

COACHES HANDBOOK

CASSVILLE SCHOOL DISTRICT



2022-2023

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CHAIN OF COMMAND

Issues regarding practices, team issues, individual issues, playing time must follow this **Chain of Command** if problems are to be resolved in a timely manner.

1. Coaches must be made aware of any/all sports related issues **first** and allowed to handle/address them.
2. Contact the Activities Director after the issue(s) was brought to the coach's attention first and only if the issue was not resolved or finalized. The Activities Director will not address issues until the coach has been allowed to address it first.
3. Contact the Dean of Students after steps one and two were taken and the problem was still not addressed/resolved. The Dean of Students will contact the Activities Director and get the information regarding what happened in steps one and two before proceeding any further.
4. Contact the Superintendent/Principal after steps one, two, and three were taken, and the problem was still not addressed/resolved. The Superintendent/Principal will contact the Dean of Students and get the information regarding what happened in steps one, two, and three before proceeding any further.

Coaching and parenting are both stressful jobs. Complaints and any non-emergency issues must not be discussed during practices, right before, during, or immediately after any sporting event or school performance. The best rule for parents to follow is a 12 hour minimum wait time before approaching the coach. This time frame allows parents to discuss issues with their son/daughter fully before contacting their coach/advisor.

PHILOSOPHY

The Cassville School District sponsors student participation in extra curricular activities in order to provide opportunities for personal growth, skill development, socialization, creativity, and competitive experience. The value of athletic competition is recognized as important to the total educational experience.

Participation in athletics is a responsibility and a privilege. It is in the interest of the school and community that equitable standards for participation be established and administered. Our Activities Code defines these standards. The code outlines requirements in academic performance and personal behavior.

It is the philosophy of the Cassville School District that participation of all will be the goal at the 5th through 8th grade level. It is also the goal whenever possible at the freshmen and junior varsity levels. It is understood that coaches will make every effort to play all players, though some may play more than others at these lower levels. At the varsity level coaches will attempt to play all players whenever possible with the understanding that this may not be possible in each contest.

ATHLETIC COMPETITION

Cassville competes in the Six Rivers Conference. Conference interscholastic programs for boys include: baseball, basketball, cross-country, football, golf, track, trap shooting, and wrestling. Interscholastic programs for girls include: basketball, cross-country, softball, track, trap shooting, and volleyball. The regulations of the WIAA, the Six Rivers Conference and the Cassville School District govern all sports' seasons.

COACHING ETHICS AND CONDUCT

1. It is important that our athletes develop respect for the coaching staff. Athletes should address coaches as coach, Mr., Mrs., or Ms. Coaches should foster this respect by addressing fellow coaches as coach, Mr., Mrs., or Ms. while in the presence of athletes.
2. Exchange of information and ideas are done in an appropriate place and manner.
3. Coaches will not use tobacco or alcohol while in the presence of students.
4. Coaches are expected to avoid the use of profanity.
5. Coaches are expected to be well groomed.
6. Coaches are not to recruit athletes from another sport. Athletes may transfer from one sport to another with permission of both coaches.
7. Coaches are expected to attend league meeting and athletic functions such as award banquets, coaches meeting, and in-services.

ADMINISTRATIVE DUTIES OF HEAD COACHES

1. WIAA physical cards and signed athletic codes must be turned in to the activity director prior to athletic practice of competition. Emergency cards will be filled out at the beginning of each sport season. Each coach should pick up emergency contact information and carry copies of them in their first aid kit. Coaches will be informed of any special medical concerns regarding athletes.
2. Sports schedules and practice schedules will be worked out and approved by the activity director. Times and places will be determined and copies given to all coaches. The activity director will also give copies of the transportation schedule to the head coach. The head coach should review and confirm these schedules.
3. Each head coach is responsible for news releases. Media numbers are included on page 12 in this handbook.
4. Each head coach will take inventory of their equipment and turn it into the activity director when the season ends. All equipment must be turned into the coach, not the activity director or the office.
5. **Coaches should check lockers, hallways, doors, and locker rooms for cleanliness and security. (daily)**
6. The head coach will review the athletic code with his/her players and parents.
7. It is the responsibility of the head coach to complete the Emergency Medical Plan form when injuries to athletes occur. Forms are available in the district office.
8. Budget requests are made following the budget guidelines set by the administration at the end of the season for the following year. Coaches must get requisition forms from the office and submit them to the Activities Director for initial approval. The administrator makes final approval.

