

**NICOLET HIGH  
SCHOOL  
ATHLETIC  
COACHES HANDBOOK  
2020-21**



*“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 pro-active 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:**

1. Welcome
2. Introduction of coaches
3. Program philosophy
4. Team rules
5. Athletic Handbook
6. Player/Coach/Parent expectations
7. Breakdown into Varsity, JV, JV2 teams
8. Thank you

**These are a few guidelines that will help you to prepare for this extremely important meeting. Be sure to explain to parents the following:**

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 (communicated to the student-athlete):**

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: Coach/Head Coach, Athletic Director
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 include:**

1. Playing time, although coaches should effectively communicate each player's team role.
2. Team strategy/play calling.
3. Other student-athletes.

There are situations that may require a conference between the coach and the parent. 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.
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.

**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 Hashanah 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**

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.

**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.

## **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.

### **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:** ex. 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:** ex. shortage of tall players, setters, defensive players, speed, quickness, etc.

## **TEAM CAPTAINS 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”**

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

## **QUALIFICATIONS:**

1. Hold valid Wisconsin teacher certification OR be PACE or AESEP certified.
2. Have knowledge and background in the assigned sport.
3. Continue to examine new theories and procedures pertinent to the field.
4. Full-time employment as a teacher in the Nicolet School District, if at all possible.
5. Strong communication and organizational skills.
6. Ability to act as a role model and ambassador for the athletic program and the school.
7. 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:**

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

## **QUALIFICATIONS:**

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

## **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. An athlete cannot participate in tryouts, practice or competition until cleared by the Athletic Office.
2. You must have access to all of your athlete's emergency information.
3. Make sure your athletes and parents of the athletes are fully aware of the department's athletic philosophy, policies, academic requirements, code etc.
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.
9. 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.



10. The same holds true for an injured athlete reporting to the athletic trainer. The athletic trainer must provide a release to the coach.
11. Be responsible to report all injuries accurately and promptly.
12. Teach fundamental techniques & skills that will enable the athletes to develop their full potential.
13. Always make sure the athletic office has an updated and current roster on file.
14. Each coach is responsible for distributing uniforms and keeping accurate inventory.
15. Communicate all schedule changes with the athletic department immediately and effectively.
16. Following each HOME game, varsity coaches must report your scores to the proper media/WIAA.
17. Submit periodic updates on your team's accomplishments to morning announcements, athletic director and webmaster.
18. Communicate bus schedule times accurately with the Athletic Office: Riteway 414-333-4666.
19. All efforts must be made to assist with the assigning of ECAR positions at your home contests.
20. 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.
21. 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. Please complete in a timely manner.
2. Arrange end of the season banquet with athletic department.
3. Stay in touch with the athletic office during the off season. Be visible at other NHS athletic events.
4. Participate in the ATHLETIC SENIOR AWARDS NIGHT.

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.

## **WIAA RULES & REGULATIONS (SUMMARY)**

### **UNIFORMS & EQUIPMENT**

Schools may not issue wearing apparel and protective equipment prior to the first allowable day of practice, unless specifically allowed in Season Regulations for that sport. One exception is that with approval of its governing body schools may issue school uniform or other wearing apparel and protective equipment for use by athletes in training or competition, in the summertime (last day of school until first day of school in the fall). During the school year, with approval of its governing body, a school may issue its baseball and softball equipment at its own discretion. It is acceptable to issue implements at anytime if the school wishes, such as vaulting poles, shot puts, hurdles, baseball bats, basketballs, volleyball, etc. (BL – Art. II and RE – Art. VI, Sect. 2)

### **TRAINING AND COMPETING**

1. The WIAA recognizes a distinction between training and competing. Students must pay their own expenses, including transportation, to any nonschool (out-of-season) camp, clinic, or specialized training. Schools may pay expenses and provide transportation to similar in season activities in that sport and during unrestricted contact days in the summer. *\*\* Students may not fundraise in order to cover the cost of these activities – use of GoFundMe pages, for example, to cover nonschool camp or clinic fees would violate this rule.*
2. A student may be reimbursed actual and necessary costs associated with competing. This may include transportation, food, lodging and entry fees.

