

**NICOLET HIGH SCHOOL**  
**ATHLETIC**  
**COACHES HANDBOOK**  
**2018-19**



*“Today is a great day to be a Knight”*

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# NICOLET HIGH SCHOOL COACHES HANDBOOK

## Introduction

This handbook has been prepared to assist in guiding all coaching staff members in the successful performance of their assigned tasks. In establishing this guide, many factors were considered. We have attempted to include all areas, problems, and circumstances that normally occur in the performance of duties. However, we realize that all possible situations cannot be foreseen. We will establish procedures for particular situations not covered by this handbook as they occur.

While carrying out your coaching assignment, we ask you to keep this in mind; always act for the best interest of all students concerned as well as for the best interest of each individual student. Your sport or assignment is vital and necessary to us, to your school, to our community, and to the overall excellence of our total program.

Nicolet Athletics is to be selfless. It is “we” before “me.” It is a test of character and commitment. For the student-athlete, sports should not be solely about becoming a better athlete, but rather a better person. As Nicolet coaches we must work to support athletes of all ages and levels of experience and we must believe in the power of sport to help us accomplish our goals.

We must remember that we are ONE department with ONE common philosophy and must act as such.

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## NICOLET COACHING PHILOSOPHY OF ATHLETICS

We believe that competitive teams help develop pride and loyalty in the school and each other, as well as self-confidence and a sense of accomplishment as an individual. We believe making a varsity team is an HONOR that an athlete earns with hard work and dedication, as well as the development and refinement of their talents.

1. Coaches of varsity teams will select for their teams those players who can compete competitively in a contest at the varsity level. The ultimate goal of a varsity team is to be as competitive as possible. In MOST game situations, not all players will have the opportunity to play. When looking to promote underclassmen to the varsity level, overall player development should be considered along with the potential for team success. Ultimately, continuous player development and long term program success is our goal.
2. Junior Varsity coaches will make greater efforts than varsity coaches to get team members adequate playing time. They must balance their wish to build a winning team with the need to develop hard-working players who have the ability to contribute to the varsity level in the future. Playing time at the high school level is never equal among players each game. At the JV level, the main focus should be to develop players for the varsity level by working on the skills and knowledge they will need to be successful at the varsity level.
3. Freshman coaches will make greater efforts than varsity coaches to get team members adequate playing time. They must balance their wish to build a winning team with the need to develop hard-working players who have the ability to contribute to the varsity level in the future. Playing time at the high school level is never equal among players each game. At the freshmen level, the main focus is to develop interest in the sport by attempting to attract as many athletes as possible to the sport.
4. Coaches must be aware at all times that they are teachers and must, therefore, keep their educational goals clear. This means that they have the responsibility of maintaining open communication with their players and parents, and personally evaluating the situation of each player.
5. As teachers and role models, coaches must maintain a professional atmosphere with their teams. This means that at all times they must demonstrate an understanding of the distinct difference between “coach” and “friend” with individual team members. Contact with current and returning students outside of school, athletics, or related events is strongly discouraged. A heightened awareness of public communication such as text-messaging and social media should be displayed and all communication via these methods should be kept professional and should only include information related to team activities. All communication to athletes should be copied to the athletic office.
6. Sportsmanship plays a vital role in every contest in which we participate. Fairness in competition and positive group, as well as individual, behavior are imperative.
7. Athletics at Nicolet High School are by definition extra-curricular and voluntary in nature. It is the goal of the Athletic Department to encourage as many students as possible to participate in sports while attending Nicolet High School. Coaches are encouraged to build their programs to participation maximums at all levels while striving for individual, team and program standardization.
8. Coaches are expected to encourage their athletes to play multiple sports and not specialize in just one sport. Playing multiple sports in high school makes for a well-rounded and healthy athlete. While parents might feel that outright specialization could mean better developed skills in front of scouts, the benefits of multi-sport athletes far outweigh the increased risks that come from year-long practice of just one sport. What will maximize an athlete’s potential in a single sport is having an end goal in mind, and planning a high school playing career around their ideal sport of choice.

