



# HANDBOOK FOR COACHES

## 2023-2024

The athletic program at the School District of Mellen is an integral part of the overall educational program and is supported by tax dollars. Therefore, the same standards of excellence established as our goal for academics must be the goal of our athletic programs. As a coach you will be expected to maintain and uphold the standards which have been set by the District.

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*Coaching is difficult work to be done by kindness, by watching, by warning, by precept and by praise, but above all, by example.*

### **Mission Statement**

Work collaboratively in a respectful, responsible, safe, and ready environment to create an education where all students will succeed.

### **Vision Statement**

To become a world-class community school of choice that maximizes technology and innovation.

Board Approved: March 29, 2023

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**ID BADGES** - All coaches will be issued a Staff ID by the District Office. Coaches must wear this photo identification badge at all times, making it visible to others.

**BACKGROUND CHECKS** - Background checks will be conducted annually by the District Office.

**SAFETY** - The coach is responsible to oversee and direct all activities of the team so that proper safety equipment is used and that safety procedures are followed at all times.

**1. ACCIDENTAL INJURY** - The coach:

- a. Is required to report any injury no matter how slight must be reported to the Athletic Director by either email, phone or in person;
- b. Must attend to the immediate needs of the student athlete;
- c. Must call for assistance and appropriate emergency services;
- d. Must follow up with a report of the injury to school administration and health aide; and
- e. Make appropriate changes to prevent future injury if applicable.

**2. CONCUSSIONS** - A concussion is a type of traumatic brain injury that interferes with normal function of the brain. No student athlete shall return to play or practice on the same day of a concussion. Any student athlete suspected of having a concussion shall be evaluated by an appropriate health-care professional right away. Any student athlete with a concussion shall be medically cleared by an appropriate health-care professional prior to resuming participation in any practice or competition.

The Wisconsin Interscholastic Athletic Association (WIAA) has now purchased Concussion Insurance for all student athletes, grades 9-12, participating in a Covered Activity. Covered Activities include participating in practice or play of interscholastic sports under the jurisdiction of the WIAA. Interscholastic Sports and Activities include: Baseball, Basketball, Cross Country, Football, Golf, Softball, and Volleyball. Includes traveling directly to and from a scheduled event as a representative of the school while traveling in transportation sponsored by the school.

**3. CONCUSSION FORMS** - Wis. State Statute: At the beginning of a season for a youth athletic activity, the person operating the youth athletic activity shall distribute a concussion and head injury information sheet to each person who will be coaching that youth athletic activity and to each person who wishes to participate in that youth athletic activity. No person may participate in a youth athletic activity unless the person returns the information sheet signed by the person and, if he or she is under the age of 19, by his or her parent or legal guardian.

**4. SUPERVISION FOR SAFETY** -

- a. **LOCKER ROOM** - The Coach shall supervise student athlete activities in the locker room both at home and away. In the case of a male coach, this involves being present or in close proximity to the boy's locker room while student athletes are getting ready for a game or practice and at the conclusion of the game or practice to assure safety and good hygiene. A female coach would have the same responsibility for the girl's locker room.

When the coach is of the opposite gender of his/her team, he or she should remain in close proximity during the time the locker room is used by student athletes to insure safety and good hygiene. At the conclusion of the activity, after assuring that all student athletes have left the locker room area, the coach shall physically check to see that proper care has been given to all facilities and equipment.

- b. **PLAYING OR PRACTICE TIME** - The coach should be present at all times when student athletes are either playing or practicing. Any exception other than an emergency should be approved by the administration. Coaches are not to leave until all student athletes are picked up.

**5. SAFETY IN THE BATTER'S CAGE** - No one is to be inside the batter's cage other than the batter, the pitching machine operator, and the coach. The batter should be properly notified when the pitching machine is set into operation and the batter must at all times wear proper safety equipment. The operator of the pitching machine must be trained in its safe operation, and should move to a safe location when the machine is in operation. Any required safety gear or guards must always be in place when the equipment is in operation. Any broken or damaged part should be reported at once. Operation of the

equipment is prohibited whenever all required manufacturers safety equipment is not in place and/or is not working in a satisfactory manner.

