Director.

The Athletic Director must be notified in advance of Saturday or Sunday practices and/or use of building facilities.

Absence from school on the day of a practice or event will eliminate a student-athlete from participating that day or night, unless approved by the Athletic Director.

Length and time of practices should be sensibly arranged with school and parent concerns in mind.

SCRIMMAGES

The number of interschool scrimmages is controlled by the W.I.A.A.

CONTESTS

- The Athletic Director should be notified at least 5 days prior to a contest of any special requests; films, early leave, additional supplies needed, expense money, etc.
- Student-athletes should be informed by the coach on all matters of concern; expected dress, time of departure, time of return, eating arrangements, etc.
- All normal preparation of the fields and courts, supervision and workers will be handled by the Athletic Director.
- Arrangements for Pep Band will be handled by the Athletic Director.

BUSES AND TRIPS

- At the beginning of each sport season, the coaches of sports involved will meet with the Athletic Director and decide upon the time at which the athletic buses shall leave school.
- It is the coach's responsibility to be certain a first aid kit accompanies a squad on all trips.
- If you are taking contestants out of school on any given day, be certain all pertinent information as well as a listing of students, is issued in advance, to the faculty.
- Before taking a squad anywhere, be certain to inform the members of the estimated time of return. Give them this information at least one day prior to the day of the trip.
- Student-athletes must ride to and from the contest on transportation provided by the school. Exceptions to this must be approved in advance by the Athletic Director. An alternate transportation form is to be picked up from the Athletic Director and signed by parents and returned to your coach. Athletes who fail to do so are not permitted to participate in the contest.
- If the bus is involved in an accident, notify the Principal and Athletic Director as soon as possible.

SCOUTING

- Scouting may be done only in accordance with the W.I.A.A. and Eastern Wisconsin Conference policy.

LOCKER ROOM

- Care of the athletic facilities is the responsibility of all coaches.
- All spiked or cleated shoes must be put on and taken off out of the building.
- No balls are to be thrown around in the locker rooms or corridors.
- Coaches shall keep a record of lockers and locks assigned to squad members.
- Equipment rooms, offices and training rooms must be locked at all times. No one but coaches, managers or trainers are allowed in these rooms unless accompanied by a coach.
- Before going home, head coaches are to check the locker room for equipment.
- Head coaches are responsible for returning all equipment to its proper storage place after each practice.
- Each coach is responsible for locking all doors and turning off all lights in his/her area.
- Each coach who uses the coaches' dressing room is responsible for leaving it neat and orderly. Keep everything off the floors.

EQUIPMENT AND EQUIPMENT ROOMS

- The head coach is responsible for the proper issuance, maintenance and return of all equipment.
- All equipment including uniforms that are no longer usable must be disposed of properly. Under no circumstances will the equipment be given away to athletes or others.
- Coaches must make an accurate inventory of equipment at the conclusion of the season. Lost equipment is to be reported promptly to the Athletic Director. Students who lose equipment checked out to them will be billed accordingly. Student-athletes with unpaid obligations are not eligible to receive awards for that season and are not to participate in another sport until the obligation is satisfied.
- Equipment of one sport is the responsibility of the assigned coach. Any borrowing must be by mutual consent.
- Each coach must have his/her equipment room clean and orderly as soon as possible following the end of his/her season.
- The central equipment room is not open to students unless accompanied by a coach.
- Coaches shall give instructions for proper care of all equipment. Do not rely on parental teaching.
- Keys are the responsibility of the coach and shall not be issued to managers.