## MANDATORY PARENT MEETING

The most important meeting you will have as a coach is your parent meeting. It is an opportunity to be proactive with athletic department and team rules, policy and expectations. This meeting should be held early in the season before the first contest. It will be the responsibility of the head coach to make arrangements with the athletic/recreation office for the date, room and notification to parents.

### Sample agenda:

- Welcome
- Introduction of coaches
- Program philosophy
- Team rules
- Athletic Handbook
- Player/Coach/Parent expectations
- Breakdown into varsity, junior varsity, frosh teams
- Thank you

These are a few guidelines that will help you to prepare for this extremely important meeting.

### FOR COACHES TO EXPLAIN TO PARENTS

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the student-athlete. When your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach.

Communication you should expect from your child's coach

1. Philosophy of the coach
2. Expectations the coach has for your child as well as all the players on the squad
3. Locations and times of all practices and contests
4. Team requirements, i.e., practices, special equipment, out-of-season conditioning, fees etc.
5. Procedure followed should your child be injured during participation
6. Discipline that may result in the denial of your child's participation and its impact on the team.(including, but not limited to. academic rules, code violations, administrative discipline for improper conduct, etc).

Communication coaches expect from parents

1. Concerns should follow this chain of command: 1) Coach 2) Athletic Director 3) Superintendent
2. Notification of any schedule conflicts well in advance
3. Specific concerns with regard to a coach's philosophy and/or expectations

As your child becomes involved in the programs at Nicolet High School, they will have the opportunity to experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times, discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

**Coaches are professionals.** They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches

1. **Playing time (although coaches should effectively communicate each player's role on the team)**
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

If you have a concern to discuss with a coach, the procedure you should follow

1. Call the coach to set up an appointment
2. If the coach cannot be reached, contact the Athletic Director. A meeting will be set up for you.
3. **It is never appropriate for parents to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.**

The Next Step

What a parent can do if the meeting with the coach does not provide a satisfactory resolution.

1. Call and set up an appointment with the athletic director to discuss the situation.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided makes both your child's and your experience with the Nicolet High School athletic program less stressful and more enjoyable.

**WE CAN ONLY BE SUCCESSFUL IF WE CHALLENGE EACH OTHER TO BE THE BEST,  
AND SUPPORT EACH OTHER IN THE JOURNEY.**

## **HOLIDAYS**

As a school, we have historically honored and respected the religious beliefs and practices of all students and have worked to accommodate their needs for the time away from school. Therefore, the policy which all coaches must follow is:

No athletic events shall be scheduled by Nicolet High School on the days of Rosh Hashana and Yom Kippur. Every effort will be made not to schedule events on back-to-school-night or parent-teacher conferences. Coaches should attempt to work around prom as well. If such events are scheduled by other organizations (such as the WIAA or North Shore Conference), the Nicolet staff shall make every effort to reschedule that event.

## **EXAM WEEK(S)**

During exam week(s), athletic teams may only practice 3 times (Mon-Fri) for a maximum of 90 minutes each practice. No field trips, banquets or any other school activity shall be scheduled on weekends preceding, nor on days preceding final exams. There will be no athletic contests scheduled on the day preceding semester exams nor on the first three days of exams.

## **IN-HOUSE COACHING OBSERVATIONS**

1. In-house people are familiar with the culture of the school and community. Many of them have already had contacts with feeder schools that will be useful in building a program.
2. People already in the school system tend to commit themselves to the athletic department.
3. Successful teachers, with the proper knowledge of strategies and fundamentals, tend to be successful coaches because they are successful communicators.

## **VOLUNTEER COACHES**

All volunteer coaches will be evaluated and must be held to the same standards as paid coaches. They must be approved by the athletic director and must complete a drug screen/physical and submit and successfully pass a criminal background check.

## **AFTER SCHOOL NEEDS**

All coaches need to understand and be sensitive to the after school educational needs of athletes. If an athlete needs extra time after school for education support, this shall not be held against the athlete.