## **AREAS OF GENERAL SUPERVISORY RESPONSIBILITY**

**1. BUS TRANSPORTATION** - Each team's coach, (both Varsity and Junior Varsity) is required to ride the player's bus. It is advisable that the coach discuss with the bus driver any special concerns and a mutual working relationship should be established so both are satisfied that behavior is acceptable. At no time should objects be thrown from the bus. If windows are open, no part of the body should be outside the bus. There are to be no obscene gestures or body parts exposed to those passing by or following the bus and there are to be no acts of disrespect or in poor taste. Any shouting which may occur from within the bus should be in good taste. Derogatory comments or profanity are not allowed. All problems should be reported to administration. It is the coaches responsibility to follow all school policies and procedures.

All student athletes shall travel on the school bus both to and from the activity unless prior approval is given by the coach. The only exceptions are by parent/legal guardian request prior to departure to the activity approved by the administration and/or coach or by request of the student athlete's parents/legal guardians or known by the coach to be immediate family who are present with which the student athlete will actually leave the activity. At no time is another student to transport another student unless that student is an immediate family member

If for extraordinary circumstances a student cannot ride a team bus to an event and is being transported by their parent/guardian, prior written Administrative approval is required. A student shall not drive themselves to an event unless written permission is granted by the student's parent/guardian and Administration. No other student shall be allowed to transport another student, unless it is their immediate family member, (resides in the same household) and they are listed in writing in the approval by parent/guardian and Administration.

## **FAILURE TO COMPLY WITH THIS POLICY WILL RESULT IN A SUSPENSION OF THE NEXT GAME THE STUDENT ATHLETE PARTICIPATES IN.**

**2. MANDATORY REPORTING OF THREATS OF SCHOOL VIOLENCE** - All employees/coaches of the District are mandatory reporters of child abuse or neglect are now required to report threats of school violence to a local law enforcement agency in accordance with section 175.32 of the State Statutes. Please read and sign the Mandatory Reporting of Threats of School Violence Form at the end of the handbook and turn in to the Principal.

**3. STUDENT ATHLETE CONDUCT/BULLYING** - The coach is responsible to supervise and direct his/ her student athletes' conduct during the game and at practice. Student athletes shall be required to demonstrate good conduct and sportsmanship at all times on and off the court, field or course.

### **4. BULLYING OF STAFF/STUDENT (Policy 2260/5510/5517) -**

Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent. Bullying can be physical, verbal, electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Examples of bullying include, but are not limited to:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact and unwanted touching.
- B. Verbal – taunting, malicious teasing, insulting, name calling, racial epithets, hazing and making threats.
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.
- D. "Cyber bullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, personal social media accounts and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group.

All complaints about behavior that may violate this policy shall be promptly investigated. If the investigation finds that behavior has occurred, it will result in prompt and appropriate discipline, co-curricular sanctions and/or disciplinary action up to and including suspension or expulsion. Individuals may also be referred to law enforcement officials. The complaint procedure is described in Administrative Guideline 2260.01B and is available in the District office.

**5. COACHES CONDUCT** - The coach must serve as a role model for student athletes, students, and fans both on and off the field, course or court. The coach must establish and maintain a respectful and working relationship with the Athletic Director, the administration, officials, parents, and student athletes.

**6. SPORTSMANSHIP** - An integral part of coaching is the conscious development of character and sportsmanship within the teams. The key to developing good sportsmanship is to lead by example. As a coach, your responsibility goes beyond leading by example because you are charged with the responsibility to teach the skills, attitudes and knowledge associated with your specific sport.

**7. SUPERVISION OF NON-PARTICIPANTS** - As a coach, you will be in the building at times when there is no other supervisory staff present. This means that students that are permitted into the building are under your supervision. It is District policy that all non-participants be directed to leave the building.

**8. BUILDING USE** - The school building is available for use by the athletic teams. The coach is responsible to ensure that all lights are out and that the building is secured. Coaches are responsible for their athletes and coaches/athletes are not to allow other individuals into the building. There shall be no propping open or unlocking of any doors at any time. Coaches and/or team managers could be responsible for allowing players to enter. All coaches are expected to follow District policy and building safety. If student athletes are permitted in the building when returning from a ball game, the coach must see that they have all left before the building is secured.

