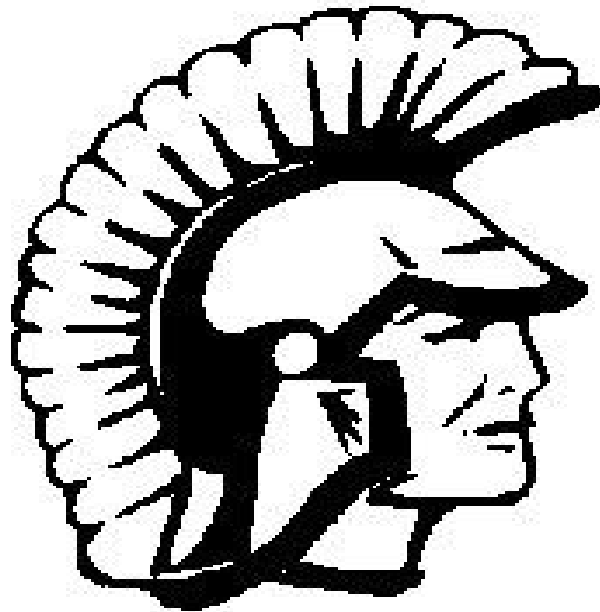


# Dodgeland School District



HOME OF THE  
**“TROJANS”**

**Coaches Manual**  
**Good Practices for Great Coaches**

*A guide to policies, procedures, and best practices*

**2020-2021**



## WELCOME TO DODGELAND SCHOOL DISTRICT HOME OF THE TROJANS

Dear Coach,

Welcome! I am pleased that you are a member of the Dodgeland School District (DSD) Athletic Staff. You are part of a rewarding but challenging profession, educating and coaching our youth. A leadership role can be very satisfying; however, the demands and expectations for you as a coach are considerable. I look forward to working with you to make your contributions in continuing the tradition of excellence established at DSD by those before us, fulfilling and enjoyable for you.

This handbook will assist you with understanding how we are expected to function as individuals and a team in order to meet the expectations of our department, the school, and the community. In order to attain the goals of the Dodgeland School District, and its Athletic Department, we function within the policies of the Board of Education, the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA) and the constitution and by-laws of the Trailways Conference (TC). It is our expectation that all coaches know, understand, and abide by the policies and regulations as related to their sport.

Participation in co-curricular activities is an integral part of the overall curriculum in the Dodgeland School District. While our number one goal as a school district is to provide a sound academic experience for our students, co-curricular activities provide special opportunities for participants to promote their mental, physical, social and emotional development. We feel these contributions to the overall development of our young men and women are essential, and we appreciate the support of our programs by our student body, teachers, parent(s)/guardian(s) and community. Winning is not the final measurement of success in co-curricular activities. We strive for quality in preparation, in presentation, in sportsmanship, and in the efforts of our participants.

We expect all Athletic Department personnel to strive for high standards of success and behavior. As coaches, we should always be proactive in our thinking and decision-making. Never compromise your integrity by your comments or actions. As a coach you assume the role of an educator 24 hours a day, 365 days a year. I ask that you keep your ideals high, your goals in line with our philosophy, and your conduct on and off the competitive arena beyond reproach as you represent the school and community. If this is done, you will be a tremendous asset to the Dodgeland School District Community, the coaching profession and the students in your program.

Good Luck – Go Trojans!!

***Marcia K. Modaff***

Athletic Director DSD

***Give Only Your ALL – GOYA!!!***

# Forward

The Athletic Coach's Handbook has been prepared as a reference guide, which highlights coaching responsibilities, basic policies and procedures. It serves as a basis for periodic re-evaluation of the interscholastic athletic program. It also provides, in writing, a statement of basic policies and procedures for reference when desirable. For a more comprehensive study of your responsibilities as a coach, please become familiar with the rules and regulations in the following publications:

1. The school district's employee handbook.
2. School district Board Policies (available from school administration and web site).
3. WIAA Publications.
4. National Federation of High Schools rule book governing your sport.

## Mission Statement and Commitments

The mission of the Dodgeland School District is to educate and inspire every student to think, to learn, and to succeed.

Dodgeland Middle and High School, as a community of learners, prepares all students for the future by building on a tradition of excellence with a strong commitment to continuous personal, physical, and academic growth. The DSD Athletic Department's mission is to extend educational opportunities so students can compete in a manner that promotes personal development, fosters teamwork, and teaches important life skills for becoming a valued member of society.

## Philosophy Statement

It is the philosophy of the Dodgeland Athletic Department that co-curricular athletics serves both the mission of the school district and goals and commitments of Dodgeland Middle and High School.

The athletic program at DSD is entirely voluntary and is a privilege, which can be revoked. All eligible students who demonstrate an interest in participating, regardless of their individual abilities are invited and encouraged to participate provided that involvement does not interfere with scholastic achievement. Accordingly, appropriate skill levels of teams/groups shall be established within activities so students may participate as fully as possible, regardless of their ability levels in a safe and beneficial manner.

Athletics provide a unique opportunity for students to engage in their school and work toward our mission outside the classroom. We are committed to creating positive environments where students work to develop ethics, sportsmanship, personal core values, and grace under pressure. During the respective athletic seasons our student-athletes learn leadership, personal responsibility, planning, goal setting, and conflict resolution. Through competition our players will develop decision-making, respect, and community responsibility. The list of educational opportunities is endless. Our programs are committed to improving the health and fitness of our student body, attributes that will help them succeed throughout their lives. Finally, all athletes should be given the opportunity to participate in as many sports activities as they and their parents wish them to participate.

Dodgeland Athletics is also a public symbol of our school's commitment to human and academic excellence. How our teams perform and carry themselves sends a message to our community, representing the work done at Dodgeland. With this in mind, our teams are committed to excellent performance within the bounds of exemplary sportsmanship and sound educational practices.

# THE TROJAN WAY

*The Dodgeland Athletic program embodies the following characteristics and dispositions:*

- I. **Character:** We represent and model human excellence on a daily basis. We are motivated by the opportunity to develop adolescents into adults.
- II. **Integrity:** We are morally and ethically driven individuals who understand the Responsibility we carry as representative of Dodgeland.
- III. **Inspired:** We are inspired to relentlessly pursue excellence in our respective program and in the profession of coaching. We inspire our athletes to join us in that pursuit of excellence.
- IV. **Humility:** We realize that we play a single role within the athletic program of Dodgeland. We recognize that athletics is a single, significant element of the entire Educational system.
- V. **Collaborative:** We work together to develop the Dodgeland athletic community throughout the year.
- VI. **Loyalty:** We are committed to the success of Dodgeland Middle and High School. We value the opportunity to coach within a high achieving middle and high school.
- VII. **Compassionate:** We recognize our athletes as individuals. We celebrate their success and build from their disappointments through positive interaction. We value their sacrifices and honor their goals.



# Dodgeland Trojans

## Expectations of Coaching Performance

### 2020-2021

#### A CREDIBLE COACH . . .

★ Has high **CHARACTER**

- Acts in an ethical, honest, and trustworthy manner
- Displays and promotes healthy lifestyle/environment

★ Is **COMPETENT**

- Has a solid understanding of the rules, mechanics, and strategies of the sport being coached

★ Is **COMMITTED**

- Works hard and is committed to building a successful program

★ Is **CARING**

- Genuinely cares about the players and their overall success

★ Is a **CONFIDENCE-BUILDER**

- Is effective at building and maintaining players' confidence

★ Is a **COMMUNICATOR**

- Is an effective communicator and listener

★ Is **CONSISTENT**

- Is consistent in terms of his/her mood and approach to team discipline



# Fourteen Legal Duties of a Coach

Several obligations or duties have been identified as absolute requirements for coaches and athletic administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts. It is important that all coaches, including assistants and volunteers, know and understand the following duties. This summary is not all-inclusive but is generally accepted as the "Legal Duties of Coaches" by the NFHS (National Federation of High Schools) and NIAAA (National Interscholastic Athletic Administrator Association).

- 1. Duty to Plan** – A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning and supervision.
- 2. Duty to Supervise** – A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to make sure facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibility also pertains to athletic administrators who are expected to be able to supervise coaches competently.
- 3. Duty to Assess Athletes Readiness for Practice and Competition** – Athletics administrators and coaches are required to assess the health and physical or maturational readiness skills and physical condition of athletes. A progression of skill development and conditioning improvement should be apparent from practice plans. Athletes must also be medically screened in accordance with state association regulations before participating in practice or competition.
- 4. Duty to Maintain Safe Playing Conditions** – Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments.
- 5. Duty to Provide Safe Equipment** – Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete access.
- 6. Duty to Instruct Properly** – Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
- 7. Duty to Match Athletes** – Athletes should be matched with consideration for maturity skill, age, size and speed. To the degree possible, mismatches should be avoided in all categories.
- 8. Duty to Condition Properly** – Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
- 9. Duty to Warn** – Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.

**10. Duty to Ensure Athletes are Covered by Injury Insurance** – Athletics administrators and coaches must screen athletes to ensure that family and/or school insurance provides basic level of medical coverage. Athletes should not be allowed to participate without injury insurance.

**11. Duty to Provide Emergency Care** – Coaches are expected to be able to administer standard emergency care (first aid, CPR) in response to a range of traumatic injuries.

**12. Duty to Design a Proper Emergency Response Plan** – Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.

**13. Duty to Provide Proper Transportation** – In general, bonded, commercial carriers should be used for out of town transportation. Self transportation for local competition may be allowed if there is adequate insurance coverage for team members (know School District guidelines)

**14. Duty to Select, Train, and Supervise Coaches** – Administrators have responsibility to ensure that appropriate skill and knowledge levels exist among members of the coaching staff to ensure appropriate levels of safety and well being among athletes.

## **COACHES CODE OF ETHICS/RESPONSIBILITIES**

This Code of Ethics has been developed to protect and promote the best interests of athletics as well as the coaching profession. Its purpose is to clarify and distinguish ethical conduct and practices from those which are detrimental. It is not intended to be a vehicle for policing the profession. Secondly, it emphasizes the purpose and value of athletics and stresses the proper behavior of coaches with regard to school, player, parent and the public. These major practices stand out above others.

### **I. CODE OF ETHICS**

#### **A. Rapport**

A coach must be able to develop a good rapport with any number of individuals and groups: team personnel, the student body, the professional staff (faculty, administration, fellow coaches, non-instructional staff, etc.), the community as a whole, spectators, officials, opposing coaches, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for a coach.

#### **B. Cooperation**

As professionals, a positive give and take is expected between all individuals associated in any degree with the comprehensive program. Coaches must work with their Athletic Director, Principal, and other members of the staff.

- C. **Leadership**  
Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Building positive attitudes must be a goal of a successful athletic program.
- D. **Discipline**  
Discipline is an important facet of the coach's responsibility. Individually the Coach becomes a model of all that the program represents. The coach should Emphasize with all athletes the importance of observation of school codes and training rules: rules of the games, ideals of good sportsmanship, and behavior of participants throughout the year. Emphasis should be made to do your best, to win humbly and lose graciously.
- E. **Conduct**  
Every word that a coach says, every action and how they conduct themselves has a direct influence on their athletes, fellow coaches and the entire school and community. Professional conduct is expected during practices, games, traveling to and from away events, or in coaches offices, buses, and on school grounds.

## II. COACH'S RESPONSIBILITY

- A. **To the Players on the Team**  
The main reason for having athletics within the school is to help provide Opportunities for young men and women to develop their capabilities to the fullest. Development of positive attitudes is an important means to accomplishing this aim. Coaches must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times.  
  
The coach must be the leader and set the example.  
  
The coach should be fair and unprejudiced with players, considering their Individual differences, needs, interests, temperaments, aptitudes and environments.  
  
Coaches shall not swear at or belittle their players or use put downs as a Coaching technique.  
  
Players have the right to expect coaches to have genuine up-to-date knowledge of that which they teach.  
  
The safety and welfare of players should always be the coach's **TOP PRIORITY**.  
  
The coach's primary responsibility is to the individual athlete, the athlete's family Must not be ignored, consideration must be given to the family and to their parents.



**B. To the School District**

Coaches are frequently topics of conversation at various community locations – The home, the work place, and at the meetings of many civic organizations.

The profession, as well as the reputation of a coach, is constantly under scrutiny.

Coach's actions and statements should always reflect loyalty and respect for the Dodgeland School District.

Much can be done by a coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

Disagreements with the decision of administration should be handled through proper professional channels.

**C. To the School**

The coach owes the school his/her effort and loyalty at all times. The coach must constantly strive for excellence in all areas of their school. To be effective, a Coach must be respected. Being respected is much more important than being well liked.

Treat the faculty, the players and the general student body with the same honor And respect that you desire. Private, firm, fair and constant discipline must be maintained.

The work of the coach must be an integral part of the educational program.

The coach should show mastery of the principles of education and their application to teaching/coaching.

The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be courteous and fair.

**D. To Coaches Within A Sport**

The head varsity coach is in charge of the K-12 program for their respective Sport. Head coaches' strategies will be carried out throughout the K-12 program to facilitate the development of athletes.

The head coach must always be in charge. Despite the position of authority, the Wise head coach will encourage independent thought on the part of the staff. An Important factor in developing a cohesive coaching staff is human relation skills which provide for an open exchange of ideas in a courteous, thoughtful manner.

The Athletic Director and head coach will take under advisement recommendations for coaching appointments at each level of the K-12 program.

E. **To Other Coaches**

One must always bear in mind that his or her position is not the only sport; it is only part of the total athletic educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well being of the total program. All remarks should reflect loyalty and confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members. Disagreements or misunderstandings among coaches should be handled through proper professional channels.

F. **To Faculty Members**

A coach is responsible for cooperating with every faculty member on the staff.

G. **To the Profession**

A coach should continue professional growth in both the academic teaching area and the coaching area. To best accomplish this, a coach should belong to the various associations and organizations open to their profession.

H. **To the Physical Plant**

Each coach is responsible for the following:

- a. Keeping practice areas and locker rooms in order.
- b. Storing equipment neatly and using equipment properly. Pride in the equipment and facilities is of primary importance to all involved in the Athletic Department
- c. Keeping coaches offices and all storage areas locked.

## **Code of Ethics – Sports Programs**

The function of a coach is to properly educate students through participation in interscholastic competition. The interscholastic athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as though they are members of the coach's families, and their welfare should be of primary concern at all times. In recognition of this, the following guidelines for coaches have been adopted by the National Federation of Interscholastic Coaches Association Board of Directors.

**The coach** must be aware that he or she has a tremendous influence, either good or bad, in the education of the student athlete and, thus, shall never place the value of winning about the value of instilling the highest desirable ideals of character.

**The coach** must constantly uphold the honor and dignity of the profession. In all personal contact with the student athlete, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco abuse and under no circumstances should condone their use.

**The coach** shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach** shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of rules should be regarded as absolute values. The coach shall not try to seek an advantage by circumventing of the spirit or letter of the rules.

**Coaches** shall actively enhance sportsmanship among spectators and by working closely with cheerleaders, booster clubs, and administrators.

**Contest officials** shall have the respect and support of the coach. The coach shall not indulge in conduct, which will incite players or spectators against opponents or officials. Public criticism of officials or players is unethical.

**Before and after contests**, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

**A coach** shall not exert pressure on faculty members to give student athletes special consideration.

**It is unethical** for coaches to scout opponents by any means other than those adopted by the leagues and/or state high school athletic association.

## **National Standards for Sport Coaches**

### **NASPE Coaching Standards**

**Domain 1 - Philosophy and Ethics**

**Domain 2 - Safety and Injury Prevention**

**Domain 3 - Physical Conditioning**

**Domain 4 - Growth and Development**

**Domain 5 - Teaching and Communication**

**Domain 6 - Sport Skills and Tactics**

**Domain 7 - Organization and Administration**

**Domain 8 - Evaluation**

# **DODGELAND ATHLETIC COACH JOB DESCRIPTIONS**

## **Head Coach**

Reports to the Athletic Director (AD), who provides overall guidance, direction, supervision and evaluation of the Head Coach and their program

### **Job Summary**

To teach the basic skills and techniques of their sport and/or program to each student participant through sound educational means. Each coach should incorporate the teaching of good character, self-discipline, respect, honesty, responsibility, sportsmanship and sacrifice as part of the sport experience. Each coach should strive to win, but never at the expense of the total school program, the student-athlete participant, or by breaking established rules.