**SELECTING A TEAM**  
**(Limited participation sports)**

*Be sure to present to the athletes while they are trying out and to the parents at your pre-season meeting.*

There are four criteria upon which the (sport specific) coaching staff examines and bases its decisions when selecting members for a (specific) team. It must be understood, that even in the defined areas, it is difficult to make judgments that are not somewhat subjective.

1. (Sport specific) **Skill ability** -- (for example setting, hitting, passing serving, etc. for volleyball)
2. **Attitude** - teamwork, hustle, desire, cooperation, positive support, willingness to be a team player no matter what role, ability to follow team rules and regulations , etc.
3. **Long range interests of the program** - consideration for potential player development, etc.
4. **Particular needs of the team & player** -(such as) shortage of tall players, setters, defensive players, speed, quickness, etc.

**TEAM CAPTAIN'S ROLE:**

The captain of a Nicolet athletic team should:

1. Assume a leadership role in initiating dialogue among the team to encourage a complete understanding of the athletic code and live by the rules established in the code.
2. Set a good example and display good character by following all training rules, team rules, school rules and always doing the right thing.
3. Play the role of a grievance mediator if others do not wish to go directly the Coach.
4. Help build team unity by communicating regularly with all the players.
5. Be an example during practice by giving a total effort during drills and following the Coaches directions.
6. Be a leader by helping to motivate the team during practices and before and during competition.
7. Consult with the coach about players and playing time but realize that the Coach will make the final decision.
8. Be a trouble shooter for the Coach but do not attempt to intimidate teammates. Do let the Coach know if there are problems he/she is not aware of.
9. Lead by example in and out of the classroom as well as on the playing field.



# NICOLET HIGH SCHOOL HEAD COACHING JOB DESCRIPTION

Head Coaches will be evaluated by the Athletic Director.

## RESPONSIBILITIES: "Take Ownership of your program"

- Plan and conduct daily practices for assigned team.
- Supervise athletes and team assigned to you. (Games, practices, after practices, etc.)
- Coordinate and direct ALL levels of the program by conducting coaches meetings, developing team rules, assisting other coaches in the development of practices and maintaining strong communication at each level.
- Attend and participate in all Athletic meetings set forth by the Athletic Director.
- Attend all required WIAA and North Shore Conference meetings. (Rules, awards, etc.)
- Plan, organize and conduct a post season awards banquet, in-season parent night, and outreach methods to encourage student body attendance at games.
- To be of assistance to athletes in determining their future level of competition upon graduation.
- Maintain accurate statistics for win/losses and athlete performances. (All-Conference, team records etc.)
- Follow rules and regulations in the Athletic Handbook.
- Team Rules must be developed and on file with the Athletic Office.
- Completion of required WIAA coaching certification course, PACE or AESEP, when applicable.
- Meet with the Athletic Director for pre-season and post-season evaluation and planning meetings.
- Complete WIAA rules test and other WIAA communications by assigned date.
- Assume responsibility of communicating with the media and parents: pre-season, in-season and post-season.
- Complete all WIAA and NSC official rating forms.
- Develop strategies and make recommendations to enhance the future of the program.
- Evaluate assistant coaches at post-season meeting with the Athletic Director.
- Display sportsmanship towards opponents, officials, parents and one's team.
- Supervise all athletes during overnight trips.
- Keep accurate inventory of equipment, uniforms etc.
- Work with the Athletic Director on developing an appropriate annual budget.
- Assist in the organizing and running of invitational, WIAA tournaments and regular season meets.
- Must communicate with feeder schools and promote Nicolet Athletics within.
- All efforts should be made to advance youth sport "feeder" programs in the district.

## QUALIFICATIONS:

- Hold valid Wisconsin teacher certification OR be PACE or AESEP certified.
- Have knowledge and background in the assigned sport.
- Continue to examine new theories and procedures pertinent to the field.
- Full-time employment as a teacher in the Nicolet School District, if at all possible.
- Strong communication and organizational skills.
- Ability to act as a role model and ambassador for the athletic program and the school.
- Must be loyal to the total athletic and educational program of Nicolet High School.

All coaches are expected to report any and all violations of the Athletic Handbook and/or team rules to the Athletic Director. This is to be done to maintain consistency and integrity of the program and to alert the administration of possible parental calls.