**9. PRACTICE AREAS** - All activities must be supervised. Several different sports programs are often going on at the same time, practice schedules will be coordinated by the Athletic Director. Use of the scoreboard and timer is to be supervised by the coach. Coaches must direct their student athletes to remain out of the building before and after practice unless the coach is in direct supervision.

- a. **LARGE GYM** - Every precaution will be taken to protect the integrity of the gym to include scoreboards, water fountains, bleachers and the gym floor. To ensure the safety of individuals in hallways during baseball practice, all gym doors are to remain closed.
- b. **BATTING CAGE** - A request should be made so that assistance can be provided for erecting the batting cage. This must also be scheduled so that it does not conflict with other previously scheduled activities in the gym.
- c. **SMALL GYM** - All activities in the small gym must be supervised.

**10. UNIFORMS** - At the beginning of the season the coach will obtain uniforms and update team inventory records on number, player assigned to number and condition of uniforms. A copy of this record is to be given to the Athletic Director. Coaches understand that they are responsible for the inventory of uniforms. Coaches must complete the Postseason Checkout Form indicating that their keys, uniforms and equipment have been turned in. Once these steps are completed, they will be issued their final paycheck. Laundering of uniforms and laundry room upkeep is the responsibility of the head coach of each sport. If the uniforms are in need of repair or replacement, this information is to be submitted to the Athletic Director. The Athletic Director shall confirm that uniform inventory records are accurate before uniforms are put into storage.

**11. SUPPLIES AND EQUIPMENT** - The coach is responsible to see that all supplies and equipment are properly cared for and secure. The coach must also inform the Athletic Director of the needs which exist resulting from breakage and/or normal wear. Some of the equipment and supplies may also be used by the Physical Education department if permission has been received from the head coach of each sport.

**12. CARE OF ATHLETIC FACILITIES** - Preparation of the facilities is the responsibility of the coach. This means that the coach must either arrange for or personally prepare the facility so that it is ready for play. The coach should work closely with the Athletic Director and school maintenance staff in order to avoid facility repairs or replacements because of poor supervision or carelessness. No major changes to the grounds or facilities are to be made without the prior approval of administration. If a team is using a field which is not owned by the District, advanced approval must be obtained from the owner.

**13. KEYS** - If the coach is not a school employee, he/she will be provided access to the areas needed. Coaches can only give their keys to a responsible team member in an emergency situation. Coaches maintain responsibility for keys at all times. All District Policies regarding keys and facility use must be followed.

**14. LOCKERS** - Lockers are provided for student use. Students should insure that they secure their personal equipment at all times.

### **ADMINISTRATIVE RESPONSIBILITIES OF COACHES**

**1. UMPIRES AND OFFICIALS** - The Athletic Director is responsible for scheduling umpires and officials for all home contests. He/she shall work with the Bookkeeper to ensure officials are paid prior to each contest.

**2. LISTS OF PLAYERS** - The coach is responsible to see that a players list is made available to the Athletic Director for distribution to other schools and for District use. Coaches must be aware of time guidelines to prevent last minute or rushed handling.

**3. CONCUSSION COURSE** - All coaches must complete the on-line NFHS concussion course prior to the start of their season. The course is available free of charge. Register at [www.nfhslearn.com](http://www.nfhslearn.com). Be sure and print off the certificate and provide a copy to the Athletic Director. Please direct any questions to the Athletic Director.

**4. COACHING COURSE** - Coaches who are not licensed to teach are required to take a coaching course as well as a sports first aid course before they may coach their second year at a WIAA member senior high school. Arrangements should be made with the Athletic Director to complete these courses. More information is available at [www.wiaawi.org](http://www.wiaawi.org) and/or [www.nfhslearn.com](http://www.nfhslearn.com)

**5. CPR TRAINING** - All coaches must have CPR certification prior to the start of their athletic season. Coaches may participate in a training held at the school if one is offered. If not, coaches are responsible to get this training on their own.

**6. TRANSPORTATION TO SPORTING EVENTS** - The Athletic Director is responsible for scheduling all transportation and determining departure time for all away athletic events. Departure schedule should allow safe travel time and minimize time lost in the regular school program.