EMERGENCY CARE OF ATHLETIC INJURIES

- The coach in charge of the activity is to assume the responsibility and be prepared to recognize and properly refer injuries to appropriate medical and dental personnel except when a medical doctor is in attendance. When there is a question as to the extent or seriousness of injury, the student will be referred for treatment and care by qualified medical personnel.
- An attempt will be made to provide an emergency vehicle at all home football games.
- Ambulance services can be used to transport any seriously injured student to the Aurora Medical Center for emergency treatment. Transfer of the student to any other hospital shall be the responsibility of the parents. Transfer of the student at away contests will be determined by the situation.
- Notify parents of any injury to the student. Parents will assume responsibility for contacting their own family physician for any injury. Emergency care is to be performed by the family physician or by a licensed physician if the family doctor is not available.
- A Coaches Injury Card must be filled out a duplicate with one copy given to the student-athlete before he/she goes to the doctor (if possible) and the other card presented to the high school office within three days. Coaches should inform their student-athletes that they should contact their coach before they see a doctor.

***Coaches will be given a pink emergency card for each of their athletes. These cards must be present at each practice and competition. It is important that these cards be returned to the athletic trainer at the completion of each sport season.**

SCHEDULES – GAMES - ETC.

- Scheduling of all athletic events will be done by the Athletic Director. Coaches input will be sought as to opponents, dates, etc.
- Our facilities are not exclusively for athletics and use must be coordinated with other school and community activities.
- Any change in schedules must be coordinated with the Athletic Director.

ORDERING SUPPLIES

All equipment and supplies must be ordered through the Athletic Director. The coach may recommend a particular supplier along with information concerning price, quantity, etc.

DISCIPLINARY ACTION

If a coach wishes to discipline an athlete, he/she must sit down with the athlete and carefully explain the reason and the action to be taken. Due process will be followed. The action must be between the coach and the athlete, not other coaches or team members. The Athletic Director should be notified when disciplinary action is taken.

MANAGERS AND TRAINERS

- Managers and trainers are to have training rules completed the same way as other squad members and are to be supervised as athletes are supervised.
- Managers and trainers will not be required to have a physical examination but must have an alternate year WIAA card signed by their parents.
- Managers will be eligible for a varsity letter upon the completion of one varsity season.

PHYSICAL EDUCATION

- Athletes are expected to participate fully in all of their classes, including physical education. On days of an event the students will not be exempted from Physical Education.
- Students who feel that there are special circumstances which should exempt them from physical education on the day of a contest, may request that the teacher permit them to make that class up at a later date, but the decision will be left to the discretion of the individual physical education teacher.

BOOSTER CLUB POLICY

- The Board of Education recognizes the importance of student extracurricular activity programs and their role in the educational process.
- The Board of Education recognizes the concern of the community for these programs and acknowledges the formation of a Booster Club(s) to help support such programs.
- Booster Clubs must operate within the policies and regulations of the state and conference governing organizations and the Two Rivers Public School District. The clubs must consult with the building administrator or his designee prior to developing and promoting activities.

ATTENDANCE AT STATE TOURNAMENTS AND COACHES CLINICS

Coaches who are employees of the district will be allowed to take off work to attend the state tournament of their sport and attend one clinic per year. The district will pay for state tournament tickets for coaches that wish to attend. All other expenses will be covered by the coach.

FUND RAISING

- Permission to carry on fund raising activities is subject to the recommendation of the Athletic Director and approval by the principal. A request form must be submitted and approved before any fundraising is started.
- Such activities must follow the guidelines as established in the building handbook.

SEASON CONCLUSION

Coaches pay for an activity will come at the conclusion of an activity. The conclusion of an activity is defined as a time when:

- all contests are completed.
- all equipment handed in and put away.
- keys and coaches handbook returned.
- season summaries completed and turned in to the Athletic Director. Include awards list, inventory, season summary, suggestions for coming year and Activity Participation Record.
- attendance at the sports awards program.

ATHLETIC AND CO-CURRICULAR ACTIVITIES MANUAL ADDENDUM

VI. AWARDS

Each head coach shall establish the award criteria for his/her sport. The award criteria for each sport should be posted in the locker room on the opening of the season. No awards may be ordered or presented without the approval of the Athletic Director.