# NICOLET HIGH SCHOOL ASSISTANT COACHING JOB DESCRIPTION

**Assistant Coaches will be evaluated by the Head Coach & the Athletic Director.**

## RESPONSIBILITIES:

- Display loyalty to the Head Coach.
- Supervise athletes and team assigned to him/her.
- Assume supervising control over all athletes in program when such control is needed.
- Assist Head Coach for any special needs, i.e., awards night, parent meetings.
- Make suggestions and recommendations that will help the program.
- Display sportsmanship towards opponents, officials, parents, team through appropriate behavior.
- Follow rules and regulations in Athletic Handbook.
- Plan and conduct daily practices for assigned team.
- Attend pre-season organizational meetings as assigned by coach.
- Attend and become current to new coaching strategies.
- Assist in the organizing, running of invitations, WIAA tournaments and regular season meets.

## QUALIFICATIONS:

- Hold valid Wisconsin teacher certification, if at all possible. If not be CNLT certified.
- Have knowledge and background in the assigned sport.
- Continue to examine new theories and procedures pertinent to the field.
- Full-time employment as a teacher in the Nicolet School District, if at all possible.
- Strong communication and organizational skills.
- Ability to act as a role model and ambassador for the athletic program and the school.
- Must be loyal to the total athletic and educational program of Nicolet High School.

All coaches are expected to report any and all violations of the Athletic Training Handbook and/or team rules to the Athletic Director. This is to be done to maintain consistency and integrity of the program and to alert the administration of possible parental calls.

## PRIMARY RESPONSIBILITIES OF ALL NICOLET COACHES

### **YEAR ROUND:**

1. Cooperate with the administration and the athletic director and keep them informed about the program. Drop into the athletic office at least once a week to check mailbox etc.
2. Have the total athletic and school program at interest. Be supportive of all other activities and especially to other coaches in the system.
3. Formulate goals and objectives for the upcoming sports season.
4. Keep abreast of rules, rule changes, new knowledge, innovative ideas and techniques by attendance at clinics, workshops, readings etc.
5. All Coaches must be in total compliance and adhere to all matters related to the Nicolet Board Policies regarding harassment and non-discrimination as approved by the NHS School Board. This includes fostering a culture totally void of hazing, bullying or harassment of all NHS students.

### **DURING THE SEASON:**

1. Make sure that each athlete has all proper forms in prior to the first day of tryouts. These include their WIAA card, payment of the athletic user fee and parent consent form. If an athlete is missing any of these forms, they shall NOT participate until the cards are in.
2. Copies of each athlete's emergency card will be kept with you at all times.
3. Make sure your athletes and parents of the athletes are fully aware of the department's athletic philosophy, policies, academic requirements and athletic code and all aspects of it. Ignorance is no excuse.
4. Coaches are responsible for locker room supervision and athletes until they leave school.
5. Students are only allowed in the training room when supervised by a coach, or the athletic trainer.
6. Do NOT leave the equipment room, training room, weight room or gyms unsupervised or unlocked.
7. Discuss the expectations for your captain(s) at the beginning of the season.
8. Emphasize safety precautions. Be aware of the best conditioning, training, and injury procedures. Injured players who require examination by a physician must have a physician's release before they are allowed to return to participate in a sport. The same holds true for an injured athlete reporting to the athletic trainer. The athletic trainer must

provide a release to the coach. Be responsible to report all injuries accurately and promptly. Make sure you have an emergency plan in case of injuries during practice and/or games.

9. Teach fundamental techniques and skills that will enable the athletes to develop to their fullest potential.

10. Always make sure the athletic office has an updated and current roster on file.

11. Each coach is responsible for distributing uniforms and keeping accurate inventory.

12. At the last game of the season, collect your uniforms. Or you must hold a team meeting where all athletes turn in equipment. (*A REMINDER: your collection of uniforms is the beginning of the process – the athletic office is the last resort.*)

13. When cancellation or change of practice schedule occurs, please inform the athletic office immediately.

14. Following each HOME game, varsity coaches must report your scores to the proper media/WIAA.

15. Submit periodic updates on your team's accomplishments to morning announcements, athletic director and webmaster.

16. Communicate bus schedule times accurately with the Athletic Office:

RITEWAY BUS COMPANY 414-438-5400 EXT. 0

17. All efforts must be made to assist with the assigning of ECAR positions at your home contests.

18. All spirit wear ordered for teams must have the approved Nicolet logo in an effort to be consistent and to assure Nicolet's athletic brand.