### **Head Coach Job Responsibilities**

The head coach shall:

1. Be responsible for the development of your activity on a system-wide K-12 basis.  
Establishing the fundamental philosophy, skills and techniques to be taught by staff.
2. Designing clinics and meetings to ensure staff awareness of overall program goals.
3. Coordinate the specific activities program in accordance with regulations as prescribed or directed by:
  - ❖ The Athletic Department Handbook
  - ❖ The School Administration
  - ❖ The Dodgeland School District Board Policy Handbook
  - ❖ The Trailways Conference Constitution and By-laws
  - ❖ The WIAA Constitution and By-laws
4. Attend all coaching staff meetings, as well as conference and WIAA rules meetings, unless specifically excused by the AD
5. Take the WIAA rules test pertaining to their specific sport and score 85% or higher on the test.
6. Plan and schedule a regular program of practice in season. Maintaining a written record of these plans for future reference.
7. Assign staff specific duties, supervises the assignments, and completes proper evaluation at the end of the season.
8. Make recommendations to the AD concerning coaching/advising appointments.
9. Help uphold the athletic/activities "Code of Conduct" for Dodgeland Middle and High School.
10. Serve as liaison between the schools' programming and community youth groups, offering support and guidance about fundamentals, skills, techniques and philosophies that are age appropriate and conducive to the programs growth and success.
11. Assist the AD in developing the schedule.
12. Enforce all eligibility requirements, making sure no student participates in a practice or contest unless clearance is granted from the AD office.

13. Provide proper safeguards for maintenance of all equipment and facilities. Advising the AD when possible hazards may occur due to faulty equipment or facilities.
14. Provide expectations, activity specific rules and regulations to each participant in writing.
15. Determine the system to be used in granting activity specific awards and share them in writing with the activity participants and parents prior to the start of the activity season.
16. Assist the AD in developing the sport budget and be responsible for operating within budget appropriations.
17. Be accountable for all equipment and collect the cost of any equipment lost or not returned. Arrange for issuing, storing, care and reconditioning of equipment and submit an annual inventory within two (2) weeks after the conclusion of the activity season.
18. Have prior approval for all fundraising with all paperwork on file before the fundraiser may begin. Proper forms must be completed and monies deposited within established timelines.
19. All purchase orders or check requests must be approved by the AD prior to processing. Failure to follow this procedure could make the coach personally responsible for the bill.
20. Be responsible for good public relations with media, booster clubs, parents and officials.
21. Supervise students from the time they report, until the time they leave your activity and the building in which the activity occurs.
22. Emphasize safety precautions. Whenever an athlete is injured, be certain to give the injury proper attention, fill out the necessary forms, and notify the proper people.
23. Complete certain end-of-the season responsibilities in order to consider their coaching assignment finalized, including meeting with the AD for an end of the season program review. **Final coaches checks will be issued only after these end of season items are complete.**

## **Assistant Coaches Job Description**

These coaches will be responsible to the Athletic Director, and the Head Coach of the respective program. They will assist the Head Coach in providing leadership and direction to the program as it exists in grades K-12. It is essential that they present themselves as models for student participants in terms of exemplary appearance, character, and sportsmanship.

### **Specific areas of responsibility include:**

- A. Become knowledgeable of the regulations as prescribed by: The WIAA and the Trailways Conference, the Dodgeland School District, the administration, Athletic Department and the Head Coach.
- B. Have a willingness and the capability to assist the Head Coach in leading the program and other areas as directed.
- C. Reporting directly to the Head Coach and working under the direction of them to implement and teach the skills of the activity.
- D. Assuming the duties of the Head Coach in his/her absence.
- E. Working with the entire staff in preparing fair and equitable practice schedules.
- F. Have an awareness of all facilities, equipment, inventory, and purchasing issues. Communicating with the Head Coach concerning any facet of this activity program.
- G. Assist in scouting responsibilities.

- H. Take the WIAA Rules Test pertaining to their specific activity and score 70% or higher.
- I. Assist in parents and end-of-season awards nights.
- J. To make suggestions and recommendations that will improve the program(s) at Dodgeland Middle and High School.
- K. Carry out other duties as directed by the Head Coach

**\*\*Note:** while winning is desirable at all levels in interscholastic activities, it is not, however, to be placed on a more important level than the development and growth of the student athletes. This is especially true at the JV, Frosh and Middle School levels. It is strongly encouraged that all team/squad members be given an opportunity to participate and develop in games, contests, and meets at the “lower” levels.

## **Volunteer Coach Job Description**

A volunteer coach is a non-paid coaching individual who has knowledge and experience in a particular sport, and is interested in helping the athletic program. A volunteer coach has the ability to work effectively with young people and establish appropriate rapport with athletes.

The volunteer coach must complete an application for the position, and be approved by the Head Coach, Athletic Director, and have been approved through the District Office’s background check.

### **Qualifications:**

- A background in the sport, or have a coaching certification.

### **Reports to:**

- The coach he/she is working with.

### **Supervises:**

- A volunteer coach does not have the authority to supervise or discipline team members solely by themselves.

### **Job Goal:**

- Carry out the aims and goals of the program as outlined by the head coach.

### **Responsibilities:**

- Work within the expectations of the program he/she is assisting. Expectations in the area of practice, games, and out of season, should be clearly defined by the head coach.
- Conducts him/herself in an ethical and sportsmanlike manner at all practices and events.
- Be familiar with and support all school district and athletic department policies.

# Coach's Checklist

The following CHECKLIST is provided to assist coaches in carrying out the responsibilities associated with their coaching assignments. The CHECKLIST is not all-inclusive, but is a general listing that provides a starting point in assuring the completion of assigned tasks.

## PRE-SEASON

### **Head coaches should establish a meeting with coaching staff (middle level through high school)**

- \_\_\_\_\_ Communicate all responsibilities and expectations with members of your staff.
- \_\_\_\_\_ Program Philosophy
- \_\_\_\_\_ Program rules
- \_\_\_\_\_ Skill development expectations for all levels
- \_\_\_\_\_ Safety Protocol
- \_\_\_\_\_ Clinic, workshop opportunities
- \_\_\_\_\_ Booster Club support
- \_\_\_\_\_ Inter-program support at all levels
- \_\_\_\_\_ Co-Curricular program support of all activities and sports
- \_\_\_\_\_ Review academic expectations of students and ask coaches to promote scholarship
- \_\_\_\_\_ Review that athletes are ineligible to practice unless all forms are turned in.
- \_\_\_\_\_ Transportation schedules
- \_\_\_\_\_ WIAA and Trailways Conference rule changes
- \_\_\_\_\_ 14 Duties defined by law – Liability Issues (handout available)
- \_\_\_\_\_ Every student-athlete is academically eligible.
- \_\_\_\_\_ Check WIAA policies and procedures for your sport. (WIAA Season Guidelines)
- \_\_\_\_\_ Any assistants or volunteer coaches must be approved prior to hiring.
- \_\_\_\_\_ Check all equipment/supplies and update inventory.
- \_\_\_\_\_ Physical inspections of facilities and equipment are cleared for use.
- \_\_\_\_\_ Check schedules for possible errors or conflicts.
- \_\_\_\_\_ Get copies of student health information.
- \_\_\_\_\_ Issue all necessary equipment and keep accurate records of who has what.
- \_\_\_\_\_ Assist in organizing home events.
- \_\_\_\_\_ Complete First Aid and CPR training.
- \_\_\_\_\_ Discuss and confirm travel for season with Athletic Director
- \_\_\_\_\_ Submit practice times and location(s) to the athletic office, fill out facility use forms as needed.
- \_\_\_\_\_ Issue uniforms and equipment and keep records of all assigned equipment.
- \_\_\_\_\_ Submit a preliminary and final typed roster (name, grade, position, uniform number). Prior to the first contest.
- \_\_\_\_\_ Watch WIAA rules video and take the rules test. HC score >85, Asst score >70, prior to 1<sup>st</sup> contest.
- \_\_\_\_\_ Schedule team pictures for preseason - make sure your team knows about them ahead of time!!!
- \_\_\_\_\_ Plan and organize your team fundraising needs – file the appropriate paperwork for approval.

## **Pre-Season Parent/Athlete Meeting**

- \_\_\_\_\_ Handouts
- \_\_\_\_\_ Program Philosophy
- \_\_\_\_\_ Rules
- \_\_\_\_\_ Expectations of student-athletes
- \_\_\_\_\_ Coach contact information
- \_\_\_\_\_ Practice/game schedules
- \_\_\_\_\_ Lettering Policy
- \_\_\_\_\_ Individual/Team Goal Setting
- \_\_\_\_\_ Parent/Athlete Program Expectations
- \_\_\_\_\_ Inform parents and athletes they will have an opportunity to provide feedback through a survey at the end of the season.

## **DURING THE SEASON**

### **Head coaches should meet with coaching staff (MS & HS levels)**

- \_\_\_\_\_ Issues and/or concerns
- \_\_\_\_\_ Visible attendance at middle and high school games
- \_\_\_\_\_ Review skill development and practice format
- \_\_\_\_\_ Review game strategy
  - \_\_\_\_\_ Organize all practices and make game preparations.
  - \_\_\_\_\_ Check field or facility and equipment for safety regularly.
  - \_\_\_\_\_ Supervise locker room and other facilities.
  - \_\_\_\_\_ Send early release information for the season to the attendance secretary.
  - \_\_\_\_\_ Coordinate w/athletic office special nights you have scheduled for the season
  - \_\_\_\_\_ Attend coaches meetings scheduled by the AD.
  - \_\_\_\_\_ Schedule an end of year “event” to celebrate your seasons successes with the AD office. Get the date on the calendar ASAP. Allow time for Parent notification and awards preparation.
  - \_\_\_\_\_ Secure facilities (lights, doors, etc.)
  - \_\_\_\_\_ Ride the bus to and from games.
  - \_\_\_\_\_ Carry a copy of student health information and permission for emergency care forms at all times.
  - \_\_\_\_\_ Call in scores (win or lose) to Press.
  - \_\_\_\_\_ Ensure wins and any program changes are in building daily announcements.
  - \_\_\_\_\_ Check in daily with the AD office via phone, email, or in person. Check your mail and email regularly.
  - \_\_\_\_\_ Copy the AD with all handouts going to parents and/or your programs stakeholders.

### **Athlete Contact**

- \_\_\_\_\_ Individual review of skill development
- \_\_\_\_\_ Review of individual goals and team goals
- \_\_\_\_\_ Instruct athletes regarding potential risks and their consequences.
- \_\_\_\_\_ Maintain active contact with student/athletes and their parents.



\_\_\_\_\_ Check with students to ensure they maintain eligibility. (Academic Weekly Progress Report)

### **Parent Contact**

- \_\_\_\_\_ Newsletter or some form of consistent communication
- \_\_\_\_\_ Reminders of important information (parent's night, senior night, award program)
- \_\_\_\_\_ Concerns and/or issues
- \_\_\_\_\_ Maintain active contact with student/athletes and their parents.

### **Meet with Athletic Director**

- \_\_\_\_\_ Issues and concerns
- \_\_\_\_\_ Schedule for next season
- \_\_\_\_\_ Media contact (program and individual student-athlete)
- \_\_\_\_\_ Maintain accurate records of all information necessary to administer an effective and efficient program (statistics, forms, etc.).
- \_\_\_\_\_ File injury report on any student who is injured in practice or competition.
- \_\_\_\_\_ Update rosters as needed, keeping the A.D. informed at all times.
- \_\_\_\_\_ Fill out an incident report within 24 hours and return to Athletic Director.
- \_\_\_\_\_ Inform the Athletic Director and/or Principal of any problems that may come up.

## **POST SEASON**

### **Head coaches should meet with coaching staff**

- \_\_\_\_\_ Issues and/or concerns
- \_\_\_\_\_ Post season summary
- \_\_\_\_\_ Awards planning and staff participation
- \_\_\_\_\_ Evaluate program year
- \_\_\_\_\_ Clinic and workshop opportunities
- \_\_\_\_\_ Prepare for sports banquet.
- \_\_\_\_\_ Medicine kit is clean and returned to the Athletic Director.
- \_\_\_\_\_ Water bottles and coolers are cleaned and returned.
- \_\_\_\_\_ Team locker room is clean. All players have removed locks and cleaned out lockers.
- \_\_\_\_\_ Evaluate program and make recommendations for improvement.

### **Parent and Student-Athlete**

- \_\_\_\_\_ Program evaluation by parent
- \_\_\_\_\_ Program evaluation by student-athlete
- \_\_\_\_\_ Be proactive in helping college-bound athletes.
- \_\_\_\_\_ Collect all uniforms and equipment; uniforms and equipment should be cleaned and stored neatly.
- \_\_\_\_\_ Plan out of season activities (camps, clinics, weight-training, conditioning, etc.).

### **Meet with Athletic Director**

- \_\_\_\_\_ Program evaluation
- \_\_\_\_\_ Coach self-evaluation
- \_\_\_\_\_ Report lost or stolen uniforms and/or equipment owed by athletes to the AD
- \_\_\_\_\_ Complete inventory of equipment/uniform and give a copy to AD

- \_\_\_\_\_ List letter/certificate winners and turn in a copy to AD
- \_\_\_\_\_ List award winners and turn in a copy to AD
- \_\_\_\_\_ Complete end of season report with a list of all scores and final record along with individual and team accomplishments and turn into AD
- \_\_\_\_\_ Participate in budgeting and scheduling process for next year's program with the AD
- \_\_\_\_\_ Sign off on the end of season completion report for final pay submission.
- \_\_\_\_\_ Take some time to spend with your family and to "recharge" yourself.

## **Certification Requirements for Athletic Coaches**

### **Certified to Teach**

Persons certified or eligible and applying for certification to teach in Wisconsin or who have completed a WIAA approved education course shall be assigned as coaches (including assistants, helpers, aides, etc.) of teams representing a school in interscholastic competition.

### **Application**

This rule is applicable to all levels of competition, varsity, junior varsity, sophomore, freshman, etc., and practice sessions as well as actual competition.

### **Coaches Not Licensed to Teach (CNLTs)**

A school may employ other than a certified teacher for coaching.

The following provisions must be met:

1. All coaches not licensed as teachers must have completed a WIAA approved coaches education course before they start their second year of coaching.
2. A coach not licensed as a teacher, with five years of documented coaching experience in public or nonpublic educational institutions, will not need to complete a coaches education course, but will need to apply annually.
3. Coaches not licensed as teachers, or who have not completed an approved coaches education course, must be registered with the WIAA office on the Request for Permission to Use a Coach Not Licensed to Teach Form (CNLT). This requirement includes first year coaches and coaches with five years of experience.

The Wisconsin Interscholastic Athletic Association (WIAA) has approved the American Sport Education Program (ASEP) Coaching Principles and Sport First Aid Courses and also the National Federation of State High School Associations (NFHS) Fundamentals of Coaching and First Aid for Coaches to meet the educational requirement for Coaches Not Licensed to Teach (CNLTs). This requirement became effective with the 1994-95 school year and requires CNLTs to successfully complete an approved coaches' education program prior to coaching during a second school year.

### **The following do not have to take an approved course:**

- A student teacher while student teaching.
- An individual with an administrator's or counselor's license.
- Guest lecturers (one time appearance).

### **The following must take an approved course before they can coach a second year:**

- Anyone that does not fit one of the above listed categories.
- Anyone that does not have a current license to teach in Wisconsin.

**The following conditions do not exempt a person from the requirement:**

- Holding a license to teach that has expired.
- Being a volunteer.
- Being unpaid.
- Being an occasional, but regularly scheduled lecturer or demonstrator.
- Having been a student teacher, but is no longer officially in that capacity.
- Being a non-varsity coach.
- Being an assistant coach.

From the *WIAA Senior High Handbook*

## **END OF SEASON TALK POINTS**

1. Evaluations
  - a. Staff
  - b. Self
2. Out of season programming
  - a. During the school year
  - b. summer
3. Strength – Speed – Agility Training
  - a. In season
  - b. Out of season
4. Middle School and Youth Programs
5. Fundraising
6. Eligibility Issues
  - a. Grades
  - b. Attendance
  - c. Start up paperwork
  - d. How will it be monitored?
7. Trailways Conference
  - a. Schedules
  - b. Bylaws
  - c. Other??
8. Non conference schedule
9. Inventory
  - a. Non Capitol equipment (non consumables)
  - b. Supplies - consumables
  - c. Apparel-Uniforms/Warm ups
  - d. Capitol Equipment
10. Budget
  - a. Big ticket items
  - b. Apparel
  - c. General supplies

11. Managing the paper trail
  - a. WIAA items
  - b. Dodgeland Middle – High School items
  - c. Practice plans
12. Communication plans
  - a. Team/athletes
  - b. Parents
  - c. Public
  - d. AD
13. Team Handbooks for next year
14. Dept. goals, Program goals, Individual goals
15. Continuing Coaches Education – Staff development

# DODGELAND SCHOOL DISTRICT

## End of Season - Activity Report

1. Date: \_\_\_\_\_
2. Coach: \_\_\_\_\_
3. Sport / Activity: \_\_\_\_\_
4. Level: Varsity    JV    JV2    MS
5. Number of Years coaching in this sport / activity: \_\_\_\_\_
6. Number of participants starting the season: \_\_\_\_\_
7. Number of participants ending the season: \_\_\_\_\_  
    \*\* Please attach an alphabetical list of participants that finished the season and their grade in school.
8. Possible reason(s) for those who didn't finish the season?
9. Final season record:            Wins: \_\_\_\_\_            Loses: \_\_\_\_\_            Overall  
   Wins: \_\_\_\_\_            Loses: \_\_\_\_\_            Conference

    \*\*Please attach a list of all contest scores & team tournament results.