Freshmen student-athletes who end the season in good standing receive numerals. The only time an athlete can get numerals is when he/she is a Freshmen.

Sophomore student-athletes who end the season in good standing receive a Sophomore Award. This award is not considered a JV award.

- The only time an athlete can receive a Sophomore patch is when he/she is a Sophomore.
- A Freshmen on a Sophomore team does not receive a Sophomore patch.
- Freshmen on a Sophomore team receive numerals only.
- If a Sophomore moves up to the varsity team he/she will receive a varsity letter and a Sophomore patch.
- If a Freshman moves up to the varsity team he/she will receive a varsity letter and numerals.

Varsity student-athletes who meet the coaches criteria and end the season in good standing receive a varsity letter, a sport metal insert, and a bar. Athletes who have already lettered in the sport receive a bar. Captains receive a captain's pin. MVP pin. Managers are eligible for a varsity letter upon the completion of one varsity season.

The procedure for selection of the most valuable student-athlete for each sport will be determined by the coach. The athlete has to be in good standing.

Each sport participant who ends the season in good standing will receive a certificate.

A. SENIOR ATHLETIC AWARD

1. The athlete must finish the season in good standing in a minimum of two athletic activities, lettering in at least one, during his/her senior year.
2. The athlete must have finished at least six seasons in good standing.
3. There can be no athletic code violations during their four years.
4. The athlete must attend the Athletic Program where the plaques are presented.
5. Special circumstances will be handled at the discretion of the Athletic Director.(i.e. students entering after freshmen year, exchange students, etc.)

B. DEL CIHA AND DEAN BARBER MEMORIAL AWARD

Criteria:

1. Meet criteria for a Senior Athletic Award
2. Athlete must be a senior in good standing
3. Demonstrated athletic achievement
4. Good citizenship
5. Service to school/community

Procedure:

1. Publicize criteria
2. List of senior athletes in good standing, letters earned along with their awards and special recognition to be passed to each coach.
3. Head coaches vote for one candidate at a special coaches meeting in spring.

C. ALL-ACADEMIC TEAM

1. Senior athlete in good standing.
2. 3.75 or better cumulative grade point average.
3. Senior athlete has to participate in one sport their senior year.

POLICY 4210 - EMPLOYEE CODE OF CONDUCT

The realization of Board of Education goals is dependent upon the behavior of all employees. All staff members have a responsibility to make themselves familiar with and abide by laws that affect their work, as well as Board policies and administrative guidelines designed to implement such laws. District employees must exhibit conduct that is in keeping with their job duties and is a credit to the school system. Employees are to exercise good judgement in their dealings with students, parents, other personnel, and the public. Employees must serve as a positive example to students in the terms of honesty, integrity, and mature behavior.

The following list, to be universally applied to all District employees, is intended to include, but is not limited to, examples of types of unacceptable behavior on the part of the employee.

Employees who engage in these behaviors are subject to disciplinary action up to and including discharge.

- A. Violation of an established Board policy.**
- B. Theft of school property, the property of another school employee, volunteer, student, or anyone who has property at a school or school site.**
- C. Falsification of any School District record, student record, employment application, or employment record.**
- D. Deliberate destruction of, or damage to, school property, or the property of another school employee, volunteer, student, or anyone who has property at a school or school site.**
- E. Unauthorized removal of School District property from a school or school site.**
- F. Fighting, threatening, or intentionally causing physical harm to another school employee, volunteer, student, or anyone present at a school or school site.**
- G. The use of profanity, or obscene, vulgar, sexually provocative, racist, harassing, threatening, humiliating, or otherwise offensive language and/or gestures at any time while performing duties for the School District, except as part of an approved curriculum.**
- H. Sexual harassment of students or other employees.**
- I. Without prior authorization, discussing School District labor-management disputes with students in the course of official duties in a manner that is not objective and/or biased.**
- J. Possession or use of a firearm, dangerous weapon, or other object that could reasonably be considered to be a dangerous weapon during working hours, on school property, or at a school activity, wherever located.**