19. All fundraising efforts must be approved by the Athletic Director.

#### **END OF THE SEASON:**

1. You will receive an end of season letter from the athletic office. You must bring with you all enclosed end of season information. You will receive your written evaluation at this time. All equipment must be checked in including equipment and keys from your assistants. We will hold the last check payment until this is done.

2. You **MUST** have an awards banquet.

3. Stay in touch with the athletic office. Continue to stop in. Help out other sports.

4. You **must** participate in the ATHLETIC SENIOR AWARDS NIGHT.

## COACHING EVALUATION CRITERIA

Philosophy: Evaluation is quality control, an assurance of minimal expectations, a process that measures if coaches are achieving predetermined standards. It must be noted that evaluation only measures growth. By itself it doesn't promote growth. Only when evaluation is joined with supervision and in-service training do coaches grow professionally. They need information that comes from in-service training, practice that comes from supervision, and the sense of direction that comes from evaluation.

Nicolet's evaluations involve the standards found in the coaches' handbook, coaching goals, and the job description. The evaluation process will include observations of coaching performance during practice and games, and in the "hallways and the classrooms" found throughout the building. Coaches will review the observation notes and comments and engage in a needed self-evaluation, as well as an assistant coach evaluation before post-season meeting with the Athletic Director. Self-evaluations tend to promote ownership and the ownership of the results – specifically any decisions to perform differently in the future.

### **Duties and responsibilities**

#### **Professional Expertise**

1. Instructs athletes in fundamental skills, training and strategies necessary to achieve success
2. Has strong knowledge of game rules, athletic handbook rules and league regulations and implements these rules on a consistent basis.
3. Uphold the dignity, honor and integrity of the coaching profession.

#### **Personal Behavior**

1. Students will receive instruction and guidance that will lead to positive values, acceptable behavior, and self-discipline
2. Coach will exhibit responsible conduct both within and out of the arena.
3. Promote sportsmanship

#### **School Relationships**

1. Maintains records for sport and/or gives the completed to the department secretary for such items as WIAA cards, insurance forms, parent consent forms, etc.
2. Promotes professional growth by encouraging staff members' attendance at clinics and conferences.
3. Assigns staff specific duties, supervises the assignments and completes proper evaluation at the end of the year.
4. Take an active role in the prevention and use of drugs, alcohol, tobacco and performance-enhancing substances.
5. Uses proper forms and procedures for everything from attendance to travel.

### **Community/Parent relationships**

1. Responsible for good public relations with the media, boosters, parents and officials.
2. Consistently releases positive information to the media on a regular basis.
3. Promotes sports among parents, fans and players at all times.

### **Fiscal responsibilities**

1. Responsible for the presentation of a yearly budget for the sport to the Athletic Director.
2. Responsible for the collection of all equipment and the cost of any misplaced equipment
3. Keeps good records of 60L account for fundraising or for purchases outside the budget.

### **Other responsibilities**

1. Monitors locker rooms and hallways before and after practice and games until the last athlete has been picked up.
2. Develops in each athlete a respect for school property and its care.
3. Uses appropriate language and behavior
4. Respects the dignity of each athlete as an individual
5. Promotes safety at all times on the practice field or in the arena.
6. Promotes among athletes and coaches circumstances that gives each athlete the opportunity to reach his/her full potential.
7. Promotes time demands that acknowledge the primary importance of each athlete's academic and family responsibilities.
8. To promote among all athletes and coaches a solid sense of team membership.
9. To reflect in his/her coaching practices the best and most recent thinking/strategies of the sport.
10. To assist, whenever possible and mutually convenient, with post-high school planning of his/her players as it relates to athletics.
11. To be available to parents at mutually convenient times..
12. Work with other school personnel, guidance, teachers, administrators, etc. to guarantee the best interests of each student-athlete.
13. Seek out and help hire qualified assistant coaches.