3. A school may not become involved financially, through transportation or any other way in a student's nonschool participation outside the sport season and the five Board of Control approved unrestricted contact days in the summer. (BL – Art. II, RE – Art. IV and Art. VI) Note: Funds kept in school activity accounts are considered school funds.

4. Keep in mind that the amateur status rule has been modified. The amateur status lists of acceptable and unacceptable items was repealed and replaced. School mementos (i.e.: rings, sweatshirts, t-shirts, event hats, etc. ) are allowed if not more than \$200 and awards valued at less than \$100 retail value are allowed in school and nonschool competition. In addition, athletes may receive and retain items of apparel that are worn as part of a team uniform in nonschool athletic competitions. Notice, apparel doesn't include backpacks, duffel bags, equipment (helmets, shin guards, gloves, mitts, etc.), and implements (bats, poles, hockey sticks, etc.).

### **OPEN GYMS**

School open gyms are for only your students attending your high school in grades 9-12. Students from other schools whether public or nonpublic are not allowed to participate in your school's open gyms. 8<sup>th</sup> graders may participate during the summer before their 9<sup>th</sup> grade year. Do not confuse open gyms with unlimited nonschool coaching contact. Coaches may supervise and participate but cannot coach or instruct during open gyms.

### **FOOTBALL SUMMER CONTACT**

Football summer coaching contact ends on Saturday, July 22. There has been some discussion (or rumors) that football summer contact has been changed to allow coaching in 7-on-7 league. Football coaches are restricted to the five unrestricted school coaching contact days. Football coaches must use their five unrestricted coaching contact days to coach 7-on-7. If equipment is used for camps, it must be issued and collected. Equipment may not be issued for a camp and left with the athletes until the season begins. Football must follow the WIAA Fall Acclimatization policy.

### **NON SCHOOL COACHING CONTACT**

Coaches in all sports except football may coach their athletes in nonschool competitions in the summertime, from the last day of school to the first day of school. Keep in mind, coaches may not work with their athletes out of season during the school year – for example, basketball coaches are not allowed to coach AAU teams while school is still in session. During the summer, coaches are restricted to five unrestricted school coaching contact days with their athletes from the last day of school to July 31 (July 22 for football). If they want more, all coaches except football could coach at a camp via nonschool organizations from the last day of school to the first day of school.

### **UNRESTRICTED SCHOOL COACHING CONTACT**

All sport coaches have five days of unrestricted school coaching contact opportunity during the summer, between the end of school and July 31; the days do not need to be consecutive. Unrestricted school opportunities allow you to use school support and facilities as you would during the season. Unrestricted school coaching contact means teams can assemble with coaches, school monies and resources can be applied, and schools can sponsor the events/activities. The 5 contact days must be the same for all levels within a sport program. Unrestricted school contact days are open to any and all interested students in your school from the last day of school to July 31. They are not allowed during the school year. NOTE: In 2020, 11-player football practice begins on August 4 and equipment/fitness testing may be done on August 3. Unrestricted school football coaching contact must end on July 25 in order to meet the dead week rule. 8-Player football coaching contact must conclude by July 31. Football must follow the acclimatization plan if school resources are used. For coaches in

all sports except football, unlimited “non-school” contact may be used by coaches during the summertime provided such non-school programs are not limited to students on the basis of school or team affiliation. The summertime being defined as when school is not in normal session (the last day of school to the first day of school). An 'acceptable non-school program' is a program which is not limited based on school and/or team status and no school monies or resources can be applied. Schools cannot sponsor these non-school events/activities. Use of school support and facilities must be done in the same manner as any other non-school group such as 4-H, boy scouts, or local rotary. Unlimited contact is open to any and all interested students in your community and other communities along with being voluntary. During the summer and school year out of season, athletes may assemble in any manner they wish without school or coach involvement (other than the five contact days). The booster club is considered non-school.

## **COACHING CONTACT**

WIAA rules prevent coaches from having coaching contact with their athletes outside the season, during the school year, in any sport. The rules further prevent schools from offering a sport season, except as outlined in the WIAA Season Regulations. An athlete working as a clinician, under the direction of his/her coach, is considered to be coaching contact.