**7. ATHLETIC CODE** - The Athletic Director and coach is responsible to be familiar with and uphold the intent and purpose of the current Athletic Code and Wisconsin Interscholastic Athletic Association (WIAA) rules. The coach must also check with the Athletic Director to insure that each student athlete has a "Pledge Sheet" and WIAA Parent/Legal Guardian-Athlete Rules of Eligibility Sign-off Form on file signed by the student athlete and the student athlete's parents/legal guardians prior to the first day of practice.

**8. ATHLETIC PHYSICAL** - The Athletic Director is responsible to verify that all student athletes who participate have the proper WIAA "Physical Examination Card" or on alternate years the "Athletic Permit Card" on file with the Athletic Director. All student athletes participating in interscholastic athletics must have the appropriate card on file prior to practice or participation.

Coaches are to submit a team roster to the Athletic Director. The Athletic Director will then verify that each student athlete has the proper WIAA Physical Examination Card on file.

**9. STUDENT GRADES** - Passing grades of a D- or better are required for athletic eligibility. Therefore, it is important that the coach take an active role in supporting student achievement. The Student Services Secretary will monitor and notify the Athletic Director and coaches of player eligibility. The Athletic Director will be responsible for monitoring all athletes' grades on the 1st and 15<sup>th</sup> of each month.

**10. PRACTICE TIME** - The Athletic Director, in conjunction with the coaches, will establish a practice time schedule suitable for all teams on an equitable rotating basis. No sport may have 7 consecutive days of practice or competition scheduled. All teams are expected to practice or be in competition at least 5 days a week during the season, unless the coach has received prior approval from administration to practice less than 5 days a week. In the event that practices/competitions are less than 5 days a week, the stipend for this position will be adjusted accordingly.

**11. SCHEDULING OF NON-CONFERENCE GAMES** - The Athletic Director is responsible for scheduling non-conference games at the request of the coach, including all arrangements such as officials and transportation.

**12. CANCELED PRACTICES OR GAMES** - When any practice or game is canceled or rescheduled, the Athletic Director is to be notified. The Athletic Director will immediately contact administration and/or the Library Media Aide/Public Communications person to update the District's website updated with such change.

**13. AWARDS** - The coach is responsible to represent the District at conference coaches meetings.

**14. ALL-CONFERENCE** - The coach will prepare and present information and documentation on his/her team which would help give proper recognition to Mellen School students and also vote for All-Conference selections.

**15. IN-SCHOOL AWARDS** - The coach will make presentations and give recognitions at special awards programs and at other times as appropriate.

**16. SPECIAL AWARDS** - The coach should be familiar with awards that have been given in previous years. Any new award should have approval of the school administration. No award is to be given which belittles or offends the student athlete or the student athlete's parents.

**17. COMMUNICATION** - The coach is responsible to keep the Athletic Director and school administration informed about any activity that has an impact on the District or students of the District.

**18. NEWSPAPER RELATIONS** - High school coaches will provide the newspaper with information about each game. All such comments are to be appropriate and in good taste. All statistics are to be accurate and in good form. Coaches shall report game scores and stats with local news media listed below:

Mellen Weekly – 715-274-3131

Ashland Daily Press: 715-685-4313 Ext. 4

Coaches may also report games scores and stats to the following regional news media:

Coreina Stricker – [cstricker@mellendiggers.org](mailto:cstricker@mellendiggers.org)

Associated Press - 1-800-300-8340

Duluth News Tribune – 1-218-723-5281 (Fax: 1-218-723-5295)

Northland News Center – 1-218-720-9643 (Fax: 1-218-720-9660)

[d-desanto@northlandsnewscenter.com](mailto:d-desanto@northlandsnewscenter.com) [captioning@northlandsnewscenter.com](mailto:captioning@northlandsnewscenter.com)

WDIO 10/13 – 1-800-477-1013 (Fax: 1-218-727-2318)

**19. RULES OF THE GAME** - The coach will be knowledgeable of the current rules of the game. The coach is responsible to attend the Rules Interpretation Meeting conducted by the WIAA, insure they sign in as the Mellen School Coach and satisfactorily complete any written or oral testing. Tests are administered by the Athletic Director.