## EVALUATION

Each assistant coach will be formally evaluated by the Athletic Director and the varsity coach. The Head Coach shall also perform a self-evaluation. The Athletic Director will have a preseason meeting with each head coach to discuss goals for the season and have a post season discussion concerning the season.

### COACH'S SELF-EVALUATION

(to be kept on file in athletic office)

Coach \_\_\_\_\_

Sport \_\_\_\_\_

Coaching Position \_\_\_\_\_

Date \_\_\_\_\_

1. Please discuss the achievements of which you are most proud that have occurred during the past season. What obstacles were overcome to accomplish these achievements? Please discuss these in a priority order.

2. What could you do to improve your program next year?

3. Discuss other issues of concern or satisfaction:

\_\_\_\_\_  
Signature of Coach

\_\_\_\_\_  
Date

# COACHES EVALUATION FORM

(to be kept on file in athletic office)

DATE : \_\_\_\_\_

COACH: \_\_\_\_\_

EVALUATOR: \_\_\_\_\_

EVALUATOR'S COMMENTS:

COACH'S COMMENTS:

NEEDS FOR THE PROGRAM FOR THE NEXT SCHOOL YEAR:

The signatures below indicate the above observations were discussed. The coach's signature does not necessarily indicate agreement with the observations.

Coach's signature \_\_\_\_\_

Evaluator's signature \_\_\_\_\_



## **INJURIES: PRACTICE / COMPETITION**

Each coach is responsible for preparing an EMERGENCY PLAN for practice situations, as well as competition. Each coach is responsible for informing parents of this plan, and must have a copy of the plan on file in the Athletic Director's office.

Some important points to keep in mind for your emergency plan are:

1. Stay with the injured athlete
2. Have a responsible person contact EMS immediately
3. Do not move the injured athlete until the possibility of serious injury has been ruled out. (especially head, neck, or back injury.)
4. Provide first aid until medical assistance arrives
5. Complete an injury report with the athletic trainer
6. Complete an injury report with the athletic trainer
7. Inform the athletic department of all injuries
8. Do not leave the injured athlete or send them in with a student. Stop practice if need be.
9. Never try to relocate a dislocation.

# EMERGENCY PLAN

(to be kept on file in athletic office)

Sport \_\_\_\_\_

## DESIGNATED PERSONNEL:

1. Person designated to stay with injured athlete will be:
  - a.
  - b.
  - c.
  
2. Person designated to phone for medical assistance will be the:
  - a.
  - b.
  - c.
  
3. Person designated to meet emergency medical assistance at gate/ door and accompany them to injured athlete will be: (this person should have all necessary keys to gates/doors in their possession.)
  - a.
  - b.
  - c.
  
4. Person designated to immediately call parents and inform them of circumstances will be:
  - a.
  - b.
  - c.
  
5. Person designated to accompany injured athlete to hospital will be:
  - a.
  - b.
  - c.
  
6. Person responsible for documenting all information relating to injury and emergency response will be the coach.

## **EMERGENCY CALL INSTRUCTIONS:**

When you call an emergency medical service (911), you should:

- a. Identify yourself and your exact location.
- b. Explain what happened and the type of injury (head, neck, spine, fracture, loss of consciousness, etc.).
- c. Give address of athletic facility and exact instructions on how the ambulance is to reach the injured athlete. This would include street address, gate information, building location, and entry information.
- d. Stay on the line until the operator disconnects the call.
- e. Return to the injury scene.

## **ADDITIONAL INFORMATION FOR AN EMERGENCY ACTION PLAN**

### **RECORD KEEPING**

An accident report form is to be filled out as soon as possible after the accident. All accident report forms are filed with the nurse, athletic office where they are kept on file. All accident reports are reviewed by the school safety committee.

### **FIRST AID AREAS**

All athletic accidents from 2:30 pm to approximately 6:00 pm (later on game nights) which do not require E.M.S. will be handled by the athletic training service provided for the school.

