

# School District of Westfield

## Coaches Handbook

### **2017-2018 School District of Westfield Agreement**

As a Coach of a Westfield Area High School/Middle School athletic team for the **2017-18** year, I acknowledge receiving a copy of the School District of Westfield's Coaches Handbook and agree to abide by the rules and regulations contained within this handbook. I realize the coaches' handbook is enforced on a year-round (12 month) basis. I also acknowledge it is my responsibility to review this handbook with my assistant coaches. Some of the expectations include making sure all doors are locked (locker rooms) - last person to leave after practice/event, understand the extracurricular code, responsible for the entire program and other essentials.

---

Signature of Coach

---

Date

\_\_\_\_\_ I am CPR Certified  
Initials

\_\_\_\_\_ I am First Aid Certified  
Initials

This form must be signed and returned to the Athletic Director by the end of the 1<sup>st</sup> week of practice.

# School District of Westfield

## Coaches Handbook

Last Revised: July 2017

### COACHING POLICIES

The purpose of this set of policies is to outline the School District of Westfield's athletic procedures. This is not an attempt to restrict or hinder a coach or athlete but rather to provide uniformity within the Athletic Department.

#### SPORTS PROGRAM

It shall be the responsibility of the head varsity coach to administer the entire sports program. The head coach shall direct all assistants in matters of that sport's philosophy and coaching techniques grades 7-12. The head coach will also have responsibilities with regard to placement and selection of assistant coaches. When a Community Youth Program exists, the Head Coach in that sport **will** act as a resource person between the school and community program.

### **National Federation of State High School Associations**

#### CODE OF ETHICS

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student should be treated with the utmost respect, and his or her welfare should be considered in decisions by the coach at all times. Accordingly, the following guidelines for coaches have been adopted by the NFHS Board of Directors:

- The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
- The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, Athletic Directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to 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.
- The coach shall avoid the use of alcohol and tobacco products when in contact with players.
- 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 master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
- The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.
- The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
- The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
- The coach shall not exert pressure on faculty members to give student special consideration.
- The coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.
- The coach will be supportive and loyal to fellow coaches, administrators, and athletic policies. This is not to imply that disagreements will not or should not occur. It does stress the importance of settling these differences within the department. We strive to create teamwork on our sports team, this same ethic should be utilized by the coaching staff as well. Nothing positive is gained by carrying out disagreements to the public.

- All coaches are expected to conduct themselves in a professional manner. All coaches do have a certain obligation to the young people they coach. They should never forget how much influence they have upon their players. Because of this responsibility, a coach must be a good role model.
- The coach needs to have good organizational skills, good communication between the coach and his/her athletes and their parents are expected.

### **Philosophy**

Participation in extracurricular activities in the School District of is a privilege that carries with it responsibilities to the school, the community, the student body, the activity and to the Westfield students themselves. The extracurricular programs of the school district should always be in conformity with the general objectives of the school. While the school district takes great pride in winning, it does not condone “winning at all costs” and discourages any and all pressures that might tend to negate good sportsmanship and the values of participating in extracurricular activities. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are examples of the type of values that can be gained by participation in extracurricular activities. It is hoped that these activities will provide students with experiences that they can remember the rest of their lives and, hopefully, will instill values that will serve them well beyond their student days.

### **Affiliations**

- Westfield Area High School is a member, in good standing, of the Wisconsin Interscholastic Athletic Association and, as a member, agrees to abide by all its bylaws, rules and regulations.
- Westfield Area High School is a member of the South Central Conference. Membership implies abiding by conference schedule, bylaws, rules and regulations.
- The following schools are members of the SCC for all sports: Adams -Friendship, Nekoosa, Mauston, Wisconsin Dells, Westfield, and Wautoma.
- The High School Principal or his/her designated representative shall represent Westfield Area High School at all conference meetings where official business is conducted. The Athletic Director will serve as the school representative in the day-to-day operations of the conference and will attend all SCC Athletic Director meetings as scheduled. Head coaches will be expected to attend all-conference meetings that pertain to their sport.