**20. COACHES ACCEPTANCE OF RESPONSIBILITY/EVALUATION** - Coaches shall accept all responsibilities of the position. Coaches not willing to commit to these responsibilities, act as a positive role model for student athletes, students, and fans at all times both on and off the court, field or course, and demonstrate by example for student athletes, fans, and league officials an exemplary level of sportsmanship, will not be retained in the position.

All coaches will be evaluated each year by the Athletic Director and/or Administration. Upon completion, a copy of that evaluation will be placed in the coach's personnel file.

**21. POLICIES** - All District policies apply and are available online at [www.mellendiggers.org](http://www.mellendiggers.org). Coaches are responsible to become familiar with and follow all District policies and guidelines.



**PAYROLL SCHEDULE FOR 2023-2024**

<u>PAY #</u>	<u>TIMESHEET DUE</u>	<u>PAY DATE</u>	<u>PAYROLL GUIDE</u>
1	August 11, 2023	August 17, 2023	26 pay periods begin
2	August 25, 2023	August 31, 2023	10-month hourly employee pay begins/Pay 1st half of CC/VB/JHGBB/FB stipend
3	September 8, 2023	September 14, 2023	
4	September 22, 2023	September 28, 2023	
5	October 6, 2023	October 12, 2023	
6	October 20, 2023	October 26, 2023	Pay 2nd half of CC/VB/JHGBB/FB and 1st half of JHBBB stipend (AD approves issuing check.)
7	November 3, 2023	November 9, 2023	Board check 1st half
8	November 17, 2023	November 22, 2023	Pay 1st half AD/GJVBB/GVBB/BVBB/BJVBB/Ext.Music
9	December 1, 2023	December 7, 2023	
10	December 15, 2023	December 21, 2023	Pay 2nd half of JHBBB
11	December 29, 2023	January 4, 2024	
12	January 12, 2024	January 18, 2024	Pay 1st half JHGVB
13	January 26, 2024	February 1, 2024	
14	February 9, 2024	February 15, 2024	Pay 2nd half JHGVB (AD approves issuing check.)
15	February 23, 2024	February 29, 2024	Pay 2nd half GJVBB/GVBB/BVBB/BJVBB (AD approves issuing check.) Quiz Bowl
16	March 8, 2024	March 14, 2024	
17	March 22, 2024	March 28, 2024	
18	April 5, 2024	April 11, 2024	Pay 1st half of SB/BB/HS Track/MS Track. Pay 2nd half of Board.
19	April 19, 2024	April 25, 2024	
20	May 3, 2024	May 9, 2024	Pay 2nd half AD, Extracurricular Music and all other stipends as needed.
21	May 17, 2024	May 23, 2024	Pay 2nd half of SB/BB/HS Track/MS Track (AD approves issuing check)
22	May 31, 2024	June 6, 2024	Pay Advisors, Yearbook, Golf, and FBLA.
23	June 14, 2024	June 20, 2024	10-month hourly employee pay ends
24	June 28, 2024	July 3, 2024	
25	July 12, 2024	July 18, 2024	
26	July 26, 2024	August 1, 2024	26 pay periods ends

**Coaches must complete the Postseason Checkout Form indicating that their keys, inventory of uniforms and equipment, budget items, Self-Evaluation, and Evaluation with the Athletic Director have been turned in. Once these steps are completed, they will be issued their final paycheck.**

## **Anti-Harassment Policy**

The Board of Education is committed to a work environment that is free of harassment of any form. The Board will not tolerate any form of harassment and will take all necessary and appropriate action to eliminate it. Any member of the School District of Mellen community who violates this policy will be subject to disciplinary action, up to and including termination of employment. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our professional staff members.

For purposes of anti-harassment, "School District community" mean individuals subject to the control and supervision of the Board including, but not limited to, student, professional staff members, staff, volunteers, and Board members. "Third party" means individuals outside the School District community who participate in school activities and events authorized by the Board including, but not limited to, visiting speakers, participants on opposing athletic teams, and vendors doing business with, or seeking to do business with the District.