9. There will be other meetings for all coaches as necessary.
10. Coaches will be present at all games and practices. Non-school day practices are approved by the activity director or administrator.
11. Attendance at open gyms WILL NOT BE REQUIRED. If there is an early dismissal due to weather, there will be no practices or games.
12. Each coach will abide by all rules and regulations as set forth by the WIAA and the Cassville School District. He/She will stay current with the WIAA regulations regarding coaching of athletes during the season and out of season (between sports, summer).
13. If a student athlete receives an award of any kind (participation, all conference, letter winner, honorable mention, sectional/state qualifier or any other award) the coach is responsible for turning that information to the activity director at the end of the season.
14. **All coaches must lock doors once back. They are the last ones to leave the school building, not players.**
15. **Coaches/advisors using school vehicles are responsible for all garbage, trash, equipment, and must make sure that vehicles are clean when they return to school.**

DISCIPLINARY ACTIONS

The activity director and administrator will determine if an athlete should be disciplined because of violation(s) of the Activity Code. Penalties for infractions will be administered according to the code. The athlete, a parent or legal guardian may make any appeals. Parents or athletes may appeal to the Activity Council and a hearing will be established in no later than seven days. If the parents/guardians and athlete are not satisfied with the decision of the Activity Council, they may make an appeal to the superintendent. If they are still not satisfied with the decision, they may appeal to the Board of Education. The Board of Education decision will be final.

AWARDS

The decision as to whether or not an athlete qualifies for an award rests with the head coach. Coaches must inform their athletes before the season on how letters can be earned. Participation awards are given to non-letter winners on varsity teams, junior varsity teams, and freshmen teams. Coaches will submit a list of letter winners and major award winners to the activity director at the end of the season. Criteria for earning a varsity letter should include adherence to the athletic code, athlete completes season in good standing, and coach's standards. Each coach should outline his/her criteria for athletes to letter, to receive MVP, and to be a captain. Submit these criteria to the activity director.

COACHES' CHECKLIST

PRESEASON

1. Meet with assistants, review duties.
2. Check inventory.
3. Check physicals and emergency cards.
4. Attend parent meeting; code-rules-expectations.
5. Playbook
6. Practice schedules made out, copy to Activity director
7. Get schedule of games
8. Get transportation schedule
9. Hand out uniforms
10. Team photo day
11. Get copy of the budget

POST SEASON

1. Collect equipment
2. Inventory to activity director
3. Key(s) turned in
4. Budget requests for next year

ATHLETE'S BEHAVIOR AND APPEARANCE

1. Coaches will display and promote good sportsmanship among their players.
2. All athletes travel to and from contests on the team vehicle unless a written notice is given to the coach and approved by the district administrator. Only parents or guardians will be allowed to drive the athlete home. Coaches may have team rules that state all team members must return on the team vehicle.
3. Coaches will be aware of the eligibility of each member of their team. This information can be obtained from the office.

LOCKER ROOM SUPERVISION

1. **It is the coach's responsibility to see that the locker room is clean.**
2. Only authorized personnel should be in the locker room.
3. Contact Maintenance if any repairs are necessary. ASAP
4. Report any damages to the administration.
5. No horseplay is allowed in the locker room.
6. **The coach will be the last to leave. Shut off all lights and lock all doors.**

TRAVEL PROCEDURES FOR ALL/EACH DISTRICT EVENT(S)

When the district provides transportation, (Grades 9-12) students must return with the team/district unless:

1. A parent has a face- to face and verbal meeting with the coach that he/she is taking their child home. NOT the child alone; the parent must meet with the coach.
2. Any non-parent (grandparent, uncle, friend of family....) must meet face-to-face with the coach.

GAME REGULATIONS

1. Each coach should be aware of the number of legal contests his/her team can participate in. If you are unsure, contact the activity director.
2. All athletes on the freshmen level are expected to participate in all contests. If a large number of athletes are on a team, coaches may have to play additional games, quarters, etc. The activity director will attempt to schedule more contests whenever possible.
3. All athletes on the junior varsity level are expected to compete whenever possible. It is the goal of the athletic department to have maximum participation at the lower levels.
4. Playing time on the varsity level will vary. Varsity coaches will attempt to get as many players into games as possible.