This means, for example, boys' tennis players cannot serve as assistant coaches, clinicians, instructors, etc., during the girls' tennis season, in the school program. Obviously, girls' tennis players are similarly restricted during the boys' tennis season. Boys' tennis players cannot practice with the girls' tennis team because the boys' tennis season is defined in Season Regulations and the school cannot make opportunities available outside the season. Again, girls' tennis players are similarly restricted. Swimming, soccer, and golf are other sports with split seasons where these rules apply.

**Unrestricted Contact:** Students on your school teams can assemble with coaches, school monies and resources can be used, and schools can sponsor the events/activities. Contact is limited to 5 days from the last day of school until July 31 (except 11-player football: July 25). Days do not need to be consecutive but must be the same for all levels within a program. Football must follow fall acclimatization if school resources are used.

**Unlimited Non-School Contact:** (all sports except football): Open to any and all interested students in your community and other communities. NO school monies and resources can be used, and schools cannot sponsor the events/activities. School facilities must be contracted for in accordance with your school district policies. Contact may occur from the end of school (including the last day of school) until the first day of school in the fall.

**Captain's Practices:** During the summer, athletes may assemble in any manner they wish. There are no restrictions as to the number of athletes from the same school allowed on a given team. During the summer, captain's practices are allowed. During the school year, students may voluntarily assemble at any time without school and/or school coach involvement. During the school year, captain's practices are allowed provided the opportunity is voluntary and there is no school and/or school coach involvement.

**Students as Clinicians:** During the school year, you may only use your athletes as **Clinicians during the sport season**. In the summertime, a school may conduct a clinic for students in grade 8 and below, where high school varsity and junior varsity coaches may use some or all of their athletes as clinicians. Individual students may be used as clinicians a maximum of 6 days during the summer (when school is not in session). Using students as clinicians in such a manner must conclude no later than July 31.

**Unrestricted School Coaching Contact:** All sports. Time period: Last day of school to July 31 (except 11-player Football: July 25, 2020) Summer time duration is Five (5) days (does not have to be consecutive). School Equipment may be used. Funding: School funds may be used (Fund 10, 60, 80 and activity team accounts). School Transportation may be used. School Facilities: may be used (as can non-school facilities). Participation: Open to any and all interested. May not be mandated.

**Unlimited Non-School Coaching Contact:** An acceptable nonschool program or activity is one which is not limited to students on the basis of a school affiliation, athletic experience, team status, etc. and no school monies or resources can be applied. Sports: All sports except football. Time period: Last day of school to First day of school in summertime. Duration: Unlimited during the time period. Equipment: with Board of Education permission and following school policy. Funding: School funds may NOT be used (Fund 10, 60 and activity funds). Community Ed and School District Recreation funds may be used (Fund 80). School transportation: May NOT be used, but may be rented. School Facilities: May be rented by nonschool organization following school policy (as can nonschool facilities). Participation: Open to any and all interested. May not be mandated.

**Examples of Nonschool organizations:** Booster clubs (monies not in school funds), Lion's Club, Rotary, American Legion, AAU basketball, Youth athletic clubs, Hockey associations, School District Recreation (Fund 80), Joe's Pizza, USAV (club volleyball). NONSCHOOL team is not a code word for SCHOOL team. Amateur Status rules apply. Athletes may retain items of wearing apparel which are worn for nonschool athletic competition as a part of a team uniform provided for and worn by the student during competition.

## **TRANSFER RULE SUMMARY**

Keep in mind, the transfer rule applies to transfers that are not made necessary by a total and complete change in residence by the parent(s) that the student lived with when establishing eligibility. A transfer made necessary by a total and complete change of residence of the parent(s) – unrestricted. Transfers with no change of residence of the parent(s) at the beginning of 9th grade – unrestricted 10th grade – unrestricted 11th grade – non varsity for calendar year 12th grade – no competition at any level, but may practice. Transfers with no change of residence of the parent(s) during the school year: 9th grade non varsity for remainder of year 10th grade – non varsity for calendar year 11th grade – non varsity for calendar year 12th grade – no competition at any level, but may practice. (Provided the student meets residency requirements).

## **RECRUITING GUIDELINES**

WIAA rules prevent the recruitment of students for athletic reasons. The specific rule in question states: "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." It's important to note that persons not connected with the school can violate this rule, resulting in a loss of eligibility. Schools are ultimately responsible for the eligibility of all of their students and the school needs to communicate rules and pay close attention to the circumstances that bring students to the school. Obviously, public schools and private schools encourage students to enroll and this certainly can be done without violating the undue influence rule. The following gives some examples of acceptable and unacceptable practices. This list cannot be considered all-inclusive, but should be helpful as an example.