### **VARSITY PROGRAMS ONLY:**

10. Indicate the names of student(s) receiving the following honors:

All Conference First Team: \_\_\_\_\_

All Conference Second Team: \_\_\_\_\_

All Conference Honorable Mention: \_\_\_\_\_

Sectional Qualifiers: \_\_\_\_\_

State Qualifiers: \_\_\_\_\_  
\_\_\_\_\_

11. List any other special award winners: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ALL PROGRAMS CONTINUE:**

12. Season Highlights:

13. Problems, if any, that arose during the season:

14. Suggestions for improvement of your program:

15. I would like to be reappointed to this coaching position for the next season:

Yes \_\_\_\_\_ No \_\_\_\_\_

16. Other coaches comments / information:

This report submitted by \_\_\_\_\_  
(Coach Signature)

Date \_\_\_\_\_

This report received by \_\_\_\_\_  
(Athletic Director Signature)

Date \_\_\_\_\_

# SEASON RECORD

Coach: \_\_\_\_\_

Sport / Activity: \_\_\_\_\_

School Year: 2014-2015

<b>OPPOSING TEAM</b>	<b>Final Score Dodgeland</b>	<b>Final Score Opponent</b>

Season Record: Wins \_\_\_\_\_ Losses \_\_\_\_\_ Ties \_\_\_\_\_

Finish in Conference: \_\_\_\_\_

Coach Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Philosophy of Coaching

Athletics is contrary to society – we ask athletes to . . .

- ★ Eat well
- ★ Sleep well
- ★ Study hard – get good grades
- ★ Be disciplined
- ★ Be polite
- ★ Lift weights
- ★ Do the right things

*This is not what society is about today; youth and society today want quick fixes-they want things done **NOW!** It is harder and harder to get kids to buy into what we are selling in athletics.*

## Team vs Program

**Team** = individual season success

**Program** = success year in and year out, not just on W/L but on how you do things, the community buys in to what you are doing – to you and your program philosophy. For true long-term success you will need program kids.

## Philosophy of Coaching 101

### **G.O.Y.A.**

*“Give Only Your ALL”*

1. Teach and coach with respect.
2. Set your goals high, developing a plan to reach them, and then share it (goals and the plan) with others.
3. Study the game.
4. Do not be outworked work smarter not harder.
5. Do not neglect any phase/part of the game – be prepared.
6. Attitude is critical!!! You control your attitude – make it positive.
7. Surround yourself with like minded people, coaching each other, is a must for program success.



8. Be willing to delegate responsibilities.
9. Develop and/or carry on traditions.
10. Set the program goal of getting to the “Expect to Win” level.
11. Treat each player as if they are important, they are!
12. Know your players on and off the field/court.
13. Teach and help your players set and achieve goals.
14. Develop a family feeling to your program. Take care of each other. Programs make each other feel welcomed.
15. Teach accountability – be accountable yourself.
16. Do what is right!! How do you know? If your mom wouldn't like it . . . it probably is not doing what is right.
17. Know and study your opponents.
18. If it is not broke, don't fix it!
19. W.I.N. - What's Important Now (Lou Holtz) 3 things everyone wants – Trust, Commitment to Excellence, The Golden Rule.
20. Have FUN – make it fun for all involved!!!



**Trojan Pride**

## What Is A Coach?

A coach is a politician, a judge, a public speaker, a teacher, a trainer, a financier, a laborer, a psychiatrist, a psychologist and a chaplain. It also helps if they are an astrologer or at least understands numerology.

They must be an optimist and yet at times appear pessimist, seem humble and yet be very proud, strong but at times weak, confident yet not over confident, enthusiastic but not too enthusiastic.

They must have the hide of an elephant, the fierceness of a lion, the pep of a young pup, the guts of an ox, the stamina of an antelope, the wisdom of an owl, the cunning of a fox, and the heart of a kitten. It will also be to their benefit to develop the acting ability of a poker player with a pat hand.

They must be willing to give freely of their time, their money, their energy, their youth, their family life, and their health and sometimes even, life itself. In return, they must expect little financial reward, little comfort on earth, little privacy, little praise but plenty of criticism.

However, a good coach is respected in their community, is a leader in their school, is loved by their team, and makes lasting friends wherever they go.

They have the satisfaction of seeing youth develop and improve in ability. They learn the thrill of victory and how to accept defeat with grace. Their associations with athletes help keep them young in mind and spirit; and they, too, must grow and improve with their team.

In their heart they know that, in spite of the inconveniences, the criticism, and the demands on their time, they love their profession, for they are.....

## **The Coach!!**

## **DODGELAND SCHOOL SONG**

Go Mighty Trojans, break right through that line  
With your colors flying, we will cheer you all the time.

Urah rah

Go Mighty Trojans, fight for victory  
Spread far the fame of our fair name and

Go you Trojans, win this game.

Go Trojans Go! Go Trojans Go!

Hit 'em high

Hit 'em low

Go Trojans Go!

Go Mighty Trojans, break right through that line  
With your colors flying, we will cheer you all the time.

Urah rah

Go Mighty Trojans, fight for victory  
Spread far the fame of our fair name and

Go you Trojans, win this game.

Urah rah Mighty Trojans

Urah rah Mighty Trojans

Urah rah Mighty Trojans

Yeah, Yeah, Yeah!

## **SCHOOL NICKNAME**

Trojans

## **SCHOOL COLORS**

Purple - White - Black - Silver

## **CONFERENCE AFFILIATION**

Trailways Conference

Members: Abundant Life, Cambria Friesland, Central Wisconsin Christian, Deerfield, Dodgeland, Fall River, Green Lake, Horicon, Hustisford, Johnson Creek, Madison Country Day, Markesan, Montello, Oakfield, Lourdes Academy, Orfordville-Parkview, Palmyra-Eagle, Pardeeville, Princeton, Randolph, Rio, Valley Christian, Wayland Academy, Williams Bay

# 2020-2021 District Calendar & A/B Day Schedule

## DODGELAND MIDDLE / HIGH SCHOOL 2020-2021 A / B Day Calendar

<i>M</i>	<i>T</i>	<i>W</i>	<i>R</i>	<i>F</i>		<i>M</i>	<i>T</i>	<i>W</i>	<i>R</i>	<i>F</i>
<b>AUGUST 2020</b>						<b>JANUARY 2021</b>				
17	18NI	19NI	20NI	21		4A	5B	6A	7B	1 <sup>st</sup> Student
24PD	25PD	26PD	27PD	28PD		11A	12B	13A	14B <sup>ER</sup> ◆	15PD
31						18A	19B	20A	21B	22A
<b>SEPTEMBER 2020</b>						25A	26B	27A	28B	29B
	1B	2A	3B	4A		<b>FEBRUARY 2021</b>				
7 <sup>th</sup> Late Day	8B	9A	10B	11A		1A	2B	3A	4B	5A
14A	15B	16A	17B	18B		8A	9B	10A	11B	12B
21A	22B	23A	24B	25A		15PD	16B	17A	18B	19A
28A	29B	30A				22A	23B	24A	25B	26B
<b>OCTOBER 2020</b>						<b>MARCH 2021</b>				
			1B	2B		1A	2B	3A	4B	5A
5A	6B	7A	8B	9A		8A	9B	10A	11B	12B
12A	13B	14A	15B	16B		15PD	16B	17A	18B	19A
19A	20B	21A	22B	23PD		22A	23B	24A◆	25B	26A
26A	27B	28A	29B	30A◆		29 <sup>th</sup> Student	30 <sup>th</sup> Student	31 <sup>st</sup> Student		
<b>NOVEMBER 2020</b>						<b>APRIL 2021</b>				
2A	3B	4A	5B	6B					1 <sup>st</sup> Student	2 <sup>nd</sup> Student
9A	10B	11A	12B	13A		5A	6B	7A	8B	9B
16A	17B	18A	19B	20B		12A	13B	14A	15B	16A
23A	24B	25 <sup>th</sup> Student	26 <sup>th</sup> Student	27 <sup>th</sup> Student		19A	20B	21A	22B	23B
30A						26A	27B	28A	29B	30A
<b>DECEMBER 2020</b>						<b>MAY 2021</b>				
	1B	2A	3B	4A		3A	4B	5A	6B	7B
7A	8B	9A	10B	11B		10A	11B	12A	13B	14A
14A	15B	16A	17B	18A		17A	18B	19A	20B	21B
21A	22B	23A	24 <sup>th</sup> Student	25 <sup>th</sup> Student		24A	25B	26A	27B	28A
28 <sup>th</sup> Student	29 <sup>th</sup> Student	30 <sup>th</sup> Student	31 <sup>st</sup> Student			30 <sup>th</sup> Student				
<b>JUNE 2021</b>										
						1B	2A	3B	4A <sup>ER</sup> ◆	

HS Graduation – Sunday, June 6<sup>th</sup>

NI = New Teacher In Service  
 PD = Professional Development Days  
 ◆ = End of Quarter  
 ER = Student Early Release

## 2020-2021 Daily Class / Bell Schedule - MS & HS

Warning Bell	7:45			Regular Daily Schedule
1st Hour	7:50	8:33	43 min	
2nd Hour	8:36	9:21	45 min **	Student Announcements (teacher read) & Pledge
3rd Hour	9:24	10:07	43 min	
4th Hour	10:10	10:53	43 min	
MS/HS Lunch & Advisory	10:53	11:36	43 min	Students remain in period 4 classrooms with ACP, SEL or character Ed activities blended with lunch. All lunch garbage placed in hallway containers.
5th Hour	11:39	12:22	43	
6th Hour	12:25	1:08	43	
7th Hour	1:11	1:54	43	
8th Hour	1:57	2:40	43	Staggered dismissal for all students. 2:40 bus, 2:50 walkers/pick-up/drivers

## 2020-2021 Athletic Coaches Directory

2020-2021	PERSONNEL	LEVEL	CELL PHONE	EMAIL
Dodgeland Athletic Director	Marcia K. Modaff	District	920-210-9158	modaff@dodgeland.k12.wi.us
	Linda Feilbach	Admin Assistant	386-4404 ext 1019	feilbach@dodgeland.k12.wi.us
Hustisford Athletic Director	Glen Falkenthal	District	920-988-0313	falkenthalg@dodgeland.k12.wi.us
	Deb Falkenthal	Admin Assistant	920-349-3261	
Beaver Dam HS AD	Melissa Gehring	Anne - Assistant	920-885-7520 x. 2176	gehringloss@bdusd.org
ATHLETIC TRAINER	Wendie Schoeb, LAT	Dodgeland MS/HS	507-412-9401	wschoeb@bdch.org

2020-2021	PERSONNEL	LEVEL	CELL PHONE	EMAIL
<b>FOOTBALL</b>				
HS	Paul Scheel	Head Coach	920-988-0791	scheel@dodgeland.k12.wi.us
	Derek Pieper	HS Assistant	920-210-6249	pieperd@dodgeland.k12.wi.us
	Bill Otte	HS Assistant - JV	920-210-8359	otte@dodgeland.k12.wi.us
	Tim Shramek	HS Assistant - JV	920-285-1748	shramekt@dodgeland.k12.wi.us
	Quinn Pieper	HS Volunteer Coach	920-763-4092	pieperq@dodgeland.k12.wi.us
	Bob Rehm	HS Volunteer Coach	920-723-8586	rehm@dodgeland.k12.wi.us
	John Waltz	HS Volunteer Coach	608-843-3212	waltz@dodgeland.k12.wi.us
	Zach Yuenger	HS Volunteer Coach	9207637163	yuenger@dodgeland.k12.wi.us
	Dakota Grueneberg	HS Volunteer Coach	9209484034	grueneberg@dodgeland.k12.wi.us
COVID LEAVE OF ABSENCE	Doug Miller	Head Coach	920-988-0169	millerd@dodgeland.k12.wi.us
COVID LEAVE OF ABSENCE	Tom Selchert	HS Assistant	920-344-0475	selchert@dodgeland.k12.wi.us
MS	Matt Lober	MS 7-8 Coach	920-219-1114	mlober@stjohnsjuneau.org
	Steve Good	MS 7-8 Coach	920-342-1421	goods@dodgeland.k12.wi.us
	Patrick Schwoerer	MS 5-6 Coach		schwoerer@dodgeland.k12.wi.us
	Kurt Kruchten	MS 5-6 Volunteer Coach	414-299-0412	kruchten@dodgeland.k12.wi.us
<b>VOLLEYBALL</b>				
HS	Katie Schliepp	Head Coach	262-490-1243	schiepp@dodgeland.k12.wi.us
	Mark Braun	HS Assistant - JV	920-306-0967	braunm@dodgeland.k12.wi.us
	Kimberly Braun	HS Volunteer	920-306-0905	braunk@dodgeland.k12.wi.us
MS	Michelle Biwer	MS A Team Coach	920-342-0637	biwer@dodgeland.k12.wi.us
	Rachael Bingen	MS B Team Coach	262-305-0575	bingen@dodgeland.k12.wi.us
<b>CROSS COUNTRY</b>				
HS & MS	Andrew Perkins	Co-Head Coach	920-342-9635	perkins@dodgeland.k12.wi.us
HS & MS	Kevin Klueger	Co-Head Coach	920-960-0192	klueger@dodgeland.k12.wi.us
COVID LEAVE OF ABSENCE	Barry Smanz	Head Coach	920-344-6080	smanz@dodgeland.k12.wi.us

2020-2021	PERSONNEL	LEVEL	CELL PHONE	EMAIL
<b>BOYS SOCCER</b>	Co-Op with Hustisford	Dodgeland Host School		
HS	Scott Blome	Head Coach	920-901-9381	blome@dodgeland.k12.wi.us
	Otto Hopfinger	Assistant Volunteer		
<b>DANCE</b>				
HS	Bryce Muenchow	Head Coach	920-344-9109	muenchow@dodgeland.k12.wi.us
	Megan Bartlett	Volunteer	920-763-3509	Megsab2001@gmail.com
MS				
	Angie Firari	Transition Assistance	920-210-0170	firari@dodgeland.k12.wi.us
<b>GBB</b>				
HS	Barry Hinrichsen	Head Coach	920-763-4671	hinrichsen@dodgeland.k12.wi.us
	Corey Schreier	HS Assistant - JV	920-285-7587	schreierc@dodgeland.k12.wi.us
	Tim Shramek	HS Assistant	920-285-1748	shramekt@dodgeland.k12.wi.us
MS	Scott Jacquart	MS A Team Coach	920-205-4471	jacquart@dodgeland.k12.wi.us
	Scott Blome	MS B Team Coach	920-901-9381	blome@dodgeland.k12.wi.us
<b>BBB</b>				
HS	Bill Otte	Head Coach	920-210-8359	otte@dodgeland.k12.wi.us
	Jesse Fenner	HS Assistant - JV	920-319-0918	fenner@dodgeland.k12.wi.us
MS	Austin Falkenthal	MS A Team Coach	920-296-6807	falkenthal@dodgeland.k12.wi.us
	Taylor Huso	MS B Team Coach	414-418-5338	huso@dodgeland.k12.wi.us
<b>WRESTLING</b>				
HS	Dean Burrow	Co-Head Coach	920-988-1385	burrow@dodgeland.k12.wi.us
	Steve Good	Co-Head Coach	920-342-1421	goods@dodgeland.k12.wi.us
	Josh Engel	Volunteer	262-327-1457	engel@dodgeland.k12.wi.us
MS	Rob Zarczynski	MS Coach	920-382-9701	zarczynski@dodgeland.k12.wi.us
	Adrian Nico	Volunteer	920-296-1843	adrian@revitalizeyourfloor.com

2020-2021	PERSONNEL	LEVEL	CELL PHONE	EMAIL
<b>HOCKEY</b>	Co-Op with Beaver Dam			
Boys	Doug Kraft	Head Coach		<a href="mailto:dkraft@franklinenergy.com">dkraft@franklinenergy.com</a>
Girls	Paul Uttech	Head Coach		uttechlaw2@gmail.com
<b>TRACK &amp; FIELD</b>				
HS & MS	Kevin Klueger	Head Coach	920-960-0192	klueger@dodgeland.k12.wi.us
	Doug Miller	HS/MS Assistant	920-988-0169	millerd@dodgeland.k12.wi.us
	Andrew Perkins	HS/MS Assistant	920-342-9635	perkins@dodgeland.k12.wi.us
	Paul Scheel	HS/MS Assistant	920-988-0791	scheel@dodgeland.k12.wi.us
	Josh Soldner	HS/MS Assistant	920-296-7341	soldner@dodgeland.k12.wi.us
	Kimberly Braun	HS/MS Volunteer Assistant		
<b>SOFTBALL</b>	Co-Op with Hustisford	Dodgeland Host School		
HS	Michelle Biwer	Head Coach	920-342-0637	biwer@dodgeland.k12.wi.us
	Jeff Sperrn	HS Assistant	920-988-1005	sperrn@dodgeland.k12.wi.us
	Stephanie Neis	JV	920-253-1156	neis@dodgeland.k12.wi.us
<b>BASEBALL</b>	Co-Op with Hustisford	Hustisford Host School		
HS	Rich Padron	Head Coach	920-285-9727	poncho_r@yahoo.com
	Curtis Koch	HS Assistant		
	Kevin Firari	HS Assistant - JV	920-296-4472	
	Tim Tallmann	HS Assistant Volunteer		
<b>GIRLS SOCCER</b>	Co-Op with Hustisford	Hustisford Host School		
HS	Otto Hopfinger	Head Coach	920-285-8226	ohopfinger@gmail.com
	Scott Blome	HS Assistant	920-901-9381	blome@dodgeland.k12.wi.us



# Eligibility Procedures

The following procedures provide assurances that all student-athletes in our system are eligible to play. It is essential that all coaches understand these policies and procedures and that they are addressed at the Parent Meeting before the first competition. Prior to the beginning of your season athletes must have all of the following items submitted in the athletic office. This must be required by the coaching staff prior to any participation with the team.