MEDICAL PROCEDURES

In accordance with OSHA Bloodborne Pathogens Standards, all coaching personnel when dealing with medical procedures will use the following exposure control plan. Any care of minor injuries such as bloody noses, scrapes, cuts and dental damage, other body fluid spills, etc. will follow this procedure.

1. Whenever possible, have the injured athlete stop the bleeding.
2. Use protective equipment, which may include gloves, masks, and gowns. Take time to protect yourself.
3. Call for a custodian to remove any major blood spill or bodily fluid.
4. The custodian will also clean the areas exposed: floor, sink, etc.

5. If the school nurse is available, call or send a student to get her.

EMERGENCY PROCEDURES

It is important that all coaches be aware of what to do in an emergency. If you feel the injury is serious or you are not certain if you should move the athlete, contact the activity director, principal, superintendent or administrative designee immediately. If necessary, the rescue squad will be called.

If the activity director, principal, superintendent or administrative designee cannot be contacted, please use the following numbers to obtain assistance in dealing with the emergency.

Cassville Rescue Squad	911 or 725-5946
Grant Regional Health Center	723-2143
Emergency Room	723-2143
Cassville Police	725-5229
Sheriff's Department	723-2157

KEYS

Responsible Authority/Procedure

Key control shall be the responsibility of the superintendent and the building principal. All locksmith services, including repair, key or lock changes or replacements, duplicate or replacement keys for existing locks and additions within a department shall be procured only through the established procedures.

Issuing Authority

The Activities Director in conjunction with the superintendent, will authorize the issuance of several keys to personnel where needed for access to the area in question can be demonstrated. Specific keys will be authorized to those who can demonstrate a need for access. Issuance of "master" keys must be authorized by the superintendent and/or building principal.

Keys Issuance/Responsibilities

Keys will be issued only to those individuals demonstrating a need on a continuous basis. Provisions will be made for short-term requirements on a sign out basis. **The holder shall not duplicate keys issued in accordance with this key control policy.** Key transfers require both a key turn-in and an issue transaction for the key/lock record. Upon termination or transfer, employees shall turn in all keys to the principal. Key and lock records shall be considered high security items and shall be safeguarded and secured at all times except when in actual authorized use. At the end of each school year, all staff members are to have their keys inventoried by administration. There will be **no exceptions.**

Keys May Not Be Left Unattended

All keys shall be retained in the possession of the person to whom they are issued at all times. Keys will not be loaned out or left on or in desks. Keys are never to be given to a student for any reason.

Lost or Stolen Keys

Any person losing a key must notify the building principal immediately to ensure against compromise of the security system. Immediate notification will be in person or by phone. Completing a Lost Key Report form will follow immediate notification.

Replacement Procedures/Costs

Upon receiving notice of a compromised area due to lost/stolen keys, maintenance will replace all affected lock core; reissue keys to all persons using affected areas; compute the total labor and materials costs and present a copy to the administration for forwarding on to the responsible person for immediate reimbursement (not to exceed \$200.00).

To protect the integrity of assigned areas, no issued key may be loaned or signed out to anyone not previously authorized by the issuing authority.

Disciplinary Actions

Failure to comply with the provisions of this policy may result in the following actions: verbal warning, key privilege suspension with sign-out in respective office for limited time, key privilege suspension with sign-out in district office for a limited time, and no key privilege. These actions are not listed in order of sequence. Actions will be taken based on the severity of the incident.

Checkout for Non-Faculty Staff

Keys/FOB's are the property of the Cassville School District and are not to be loaned to anyone. If a key is lost or stolen, it is to be reported immediately to the building principal. You must (without exception) turn in any checkout keys at the completion of your extra curricular season. If the key is not returned promptly, your paycheck will be withheld until it is returned. If keys/FOB's are not returned upon request, or are lost or stolen, associated costs may be assessed to you, not to exceed \$200.00. The district administrator will make this decision.

Van Usage

Vans usage forms must be filled out. Van keys must be returned to the boiler room after each use. Vans must be cleaned out after each use and filled with gas.