**Acceptable:**

High school personnel visiting a middle school/elementary school to explain programs and encourage all interested students to attend. Inviting all interested students from a middle school/elementary school to visit. Providing game tickets to all interested students and/or team members from a middle school/elementary school or area youth teams. Providing informational pamphlets which describe the high school to all interested students at a middle level/elementary school. Providing tuition reduction to prospective students, based on need and/or scholastic achievement.

**Unacceptable:**

High school personnel visiting a middle school/elementary school sport team to encourage players to attend. Inviting selected students, because of athletic potential or ability, to visit. Providing game tickets to selected students, based on athletic potential or ability. Providing promotional pamphlets to selected students, based on athletic potential or ability. Providing

tuition reduction to selected students, based wholly or in part on athletic potential or ability. Community or booster club member(s) contacting a potential student, because of athletic ability or potential, and encouraging attendance. Providing items of apparel and/or other incentives to students.

**Additional Examples:**

Interpretation of this provision now allows youth athletic teams to receive invitation/complimentary admission to high school sporting events and to be acknowledged or introduced at those events. Teams may also perform and/or scrimmage in connection with a high school event. Under no circumstances may a youth team be introduced, etc., at more than one contest per season. This interpretation provides for admission, acknowledgment and performance and/or scrimmage opportunity. These events may not extend or prolong the contest or periods beyond the limits provided by rule. Participating in the high school team's game preparations is not permitted (e.g. pregame, half-time, sidelines, locker room). Under no circumstances will it be considered acceptable to single out any individual youth/middle level student athlete separate from or disproportionate to the remainder of the team.

**Note:** It is the responsibility of schools to contact other schools and report any possible violations of WIAA rules. The WIAA is always willing to provide rules clarifications and, where necessary, will impose sanctions on schools and programs. It is far better for schools to provide leadership and control to prevent problems than to have to deal with these issues after the fact.

Reference documents addressing the new nonschool contact rules are available at the following links:

<http://www.wiaawi.org/Portals/0/PDF/Eligibility/WIAASummerContactChecklist.pdf>

<http://www.wiaawi.org/Portals/0/PDF/Eligibility/WIAASummerContactFAQ.pdf>

<http://www.wiaawi.org/Schools/EligibilityRulesForms.aspx>

# **INJURY/FIRST AID/EMERGENCY/CONCUSSION PROTOCOLS:**

## **INJURY**

*Some important points to keep in mind:*

1. Stay with the injured athlete
2. Have a responsible person contact EMS immediately
3. Do not move injured athlete until possibility of serious injury is ruled out ( head, neck, back etc.)
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.
10. An accident report form is to be filled out as soon as possible after the accident.
11. Accident report forms are filed with the nurse, athletic office where they are kept on file.
12. 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**

1. Get athletic trainer/administrator to make call (911)
2. Get help from another coach and or Administrator
3. Meet rescue team

## **CONCUSSION**

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

In all injury situations, the most important thing is communication...especially to the parents.

# **COMPLETE WAIVER & RELEASE OF CLAIMS – OVERNIGHT STAY**

In consideration for the Nicolet High School District allowing the student-athlete to participate in the trip to \_\_\_\_\_ (**fill in the name of the event/team**), the sufficiency of which the student and the parents hereby acknowledge, the student and the parents hereby expressly waive, release, forever discharge and agree to indemnify and hold harmless the district, its agents, servants, officers, directors, officials, board members, attorneys, employees (whether past or present), district-appointed chaperones, and successors and assigns, individually and in their official capacity, (collectively, the “district”) from any and all claims, liabilities, allegations, covenants, rights, causes of action, demands and damages of any kind, known or unknown, under any statute, regulation or law, arising out of, related to, concerning, or in any way connected with the student’s participation in the trip, except a claim for negligence or intentional misconduct.