## **Medical Clearance**

The Athletic Office will keep records of student-athletes who have met the medical, district, and WIAA requirements for eligibility. A list will be provided to head coaches. Student-athletes without medical clearance are not allowed to participate; this is the responsibility of the Head Coach. Active rosters must be turned in to the Athletic Office to be cross checked for this requirement. Head Coaches must be sure to inform the Athletic Office of roster changes during the season.

## **Academic Eligibility**

The Athletic Office will maintain a list of student-athletes who have failed to meet the minimum academic requirements necessary for eligibility. Head Coaches must check their rosters following each grading period. Students who are academically ineligible may practice but cannot compete or be in uniform with their team. The Athletic Office will crosscheck all team rosters.

## **Concussion Education and Responsibility To Report**

The state of Wisconsin Statute 118.293 requires all student athletes and their parents to have a signed acknowledgement of receipt statement on file for each year of athletic participation concerning concussion education – reporting - management program in place at DSD.

## **Code of Conduct**

The Athletic Office will process code of conduct violations with athletes. Athletes, parents, and coaches will be informed of suspensions. Athletes under suspension may practice but cannot compete or be in uniform with their team.

## **Other Requirements:**

### **WIAA Eligibility**

It is required by the WIAA that athletes and their parent or guardian sign High School Athletic Eligibility Information Bulletin. This signature verifies that the athletes and their families understand and accept the rules of eligibility set forth by the WIAA.

### **Residency**

Managing residency requirements is the responsibility of the Athletic Office in conjunction with guidance, building, and district administration. Head Coaches will serve this cause by notifying the Athletic Office when new athletes join the team.

## **Athletic Fees**

A fee is required of all students participating in athletic and other activities. The school and athletic office will lead the collection of the required fees. Student-athlete participation lists will be compared with the free/reduced family list and waived accordingly. If fees are unpaid, students cannot compete and will eventually be removed from the program. The Athletic Office will notify Head Coaches of unpaid fees in their program.

## **Concussion Information - When in Doubt, Sit Them Out!**

1. Before a student may participate in practice or competition: At the beginning of the 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 the 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.
2. An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.
3. A person who has been removed from a youth athletic activity may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

<b>These are some SIGNS of concussion (what others can see in an injured athlete):</b>  Dazed or stunned appearance Change in the level of consciousness or awareness Confused about assignment Forgets plays Unsure of score, game, opponent Clumsy Answers more slowly than usual Shows behavior changes Loss of consciousness Asks repetitive questions or memory concerns	<b>These are some of the more common SYMPTOMS of concussion (what an injured athlete feels):</b>  Headache Nausea Dizzy or unsteady Sensitive to light or noise Feeling mentally foggy Problems with concentration and memory Confused Slow
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Injured athletes can exhibit many or just a few of the signs and/or symptoms of concussion. However, if a player exhibits any signs or symptoms of concussion, the responsibility is simple: remove them from participation. "When in doubt, sit them out."

It is important to notify a parent or guardian when an athlete is thought to have a concussion. Any athlete with a concussion must be seen by an appropriate health care provider before returning to practice (including weight lifting) or competition.

## **RETURN TO PLAY**

Current recommendations are for a stepwise return to play program. In order to resume activity, the athlete must be symptom free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations. Finally, the athlete must have clearance from an appropriate health care provider.

The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a very different return to activity program and should be managed by a physician that has experience in treating concussion.

The following program allows for one step per 24 hours. The program allows for a gradual increase in heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their healthcare provider before progressing to the next level.

**STEP ONE:** About 15 minutes of light exercise: stationary biking or jogging

**STEP TWO:** More strenuous running and sprinting in the gym or field without equipment

**STEP THREE:** Begin non-contact drills in full uniform. May also resume weight lifting

**STEP FOUR:** Full practice with contact

**STEP FIVE:** Full game clearance

## **118.293 Concussion and Head Injury**

(1) In this section:

(a) "Credential" means a license or certificate of certification issued by this state.

(b) "Health care provider" means a person to whom all of the following apply:

1. He or she holds a credential that authorizes the person to provide health care.
2. He or she is trained and has experience in evaluating and managing pediatric concussions and head injuries.
3. He or she is practicing within the scope of his or her credentials.

(c) "Youth athletic activity" means an organized athletic activity in which the participants, a majority of whom are under 19 years of age, are engaged in an athletic game or competition against another team, club, or entity, or in practice or preparation for an organized athletic game or competition against another team, club, or entity. "Youth athletic activity" does not include a college or university activity or an activity that is incidental to a nonathletic program.

(2) In consultation with the Wisconsin Interscholastic Athletic Association, the department shall develop guidelines and other information for the purpose of educating athletic coaches and pupil athletes and their parents or guardians about the nature and risk of concussion and head injury in youth athletic activities.

(3) 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) (a) An athletic coach, or official involved in a youth athletic activity, or health care provider shall remove a person from the youth athletic activity if the coach, official, or health care provider determines that the person

exhibits signs, symptoms, or behavior consistent with a concussion or head injury or the coach, official, or health care provider suspects the person has sustained a concussion or head injury.

(b) A person who has been removed from a youth athletic activity under par. (a) may not participate in a youth athletic activity until he or she is evaluated by a health care provider and receives a written clearance to participate in the activity from the health care provider.

(5) (a) Any athletic coach, official involved in an athletic activity, or volunteer who fails to remove a person from a youth athletic activity under sub. (4) (a) is immune from civil liability for any injury resulting from that omission unless it constitutes gross negligence or willful or wanton misconduct.

(b) Any volunteer who authorizes a person to participate in a youth athletic activity under sub. (4) (b) is immune from civil liability for any injury resulting from that act unless the act constitutes gross negligence or willful or wanton misconduct.

(6) This section does not create any liability for, or a cause of action against, any person.

### Additional Information Sheets:

Coaches: <http://www.wiaawi.org/health/CoachGuide.pdf>

Parents: <http://www.wiaawi.org/health/ParentFactSheet.pdf>

Parents: <http://www.wiaawi.org/health/NFHSParentGuide.pdf>

Athletes: <http://www.wiaawi.org/health/AthleteFactSheet.pdf>

LAST \_\_\_\_\_ FIRST \_\_\_\_\_  
(PRINT ATHLETES NAME)

Meeting Requirement Met YES \_\_\_ NO \_\_\_

**PARENT - ATHLETE RULES OF ELIGIBILITY, CODE AGREEMENT, ACKNOWLEDGEMENT  
OF RISK AND EQUIPMENT RESPONSIBILITY SIGN-OFF FORM**

**2020-2021**

I certify that I have read, understand, and agree to abide by all of the information contained in this WIAA 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. I agree to assume full responsibility for all school equipment issued to athlete and confine its use to practices, games or contests. I agree to pay for any and all school issued equipment which I may lose, misplace, or damage through carelessness or intent.

**PARENT/GUARDIAN COMMITMENT**

As the parent/guardian of this athlete, I have read and fully understand the rules and regulations of the Dodgeland Athletic Handbook and will help and encourage my child to honor the Code on a continuing twelve month basis.

I have been informed of the possibility of injury while participating in athletic activities. I realize that an injury may be minor, catastrophic, or fatal in nature. I assume that the risk of my child's participation in athletic activities is one that I am knowledgeable of him/her taking because I have been informed of possible consequences. I also understand that the injury requiring medical assistance that my child sustains during participation is my financial responsibility as a parent/guardian.

The Dodgeland School District does not carry student medical/hospitalization insurance for any of its students. It is my responsibility to financially provide proper medical coverage. I have listed my current insurance company information on the WIAA required physical card.

My signature indicates permission for my child's participation in Dodgeland Athletics.

Print Parent/Guardian's Name

Parent/Guardian's Signature

Date

**STUDENT ATHLETE COMMITMENT**

I have read and fully understand the rules and regulations of the Dodgeland Athletic Handbook. My participation in athletics is a privilege and not a right. I acknowledge that as a participant representing the Dodgeland Schools, I serve as a role model for all students in the district. Having recognized this, I pledge to honor the Code during my enrollment at Dodgeland and realize that the Code is in effect for all twelve months of the year.

I have been informed of the possibility of injury while participating in athletic activities. I realize that an injury may be minor, catastrophic, or fatal in nature. I assume that the risk of participation in athletic activities is one that I am knowledgeable of taking because I have been informed of possible consequences.

I will participate in (check all that apply):

- Baseball     Basketball     Cheerleading     Cross Country     Dance     Football
- Softball
- Track/Field     Volleyball     Wrestling     Hockey     Soccer

Student Athlete's Signature

Date

**The front and back of this form must be completed and submitted to the Athletic Director prior to a student being declared eligible to practice and compete.**

# Wisconsin Department Of Instruction/ WIAA/ State Of Wisconsin Concussion Form

As a Parent and as an Athlete it is important to recognize the signs, symptoms, and behaviors of concussions. By signing this form you are stating that you understand the importance of recognizing and responding to the signs, symptoms, and behaviors of a concussion or head injury.

## DPI/ WIAA PARENT AGREEMENT:

I \_\_\_\_\_ have read the Parent Concussion and Head Injury Information and understand what a concussion is and how it may be caused. I also understand the common signs, symptoms and behaviors. I agree that my child must be removed from practice/play if a concussion is suspected. I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me. I understand that my child cannot return to practice/play until providing written clearance from an appropriate health care provider to his/her coach. I understand the possible consequences of my child returning to practice/play too soon.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## DPI/WIAA ATHLETE AGREEMENT:

I \_\_\_\_\_ have read the Athlete Concussion and Head Injury Information and understand what a concussion is and how it may be caused. I understand the importance of reporting a suspected concussion to my coaches and my parents/guardian. I understand that I must be removed from practice/play if a concussion is suspected. I understand that I must provide written clearance from an appropriate health care provider to my coach before returning to practice/play. I understand the possible consequence of returning to practice/play too soon and that my brain needs time to heal.

Athlete Signature \_\_\_\_\_ Date \_\_\_\_\_

## PARENT-ATHLETE RULES OF ELIGIBILITY SIGN-OFF FORM – 2020-2021

I certify that I have read, understand, and agree to abide by all of the information contained in the WIAA bulletin, 2020-2021 HIGH SCHOOL ATHLETIC ELIGIBILITY INFORMATION 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: \_\_\_\_\_ **DODGELAND** \_\_\_\_\_

Parent /Guardian's Printed Name \_\_\_\_\_

Parent / Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student-Athlete's Printed Name \_\_\_\_\_

Student-Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

# WIAA Rules Quiz

Do we model what we expect the student-athletes to do?

All are either - True or False.

1. It is WIAA policy that all student-athletes have a current physical examination card on file prior to the first game.
2. Coaches are allowed to be at "Captain's Practice".
3. Every player on a team must practice a minimum number of days before being eligible to compete in a contest.
4. Athletes and coaches who are ejected from a contest are suspended from the remainder of the contest plus the next contest.
5. Volunteer coaches have no restrictions on coaching contact with athletes outside the respective sport season.
6. Non-teaching staff coaches are required to complete two NFHS courses: Sport 1<sup>st</sup> Aid and Coaching Principles: prior to beginning their 2<sup>nd</sup> year of coaching (CNLT rule).
7. Practicing against alumni teams is allowed without restriction.
8. Providing incentives (T-shirts, gift cards, trophies, points toward a letter) to kids to participate in non-season training is allowed with school administration approval.
9. Students from other high schools can attend a properly advertised/posted open gym.
10. Open gyms can be gender and/or sport specific.
11. If either school counts a scrimmage as a game it must be counted as a game for both programs, schools, and/or teams.
12. No preseason team competing during the school year should be made up exclusively of students from the same school.
13. A student who transfers from any school into a member school after the 4<sup>th</sup> consecutive semester following entry into the 9<sup>th</sup> grade shall be ineligible for practice and competition for one calendar year unless the transfer was made by a total change of residence by parent(s), or a waiver is provided by the WIAA.
14. A team must take a day off, from physical activity, after 6 consecutive days of practice/competition. Teams may schedule nonphysical activity, such as film review, scouting reports, rehab, etc. during this day off.

15. Students not meeting eligibility requirements and who are within the first 4 semesters following entry into grade 9 will be eligible for non-varsity competition only.

## **Blood Borne Pathogens**

### **Outline of Responsibilities and Procedures**

1. Through OSHA/DILHR/DPI each school is required to have a process of communication that includes:
  - a. Training of total staff.
  - b. Protection of staff.
  - c. Protection of students.
  - d. Have trained person available.
  - e. Be prepared to handle bleeding situations.
  - f. Get student safely back into school programs.
2. Officials determine who must leave contest by enforcement of national rule
  - a. Because of bleeding and/or open wound.
  - b. Because of excessive blood on uniform.
3. School personnel handle blood-related situations in accordance with OSHA/DILHR/DPI regulations.

#### *From the WIAA Medical Policies and Procedures – Medical Information Guide*

This relates to the handling of any body fluids, to include saliva, blood products, and urine. It relates to the potential for a blood-borne pathogen in any of these fluids, and how it is to be handled. Any contact with these fluids is to be handled as a potential blood-borne pathogen. Essentially, universal precautions apply, but will be detailed as follows:

1. Any time the trainer/coach is aware there will be contact with blood, he/she should wear clean gloves and utilize sterile gauze pads (when able) for initial contact on the wound.
2. All bandages, gloves, all other paper products coming in contact with the wounds/body fluids should be disposed of in double red biomedical waste bags and properly disposed of via biomedical waste disposal procedures.
3. Any clothes stained with blood product, should be immediately washed/scrubbed prior to further use. When possible, replacement clothing item should be utilized with the contaminated clothing bagged until cleaning can occur.
4. Bandages should be applied to wounds such that exposure to other players is avoided.
5. An antibacterial solution such as Cidex, Sanizine, etc. can be carried in a small bottle in the trainer kit in order to disinfect the contaminated clothing prior to further use or



- bagging for future cleansing.
6. After any contact with wounds or body fluids, the trainer/coach should immediately cleanse his /her hands with warm soapy water or an antibacterial solution as soon as possible after the event.