- K. Any unauthorized absence or failure to report to work on time in conformance with the District's regularly established rules.**
- L. Refusal to obey a supervisor's lawful work-related directives or instructions.**
- M. Solicitation of students or school employees for personal gain.**
- N. Distribution of written or printed matter on school property during working hours or while performing other assigned duties after regular hours, without authorization, and for personal gain.**
- O. Leaving the assigned work site without permission from immediate supervisor.**
- P. Performing official duties of any character while under the influence of alcohol or illegal drugs.**
- Q. Possessing, consuming, selling, or distributing alcoholic beverages on School District property at any time.**
- R. Fraudulent requests for time off, or fraudulent use of sick leave allegedly due to illness or injury.**
- S. Disclosing confidential information, to include student record information, in violation of any State or Federal law, which renders the records or information confidential, or in violation of applicable School District policy and/or rules relating to confidentiality.**
- T. Refusal to following Board-approved School District curriculum.**
- U. Failure to adhere to School District performance standards for delivering instruction to students.**
- V. The use of school property, facilities, and equipment other than for officially authorized activities, unless expressly permitted by an immediate supervisor and/or the Director of Buildings and Grounds.**
- W. Providing preferential treatment to an outside interest group, company, or individual.**

- X. Failure to follow established safety rules or to use required safety equipment. Failing to take all reasonably prudent and necessary steps for the safety and welfare of students, including action to assure that students are under supervision at all times during the school day and at school-sponsored activities, and to enforce established safety rules. Students are not to leave school during the day unless for official school purposes or with parent permission.**
- Y. Failure to perform all related professional duties including, but not limited to, student attendance keeping, record keeping, classroom management and student discipline, contacting parents/guardians as appropriate, supervision of students, attendance at appropriate meetings, open houses, parent-teacher conferences, inservices, seminars, etc.; providing requested accounting or inventory documents regarding instructional materials and equipment, and effective planning for classroom instruction and interaction with students.**
- Z. Failure to adhere to a standard of conduct which the School District reasonably has the right to expect of employees.**

Illegal conduct by employees off duty and off school premises threatens the School District through the impact of illegal conduct upon students, employees, the school environment, and the District's reputation.

The following list, to be universally applied to all District employees, is intended to include, but is not limited to, examples of employee misconduct while off duty or on duty. Employees who engage in these behaviors are subject to disciplinary action up to and including discharge.

- A. Acts of dishonesty, to include theft and/or fraudulent acts of any type.**
- B. Acts involving physical, sexual, or emotional abuse of children.**
- C. Sexual exploitation, sexual assault, and all sexual misconduct defined in Chapter 944 and 948 of Wisconsin Statutes both as to students and other School District employees.**
- D. Crimes against children.**
- E. Illegal use, possession, sale, distribution or manufacture of controlled substances.**
- F. Conviction of a crime, the circumstances or which substantially relate to the position of employment.**
- G. Acts which by their nature cause harm to the reputation of the School District, impair the employee's ability to perform his/her duties, and result in refusal or reluctance on the part of other employees to work with the offending employee.**

Any employee who violates any provision of this Employee Conduct Policy is subject to disciplinary action, up to and including discharge, in accordance with District policy, applicable law, and the terms of employee collective bargaining agreements, individual contracts, or any other employment agreements in force.

If, after review, the Superintendent or his/her designee determines that a report is required under Section 115.31 of the Wisconsin Statutes related to specified criminal behavior or immoral conduct, a report will be made to the State Superintendent of Public Instruction. The Superintendent or his/her designee shall make such reports in accordance with State law and established procedures. If the report concerns the Superintendent, the Board President shall file the report.

References: Guidelines for reporting staff misconduct with the DPI State Statutes:

944, 9148, 115.31, 19.59, 111.335, 120.13(1)(a), and 121.02(1)(i)

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