### **Budget & Purchasing**

- Each head coach is responsible for submitting a budget request for his/her sport. Budget deadline information will be submitted to the coaches by the Athletic Director or Principal.
- All budget requests are discussed, screened and finalized as part of the athletic department budget, to be submitted to the principal/AD and the district office.
- Reductions are determined by the Principal and Athletic Director based on accuracy of need and past upkeep of inventory.
- A final budget is determined by the board of education.
- The athletic director is responsible for the implementation of the athletic budget once it is approved.
- The head coach is responsible for writing a yearly budget in his/her sport for the entire 7-12 program. Naturally, it is expected that assistant coaches will be solicited for suggestions and recommendations. All large budget items should be bid or quoted before purchase and discussed with the Athletic Director.
- All equipment, materials, etc. purchased for the Athletic Department will be made by the head coach upon approval of large ticket items from the Athletic Director.
- All budgeted, athletic supplies and equipment are to be purchased through the Athletic Director.
- Once the items are received and the order is confirmed as complete and accurate, it is the head coach's obligation to assure the equipment is numbered, inventoried and locked in the designated area.

## **Certification and Qualifications**

- The Board of Education believes that each athletic coaching assignment should normally be under the supervision of a qualified and certified coach. Coaches without teaching certification must take a coaching certification class prior to their second year of coaching. Current certified course titles include NFHS and ASEP. Coaches Not Licensed to Teach - Must fulfill WIAA Requirement
- Certification in First Aid, CPR and AED. (WIAA Requirement: Fall 2017)

## **Attendance**

A coach must be present at all practices and contests. He/she must accompany the team to and from the contests and is responsible for the conduct of their athletes. **A coach should never leave the locker room or building until the last athlete has left. The coach will leave after all their athletes have left.**

## **Clinics, Meetings & State Tournament**

**Coaches are encouraged to attend professional clinics, schools, meetings, or the state tournament to keep abreast of new developments in the sport they are coaching.**

- Coaches, with the approval of the principal, may be absent from teaching duty, without loss of pay, for attending a coaching clinic, school, meeting, or state tournament contest when their team is not in competition.
- Coaches in grades 7-12 can attend the state clinic or equivalent clinic for ONE professional day. The registration fees will be paid for and coded to the individual sport.
- Coaches in grades 7-12 can attend the state tournament for ONE professional day. The tickets will be paid for and coded to the individual sport.
- Requests to attend a clinic, school, meeting or tournament must be submitted, at least **one month** in advance, to the principal for final approval from the district office. If a substitute teacher cannot be found, the coach may be denied the request to attend either event.
- A hotel is the responsibility of the coach unless it is for the competition of our athletes.

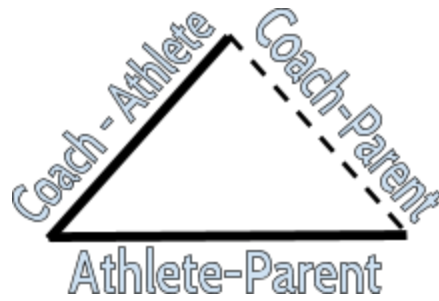
## **Contract Terms and Evaluations**

There is much more to coaching on the interscholastic level than winning or losing. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account when the coach is evaluated. There is much to be understood if one is to be a capable coach. The evaluation forms used by the district represent appraisal forms for assessing the goals and objectives of an activity and identifying the desired competencies in personnel. The basic purpose behind these forms and the effort towards evaluation is for improving the instruction the athletes receive.

- All coaching assignments shall be per the "Extracurricular and Extra Duty Wage" document.
- Each head coach shall schedule a conference with the Athletic Director no later than ten school days after the final contest of the season to evaluate the program.
- The Athletic Director will evaluate head coaches in writing to the principal.
- The head coach and athletic director may evaluate assistant coaches in writing to the principal.
- If the performance evaluated is less than satisfactory, the principal has the responsibility of recommending, to the superintendent, a non-renewal of contract for the next year.

## **Communication**

Communication among or between athletes parents and coaches is encouraged and becoming ever more necessary. The following procedures should be followed to enhance this communication.