## Hazardous Weather

### Know the Heat Index Before You Start Practice

*Courtesy of the Wisconsin High School Football Coaches Association*

The Heat Index is the opposite of "wind chill." It combines the effects of heat and relative humidity. Fortunately many radio stations provide the heat index during hot weather. If not, use the accompanying chart to determine the daily heat index. Keep these guidelines in mind and adjust your practice to the weather.

### Heat Index Practice Adjustment

**Under 80 = Green Flag** Normal practice, no restrictions, full go!

**80-90 = Yellow Flag** Exercise caution. Take extra water breaks and keep an eye on the bigger players.

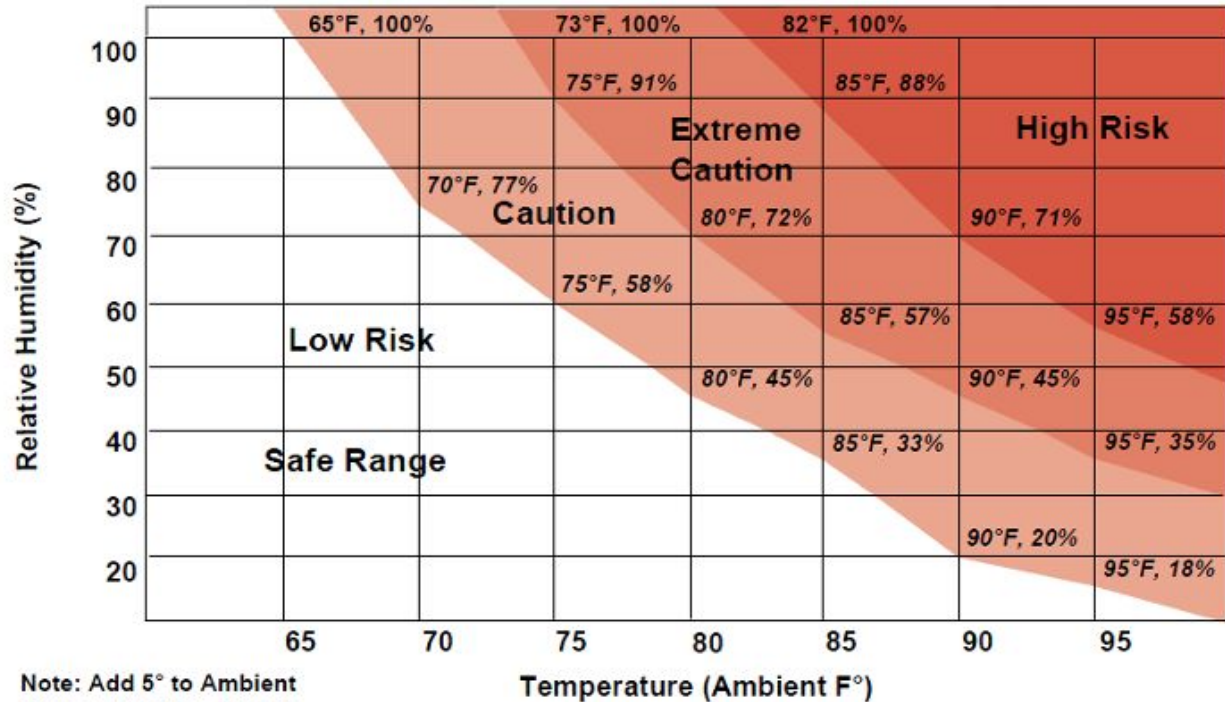
**90-100 = Red Flag** Stop! Sunstroke, heat cramps and heat exhaustion are possible with prolonged exposure and practice. Consider practicing without pads or shorten practice and remove pads for parts of practice. Provide extra water and monitor bigger players.

**Over 110 = Black Flag** Danger zone, practice not recommended. There is an extreme danger of sunstroke, heat exhaustion and heatstroke. Use common sense and make new plans.

### What to do When Heat Waves Strike

- Increase intake of non-carbonated, caffeine free beverages such as water and juice.
- Encourage players to drink more water than they are thirsty for.
- Wear uniforms that are light in color and loose fitting. Mesh jerseys are ideal.
- Strip off pads for conditioning parts of practice.
- Give special attention to the bigger players and light-skinned players who haven't been out in the sun.
- Use the heat index to make the proper adjustments to practice.

# Competition Index For Heat



Wisconsin Interscholastic Athletic Association  
(Reproduced courtesy of Minnesota State High School League)

## HEAT SAFETY TIPS

Prevention of these heat-caused conditions is much easier than the treatment. The Red Cross advises that people be careful so that enjoyable summertime activities do not become dangerous and life-threatening.

### The American Red Cross offers these tips to help prevent illness due to heat:

- Slow down and avoid strenuous outdoor activity.
- Stay indoors as much as possible.
- Wear lightweight, light-colored clothing.
- Drink plenty of water regularly and often.
- Eat small meals and eat more often. Avoid foods high in protein, which increase metabolic heat.
- Avoid using salt tablets unless directed by a physician.

### Heat-related illness in early stages can usually be reversed. Follow these procedures for care:

- Get the victim out of the heat.
- Loosen any tight clothing.
- Remove perspiration-soaked clothing.
- Apply cool, wet cloths, such as towels or sheets to the skin.

- Fan the victim.
- If victim is conscious, give cool water to drink.
- Ice packs or cold packs can be applied to the victim's wrists, ankles, groin, armpits and neck to cool the large blood vessels.
- Let the victim rest in a comfortable position, and watch for changes in condition.
- Call for an ambulance if victim refuses water, vomits or starts to lose consciousness

## **Lightning Guidelines**

The following guidelines should be followed when making decisions as to whether to suspend or restart a contest/practice based on the presence of lightning.

1. Assign staff to monitor local weather conditions before and during events.
2. Develop an evacuation plan, including identification of appropriate nearby shelters.
  - Home football team to the football equipment shed.
  - The visiting football team to their bus if available. If no bus is available then the visiting team also shelters in the football shed with Dodgeland team.
  - Spectators must shelter in their cars unless the school is opened and commons used.
3. Criteria for suspension and resumption of play:
  - When thunder is heard, or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
  - Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
  - Any subsequent thunder or lightning after the beginning of the 30-minute count reset the clock and another 30-minute count should begin.

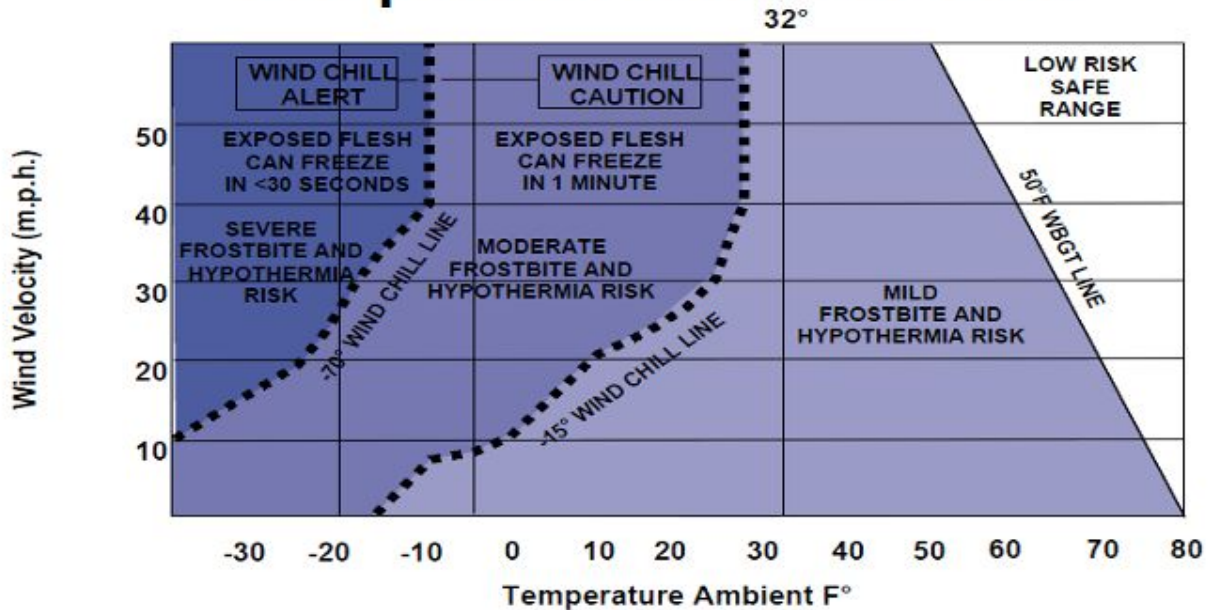
From the *WIAA Medical Policies and Procedures* – Medical Information Guide

## **Tornadoes**

1. Tornado Watch: this advisory means that prevailing conditions are such that tornadoes could form in the watch area.
  - a. When word is received that a tornado watch has been issued, the Principal/Administration will assign someone to monitor the weather station.
  - b. Notify employees of the Tornado Watch Advisory.
  - c. Continue all normal operations of the School/Facility
2. Tornado Warning: this advisory means that a tornado has formed and has been sighted. The Tornado Warning area will be geographically defined in the advisory.
  - a. When a sighting is near your location the tornado signal will be sounded. The signal must be different from the Fire Alarm or Evacuation recall.
  - b. All employees and students should immediately proceed to shelter inside the school.

## **Cold Temperatures**

# Competition Index For Cold



Wisconsin Interscholastic Athletic Association  
(Reproduced courtesy of Minnesota State High School League)

## WIAA Football Acclimatization

### a. Acclimatization Period

#### (1) Practice Days 1 and 2

- (a) Helmets and mouth guards only; shorts are recommended.
- (b) Wrestling or volleyball style kneepads may be allowed, but are not mandatory.
- (c) All other equipment and pads (e.g. spider pads, hex pads or built-in padding and/or on clothing) are not permitted.

#### (2) Practice Days 3 Through 5

- (a) Helmets, mouth guards, girdles and shoulder pads only; shorts are recommended.
- (b) Wrestling or volleyball style kneepads may be allowed, but are not mandatory.
- (c) All other equipment and pads (e.g. spider pads, hex pads or built-in padding and/or on clothing) are not permitted.

ALERT: State Law (175.22) prohibits use of cell phones (and other image-recording devices) in locker rooms except in emergency situations.

- (3) Full pads may be worn after the acclimatization plan has been satisfied.
- (4) The acclimatization period must be satisfied by all athletes individually.

b. If multiple practices in a day are utilized (long day), they may not be scheduled on consecutive days. Practices are limited to alternating Short Days and Long Days.

#### (1) Short Day

- (a) Maximum practice is 3 hours of physical activity plus a 30-minute recovery period.
- (b) A 30-minute recovery period (rest in a cool environment, pads and helmets off, hydrate) must occur no later than 2 hours into practice.
- (c) Unrestricted and unlimited access to water throughout physical activity is strongly encouraged.

(2) Long Day – Not allowed for 2020

- (a) Maximum of one practice is 3 hours of physical activity plus a 30-minute recovery period.
- (b) A 30-minute recovery period (rest in a cool environment, pads and helmets off, hydrate) must occur no later than 2 hours into practice.
- (c) Minimum of a 3-hour break without physical exertion, in a cool environment, with rehydration before the second practice that day.
- (d) The longer practice, which is limited to 3 hours of physical activity plus a 30-minute recovery period, may be at any time during the day. When combined with an additional helmet-only practice, there must be a 3-hour break between.
- (e) Maximum additional practice is 1.5 hours with helmets and mouth guards only; knee pads may be allowed.
- (f) Unrestricted and unlimited access to water throughout physical activity is strongly Encouraged.

(3) After 10 practices to the end of the season

- (a) Only one practice allowed per day.
- (b) Maximum practice is 2.5 hours.
- (c) A 30-minute recovery period is not required.
- (d) Monitor weather and heat conditions and adjust appropriately.
- (e) Unlimited access to water and hydration should be available.

c. Player on Player Contact There are five basic types of player on player contact:

- (1) Drill contact - coach determined outcome Air - Players should run unopposed without bags or any opposition. Bags - Activity is executed against a bag, shield, or pad to allow for a soft-contact surface, with or without the resistance of a teammate or coach standing behind the bag. Wrap or Control - Drills run at full speed until contact, which is above the waist with the players remaining on their feet.
- (2) Competition/Full Contact - no coach determined outcome Thud - Same as wrap but tempo is competitive with no pre-determined winner and the players are not tackling to the ground. Live Competition or Full Contact - Full contact is defined as football drills or live game simulations where live action occurs - game speed where players execute full tackles at competitive pace taking players to the ground.
- (3) Limitations are the following:

**Drill Contact** (Air, Bags and Wrap) is unlimited. Competition/Full Contact (Thud and Live/Full) has limitations. The Acclimatization Regulations also apply.

Week 1 - Only Drill Contact (Air, Bags and Wrap) is allowed and it is unlimited. Competition/Full Contact is not allowed.

Week 2 - Drill Contact (Air, Bags and Wrap) is unlimited. Competition/Full Contact (Thud and Live) is limited to 75 minutes per week (excluding a scrimmage).

Week 3 and beyond - Drill Contact (Air, Bags and Wrap) is unlimited. Competition/Full Contact (Thud and Live) is limited to 60 minutes per week (excluding games).

- d. There must be practices on a minimum of 14 different days (including the days in 3. a.) before the first game may be played.
- e. The first eight days of practice may not involve a team from outside the school.
- f. The minimum days of practice prior to the first competition is a team requirement. While it is desirable for each participant to satisfy this requirement, schools will determine when students may begin competition, after their 5 days of acclimatization.
- g. Teams must rest from all physical activity for at least one calendar day after six consecutive days of practice or competition. In the event extreme weather forces a WIAA tournament contest to be cancelled, school administration may request relief.

## **Food/Drug Supplements**

The use of supplements and ergogenic aids to enhance athletic performance is becoming more prevalent in athletics; however, there exist considerable safety concerns and myths surrounding their use. It is imperative that athletes, parents and coaches be educated as to the current state of knowledge regarding these products, which are currently not regulated by the Food and Drug Administration (FDA).

Several organizations, including the NFHS, have created policies regarding the use of supplements by athletes. For the most part, these organizations discourage the use of supplements by athletes due to the lack of published research addressing their long-term adverse effects, particularly in the adolescent athlete.

### **General Concerns About Supplements**

#### **Safety**

- Nutritional supplements are not evaluated or regulated by the Food and Drug Administration
  - With no FDA standards, there is no guarantee of amount or concentration of ingredients

- With no FDA controls, products frequently lack purity and are laced with other compounds
- Very few studies exist on the short-term or long-term side effects associated with their use
- There are even fewer studies addressing the side effects in children and adolescents

#### Effectiveness

- Very few controlled scientific studies have been done to evaluate effectiveness
- There is a lack of sufficient evidence demonstrating that performance is actually improved in most traditional sports

#### Legality

- Certain supplements are illegal to obtain without a prescription
- Many supplements, even though legal to obtain, are banned by governing bodies of sports organizations

### Existing Policies/Standards

#### **The NFHS position on food supplements (including creatine and Androstenedione) states that:**

School personnel and coaches should not dispense any drug, medication or food supplement except with extreme caution and in accordance with the policies developed in consultation with parents, health-care professionals, and senior administrative personnel of the school or school district.

The use of any drug, medication or food supplement in a way not described by the manufacturer should not be authorized or encouraged by school personnel and coaches. Even natural substances in unnatural amounts may have short-term or long-term negative health effects.

In order to minimize health and safety risks to student-athletes, maintain ethical standards, and reduce liability risks, school personnel and coaches should **never** supply, recommend or permit the use of any drug, medication or food supplement solely for performance enhancing purposes.

#### **The American College of Sports Medicine's stand on dietary supplements states:**

- Performance will not be improved in individuals, consuming nutritionally adequate diets, who use nutritional supplements
- Only athletes with a defined nutrient deficiency will benefit from supplementation of the limiting nutrient(s).
- A registered dietician experienced in counseling athletes should evaluate concerns about the nutritional adequacy of an athlete's diet.
- Athletes should consume a diet that includes a variety of foods to optimize vitamin and mineral intakes rather than nutritional supplements.
- Use of megadoses of vitamins and minerals is not recommended due to potential adverse effects.
- Physically active people who intermittently use a vitamin or mineral supplement as prophylaxis should use a product that does not exceed the RDA for essential nutrients.