The student and the parents further understand and agree that the district assumes no responsibility or liability whatsoever, in whole or in part, including, but not limited to, responsibility or liability for the following: all liability and judgments for personal injuries, known or unknown, property damage, costs, loss of services or expenses of any type, including attorney fees, claims, demands, actions, damages, losses, expenses, and judgments, and attorney’s fees, which any person may have against the district, arising out of, relating to, concerning or in any way connected with the student’s participation in the trip.

## **Emergency Care**

The Parents and Student further understand and agree that, pursuant to Wisconsin Statute 118.29(3), any District employee or volunteer who in good faith renders emergency care to a pupil during the Trip is immune from civil liability for his or her acts or omissions in rendering such emergency care, in addition to the immunity provided in Wisconsin Statute 895.48(1).

## **Governing Law, Successors and Assigns**

This Agreement shall be governed and construed in accordance with the laws of Wisconsin and shall be binding upon the parties hereto and their respective successors and assigns.

The parties to this Agreement have read, considered and fully understand the terms of this Agreement, the Nicolet High School Handbook, and the additional rules and regulations that apply to the trip to the **fill in the event**.

Dated at Milwaukee, Wisconsin this \_\_\_\_\_ day of \_\_\_\_\_, 2020 .

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Parent/Guardian)

\_\_\_\_\_  
(Address and Telephone #s)

\_\_\_\_\_  
(e-mail address)

\_\_\_\_\_  
(Student’s Signature and address)

# Nicolet Athletic Travel Release Approval Form

*(return to coach when needed)*

Date \_\_\_\_\_

This is to certify that \_\_\_\_\_ has my permission to ride  
(Student name)  
home from the \_\_\_\_\_ on \_\_\_\_\_.  
(sport/ activity) (date)

I certify that I will be personally transporting my child \_\_\_\_\_  
(Student name)  
home from the \_\_\_\_\_ on \_\_\_\_\_.  
(sport/ activity) (date)

The reason for not riding the bus is: *(must be sufficiently urgent to family needs)*

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I understand that the Nicolet High School rules require that students ride the provided transportation to and from all activities, and a departure from this requirement will release the Nicolet School District from all liability for any adverse results that may occur.

I agree to release the Nicolet School District, its employees and approved designated drivers from all liability with reference to the above stated transportation.

This form must be signed by the parent(s) of guardian(s) and the Coach/Advisor and will serve for only the dates and contests listed.

Date \_\_\_\_\_

\_\_\_\_\_  
(signature of parent or guardian)

\_\_\_\_\_  
(signature of coach/advisor)



# **COACHING EVALUATION CRITERIA**

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.

## **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 assignments & completes proper evaluation at the end of year.
4. Take active role in prevention & use of drugs, alcohol, tobacco & 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 team account for fundraising or for purchases outside the budget.

## **Other responsibilities**

1. Monitors locker rooms & hallways before/after practice & games until 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 athlete & coach circumstances that give each athlete opportunity to reach full potential.
7. Promotes time demands that acknowledge primary importance of athlete's academic & 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 player's planning 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.



# NHS Athletic Department - Head Coach Evaluation

**Coach:** \_\_\_\_\_ **Sport:** \_\_\_\_\_ **Date:** \_\_\_\_\_

The rankings will be 1-5, with 5 being the highest and 1 being the lowest. 3 represents that you meet the expectations of the Athletic Department. NA means that the item is not applicable to the coach in their position.

## I – EDUCATIONAL ATHLETICS AND THE ROLE OF A COACH

						Comments
Game Preparation & Decision Making						
Knows Fundamental Skills and Rules of the Sport						
Utilizes Appropriate Teaching Techniques						
Professional Conduct						
Youth and Future Program Development						
Support of Hartford Booster Club						

## II – THE COACH AS A MANAGER

						Comments
Budgeting / Purchasing / Fundraising						
Equipment Management						
Game Scheduling						
Practice Organization						
Coaching Staff Organization & Evaluation						
Fulfillment of Department Expectations:						
Supervision of team						
Keeps facilities and storage areas clean.						