### **EMERGENCY PROCEDURES**

Each coach is to identify 4 responsible athletes to help

- Check team for student with Red Cross or other forms of safety training
- Assign a student who will not panic
- Assign each athlete a duty
- Get athletic trainer/administrator to make call (911)
- Assist with team
- Utilize an assistant coach where practical
- Meet rescue team
- Get help from another coach and or Administrator
- A coach should review with these athletes the Emergency Plan and practice.
- Have your teams review the safety rules for the sport

# CONCUSSION PROTOCOL:

NHS Coaches:

Please be advised of the following with regard to concussion protocol.

Should an athlete be officially diagnosed with a concussion or believed to be suffering from a concussion (always err on the side of caution):

- 1) the athlete should be removed from participation in game or practice immediately.
- 2) the athlete should see the athletic trainer immediately.
- 3) the trainer/coach shall recommend immediate next course of action (hospital/911 etc.)
- 4) the trainer/coach should fill out the proper paperwork (accident report)
- 5) the trainer/coach should contact the athlete's parents or guardians immediately
- 6) the trainer should contact the school nurse via email asap
- 7) the athlete cannot return to practice/competition until cleared by our trainer and/or doctor

The most important thing is communication...especially to the parents.

**End of the Year Statistics Form**  
(to be submitted to the Athletic Director)

**SPORT** \_\_\_\_\_

**YEAR** \_\_\_\_\_

**COACH** \_\_\_\_\_

**TEAM CAPTAINS** \_\_\_\_\_

**TEAM MVP** \_\_\_\_\_

**NSC 1ST TEAM** \_\_\_\_\_

**NSC 2ND TEAM** \_\_\_\_\_

**NSC HONORABLE MENTION** \_\_\_\_\_

**ALL STATE** \_\_\_\_\_

<b>CONFERENCE STANDINGS:</b>	WINS	_____
	LOSSES	_____

<b>OVERALL STANDINGS</b>	WINS	_____
	LOSSES	_____

**NSC CHAMPION** \_\_\_\_\_

**REGIONAL CHAMPION** \_\_\_\_\_

**SECTIONAL CHAMPION** \_\_\_\_\_

**STATE TOURNAMENT  
CHAMPIONSHIP** \_\_\_\_\_

**STATE RUNNER-UP** \_\_\_\_\_

**SENIOR AWARDS** \_\_\_\_\_

**ATHLETIC DEPARTMENT**  
**PRE-SEASON GOALS FOR HEAD COACH**

(Each Head Coach will establish pre-season goals and this form must be filed in the Athletic Office.)

NAME \_\_\_\_\_ DATE \_\_\_\_\_

COACHING ASSIGNMENT \_\_\_\_\_

Please indicate your personal, team, or program goals for this year's sport season. Also, list the target dates, and the means you plan to implement the goals as they relate to your coaching assignment.

**Return this form to the Athletic Director prior to the start of your sports season.**

Goal #1 \_\_\_\_\_

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

Target Date: \_\_\_\_\_

Measurable Outcome:

Goal #2 \_\_\_\_\_

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

Target Date: \_\_\_\_\_

Measurable Outcome:

Goal #3: \_\_\_\_\_

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

Target Date: \_\_\_\_\_

Measurable Outcome:

\_\_\_\_\_  
(Head Coach - Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Athletic Director - Signature)

\_\_\_\_\_  
(Date)



**Nicolet High School Athletic Department**

**Coaches Handbook Sign-Off Form**

**(a signed copy of this form must be kept on file in the Athletic Office)**

*You have been hired as a coach in the Nicolet Athletic Department. One of your coaching obligations for coaches who wish to continue to coach at Nicolet High School is to read, understand and adhere to all of the philosophies, policies and procedures stated in the **Nicolet Coaches Handbook**:*

**Coach's signature of Acknowledgment**

*I have read the Nicolet High School Coaches Handbook and agree to abide by the provisions contained therein.*

**COACH** \_\_\_\_\_ *Date* \_\_\_\_\_