



HANDBOOK FOR COACHES 2018-2019

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.

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: August 15, 2018

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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 must:

- a. **Any injury no matter how slight must be reported to the Athletic Director by either email, phone or in person;**
- b. Attend to the immediate needs of the student athlete;
- c. Call for assistance and appropriate emergency services;
- d. 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 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. **All coaches are to be present 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 - ~~The coach~~ **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. ~~Any serious or repeated~~ **All** problems should be reported to administration.

2. 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. 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

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, 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 web sites, personal social media accounts and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. If the investigation finds that aggressive 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. COACHES COMMITMENT - The coach must make every effort to be at all practices and competitions. Coaches not willing to make this commitment will not be retained in the position by the District.

7. 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.

8. 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 the position of administration that all non-participants be directed to leave the building.

9. BUILDING USE - The school building is available for use by the athletic teams. The coach is responsible to insure that all lights are out and that the building is secured. Coaches are responsible for their athletes and any other individuals they allow into the building. There shall be no propping open of entrance doors at any time, or unlocking doors. For example, 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.

10. PRACTICE AREAS – All activities must be supervised. Because 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 insure 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.

11. UNIFORMS - At the beginning of the season the coach should obtain uniforms ~~from the Athletic Director~~ and update team inventory records on 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 and equipment, and that they will not be issued their final paycheck until all keys, uniforms and equipment are returned promptly to the District at the end of the season.** Laundering of uniforms 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.

12. 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 head coach of each sport.

13. 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.

14. KEYS - If the coach is not a school employee, he/she will be provided access to the areas needed. **Coaches will not give any District keys or access card to any student for any reason.** All District Policies regarding keys and facility use must be followed.

15. LOCKERS - Lockers are provided for student use. **Students** should insure that they secure their personal equipment after practice.

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 insure 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. 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 and/or 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 - 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.

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 request prior to departure to the activity approved by the administration and/or coach or by request of the student athlete's parents who are present with which the student athlete will actually leave the activity.

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-Athlete Rules of Eligibility Sign-off Form on file signed by the student athlete and the student athlete's parents prior to the first day of practice.

8. ATHLETIC PHYSICAL - The coach is responsible to **verify** see 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.

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. CANCELLED PRACTICES OR GAMES - When any practice or game is cancelled or rescheduled, the Athletic Director is to be notified. The Athletic Director will then immediately contact our IT dept. to have 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 impact on the District or students of the District.

18. NEWSPAPER RELATIONS - High school coaches will be prepared to 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 ~~and regional~~ news media listed below:

Mellen Weekly – 715-274-3131

Ashland Daily Press: 715-685-4313 Ext. 4 (Garett Greenwald, Sports Editor)

ggreenwald@ashlanddailypress.net

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

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 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. Coaches are responsible to become familiar with and follow all District policies.

PAYROLL SCHEDULE FOR 2018-2019

<u>PAY #</u>	<u>TIMESHEET DUE</u>	<u>PAY DATE</u>	<u>PAYROLL GUIDE</u>
1	August 17, 2018	August 23, 2018	20 & 26 pay period begins
2	August 31, 2018	September 6, 2018	10-month hourly employee pay begins/Pay 1st half of CC/VB/JHGBB/FB stipend
3	September 14, 2018	September 20, 2018	
4	September 28, 2018	October 4, 2018	
5	October 12, 2018	October 18, 2018	
6	October 26, 2018	November 1, 2018	Pay 2nd half of CC/VB/JHGBB/FB and 1st half of JHBBB stipend (AD approves issuing check.) Board 1st half
7	November 9, 2018	November 15, 2018	
8	November 23, 2018	November 29, 2018	Pay 1st half AD/GJVBB/GVBB/BVBB/BJVBB/Cheer/Ext.Music and 2nd half of JHBBB
9	December 7, 2018	December 13, 2018	
10	December 21, 2018	December 27, 2018	
11	January 4, 2019	January 10, 2019	
12	January 18, 2019	January 24, 2019	Pay 1st half JHGVB
13	February 1, 2019	February 7, 2019	
14	February 15, 2019	February 21, 2019	Pay 2nd half JHGVB (AD approves issuing check.)
15	March 1, 2019	March 7, 2019	Pay 2nd half GJVBB/GVBB/BVBB/BJVBB/Cheer (AD approves issuing check.) Quiz Bowl and Extracurricular Music
16	March 15, 2019	March 21, 2019	
17	March 29, 2019	April 4, 2019	Pay 2nd half of Board.
18	April 12, 2019	April 18, 2019	Pay 1st half of SB/BB/Track
19	April 26, 2019	May 2, 2019	
20	May 10, 2019	May 16, 2019	20 pay periods ends, Pay 2nd half of SB/BB (AD approves issuing check.), 2nd half AD, all other stipends as needed.
21	May 24, 2019	May 30, 2019	Pay 2nd half of Track
22	June 7, 2019	June 13, 2019	10-month hourly employee pay ends/Pay Advisors, Yearbook, Golf, and FBLA.
23	June 21, 2019	June 27, 2019	
24	July 5, 2019	July 11, 2019	
25	July 19, 2019	July 25, 2019	
26	August 2, 2019	August 8, 2019	26 pay periods ends

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” means 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 - Employee Anti-Harassment

AG 3362A - 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, audiotope, 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, 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.

This institution is an equal opportunity provider.