### Chain of Command

Step 1: Communication should occur between the coach and athlete whenever possible first.

Step 2: Athlete communicates with parent(s).

Step 3: Athlete communicates with Athletic Director

Step 4: Coach and Parent(s) Meeting. Assistant coach should attend meeting.

Step 5: Coach, Parent(s) and Athletic Director Meeting

*Athletes, parents of athletes, coaches and school administrators must work together in an atmosphere of mutual trust fostered by open communication.*

### Public Relations

Your relationship with the media is important not only to your individual sport but also to our total program. Schedules, rosters, all-conference releases and releases pertaining to special events will be released by the Athletic Directors office.

- **Following each home event, it is the coach's responsibility to call or email [Wissports.net](http://Wissports.net)**
- Coaches are responsible for giving week-to-week information to the media.
- Any coaches wishing to hold "special nights" (Parents Night, Senior Night) are expected to have these cleared in advance through the Athletic Director's office. It is the coaches' responsibility to run such events. These events must be highly organized, properly communicated, and all relevant names, etc. must be given to the Athletic Office.
- All sports should have an athletic banquet at the end of their season. It is the responsibility of the coach to arrange the banquet with the High School office and placed on the school calendar.
- There will be an Athletic Awards Night at the end of the year to recognize MVP, Captains, All-Conference winners from each sport and induct the new inductees into the Westfield Athletic Hall of Fame.

### Donations and Fund Raising

See policy #7230 "Gifts, Grants, and Bequests"

Follow guidelines titled "Fundraising Guidelines and Form" found on the District website under "Forms".

Also, encourage organizations to use the "Booster Club – Request for Funding Form" found on the District website under "Forms".

### Equipment & Facilities

Each head coach is directly responsible for the care and control of all equipment used in an activity.

- The head coach will be responsible to issue all equipment making sure the equipment is numbered.
- A control system will be established using an equipment check out sheet. Athletic equipment check out sheets shall be kept current, at all times, by the head coach and the coach shall retain the sheets for end of the season check in.

- Coaches should carefully consider the selection of all student equipment managers and thoroughly explain their duties. These individuals are the key to good equipment control and maintenance.
- The head coach may delegate the issuing of equipment to assistant coaches but the head coach is ultimately responsible for the issuing of equipment to all personnel. The coach issuing equipment must have the knowledge to ensure properly fitting equipment.
- Players are to be instructed in the proper use, care and maintenance of their equipment at the time of issue. This is particularly important for safety equipment.
- All athletes receiving equipment will be financially responsible for the equipment issued. If the equipment is lost or has had abnormal usage, the athlete shall be charged accordingly.
- Coaches should endeavor to periodically inspect equipment and facilities during the season.
- All general equipment such as video equipment, first aid kits, coolers, etc., used by more than one sport, will be stored in a specific area. Always return equipment to this area promptly for others to use.

**It is important to emphasize to all athletes, their responsibilities to take good care of school equipment and facilities and to report abuses to the head coach or athletic director. Replacing equipment and repair to facilities can result in a loss of monies that could be used elsewhere in the athletic program.**

- Athletic department issued equipment is to be worn only during practice sessions, interscholastic contests or by permission of the coaches. At no time are athletes to wear school issued equipment or uniforms for gym classes, work or job, socially or school wear. Teams may wear uniforms tops or game jerseys on game days only. Normally, the wearing of school athletic items will be reserved for special occasions.
- In particular sports, where athletes personally buy a portion of their practice or game uniforms, the items may be worn at the discretion of the athlete.
- Athletic equipment of the school district will not be loaned to outside groups, except in unusual circumstances, with the approval of the Principal or Athletic Director. For liability reasons, the use of school equipment is discouraged and, in the unusual circumstance, a liability release should be provided.