Harassment consists of unwelcome conduct, whether verbal, physical, or visual, that is based on a person's protected status, such as sex, color, race, ancestry, creed, religion, genetic information, national origin, age, handicap, disability, marital status, veteran status, citizenship status, sexual orientation, arrest record, conviction record, or other protected group status, which affects tangible job benefits, interferes unreasonably with an individual's work performance, or creates an intimidating, hostile, or offensive working environment. Harassment may occur employee-to-employee, student-to-employee, employee-to-student, male-to-female, female-to-male, male-to-male, or female-to-female.

Administration has prepared written administrative guidelines (AG) for professional staff members to follow when reporting alleged harassment. The process that will be followed when conducting an investigation regarding alleged harassment that is prohibited is also set forth in these administrative guidelines (AG).

For more information employees shall refer to:

**Policy 3362** - Employee Anti-Harassment

**Policy 3362.01** - Threatening Behavior Toward Staff Members

**AG 3362.01** - Reporting Threatening Behaviors

## **NONDISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## MELLEN HEAD COACH EVALUATION FORM

Coach \_\_\_\_\_ Sport \_\_\_\_\_

5-Excellent 4-Very Good 3-Good 2- Unsatisfactory 1-Failing NA- Not Observed

### ADMINISTRATIVE RESPONSIBILITIES:

- \_\_\_\_\_ Cooperates with athletic office regarding preseason paperwork (rosters, athletic codes, physicals and concussion forms) prior to or shortly after the first practice
- \_\_\_\_\_ Current on concussion training
- \_\_\_\_\_ Communicates with assistant coaches in regards to roles, duties and expectations.
- \_\_\_\_\_ Cooperates with requests for information from the athletic office on time.
- \_\_\_\_\_ Abides by all relevant Board of Education policies, administrative, WIAA and Indianhead Conference guidelines.
- \_\_\_\_\_ Attends/Completes all WIAA rules interpretation meetings, tests, seeding meeting, season summary sheets and attends all-conference meeting.
- \_\_\_\_\_ Follows proper budget and purchase order procedures.
- \_\_\_\_\_ Maintains and updates team and individual stats and records.
- \_\_\_\_\_ Supervises practice area and locker room when athletes are present.
- \_\_\_\_\_ Publicizes team and individual accomplishments to the media (TV & Newspaper).
- \_\_\_\_\_ Demonstrates care of school facilities and equipment.
- \_\_\_\_\_ Prepares a detailed inventory of uniforms and team equipment and update it after each season and turns into the Athletic Director.
- \_\_\_\_\_ Rates officials in a timely fashion following contests.
- \_\_\_\_\_ Submits end of season list of award winners at least one week prior to Athletic Banquet.

### RELATIONSHIPS

- \_\_\_\_\_ Demonstrates enthusiasm for working with high school/middle school athletes.
- \_\_\_\_\_ Communicates effectively with parents.
- \_\_\_\_\_ Establishes and maintains good rapport with faculty, administration and coaching staff.
- \_\_\_\_\_ Promotes all school activities and encourages students to participate in a variety of activities.
- \_\_\_\_\_ Keeps commitments and is punctual.
- \_\_\_\_\_ Shows an interest in the athletes' academic experience and progress.
- \_\_\_\_\_ Supports team as well as individual accomplishments.
- \_\_\_\_\_ Works with coaches at levels below high school to develop athletes.

### COACHING PERFORMANCE

- \_\_\_\_\_ Conducts self in a professional and sportsmanlike manner.
- \_\_\_\_\_ Teaches the fundamental philosophy, skills and knowledge essential to the sport.
- \_\_\_\_\_ Develops a well-organized practice schedule.
- \_\_\_\_\_ Uses personnel and strategies effectively in games.
- \_\_\_\_\_ Praises athletes for positive performances.
- \_\_\_\_\_ Offers constructive criticism for poor performances.
- \_\_\_\_\_ Maintains effective individual and team discipline at practices and in games.
- \_\_\_\_\_ Provides opportunities for all members of the team to participate, depending upon their ability and effort, while maintaining a competitive squad.
- \_\_\_\_\_ Team's performance reflects enthusiasm, motivation, proper fundamentals and sportsmanship.
- \_\_\_\_\_ Learns new strategies and trends in the sport by attending clinics and reading coaching publications.