## Common Myths About Supplements

- If a substance is natural, it must be safe. NOT TRUE
- If a substance is natural, it must be healthy and beneficial. NOT TRUE
- If a little bit is good, then a whole lot is better. ALMOST NEVER TRUE
- Athletes are deficient in important compounds. ALMOST NEVER TRUE
- If a substance increases muscle size, then sports performance is enhanced. VERY SELDOM TRUE

## Preventing athletes from taking supplements

Coaches, parents, administrators and licensed athletic trainers should send a strong message that discourages the use of supplements for performance enhancement. This can be done through a positive example of healthy behaviors regarding exercise and diet. In addition there are messages you can send to your athletes to counteract the advertising ploys regarding supplements. These include:

- If it's too good to be true, it probably is.
- There's no short-cut to excellent performance; it takes hard work.
- Let the buyer beware: If someone can gain from your decisions, check it out thoroughly before you choose
- If you win naturally, you'll know it was you who won.
- No drug is harmless and free of consequences.
- Even natural substances in unnatural amounts may have short-term or long-term negative health risks.
- We advocate against the use of creatine and androstenedione because we believe they are too risky to be used by young athletes.
- There is not enough research on the long-range risks of creatine or androstenedione to make these substances worth the risk of using them.
- I'm your coach (or athletic trainer, or athletic director) and I don't think the use of these substances is a good choice for you, or for the team.

## Resources: For additional and more detailed information, please refer to the following useful references:

American Academy of Pediatrics. Adolescents and anabolic steroids: a subject review.

[www.aap.org/policy/970601](http://www.aap.org/policy/970601)

American College of Sports Medicine. Current Comment: Creatine. June 1998.

American College of Sports Medicine. Current Comment: Anabolic Steroids. April 1999.

American College of Sports Medicine. Current Comment: Vitamin and Mineral Supplements and Exercise. May 1998.

American College of Sports Medicine. Physiological and health effects of oral creatine supplementation. (Special Communications: Consensus Document from an Official ACSM Roundtable) *Medicine and Science in Sports and Exercise*. 32(3); 706-717, 2000.

American College of Sports Medicine Position Stand. The use of anabolic steroids in sports. *Medicine and Science in Sports and Exercise*. 19(5): 534-539, 1987.



Benzi, G. Is there a rationale for the use of creatine either as nutritional supplementation of drug administration in humans participating in sport? *Pharmacological Research*. 41(3); 255-264, 2000.

Iowa High School Athletic Association. *Wellness Update #4*. 1998.

Juhn, M.S. and Tarnopolsky, M. Potential side effects of oral creatine supplementation: A critical review. *Clinical Journal of Sports Medicine*. 119;8:298-304, 1998.

National Federation of State High School Associations. [www.nfhs.org](http://www.nfhs.org)

Stone, M.H. Human growth hormone: physiological functions and ergogenic efficacy. Addendum to Position paper and literature review: Anabolic-androgenic steroid use by athletes. National Strength and Conditioning Association.

From the *WIAA Medical Policies and Procedures* – Medical Information guide

## Drugs in Sports

It is difficult in a short span of time and limited space to cover the topic of drugs in sports. The implications and ramifications of drugs, even in the high school setting, much less society in general, is very large and difficult. There are the risks of the drugs and their side effects such as the medical, psychological and addicting concerns. There is the effect on athletic performance; not only increasing athletic performance but also increasing the risk of injuries and decreasing performance.

Twenty-five years ago coaches had to concern themselves with alcohol and cigarettes as the two drugs of risk and danger to their athletes. Today this list has been greatly expanded with the addition of marijuana, cocaine, stimulants, anabolic steroids and many others. No coach or athletic administrator can be a master of all of these drugs with their many implications. An understanding of the background of drugs and some of the major side effects and warning signs should be understood by all. This puts an added responsibility on the coach and athletic administrators, but it is one of the responsibilities that goes with coaching today.

Basically drugs can be broken down into three groups. First being therapeutic, second recreational, and third ergogenic.

### Therapeutic

Therapeutic drugs are those that are used for a medical reason so that the individual may perform at the athlete's normal ability or level. They are not used to enhance performance or to get a false high or "feeling good" attitude.

### Ergogenic

Ergogenic drugs are ones that are used to obtain improved athletic performance. They have no therapeutic value in their own right, and are used strictly to enhance athletic performance. These are all banned and should be banned in high school sports. Included in this area are stimulants and anabolic steroids.

## **Recreational Drugs**

Recreational drugs are those that are used to relax, escape or to create a false impression of euphoria. There is no specific goal to improve performance but just to “feel better”. This group would include marijuana, cocaine, cigarettes, chewing tobacco and stimulants.

Some people argue that therapeutic drugs are not permissible and are misused to increase athletic performance. If one remembers that the goal of therapeutic drugs is to allow the athlete to compete at their normal ability and not to increase performance, this argument loses merit. An athlete who takes insulin for his diabetes, anti-inflammatory medication for tendinitis or muscle strain, or uses an albuterol inhaler for his asthma, is not trying to increase performance. They are getting back to a normal state.

Use of recreational drugs is another problem and leads to tremendous social consequences. There is great risk to the athlete who uses these drugs as well as to others. The legal, moral and ethical questions are very complicated and lead to a great amount of responsibility being placed on coaching staffs and athletic administrators in our high schools. The WIAA has taken a stand and has instituted penalties for the use of these drugs. Individual high schools have often increased the penalties for the use of these drugs over what the WIAA has recommended and this should be complimented. Every high school athlete who has a problem with these drugs should be counseled and a clear process outlined by which they can reenter athletic competition. Sports can be a route to allow the athlete to break a drug habit that they may have acquired, but at the same time a penalty must be clearly stated and enforced so that they know the rules and the limits ahead of time. Coaches, administrators, and the WIAA working together can work for a safer environment for all athletes in the area of drug use and abuse.

A brief outline of major drugs and their risk and side effects will be listed. This is not all inclusive, but coaches should familiarize themselves with early signs and symptoms so they can be available to help the young athlete deal with their problem. It may not seem right to have drug awareness be part of our coaches job description, but if one is to help and coach our athletes, the coach has no choice. This must be done.

## **Alcohol**

Alcohol is the primary drug problem in sports as well as in society. This is not a problem only of the young athlete, but of all age groups throughout our society. It clearly decreases athletic performance, besides being illegal. Alcohol inhibits motor skills of all types and leads to a loss of body fluids resulting in a lower endurance rate. It induces behavioral changes and poor judgment, and is a depressant medication that prolongs reaction time as well as slowing neuromuscular responses. Alcohol is used primarily as a social drug but functions more as an escapist drug and is probably the primary health hazard in the United States.

## **Tobacco / Nicotine**

Tobacco is probably the second most commonly abused drug by the athlete as well as society in general. It, too, is a social drug that is incorrectly called a recreational drug. The nicotine in tobacco, whether it be in cigarettes, chewing tobacco or vaping devices is addictive. The carcinogens and carbon monoxide that results from smoking of tobacco are dangerous to the athlete’s health and to those that are around him/her as well. Medically it causes severe medical problems and worsens many other medical conditions. Heart disease, strokes, vascular disease, pulmonary disease, including emphysema, and cancer, as well as the risk to the unborn fetus, are well documented. The use of vaping devices and the health impacts are still unknown. Vaping is not a safe alternative to smoking as the nicotine content in the “juice” is greatly concentrated. Athletic performance is definitely reduced and the longer the athlete smokes the greater the adverse effect is

on the athletic performance. It clearly decreases oxygen utilization, and the passive effect of the smoke can have a negative effect on the performance of those who are around them.

## **Marijuana**

Marijuana is a totally illegal drug but one that is readily available to our high school athletes. Marijuana does not lead directly to the use of cocaine, or other dangerous, hard-lined drugs; but certainly those who go on to cocaine and other hard drugs have usually tried marijuana first.

The effects of marijuana are many and dangerous. It impairs short-term memory, slows learning and can lead to transient confusion and anxiety. It clearly, with frequent use, leads to a nonmotivational syndrome where the athlete loses interest in many things, as well as impairing motor coordination and function. This makes driving a risk. It, too, can lead to chronic lung disease. One of its greatest risks is the euphoria and sense of false reality that it creates. Those who become addicted emotionally to this drug can find that after many months and years of use, their emotional development has been harmed, as well as their educational status. While most of the effects that have been mentioned are short term, some have extended health consequences. A good example of this is that the measurement of male sex hormones have been shown to decrease while using marijuana as well as low sperm counts. When the marijuana is stopped, both normalize, but if use is extended over long periods of time, the effect is not known at this time.

Marijuana clearly decreases athletic performance. The athlete, because of the euphoric qualities of the drugs, believes that their athletic performance has never been better. All studies show a decrease in motor skills and performance.

## **Cocaine**

Cocaine is the so-called champagne of drugs. It has become a status symbol in society in general and has crept down to be used even by 11 and 12 year olds. The number of deaths caused by cocaine has increased steadily and the street legend that it is non-injurious, non-addicting and safe has clearly been disproved. It is not solely a drug of minorities or the poor, but one that is used by all financial status and races. It is addicting and the lethal to safe dose range is extremely small. This is one reason why death occurs with the recreational use.

Medically, it has similar effects to amphetamines in that it is a stimulant and a powerful vasoconstrictor. It creates a great feeling of euphoria, but with it goes increased heart rate, increased blood pressure and irregular heart rates. It also leads to nervousness, insomnia, blurred vision, as well as tremors and convulsions. It can lead to cardiac arrhythmias, cardiac arrest, as well as respiratory arrest. It can kill. In the short term use, there is not a major effect on athletic performance, but as more is used, athletic performance decreases and socially it becomes a tremendous problem. Mood swings are great and in the high school athlete, not only will athletic performance, but scholastic performance as well, will decrease. It is an extremely dangerous drug.

## **Stimulants**

Stimulants basically include those drugs such as amphetamines, caffeine, ephedra, and ma huang. These drugs stimulate the central nervous system and seem to increase alertness in motor and physical activity. They decrease fatigue and create a feeling of euphoria. Unfortunately many side effects also are present. Caffeine is a diuretic and can contribute to dehydration in an athlete. Stimulants can lead to insomnia, hypertension, hyperexcitability followed by depression, as well as collapse, convulsions and coma. It can lead to irregular heart rates, increased hostility, aggression and addiction. One of the greatest dangers is that they

decrease fatigue and mask mental awareness and pain. This has led to death in athletes who push themselves beyond their physical endurance.

While there may be a slight increase in athletic performance when used, over a long period of time they decrease athletic performance and carry with them great risk.

## **Anabolic Steroids**

Anabolic steroids are a growing problem in high schools as the young high school athlete sees it being used in the professional and college ranks. They, too, want to get the competitive edge, perform better and gain the scholarship. Basically, anabolic steroids work by stimulating protein synthesis and therefore, protein building. They may work by blocking the breakdown aspect of weight training and conditioning. Unfortunately, the protein building effect the athlete wants cannot be separated from the side effects of accentuating secondary male sex characteristics as well as other risks. One cannot get the desired effects without the side effects. Many athletes try to do this by “stacking” anabolic steroids, which means they take oral and injectable steroids in set patterns. They will use these in six to ten week cycles, in doses that are 10-100 times the usual therapeutic doses for medically indicated condition.

The use of anabolic steroids does have a positive effect on athletic performance. For too many years medical personnel tried to say that anabolic steroids did not increase athletic performance. This cost the medical community credibility among athletes, as well as coaches. To have an effect on athletic performance, the athlete must be in an intensive weight training program before the start of using anabolic steroids, and continue this intensive weight lifting program while on them. The athlete must maintain a high protein, high calorie diet at the same time.

The trouble with this “program” is that the desired effect is usually accompanied by serious side effects. The risk and dangers are too great to allow the use of anabolic steroids at any level of competition. We cannot lie to the athlete and say they don’t work. We must educate the athlete to the risks and dangers as to why the use of anabolic steroids should not be used. **They are banned for sound medical reasons.**

Studies have shown that there is an increase in muscle strength but it is questionable as to whether an increase in total athletic performance is achieved. They have no effect on aerobic capacity, but do seem to increase strength, body weight, and muscle mass.

The adverse effects are on many different organs of the body. They can affect the liver, leading to hepatitis as well as benign and malignant tumors of the liver. They decrease the size of the testicles, lead to enlarged breast tissue, and decrease sperm counts in the male. In females it can lead to marked masculinization, with clitoral enlargement, increased body hair, deepening of the voice, a cessation of menstrual periods as well as a decrease in breast size.

In both sexes it can cause an increase in blood pressure, raise blood cholesterol, produce a drop in high density lipoproteins, and lead to destruction of heart muscle. They can also produce acne, baldness and an increased incidence of tendon ruptures and muscle strains.

There are two other side effects that can be dangerous to the athlete. One, they cause mood changes with increased aggressiveness, irritability, and rapid personality swings. Second, in the adolescent it can lead to early closure of the growth plate in bones and result in a shorter final height than would have been attained.

Many of these effects are permanent such as baldness, clitoral hypertrophy, growth plate closure, as well as the heart/liver damage.

The coach should be aware of how to spot the athlete who is using anabolic steroids. Some of the things to look for is the athlete who works out lifting weights away from his/her team and away from the coach. The coach may notice a sudden increase in strength and size in the athlete over what would be expected. There may be real mood swings with more aggressive behavior as well as increased irritability.

The coach can be of tremendous help in educating the athlete on the moral values of fair play and fairness. He can instruct them on the rules and the legal aspect in the use of anabolic steroids. The coach must make it absolutely clear that he/she is against the use of anabolic steroids. The athlete must be aware that the coach and the athletic administrators will not tolerate the use of these drugs on their athletic teams.

The information given is not meant to be all inclusive but more of a guide and background to expand the knowledge of those who deal with the high school athlete. Awareness of physicians, parents, and coaches is a big aid against the use and abuse of any drugs.

*From the WIAA Medical Policies and Procedures – Medical Information Guide*

## Sportsmanship

### 1. **Gain an understanding and appreciation for the rules of the contest.**

Being well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on decisions made by officials, coaches and administrators.

### 2. **Exercise representative behavior at all times.**

The true value of interscholastic competition relies upon everyone exhibiting behavior, which is representative of a sound value base. Your behavior influences others whether you are aware of it or not.

### 3. **Exhibit respect for the officials.**

The officials of any contest are trained, impartial arbitrators who perform to the best of their ability. Mistakes by all those involved are a part of every contest. We should not rationalize our own poor or unsuccessful behavior by placing responsibility on an official. A rule of good sportsmanship is to accept and abide by the decision made.

### 4. **Openly display respect for the opponent at all times.**

Opponents are guests and should be treated cordially, provided with the best accommodations, and accorded tolerance at all times. Be a positive representative of your school, team or family.

**5. Display pride in your actions at every opportunity.**

Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, student, player, coach or official this value is paramount since it suggests that you care about yourself and how others perceive you.

## ***Sportsmanship Reveals Character – regardless of the final outcome.***

*From the WIAA Sportsmanship Reference Guide*



### ***Dodgeland School District Communication Expectations for Coaches, Athletes, and Parents***

Parenting and coaching are extremely difficult vocations. Our goal is to establish better communication between our parents, athletes and coaches.

The following information was designed to clearly outline expectations that Dodgeland parents, athletes and coaches must be aware of in order for our athletic programs to be successful.

#### ***Parents and Athletes should expect the following from Dodgeland Coaches:***

1. The coaching staff acting as a role model for good sportsmanship, use of appropriate language, professional appearance, promotion of a healthy environment, and safe teaching techniques.
2. All information regarding team requirements, fees, special equipment, off-season opportunities, and location and time of all practices and contests.

3. Dodgeland School District and WIAA eligibility requirements.
4. Team regulations and expectations that are outside the Dodgeland Athletic Code. (**Example:** *expectations regarding excused/unexcused absences for practice and consequences.*)
5. Well-planned practices.
6. Lettering and special award requirements.

### ***Coaches should expect the following from Parents:***

1. Complete support of the Dodgeland Athletic Code and all team regulations.
2. Positive support for their child, all coaches and other team members at all times.
3. Good sportsmanship exhibited toward officials, players and coaches at all times.
4. Notification to coaches of any schedule conflicts that may occur well in advance (**vacations**). These conflicts should be shared before tryouts and designations of teams.
5. Encourage your child, if they have a concern, to speak directly to their coach.

### ***Coaches should expect the following from Athletes:***

1. Complete commitment to the TEAM during the school year sport season.
2. Great work ethic at all times, which includes academically and behaviorally.
3. Exhibition of good sportsmanship and appropriate language at all times.

### ***Recommended Procedure for Addressing a Concern with a Coach:***

**Step 1:** Athlete seeks out his/her coach to discuss concern (*Parents please speak with your child about the concern and encourage your son/daughter to speak with their coach*).

**Step 2:** Parent requests conference with the coach or coaching staff.  
(Please call during school hours and leave a message for the coach either on his/her voice mail or with the Athletic / Middle School Office).