**Coaches are responsible for collecting all equipment, which is dispersed during the year. If equipment is collected immediately after the season, more of it comes back with less effort. Coaches are encouraged to collect uniforms and other equipment on the day of and directly after their last contest.**

- The head coach shall supervise the collection, inventory and storage of all equipment issued within the activity.
- If any equipment is lost or has abnormal usage, the athlete shall be charged replacement costs as deemed by the athletic director after consulting with the head coach. The coach shall inform each athlete that he/she will not receive any athletic awards or report cards, and shall not participate in any athletic practice or contest until all financial obligations are met.
- Within ten school days after the last contest, all equipment is to be collected, cleaned, repaired, inventoried and locked in the designated storage area. Equipment to be repaired/reconditioned shall be marked appropriately and locked in the designated storage area.
- The head coach shall turn in, to the Athletic Director, an equipment inventory, with any outstanding player obligations and next year's budget request, at the end of the year evaluation conference within ten days after the last contest.

### **Harassment and Hazing**

- It is the responsibility of each coach to read and understand the following policies:

#### **School Board Policy #5517 - STUDENT ANTI-HARASSMENT**

#### **School Board Policy #5516 - STUDENT HAZING**

### **Injuries**

- Responsibilities
  - The School District of Westfield will cover all varsity football games with Emergency Medical Technicians, when available.
  - The School District of Westfield is involved with trainers from Divine Savior Healthcare. They will be at most athletic events.

- In the event the trainer is not present, the coach in charge of the activity is to assume the responsibility. Coaches must be trained in first aid, CPR and AED by the fall of 2017.
- Notify the parents of the injured athlete as soon as possible. Parents should assume the responsibility of contacting the family physician.
- In less serious injuries, the parents should provide transportation for necessary medical attention.
- The athlete's parents' home and work phone numbers, other contact person, preferred physician and hospital should be carried with the team at all times.
- If the parents of the athlete are not available, a member of the coaching staff or their appointee shall accompany the athlete to seek the necessary medical attention, taking with them the Emergency Information Form. Attempts to notify the parents should continue.
- Notify the parents of all noticeable injuries, illnesses, infections, etc. The parents should always make contact with the family physician.
- Coaches are to keep a written record of injuries, treatments, and parental contacts.
- Reporting Procedure
  - Coaches will complete the Athletic Injury Report Form immediately following all athletic injuries or accidents that involve any student under their control during a practice, contest or while traveling to and from a contest.
  - This form, with the coach retaining a copy, shall be submitted accidents to the high school office the following morning. These student accident report forms can be found on our district website under forms.
  - Injuries to coaches must be reported to the district office as soon as possible, but no later than on day of the occurrence so that workmen's compensation insurance requirements are fulfilled.
- Return to participation
  - Athletes, who have been out of action for a time because of illness or injury and who were under the care of a physician, must turn in a Doctor's Certificate, which allows the athlete to return to practice or competition.

### Liability

- **School Policy** – Coaches must know and follow school policy and WIAA rule in every situation. If you fulfill school policy, you will fulfill your duties as a reasonably prudent coach. If there is no school policy or WIAA rule, go to the Athletic Director or Principal.
- **Failure to teach** – Teach the athletes to protect themselves. Teach proper fundamentals. If an athlete is praised or encouraged for doing something improperly, it will come back to haunt you.
- **Negligent entrustment** – Entrusting the authority or an activity to someone, assistant coach, volunteer coach or athlete, who is not qualified to carry out that responsibility.
- **Failure to supervise** – If you are not there, you are liable. The more hazardous or the more contact, all the more closely the activity needs to be supervised. Qualified coaches should supervise all activities.
- **Injury** – Once an injury does take place, keep the equipment and label it. Get evidence of purchase and sequester it. If the injury is on film save it. Complete an accident report.
- **Reasons for liability** – Coaches can be sued for any number of reasons. Follow rules and procedures to limit issues.

### Locker Room Facilities

- Security
  - Coaches shall keep a record of the locks and lockers used by squad members if athletes do not have a lock from the PE department for a locker.
  - Coaches are responsible for the actions of squad members from the time they report to the locker room for practice until they leave the building after practice.
  - Coaches are responsible to be present at the time the athletes are to report for practice and games or meets, both home and away, and stay until the last athlete has left the building or has been picked up by their parents.
  - Coaches shall see that all equipment is locked up, the room is left as neat as possible, lights and showers are turned off, doors locked and building secured.