Head Coach's Comments:

Athletic Director's Comments:

Principal Comments:

\_\_\_\_\_  
Head Coach's Signature

\_\_\_\_\_  
Athletic Director's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**RECOMMENDATION**

Head Coach:      \_\_\_ Renew   \_\_\_ Non-renew   \_\_\_ Post with non-staff coach able to reapply

Athletic Director:   \_\_\_ Renew   \_\_\_ Non-renew   \_\_\_ Post with non-staff coach able to reapply

Principal:            \_\_\_ Renew   \_\_\_ Non-renew   \_\_\_ Post with non-staff coach able to reapply

***This signed evaluation must be submitted prior to payment.***

## MELLEN ASSISTANT COACH EVALUATION FORM

Coach \_\_\_\_\_ Sport \_\_\_\_\_

5-Excellent 4-Very Good 3-Good 2- Unsatisfactory 1-Failing NA- Not Observed

### ADMINISTRATIVE RESPONSIBILITY:

- \_\_\_\_\_ Cooperates with head coach regarding preseason paperwork prior to first practice or shortly after.
- \_\_\_\_\_ Current with concussion policy
- \_\_\_\_\_ Assists with the issuance and collection of player equipment
- \_\_\_\_\_ Cooperates with requests for information from athletic office on time
- \_\_\_\_\_ Abides by all relevant Board of Education Policies, Administrative, WIAA and Indianhead Conference Guidelines
- \_\_\_\_\_ Supervises practice area and locker room when athletes are present
- \_\_\_\_\_ Demonstrates care of school facilities and equipment
- \_\_\_\_\_ Assists in preparation of a detailed inventory of team equipment and updates after season

### RELATIONSHIPS:

- \_\_\_\_\_ Demonstrates enthusiasm for working with high school/middle school athletes
- \_\_\_\_\_ Cooperates with head coach regarding team philosophies, guidelines and player expectations
- \_\_\_\_\_ Communicates effectively with athletes and parents
- \_\_\_\_\_ Establishes and maintains good rapport with faculty, administration and coaching staff
- \_\_\_\_\_ Promotes all school activities and encourages students to participate in a variety of activities
- \_\_\_\_\_ Keeps commitments and is punctual
- \_\_\_\_\_ Supports team as well as individual accomplishments

### COACHING PERFORMANCE:

- \_\_\_\_\_ Conducts self in a professional and sportsmanlike manner
- \_\_\_\_\_ Teaches the fundamentals philosophy, skills and knowledge essential to the sport
- \_\_\_\_\_ Develops a well-organized practice schedule
- \_\_\_\_\_ Uses personnel and strategies effectively in games
- \_\_\_\_\_ Praises athletes for positive performances
- \_\_\_\_\_ Offers constructive criticism for poor performances
- \_\_\_\_\_ Maintains effective individual and team discipline at practices and in games
- \_\_\_\_\_ Provides opportunities for all members of the team to participate, depending on their ability and effort
- \_\_\_\_\_ Team's performance reflects enthusiasm, motivation, proper fundamentals and sportsmanship
- \_\_\_\_\_ Learns new strategies and trends in the sport by attending clinics and reading coaching publications

Head Coach's Comments:

Assistant Coach's Comments:

Athletic Director Comments:

Principal Comments:

\_\_\_\_\_  
Assistant Coach's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Head Coach's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

***This signed evaluation must be submitted prior to payment.***

## COACH SELF-EVALUATION FORM

Coach \_\_\_\_\_ Sport \_\_\_\_\_

Assess the team's performance this season.

Assess your performance as a head coach this season.

What are your goals for the team next season?

What are your personal goals as a head coach next season?

What suggestions or recommendations do you have for the Athletic Department that could help you achieve your team and personal goal?