**Step 3:** If the conference between the athlete and coach, or parent, athlete and coach does not resolve the concern, a meeting will be set up with the Athletic Director. The Athletic Director will mediate the conference.

The conference will deal only with specific concerns. Both parties will be allowed to speak in an uninterrupted manner. The conference will be held in a non-threatening environment.

### ***Appropriate Concerns that a Parent may address with the Coaching Staff:***

1. The treatment of your child mentally and physically.
2. Ways that your child can improve his/her performance and skill level.
3. Concerns about your child's behavior in school, practice or contests.
4. The makeup of the team in relation to your child.
  - Coaches will not discuss other team members, other parents, or other members of the Dodgeland coaching staff.
  - Coaches will not meet with a parent immediately after a contest. Parents must wait until the next school day and refer to the recommended procedure for addressing a concern with a coach.

## **Athletic Director Role & Responsibilities**

The Athletic Director shall be responsible for the development, supervision and evaluation of all athletic programs. The athletic director works with, represents, and acts with the building principal in all matters related to the athletic programs. The Athletic Director will assume the following duties:

- Confer with and make recommendations to the administration.
- The scheduling of all athletic contests.
- Formulate, propose, and supervise the budget of all athletic programs.
- Plan and develop the total program.
- Issue contracts and assign officials to all non - conference athletic contests.
- Approve all requisitions of athletic equipment.
- Approve all athletic fundraising.
- Coordinate all athletic trips and contests.
- Direct all athletic tournaments in the high school.
- Conduct meetings with all athletic personal when necessary.
- Recommend payment of all WIAA and conference dues.
- Monitor academic and attendance performance of athletes.
- Submit athletes' names for WIAA scholar athlete awards.
- Assist the principal in evaluating all head coaches and assistant coaches.
- Inform coaches as soon as possible of any deficiency in their performance.

All coaches are responsible to the Athletic Director and Principal. Head coaches should make daily contact with the athletic director during their season. Off-season contact should be made once per week and may be achieved through email correspondence.

All coaches are to monitor the attendance and academic performance of their athletes. Daily communication with the attendance secretary during the season is essential in enforcing daily attendance at school and in all classes.



All coaches are to communicate weekly with all teachers of their athletes so as to monitor both academic progress and behavior of their student athletes. Success as a student athlete must always begin in the classroom, with full support and encouragement from the coaches. Providing student athletes with a weekly grade sheet for teachers to complete is a great tool to demonstrate the coach's commitment to academic success for their athletes.

## **Team Rules**

It has long been accepted that the establishment of rules for a team is critical for a successful season. Very few coaches dare to enter a season without establishing regulations for team membership.

Coaches are to discuss the rules they wish to declare as guidelines for their team with the athletic administrator involved with their school. A copy of each coaches' team handbook must be provided to the Athletic Director. This will serve to establish a common ground with the coach and his/her administrator prior to any conflict that may take place.

Coaches are also well served to distribute printed copies of their rules and to request that student-athletes and parents sign some sort of a form indicating that they have been made aware of the rules and that they accept them, regardless of whether or not they agree with the rules.

Team rules are to parallel the school code of conduct. There is no place in educational athletics for inconsistencies in behavioral expectations.

It is generally accepted that it is impossible to foresee all issues for which a coach would like to be prepared; therefore an all encompassing statement is recommended. Such statements could state that all team members should represent their school and team in a manner that will reflect positively on all involved.

There are many theories employed in the establishing of team rules. Some coaches have a set of guidelines and consequences that have been effective for them. There are coaches who collaborate with team members/captains in order to establish guidelines, and there are schools where all team rules are the same. All of these variables can be and have been successful.

Rules should be concise. Order can be established with a few rules that govern the behavioral expectations. Consequences should be consistent and not geared to players of different abilities. Consequences should be administered by the coaches and in some occasions, captains can be consulted.

One method of establishing guidelines is to establish team priorities. In educational athletics, academics, the family of the team member, and perhaps other items would be more important than winning and losing a contest.

Team rules cannot conflict with the Athletic Code. Coaches do not have the authority to increase or decrease any penalty assigned by the Athletic Director or another district administrator.

# Discipline

## DISCIPLINE VS. PUNISHMENT

**While a positive approach to coaching discourages punishment, maintaining discipline is a must for all athletic teams.** Great coaches know the difference between discipline and punishment.

### **Discipline includes:**

1. Setting limits on behavior.
2. Making rules simple, few and consistent.
3. Being a role model for appropriate behavior.
4. Ignoring annoying behaviors that do not cause real problems.

### **With discipline, your athletes will:**

1. Know what is expected.
2. Control and change their own behavior.
3. Become responsible for their own actions.
4. Learn a lesson that will positively affect their future behaviors.
5. Increase feelings of self-worth and self-confidence.

**Using a positive approach to coaching with its emphasis on discipline will help you develop in your student-athletes the character traits that we want to see developed.** Experts discourage the use of physical activities (i.e. running laps or push-ups) to punish athletes. Team service time such as helping put away equipment is an appropriate consequence.

### **Punishment techniques include:**

1. Yelling
2. Lecturing
3. Sarcasm
4. Threats

### **Unintended Results of Punishment could:**

1. Emphasize athletes' failures.
2. Lead to resentment and frustration.
3. Destroy self-esteem and self-confidence.
4. That athletes are not taught to become responsible for their own behaviors.

# Hazing

Hazing or "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity. Hazing also includes any

action taken or situation created, intentionally, whether on or off-campus, that produces mental or physical discomfort, embarrassment, harassment, or ridicule. This includes any action that endangers the health or well-being of an individual, is personally degrading, has an adverse effect on the academic performance of the student, or which violates any federal, state or local statute. Individual or group consent to hazing activity in no way validates the activity or excludes those perpetuating it from being charged with a crime. Hazing is a process that involves harassment, with or without consent. Hazing can occur within any group. Hazing results include but are not limited to, excessive physical fatigue, embarrassment, humiliation, and mental or physical injury. It is the responsibility of victims, participants or witnesses of a potential hazing incident to report the activity.

### **Wisconsin Statute 948.51:**

Wisconsin Statute 948.51 prohibits any form of hazing. The statute says:

948.51 Hazing. (1) In this section "forced activity" means any activity which is a condition of initiation or admission into or affiliation with an organization, regardless of a student's willingness to participate in the activity. (2) No person may intentionally or recklessly engage in acts which endanger the physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating in connection with a school, college or university. Under those circumstances, prohibited acts may include any brutality of a physical nature, such as whipping, beating, branding, forced consumption of any food, liquor, drug or other substance, forced confinement or any other forced activity which endangers the physical health or safety of the student. (3) Whoever violates sub. (2) is guilty of: (a) A Class A misdemeanor if the act results in or is likely to result in bodily harm to another. (b) A Class E felony if the act results in great bodily harm or death to another.

### **Is it Hazing?**

"Hazing" refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's willingness to participate. (taken from StopHazing.org)

Additionally, hazing may be reflected in any act that is required of new members in order for them to gain admittance to an organization that is not required of the current membership.

## **Parent Communication & Public Relations**

### **Parent Communication**

Coaches are expected to communicate with and gain the cooperation of the most ardent fans – parents, by organizing pre-season meetings and continue regular communications throughout the season. The following is suggested topics to be covered at this meeting and a copy of the information being handed out shared with the Athletic Director prior to your meeting:

1. Season Schedule(s)
2. Code of Conduct information
3. Physical information
4. Team rules and expectations

5. Lettering & awards policies
6. Parent & Athlete DPI/WIAA Agreement Form with question and contact information
7. Fundraiser information and dates
8. Clothing order information
9. Picture ordering information and date

Any coach wishing to hold “special nights” (Parents Night, Senior Night, etc.) are expected to have these events approved in advance through the Athletic Director. It is the coach’s responsibility to run such events with the Athletic Director assisting when requested/needed. Parents must also be provided advance written notice of special events.

**\*\*The parents of any athlete disciplined or suspended by their coach, must be notified by the coach. The Athletic Director must also be informed of the circumstances prompting such disciplinary action.**

**All activities shall have an end of the season event. It is the responsibility of the coach to arrange the “event” with the high school Athletic Director and place it on the school calendar. Coaches who would like to cooperatively plan a joint awards program and host it at the school are to communicate this to the Athletic Director and share in the planning.**

### **Media & Press Communication**

Your relationship with the media is important not only to your individual activity but also to our total program. Schedules, rosters, conference releases pertaining to special events will be released by the Athletic Director office. Interviews and pictures of coaches and players is encouraged to promote Dodgeland athletic programs.

Following each home event, it is the coach’s responsibility to call or fax results to the local media which includes radio, tv stations and newspapers as outlines by the Trailways Conference bylaws. Coaches should make available to the press scorebooks and other pertinent statistical information after each interscholastic contest and coaches are encouraged to maintain weekly contact with the press.

Weekly statistics, as outlined by the Trailways Conference Bylaws shall also be submitted by the head coach.



# Media/Publicity

The key to getting your athletic program's message to the public is building and maintaining a good relationship with all of the local media servicing your school area. Here are some steps to follow:

- Begin with the premise that the media has a job to do with specific timetables and guidelines to follow. Their job requires filling the pages of the newspaper or specific time slots on the radio/TV.
- Establish a policy in the Athletic Department that encourages coaches to think of the media not as an adversary but as a voice for your entire athletic program. Once you establish this working relationship, you can depend on the media when you need their support.
- Prepare for each season the same way teachers prepare to teach their classes. Good teachers, which includes good coaches, create lesson plans to make sure everything will be covered effectively and efficiently. Begin by setting a timetable for your complete season, beginning with the pre-season report. Special events such as inter squad scrimmages, fundraisers, homecoming game, and banquets are some, but not all, of the items that may be in your lesson plan. Remember that your school is not the only school the media has to cover. Your school is more likely to receive adequate coverage, if the media has adequate time to plan for your specific events.
- Set a specific time to contact the media. This, can and will, alleviate the all-to-common "I could not get in touch with you" response. The media may dictate contact times.
- Create a format to follow when making these reports. A simple sheet with items to follow such as the score, statistics, highlights, and specific people to recognize is helpful. It is helpful to write these items down before making the phone call. Doing this will help coaches anticipate any difficult or controversial questions from the media. Don't forget to include the non-starters who may have made a special contribution to the success of the contest. Get names in whenever possible.
- Be aware of and follow any special guidelines that your league or school district may require when dealing with the media.
- Speak positively regarding their inquiry of a game and/or the summary of a game. Nobody wants to hear a "complainer" on why they lost or blame others for the outcome. A slip of the tongue at this point may cause a major misunderstanding when seen in print. Too many times you hear of coaches saying "I was misquoted" and in some cases they are. But the damage has been done.
- Fill out any special nomination forms in a timely fashion. Some of the forms that need prompt attention are: Athlete of the Week, All League, All Area, All District, All Regional and All Academic. Remember how important this award may be to one or more of your players. Do not miss selection meetings.
- Print clearly when filling out the above forms, and if possible type them out. Nothing is more frustrating to a reporter being pushed by a deadline than to try to figure out the spelling of someone's name. This is important to the athlete.
- A general rule of thumb would be to "say only what you want the people to read or hear." Be courteous but be sure you do not give out "personal" information regarding players, coaches, and officials. This is where the pre-made form can help you.
- Do not allow yourself to be drawn into a conversation regarding a controversial topic.
- Do not make statements about players who have been disciplined or cut from the squad. It is usually not good practice. Remember, as a coach you are hired as much to develop character as you are teaching the "X's" and "O's" of your sport. Putting our negative responses to the media only makes matters worse in the eyes of your athletes and their parents. They deserve your trust.

- Be honest and truthful. Don't ever lie to or mislead reporters. If the topic is sensitive or you don't have knowledge of a particular issue, it is appropriate to say "I don't know" or "At this time, I'm not able to answer without additional information..." or "I don't know, but I can get back to you or get someone who may know more about that."
- Don't ever assume anything is "off the record" even if you or the reporter indicates that's the case.
- Think of the audience, those are the people you're talking to.
- Be succinct and brief in answers. First, less chance of being misquoted. Second, the average TV sound bite is eight seconds, and there are only a couple quotes in a story. Choose the two or three points you want to get across.
- If you are working with a liaison to help manage the media expectations share this information and oversee their work during the season.

## **School & Student Announcements**

Coaches are encouraged to share event results with the DodgeLand faculty and student body through daily announcements. Announcement information must be emailed to Linda Feilbach (feilbach@dodgeLand.k12.wi.us) no later than 7:15 AM to be included in that day's announcements. Announcement forms are also available in the Middle School / Athletic Director office.

Daily announcements are also posted to the district website which includes athletic event information as well as bus departure times. Cancellations of events are announced to the faculty and students by the Athletic Director as necessary and are also posted to the website – calendar of events.

## **Risk Management**

Risk management is taking proactive steps to prevent injuries or challenges to a program before they occur and taking steps to mitigate a crisis situation when it occurs. Following the steps will not prevent lawsuits but will aid in defending your actions if you have taken steps to manage the risks inherent in your athletic program.

## **Practice Times**

### 1. Pre-season Practices/Vacation Practices:

Practices may be organized at the coaches' discretion and approved by the Athletic Director. There are some important factors to keep in mind when scheduling practice times.

a. Length of practice session - Young athletes reach a point of "diminishing returns" after about two hours of continuing practice.

b. Transportation problems - We need to be concerned about our rural athletes. Transportation is not always a simple matter for these athletes, so please coordinate with them to establish the best time for scheduling practices.

### 2. Practices on School Days:

Practices should begin approximately 10 minutes after the final bell of the school day and instruction must end at least 10 minutes before the 5:10 late bus time. New team

instruction should not occur after any athletes leave due to riding the late bus.  
Individual practice may last longer only if no late bus is needed.

3. Sunday and Holiday Practices:

Practices on Sundays and holidays are normally not held. If some special circumstances arise whereby a Sunday or holiday practice is necessary, it must be presented to the Athletic Director and final approval is granted by the District Administrator. i.e. a basketball game is on a Monday night then a Sunday practice would be allowed as long as there wasn't a Saturday practice.

4. Family Night:

In cooperation with the churches in the Dodgeland School District and in conjunction with the other schools in our conference, Wednesday night has been designated family night. No meetings or practice involving students are to be scheduled on Wednesday night. All activities that begin on Wednesday afternoon are to conclude no later than 6:30pm on Wednesday night.

5. If School is called off:

There will be NO practices and games will be rescheduled.

## **Athletic Injuries / Athletic Trainer Coverage**

A. Maintain an awareness of the following:

- if physician or athletic trainer is present
- ambulance number – 911
- location of phone to call 911
- emergency information and consent of participants information must be carried to all practices and games by coaches.

B. Athletic Trainer's Hours

- Per the agreed contract during a given year, at the High School office normally 2 days a week. Days of week yet to be determined.
- A certified trainer will be in attendance at every home varsity athletic event.
- Coaches and administration will support the trainer's decision when there is a question pertaining to an athlete's welfare. Help in recruiting student trainers to work under the supervision of the certified athletic trainer. All student trainers must be approved by the Athletic Director.

C. On field, court or gym responsibilities:

1. Designate individuals to carry out specific duties:
  - a. Charge person – physician, athletic trainer, head coach or assistant coach
  - b. Call person – responsible for calling emergency vehicle-know location of field telephone and all exits to direct vehicles. Have access to health

record information and consent if possible.

- c. Control person – to keep “On-lookers” and players away from injured athlete and treatment personnel.
- d. Coaches in sports without special coverage by the athletic trainer are strongly encouraged to use a school cellular phone during competition.

D. Emergency Procedures:

- Charge person will assess severity of injury
- Do not move athlete until nature and severity of injury have been determined
- If athlete is breathing and circulation functional, proceed to treat the injury in a competent, qualified manner. If in doubt, **STOP, WAIT FOR EMERGENCY CARE VEHICLE.**
  
- **Finally, some common sense advice:**
- Remain calm
- Do not diagnose
- Keep other players away from the injured athlete – their concern shows up in great anxiety in the injured athlete.

E. Notification of parents or guardians:

Injuries to any athlete should be followed up by a phone call to the athlete’s parents. The athletic trainer and the school nurse should also be informed in case an accident report needs to be filed.

The phone call to the parents should involve the following information:

1. How the injury occurred
2. What action was taken following the injury
3. The athletic trainer’s advice for treatment if appropriate
4. If appropriate, recommendation that a doctor be consulted.

Your cooperation in fulfilling coaching and athletic training obligations is expected and appreciated.