- Equipment rooms must be locked at all times. Only coaches or their reliable representatives, should be permitted to access the rooms where supplies are stored.
- Many coaches use the coach's locker room. Thus, each coach must make an effort to keep the area neat and clean.
- Locker Room Procedures
  - Rough housing and throwing towels or other objects is not allowed in the locker room. Hazing of other players is not allowed.
  - All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers. Coaches are responsible for ensuring the showers of turned off.
  - No one, except coaches and assigned players, is allowed in the locker room.
  - No glass containers are allowed in the locker room.
  - All spiked shoes must be removed, outside of the building, in extreme or muddy weather conditions. No metal or hard plastic spikes or cleats are allowed in any other part of the school building.
  - Equipment must be removed from all lockers by the end of five school days after the last contest.
  - Athletes may use the phone, outside the locker room, to call home after a practice or game. Normally all athletes should make prior arrangements for transportation.
- Athletic Training Areas
  - Athletes are not to be hanging around in the training area unless they are being examined or are receiving treatment from the trainer or coach.
  - Permission to use medical or rehabilitation equipment must be granted by authorized and qualified personnel of the school district.
- Weight Room
  - Whenever the weight room is used, it must be supervised by a teacher, coach, or and approved adult with training and/or experience in weight-training.
  - All coaches will use and work with the district's strength and conditioning coach to provide common stretching, conditioning, lifting, and recovery. This will help build a common plan for all of our athletes.
  - Coaches may not use their own lifting and conditioning programs unless permission is granted by the strength and conditioning coach and the Athletic Director. The strength and conditioning coach will work with each coach to provide proper lifts for each sport.
- Control of Keys/Fobs
  - All keys/fobs to the building, locker rooms, equipment areas, etc. will be issued to the coaches by the Athletic Director.
  - Assistant Coaches shall return, to the Athletic Director, all keys/fobs issued to them within two weeks after the state tournament in their particular sport, unless the principal/Athletic Director grants permission for out of season use. Head coaches will be issued keys/fobs year-around. If a key/fob is lost, report it to the principal/athletic director immediately.
  - Coaches are not to give athletes their keys/fobs at any time. Managers may use coach's keys/fobs during practice sessions and competitions, but managers are not to have their own keys/fobs.
  - When a need for additional keys/fobs arises, the head coach should make a request, to the building Athletic Director, for the needed keys/fobs.

## **Meetings**

**During the course of the year, the Board of Education, District Administrator, principal or athletic director may call a staff meeting. When such a meeting is called, coaches will be in attendance for the entire session. If the entire coaching staff of an activity is involved, practices or events must be adjusted.**

- All coaches are required to view WIAA videos pertaining to their sport, prior to the WIAA practice start date.
- All coaches are required to complete the WIAA rules exam pertaining to their sport, prior to the WIAA practice start date.
- All head coaches are expected to attend all conference meetings, as required or requested by the SCC, where business concerning their sport will be discussed. Assistant coaches may NOT attend All Conference Meetings.



## **Open Gyms**

- The scheduling of open gyms shall meet all requirements presented by the WIAA.
- Basically, open gyms are to be provided for those students not currently involved in a sport.
- No open gym shall start later than 7:30 PM or run later than 9:00 PM.
- Open gyms are not permitted on Wednesdays past 7:00 PM.
- The principal or athletic director must approve all open gyms.