Do you plan to return next school year?  Yes  No

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

***This signed evaluation must be submitted prior to payment.***





**School District of Mellen**  
420 South Main Street  
P.O. Box 500  
Mellen, WI 54546  
*Phone: (715) 274-3601 Fax: (715) 274-3715*

**MANDATORY REPORTING OF THREATS OF SCHOOL VIOLENCE**

All persons who are mandatory reporters of child abuse or neglect (including all school employees) are now required to report threats of school violence to a local law enforcement agency in accordance with section 175.32 of the State Statutes. Any mandatory reporter who believes in good faith that there is a serious and imminent threat to the health or safety of a student, school employee or the public, based on a threat made by an individual seen in the course of professional duties regarding violence in or targeted at a school, must report it. The person must immediately inform a law enforcement agency, by telephone or personally, of the facts and circumstances contributing to the belief that there is a serious and imminent threat to the health or safety of the student, school employee, or the public.

Any person or institution participating in good faith in the making of a school violence threat report is immune from any liability, civil or criminal, arising under state law that results by reasons of the action. Whoever intentionally fails to report a school violence threat as required may be fined not more than \$1,000 or imprisoned not more than six months or both.

Also, school officials should be aware that the privileged communication responsibilities outlined in section 118.126 of the state statutes for school counselors, psychologist, social workers, nurses or any teacher or administrator who engages in alcohol and drug abuse program activities do not apply to information related to threat of school violence required to be reported under section 175.32 of the State Statutes.

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By signing below, I state that I have read and understand the mandatory reporting requirement.

\_\_\_\_\_  
Staff Name

\_\_\_\_\_  
Date Signed



**MELLEN SCHOOL DISTRICT COACHES HANDBOOK  
2023 - 2024**

ALL ATHLETIC PROGRAMS/ACTIVITIES ARE TO BE SCHEDULED AND GUIDED BY THE ATHLETIC DIRECTOR AND ADMINISTRATION SO STUDENT LOSS OF SCHOOL TIME IS MINIMIZED.

**COACH'S ACKNOWLEDGEMENT**

I have read the Mellen School Coaches Handbook and agree to fulfill the requirements necessary for me to coach within the Mellen School District. I further understand emergency medical treatment procedures regarding care of our student athletes and I have completed the required concussion course. If I am not a licensed teacher I also completed the coaching and first-aid courses.

I understand that I am responsible for the inventory of uniforms, equipment, and keys and that I will not be issued my final paycheck until all uniforms, equipment and keys are returned promptly to the District at the end of my season and will be verified by the Athletic Director.

\_\_\_\_\_  
Coach's Signature

\_\_\_\_\_  
Date

**ATHLETIC DIRECTOR ACKNOWLEDGEMENT**

I have informed the above-named coach of the procedures put forth in this Coaches Handbook and have discussed emergency medical treatment procedures with the named coach.

\_\_\_\_\_  
Athletic Director Signature

\_\_\_\_\_  
Date

***This signed acknowledgement shall be placed in the coach's personnel file.***



**SCHOOL DISTRICT OF MELLEEN STUDENT ACCIDENT REPORT**

Student Name \_\_\_\_\_ DOB \_\_\_\_\_ M \_\_\_\_ F \_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ AM PM (circle one)

School \_\_\_\_\_ Age \_\_\_\_ Grade \_\_\_\_

Location \_\_\_\_\_ Apparatus \_\_\_\_\_  
(if applicable)

Explain what the student was doing at the time of the accident and explain what happened \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Part of body injured: Left Right (circle one) \_\_\_\_\_

Activity the student was involved in \_\_\_\_\_

Witness to accident \_\_\_\_\_

School Employee in charge \_\_\_\_\_ Position \_\_\_\_\_

Procedure following accident \_\_\_\_\_

\_\_\_\_\_  
Time Parent/Guardian notified \_\_\_\_\_ AM PM (circle one)

Was the student dismissed? Yes \_\_\_\_ No \_\_\_\_ Time \_\_\_\_\_ AM PM (circle one)

Was the student taken home? Yes \_\_\_\_ No \_\_\_\_ Time \_\_\_\_\_ AM PM (circle one)

Was the student taken to the doctor? Yes \_\_\_\_ No \_\_\_\_ Time \_\_\_\_\_ AM PM (circle one)

Was an ambulance called? Yes \_\_\_\_ No \_\_\_\_ Time \_\_\_\_\_ AM PM (circle one)

Parent/Guardian Name \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

\*\*\*\*\*

\_\_\_\_\_  
Signature of Person Filing This Report

\_\_\_\_\_  
Position/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date