F. Injuries on athletic fields or gymnasium

During preseason and in-season practice sessions and games, the coach should contact the high school or middle school offices if the injury requires someone to look after that player for a period of time. Offices are staffed until 4:00 pm. And paging an administrator via any phone can be done with a **star-70-star** entry. Parents should be notified at the earliest possible convenience. During a late practice when possibly no office assistance is available, contact the parents or call 911 if the situation warrants such measures.

If the coach has an assistant coach, then the assistant should take the player inside and only return when the problem has been handled correctly. If no assistant coach is available, then the coach should stop practice and bring the player inside and find one of the people mentioned earlier before returning to the playing field/practice area.



Do not send the injured player inside with a student at any time. Make sure either a coach or faculty member stays with the injured player until the parents arrive or arrangements are made to take the injured player to the hospital. Make sure an adult is with the injured player at all times, especially if any injury occurs during a game and the coach is unable to leave the field.

If there is any question about the seriousness of an injury, especially those injuries to the head, neck, or back, send someone to get the school nurse or administrator if they are available; if not call 911 and request an ambulance.

As soon as possible, most likely the next day, inform the nurse and Athletic Director about all accidents and complete the necessary accident reports. Accident reports, regardless of the severity of injury, should automatically be filled out, parents should be contacted, and the report should be submitted to the School Nurse and Athletic Director.

- G. **All coaches need to stay current in sports training methodology and in health, safety and first aid by participating in clinics and workshops.** The school nurse will provide yearly training in first aid, CPR and AED and certifications are valid for two years.
- H. Athletes must have a doctor's clearance in writing before returning from an injury that required them to seek medical assistance. Please always communicate with our athletic trainer about all injured athletes.
- I. No medicine shall be dispensed by coaches unless they are trained and qualified to do so.

## Student-Athlete Absences

1. A student may not participate in an athletic activity if absent from school on the day of a contest unless excused **by the beginning of the second class period** by the principal or the athletic director. Extenuating circumstances will be considered jointly by the principal and athletic director.
2. Students who are absent the day following a mid-week contest (Monday-Thursday) are to be monitored by their coach and may be disciplined for repeated absences on the day following contests.

## Release From Class

1. All interscholastic athletic contests should be scheduled so that students miss a minimum number of classes for travel to the "away" games.
2. Head Coaches should make arrangements with the Athletic Director to have students excused from classes when absolutely necessary because of travel requirements.
3. It is the responsibility of the athletes to see his/her teacher the day before the class he is to miss because of an athletic contest. All work shall be made up at the convenience of the

teacher.

4. All coaches shall submit two days in advance a list of all squad members, managers, etc. to be excused to the Middle School or High School faculty.
5. Notify/confirm with office staff the dates/times that a substitute will be needed for early release, Mrs. Feilbach ([feilbach@dodgeland.k12.wi.us](mailto:feilbach@dodgeland.k12.wi.us) or extension 1019).

## **Physical Education**

1. All athletes are required to take physical education in the same way as non-athletes.
2. An athlete with a medical excuse for physical education **may not** participate in athletics unless approved by the Athletic Director.
3. School-issued equipment from an athletic program may not be worn for physical education classes.

## **Transportation**

### **1. To Contests and Tournaments**

The Dodgeland School District provides transportation to all contests/tournaments and back to Dodgeland.

All athletes are to travel with their team for out-of-town contests. They are to return with the team unless a travel release form is signed by their parent/guardian. Student/athletes may only leave with a parent/guardian. Parent must make visible contact with the coach. Principals may grant a variance to this procedure with prior notice.

### **2. Clinics & Meetings**

Mileage will be paid for all approved workshops, clinics and conference meetings. NOTE: Under no circumstances will the school district pay for or reimburse coaches for traffic tickets or parking tickets.

## **Budget and Purchasing**

1. Head coaches are to submit their budgets to the Athletic Director.
2. These budgets are to include every anticipated expense within their program.
3. The Athletic Director will prepare the total athletic budget.
4. The total budget will be presented to the Principal for review and approval.
5. Upon approval of the budget, the head coach and the Athletic Director will complete purchase orders and forward them to the Principal.
6. No equipment is to be ordered without approval of the Athletic Director and Principal without filing a purchase order and obtaining a purchase order number from the district office prior to the order. Only in the case of emergency will an item be purchased by telephone by the Athletic Director.

## Equipment Care and Inventory

1. All equipment and supplies will be issued by the Head Coach or his/her designated representatives.
2. All athletes receiving equipment will be responsible for the equipment issued.
3. Failure to return the equipment by a student athlete will result in charges being levied at replacement cost prices.
4. The Head Coach should inform the Athletic Director of all equipment not returned at the close of the season and all fines levied.
5. Equipment is to be stored in the proper storage areas in a neat fashion.
6. No game uniforms or practice gear should be worn by an athlete except at practice sessions or on the date of scheduled contests.
7. Only practice equipment or game equipment issued or approved by the school district should be worn at practice sessions or games.
8. Equipment belonging to the Dodgeland School District should never be loaned to outside groups without the approval of the Athletic Director.
9. Each Head Coach will keep a complete inventory of equipment and supplies for their respective sport and will turn in this updated inventory to the Athletic Director at the end of each season.
10. Broken equipment may be discarded by the Head Coach and so indicated on the Post-season inventory.



## Clinics, Workshops and State Tournaments

1. The Dodgeland School District encourages coaches to improve and enrich themselves in new trends in their respective sport.
2. Expenses related to workshops, clinics and state tournaments must be included in the budget submitted by the Head Coach of each sport. Expenses may include mileage, dues, fees, motels and substitute teacher pay.

NOTE: If attending the state tournament the District will only pay for the substitute teacher pay.

3. Coaches and their staff have the option to attend either, one workshop, clinic or the state tournament associated with their sport.
4. Choice of attendance must be made when the budget is submitted.
5. Permission to attend a clinic, workshop or the state tournament must be approved in advance by the Athletic Director and Principal.

## Team or Individual Athlete Attendance at State Tournaments

1. Coaches of participating teams, and individuals, will accompany those athletes to the state competition with expenses paid by the Athletic Department.
  - a. Overnight accommodations will be arranged for and paid by the department only if the distance to travel or the time schedule for competition dictates such.
  - b. Supervision of participating athletes and managers will be the responsibility of the head coach throughout the entire trip to the tournament or contest. In these cases, the head coach and accompanying assistants are acting as district employees and representatives of the Dodgeland School District. All coaches are expected to act responsibly and to maintain responsible behavior by all student athletes who are under their direct supervision. As a result of this responsibility, these coaches will not take responsibility for providing lodging, chaperoning and/or supervising of any student athletes who are not in some way involved in that tournament or competition.

## Season Awards

### 1. Letters:

Each coach will establish, with the approval of the Athletic Director, criteria necessary in their sport for athletes to earn a varsity "D". These criteria will be issued in written form to each athlete and parent at the start of the season with a copy given to the Athletic Director.

Suggested letter requirements:

- a. **Football** - Participate in one-half of the quarters of the total games, excluding special teams play.

- b. **Volleyball** - Participate in one-half of the total number of games
  - c. **Cross-Country** - Score a minimum of (10) points during the season
  - d. **Basketball** - Participate in one-half of the quarters of the total number of games
  - e. **Wrestling** - Score a minimum of (15) points during the regular season or finish 4<sup>th</sup> place or better at sectional
  - f. **Track** - Score a minimum of (15) points during the season
  - g. **Baseball** - Letter requirements for baseball must meet Hustisford's requirements as they are the host school of this cooperative program.
  - h. **Softball** - Participate in one-half of the innings of the total amount of games played.
  - i. **Soccer** - Participate in one-half of the total number of games
  - j. **Managers** - Upon recommendation of the coach
  - j. **Cheerleading / Dance** – Upon recommendation of the coach
2. Individual Sports Awards: May be given by the coach at their own expense via their activity account which contains funds from administratively approved fund raising activities. See the Athletic Code handbook for awards given by the school.
  3. Sports Award Program: Coaches are expected to provide some type of end-of-season awards program for their athletes. This awards program may include a meal if so desired by the coach, but it is not required. If several coaches are interested in a combined awards program, the Athletic Director will schedule a season awards program to be held at the Dodgeland School.

Coaches must submit names of all participants and awards earned to the Athletic Director in advance, attend the program to recognize all participants and present awards.

## **Planning Awards Programs/Banquets**

Most schools have a tradition or practice of awards programs, banquets, or some sort of gathering. These gatherings should be designed to celebrate the season. Celebration is the true goal of these gatherings. This can happen if teaching, learning, nurturing and growing take place.

There is no place in these programs for negatives. Parents tend to be there, siblings are often present, and this is not the time to speak of weaknesses, deficiencies, or any other negatives. In the event that there are awards to be earned through participation or accomplishment, student-athletes should know if they have achieved their goals. This is in reference to a letter, award for 100% attendance, etc. It is surely acceptable to keep the name from the team who won your Most Valuable Player, or Most Improved or other such special team awards.

Organization is important for these events. Prior to the event a coach should:

- Discuss with team members any expectations you have for them at the event, such as attire...
- Make arrangements to secure a facility as early as possible through the athletic office.

- Communicate the date, the time and the facility you select to the athletic department.
- Plan the menu if a meal will be shared.
- Request a letter of invitation to be sent to all team members and parents through the Athletic Department.
- Secure awards early through the Athletic Department.
- Check records as to which members of the team have yet to return all school issued equipment. This is perhaps your last “easy” retrieval opportunity.
- Plan an agenda and prepare your presentation.  
It is nearly always best to attempt to conduct an awards assembly/banquet before the following season begins. This enables a much higher turnout of your student-athletes.
- An awards assembly is to be a positive experience for all in attendance. Coaches should be able to say something positive about each athlete on the team.

There are many small touches that can be done to enhance the quality and thus the perception of your assembly. Some suggestions are:

- Mail or email the invitation, which will avoid the “He/she never brought it home” conversation.
- Invite administrators, and support individuals who have helped throughout the season. This could include, but not limited to, people who keep statistics, people who keep a book or run a clock.
- Make an effort to balance the presentation amongst the players in a somewhat consistent basis.
- Provide a season summary to the team members. This could include statistics, game by game scores, a narrative, or some other treasure.
- Developing a season highlight DVD is a special touch. These gifts are extremely well received.

Communicate with the athletic department as to the event and if there were team members that were unable to attend.





## **DODGELAND TROJANS SENIOR AWARDS SELECTION PROCEDURES**

THE PROCEDURES FOR THE SELECTION OF THE ATHLETIC DEPARTMENTS SENIOR AWARD WINNERS:

1. A ballot of all senior athletes will be created by Athletic Office personnel. All votes must be done in writing and submitted by the deadline set by the AD. All votes are confidential and results will not be revealed until awards programs
2. Every Head Coach is given 1 vote per sport they are Head Coach of.
3. Code violations of all senior athletes will be identified on the confidential ballot.
4. It will be a part of the selection process philosophy to make a reasonable attempt to spread the awards out amongst the senior athletes as much as possible.

### **U.S. Marine Corps:**

Criteria: *The recipient of this award should be someone recognized as an exemplary young citizen and role model for younger students. Recognized as having best exhibited the personal traits of courage, poise, self-confidence and leadership while performing as a varsity athlete. No Major Code Violations of 25% suspension or more.*

Nominee: \_\_\_\_\_

### **Outstanding Male & Female Athlete:**

Criteria: *The athlete who represents the Dodgeland Athletic Code Philosophy through their years of participation at Dodgeland. No Major Code Violations of 25% suspension or more.*

Male Nominee: \_\_\_\_\_

Female Nominee: \_\_\_\_\_

**Scholar Athlete Award:**

Criteria: Major letters earned and at least a **3.5 GPA**. The emphasis is meant to be on both academic and athletic successes. No Major (25% suspension or more) Code Violations.

Male Nominee: \_\_\_\_\_

Female Nominee: \_\_\_\_\_

**Senior Varsity Achievement – 4 Year Letterwinner Award:**

Criteria: Athletes that have achieved four varsity letters in any sport will be awarded a plaque for their accomplishments.

Honoree: \_\_\_\_\_

Sport: \_\_\_\_\_

Honoree: \_\_\_\_\_

Sport: \_\_\_\_\_

Honoree: \_\_\_\_\_

Sport: \_\_\_\_\_

Honoree: \_\_\_\_\_

Sport: \_\_\_\_\_

Honoree: \_\_\_\_\_

Sport: \_\_\_\_\_

**Facilities**

The care and upkeep of the athletic facilities is the responsibility of all parties involved in interscholastic sports competition. Coaches should regularly inspect the facilities. If there is an area of concern, coaches will notify the Athletic Director and make a record of the request.

\*\*\* Any damage done to the building during an athletic practice will be paid for from the budget of that sport or the individual(s) involved.

Please supervise athletes at all times and be sure they are made aware of rules that can either cause injury, or cause damage to facilities.

Supervision must be provided by coaches during practice when running the halls and all faculty informed in advance of this activity to prevent injuries.

**Building Security**

1. Keys/access cards will be issued to coaches at the beginning of their season.
2. Coaches' offices and equipment must be locked when you are not present.
3. Before going home, following practices or games, you are responsible for checking the locker rooms and other areas used.



4. The athletes are your responsibility! Be certain that they are supervised at all times when they are at school for practice or are here for games, either home games or returning from athletic trips. Remain with your athletes until they have left and all outside doors are locked.
5. If keys/access card to the athletic area are lost, report this to the Principal immediately.
6. Keys/access card issued to non-staff coaches are to be returned at the close of the season. **NO KEYS – NO PAY.**

## **Dodgeland Facility Use Procedures**

The Athletic Director schedules all athletic practices and events and also posts them on the district facilities use calendar within the district website.

Additional events requiring the use of school facilities must be requested via the **Application For Use Of School Facility** or **Recreational Use Of Facilities – Application/Agreement**. Do not assume you have been granted permission to use the space requested until you have received a confirmation from Marcia Modaff through receiving a copy of your request or a reply to your email request. Requests should be made in advance with a minimum of 72 hours advance notice.

Due to weather and other unforeseen or necessary cancellations, please understand that an activity may be bumped for the use of the facility for a rescheduled athletic event or other school activity. This decision will be made administratively and you will be informed in as timely manner as possible – hopefully within 48 hours.

## **Fund-Raising**

### **GUIDELINES**

- A fund-raiser is any activity which is used to seek gifts and/or materials (gifts-in-kind) in support of an organization or for a charitable purpose.
- Application for a fund-raiser should be filled out and submitted to the Athletic Director and a copy of the completed form will be returned to the applicant organization.
- Fund-raisers involving solicitation of area businesses or firms must be approved.
- Athletic teams planning fund-raisers and fund-raising which involves athletic fields or facilities must be approved by the Athletic Director.
- A form reflecting the total funds raised should be turned into the Athletic Director following the approved event.
- Deposit all moneys with Linda Feilbach. **NEVER KEEP ANY MONEY IN YOUR DESK OR LOCKER**  
**!!!!**

Monies derived from these authorized fund raising projects must be deposited in the respective activity account.

## **Activity Accounts**

- All funds raised for a Dodgeland program must be deposited in an activity account.
- All expenditures from activity accounts must be approved by an administrator.
- Deposits and payments must be done by Linda Feilbach in theMS/HS office, using the established purchasing procedures.
- Activity accounts are subject to open records, audits, and all local, state, and federal oversight mechanisms as other district funds.

## **Dodgeland Athletic Booster Club**

The Dodgeland Athletic Booster Club (DABC) exists for the purpose of broadening the involvement of students, student families, and the school through financial and volunteer support for all athletic programs. The DABC works to achieve this purpose through active participation of as many parents as possible in the school's booster club programs, working closely with the coaches, athletic director and principal of the school. Remember "booster" funds are not inexhaustible. While banquets and awards are certainly worthy, the financial demands of a sport (uniforms, equipment, transportation, etc.) must first be met for the sport's existence. DABC officers and members will prioritize "booster" purchasing decisions.

1. The DABC shall operate in full support of the school administration, athletic director and coaches.
2. Officers and coaches should establish goals jointly to create a workable budget.
3. Encourage every parent of every player on your team to join and attend meetings and fund-raisers.
4. Fund-raising activities independent of DABC must be approved by the AD and are governed by school board and WIAA policies.
5. Expenditures must meet all Title IX – Gender Equity rules and regulations to ensure that equivalent benefits and services are provided to members of both sexes.
6. Accounts are subject to State/Federal and school board compliance audits.
7. Coaches may not serve as officers for the Booster Club.