MELLEN HEAD COACH EVALUATION FORM

Coach _____ Sport _____

3-Good 2- Needs Improvement 1- Unsatisfactory 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 CPR certification
- _____ Current on concussion training
- _____ Current on coaching certification (non-staff)
- _____ 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 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

MELLEN ASSISTANT COACH EVALUATION FORM

3 - Good 2 - Needs Improvement 1 - Unsatisfactory NA - Not Observed

ADMINISTRATIVE RESPONSIBILITY:

- Cooperates with head coach regarding preseason paperwork prior to first practice or shortly after.
- Current with CPR certification
- 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

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?

Coach's Signature

Date



WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

2018-2019 High School Athletic Eligibility Information Bulletin

To: Student-Athletes and Their Parents
From: Wisconsin Interscholastic Athletic Association and the School District of Mellen

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at www.wiaawi.org.

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

Student-athletes, as well as parents are asked to read this bulletin, and then sign it and have their signature statement (attached) on file at their school prior to practicing and competing.

These are WIAA eligibility rules, which are current for the 2018-2019 school year:

AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

ACADEMICS

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances, the school's requirements prevail and must be applied as written.

ATTENDANCE

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

- A. A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.

- C. A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic schedule not completed by the end of the academic year and (b) the school's summer athletic schedule.
- D. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.
- E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries his/her parents reside, within a given school district, with these additional provisions:

- A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.
- B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.
- D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.
- E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at his/her school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, he/she shall be subject to transfer provisions as outlined in the transfer Section of this document.
- F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).
- G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, he/she becomes eligible.
- H. A student-athlete will not be eligible if his/her attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.
- I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if he/she transfers to another school.
- J. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

- A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.
- B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).

- D. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.
- E. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.
- F. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

TRANSFERS

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

- A. A student who transfers from any school into a member school after the sixth consecutive semester following entry into Grade 9 shall be ineligible for competition at any level for one calendar year, but may practice, unless the transfer is made necessary by a total and complete change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
- B. Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
- C. Open enrolled and/or tuition paying students entering 11th grade are restricted to nonvarsity opportunities for one calendar year.
- D. Open enrolled and/or tuition paying students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice.
- E. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- F. 10th or 11th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- G. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- H. District policies with respect to intra-district transfer do not supercede WIAA transfer rules in situations involving post-sixth semester transfers. Intra-district transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being ineligible for competition at any level for one calendar year (365 days beginning with first day of attendance at the new school), but may practice.
- I. Unless transfer, including an accompanying total and complete change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.
- J. If within the first four consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for nonvarsity opportunities only for the balance of the calendar year. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- K. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total and complete move.
- L. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school. A student who transfers due to expulsion or removal for disciplinary reason from the previous school is ineligible for the length of the expulsion as determined by the previous school's Board of Education.
- M. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

PHYSICAL EXAMINATION and PARENT'S PERMISSION

A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics, an emergency information form, and he/she must have a physical examination (signed by a licensed physician, physician's assistant or advanced practice nurse prescriber) every other school year.

A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for remainder of that school year and the following school year.

TRAINING and CONDUCT

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

- A. A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).
- B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.
- C. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
- D. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.
- E. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event.
- F. Any player who in the judgment of the official, intentionally spits on, strikes, slaps, kicks, pushes or aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.
- G. A school must provide an opportunity for the student to be heard prior to a penalty being enforced. If a student appeals a suspension, according to the schools appeal procedure, the student is ineligible during the appeal process.
- H. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

AMATEUR STATUS

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

- A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of salary, cash or share of game or season proceeds for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.
- B. A student-athlete may receive: a medal, cup, trophy or plaque from the sponsoring organization regardless of cost; school mementos valued not more than \$200; an award valued not more than \$100 retail for participation in an athletic contest in a WIAA recognized sport; and may retain non-school competition apparel worn by the student as part of the team uniform.
- C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete.
- D. A student-athlete may not receive free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.
- E. A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.
- F. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

SPORTS ACTIVITIES OUTSIDE OF SCHOOL

Athletes may compete in not more than two non-school competitions with school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Nonschool competition will not be allowed during the respective WIAA tournament series in a sport. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series) and forfeiture of the two non-school opportunities.

- A. WIAA rules do not prevent athletes from practicing with nonschool teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including "banditing") in more than two nonschool competitions or races, including scrimmages against other teams (with school approval).

- (1) This restriction applies to normal nonschool games as well as "gimmicks," such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.
 - (2) During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.
 - (3) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school's official opening day of practice in order to continue nonschool training and/or competition.
- B. During the school year before and/or after the school season of a sport and in the summertime, members of a school's team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.
- C. A student-athlete or his/her parents must pay 100% of the fee for specialized training or instruction such as camps, clinics, and similar programs.
- D. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. All sports except football are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.
- E. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in post-season play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.
- F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

USE OF STUDENT IMAGE

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events.

In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator.

4/18

Detach and Return to Athletic Director

PARENT-ATHLETE RULES OF ELIGIBILITY SIGN-OFF FORM – 2018-2019

I certify that I have read, understand, and agree to abide by all of the information contained in this bulletin. I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

School Name

Parent/Guardian's Signature

Please Print Name

Date

Student-Athlete's Signature

Please Print Name

Date

This form must be completed and submitted to the Athletic Director prior to a student being declared eligible to practice and compete.

In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to Don Moreland, Athletic Director at 715-274-3601 Ext. 197 or by email at: dmoreland@mellendiggers.org.



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.

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

Staff Name

Date Signed

MELLEN SCHOOL DISTRICT COACHES HANDBOOK

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 and equipment, and that I will not be issued my final paycheck until all uniforms and equipment are returned promptly to the District at the end of my season.

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.