## III – THE COACH AND INTERPERSONAL SKILLS

						Comments
Good rapport with Team						
Good Rapport with Coaching Staff, Other Coaches, & Office Staff						
Good Rapport with Families						
Good Rapport with Officials						
Public Relations						
Keeps Website/Twitter Updated						
Parent Meeting & Banquet						

## IV – THE COACH AND PHYSICAL CONDITION

						Comments
Students are Physically Ready for Competition						
Prevention and Intervention of Injuries						
Incorporated Strength and Speed workouts						

**V – THE COACH AS A TEACHER**

						Comments
Team Attitude & Discipline & Motivation						
Team Improvement & Performance						
Team Sportsmanship						
Incorporated Character Development and Leadership lessons provided by Athletic Department (Phone Application)						
Incorporated Leadership Lessons (Craig Hillier)						
Integrity of School Code						
Develops coaching staff						

**SEASON SUMMARY**

	Yes/No	Comments
WIAA Rules Video Completed Before Season		
WIAA Sports Exam Completed Before Season		
Lower Level Coaches Exams Completed Before Season		
Officials Rankings Completed		
Attend EOS North Shore Meeting		
Season Summary Completed and Given to Athletic/Activities Director		
Turned in Updated Inventory		
Turned in Pre-Season paperwork on time (Bus Times/Practice Schedules/Dates for Special Nights)		
Held Pre-Season Parent Meeting		
Maintained an Updated Roster		

CONFERENCE RECORD: \_\_\_\_\_ OVERALL RECORD: \_\_\_\_\_

FUTURE GOALS:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**A.D. FINAL COMMENTS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The signatures below indicate that the coach has received a copy of their evaluation and has had the opportunity to discuss the evaluation with the athletic director.

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



**NICOLET HIGH SCHOOL DISTRICT**  
**ASSISTANT COACH EVALUATION - ATHLETICS**  
 (completed by Head Coach)

Name: _____ Sport/Level: _____ Year: _____	<b>4 – Distinguished</b> <b>3 – Proficient</b> <b>2 – Satisfactory</b> <b>1 - Needs Improvement</b>
Professional Knowledge of Sport:	
Teaching/Coaching Ability:	
Relationship Building Skills:	
Passion for the Sport:	
Ability to Motivate:	
Established Rapport w/ Coaching Staff:	
Supervision Responsibilities w/Student Athletes:	
Ability to Execute Role as Defined by Head Coach:	
Demonstrates Positive Character (Professional and Personal)	

**Signature of Assistant Coach** \_\_\_\_\_

**Date**

**Signature of Head Coach** \_\_\_\_\_

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

**Signature of Athletics Director** \_\_\_\_\_

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



## END OF SEASON HEAD COACH FORM

YEAR: \_\_\_\_\_ SPORT: \_\_\_\_\_ COACH: \_\_\_\_\_

BANQUET DATE/LOCATION: \_\_\_\_\_  
 CONFERENCE FINISH: \_\_\_\_\_  
 PLAYOFF LEVEL REACHED: \_\_\_\_\_  
 WIAA PLAQUE RECEIVED: \_\_\_\_\_  
 # ALL-CONFERENCE ATHLETES: \_\_\_\_\_  
 # STATE QUALIFIERS: \_\_\_\_\_  
 GYM 1 BOARD UPDATE: \_\_\_\_\_  
 # COLLEGE COMMITMENTS: \_\_\_\_\_  
 KNIGHT PRIDE AWARD WINNER: \_\_\_\_\_

LIST ALL ALL-CONFERENCE ATHLETES (1<sup>ST</sup> 2<sup>ND</sup> HM): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

LIST OF SENIOR ATHLETES COMMITTED TO PLAYING COLLEGIATELY/COLLEGE: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

BUDGETARY NEEDS: \_\_\_\_\_  
 SCHEDULE NEEDS: \_\_\_\_\_  
 ASSISTANT COACH NEEDS: \_\_\_\_\_

### **END OF SEASON CHECK LIST**

BANQUET DATE SCHEDULED W NATE: \_\_\_\_\_  
 BANQUET AWARDS FINALIZED W RENEE: \_\_\_\_\_  
 BANQUET PLAQUES ORDERED W KIRK: \_\_\_\_\_  
 COLLECTION OF UNIFORMS: \_\_\_\_\_  
 STORAGE OF EQUIPMENT: \_\_\_\_\_  
 INVENTORY OF SCHOOL ISSUED KEYS: \_\_\_\_\_  
 WIAA PAPERWORK FINISHED: \_\_\_\_\_

***OTHER NOTEABLE SEASON HIGHLIGHTS:*** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_