RESIGNATIONS

If a coach desires to terminate his/her services, he/she will give written notice to the activities director or administrator.

SUSPENSION OF A PROGRAM

If a coach cannot be obtained for a program, it may be necessary to suspend the program until a qualified person can be found. Every effort will be made to find a coach, but the final decision as to whether a program is suspended will rest with the school administration and the Board of Education.

FUND RAISING

Fund raising activities should be kept at a minimum. A fund raising project should be discussed with the activities director before undertaking it. All fund raising projects must be pre-approved by the district administrator. Fund raising guidelines can be obtained in the office.

PUBLICITY

Coaches will report news releases of the following:

	PHONE	FAX
Prep Score Center	1-800-300-8340	1-888-832-0338
Wisconsin State Journal	1-800-686-1339	1-608-252-6119
Telegraph Herald	1-800-553-4801	1-319-588-5745
Grant County H.I.	723-2151	723-7272
WGLR	723-4575 (349-2022)	349-2003

WKOW (Madison 27)	1-800-841-1556	1-608-274-9569
WISC (Madison 3)	1-888-476-7400	1-608-273-3333
WMTV Madison 15)	1-800-894-4222	1-608-274-1515
Activities Director	725-5116 ext. 803	

cinfield@cassvillesd.k12.wi.us

PROCEDURES FOR REPORTING RESULTS

1. State your name, school and sport.
2. Ask for the procedure they want for receiving the results.
3. Thank the reported. State our next opponent, competition location and starting time.

EVALUATIONS

Evaluations are important tools for improving the coach.

The following is the evaluation procedure:

1. The athletic director and/or administration evaluate head coaches each year.
2. Head coaches will meet with assistants and discuss items they would like to see improved.
3. An assistant coach's evaluation is also completed as well.

COACH'S SELF-EVALUATION

Name _____

Sport _____ Date _____

Rating:

- 1 Unacceptable Performance
- 2 Performance meets expectations
- 3 Exemplary

Based on your appraisal of the performance, check appropriate responses:

1. Equipment (insurance, inventory)	1	2	3
2. Communication with parents	1	2	3
3. Communication with community	1	2	3
4. Pre-event details	1	2	3
5. Statistics, records	1	2	3
6. Adherence to rules	1	2	3
7. Communication with media	1	2	3
8. Relationship with admin,	1	2	3
9. Relationship with staff/rapport	1	2	3
10. Awareness of trends	1	2	3
11. Supervision of practices	1	2	3
12. Conduct, sportsmanship, self-control	1	2	3

Coach's Comments:

Coach's Signature _____

**ACTIVITIES DIRECTOR'S/ADMINISTRATOR'S
EVALUATION OF COACH**

Name _____

Sport _____ **Date** _____

Rating:

- 1 Unacceptable Performance
- 2 Performance meets expectations
- 3 Exemplary

Based on your appraisal of the performance, check appropriate responses:

- | | | | |
|--|---|---|---|
| 1. Equipment (insurance, inventory) | 1 | 2 | 3 |
| 2. Communication with parents | 1 | 2 | 3 |
| 3. Communication with community | 1 | 2 | 3 |
| 4. Pre-event details | 1 | 2 | 3 |
| 5. Statistics, records | 1 | 2 | 3 |
| 6. Adherence to rules | 1 | 2 | 3 |
| 7. Communication with media | 1 | 2 | 3 |
| 8. Relationship with admin, | 1 | 2 | 3 |
| 9. Relationship with staff/rapport | 1 | 2 | 3 |
| 10. Awareness of trends | 1 | 2 | 3 |
| 11. Supervision of practices | 1 | 2 | 3 |
| 12. Conduct, sportsmanship, self-control | 1 | 2 | 3 |

Comments:

Coach's Signature _____

Evaluator's Signature _____

Coaches Handbook
Signature of Understanding

My signature below serves as evidence that I was provided my duties and expectations as a coach in the Cassville school district. (Pages 2-19) I understand that I must contact the school's athletic director when issues arise or when I need items clarified.

I have received, read, and understand the procedures provide to me in regards to my duties as a coach in the Cassville School District.

Coach's Signature _____

Date _____

Activities Director's Signature

Date _____