## **Practice Sessions**

- Participant requirements prior to the first practice:
  - All eligibility requirements have been satisfied.
  - Extracurricular Code, WIAA Bulletin/Eligibility Form, Parent Permission/Emergency and Concussion forms signed and turned into the head coach or school office.
  - WIAA Physical Examination or Alternate year card (whichever is required) returned to head coach or school office.
- The athletic director will schedule the use of all athletic facilities, on request of the head coach.
  - The morning following the first official practice, each head coach shall submit, to the athletic director, all the required forms and an updated squad roster of all athletes trying out for the activity.
  - Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants.
  - Practice sessions shall be well planned, well-structured and should not exceed three hours, immediately following the end of the school day, excluding time required for dressing and showering.
  - Coaches should be the first to arrive and the last to leave the practice sessions. At no time are athletes allowed to practice by themselves.
  - All equipment used in practice sessions shall be returned to its proper storage area at the end of each practice. The practice area must be monitored and secured.
  - In order for an athlete to practice, the athlete must be in attendance, at school, for the full school day. Exceptions to this are any administrative pre-approved absences including, but not limited to, an emergency, a written medical excuse or college visit.
  - If at all possible, practices are to be held on school days. Sunday and special holiday practices will be approved, by permission of the athletic director, when a contest has been scheduled for the following day, when a tournament or play-off contest falls on the following day, or when practice is required to meet WIAA minimum practice dates.
  - Coaches will not hold Sunday and special holiday practices unless prior permission is granted by the Athletic Director for special occasions. If they need to be held, the coaches will make every attempt to accommodate athlete commitments. These practices cannot be mandatory.
  - Vacation practices must be approved by the Athletic Director and requests must include the dates, beginning and ending times, facilities being used, what doors to use and contact person with phone number.
  - In the event there is a scheduled early dismissal of school (not due to weather or threat), practices may be held when coaches are available. Coaches may not schedule practices during scheduled inservice times.
  - Emergency conditions may result in an early dismissal or extended period of school closing. No practice will be permitted during these sessions.

## **Rosters, Participation Form and End-of-Season Awards (Letters/Pins)**

- All team rosters should be sent into the school office one week before the first scheduled competition. Roster information should include the student's full name, jersey number (if applicable) and year in school. Updates to rosters should be sent to the school office prior to the next competition.
- WIAA Participation Forms should be completed within one week of receiving the information from the Athletic Director. This information is then submitted to the WIAA.
- Head coaches should complete the End-of-Season Awards document at the completion of their season. This document should be submitted to the school office and athletic director one week prior to the awards banquet. If a team is still competing, all possible information should be completed and submitted.

## Scheduling

- The number of contests in each sport is governed by the WIAA. In some cases, the Principal or Athletic Director may reduce the number of contests. The athletic director is responsible for the adoption of all sport schedules and shall involve the head coach. The athletic director must sign all game contracts.
- It is the athletic director's determination, in consultation with the head coach, to decide whether a game should be postponed and what the new date and time should be. Once that decision is made, the Athletic Director is responsible for notifying the principal's office, opponent, referees or umpires, bus garage and maintenance department.

## Squad Selection

**Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport. When developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the program.**

- Choosing the members of athletic squads is the sole responsibility of the coach of the squad.
- Prior to trying out, the coach shall provide the following information to all candidates for the team:
  - Extent of try-out period.
  - Criteria used to select the team and the number to be selected.
  - Practice and game commitments if they make the team.
- When squad cuts become a necessity, the process will include three important elements:
  - Compete in a minimum of ten hours of practice time and perform in at least one intra-squad game.
  - The Athletic Director will be given the data defining the reason why the athlete was cut. (Player A served 10 balls in compared to Player B who served 3 balls, so Player B was cut)
  - After being informed of the cut by the coach, the athlete may request a meeting to discuss the reason for the action and alternatives for participation in the sport or other areas of the extracurricular activities program.
  - If your sport has to "cut" players the first criteria shall be grade, then desire, dedication and then athletic ability. No 7<sup>th</sup> or 8<sup>th</sup> grade athlete is to be "cut" from a squad.

## Ticket Policy at State Tournaments

- The school district will pay or reimburse for the following tickets at any state tournament when a Westfield team sport is involved. (Coaching staff, spouse of staff, and their children, parents of the head coach)

## Transportation

- All players must travel to out-of-town contests in school transportation. Exceptions can be made to this rule with permission from administration.
- Players must return to Westfield in the same vehicle they traveled to the contest, unless the parent or legal guardian speaks to the coach and the parent signs out their child.
- Busses will remain at the site unless other arrangements are made with the coach.
- The coach is responsible for the behavior of the team, not the bus driver. The coaches should sit near the back of the bus so that he/she can observe all student-athletes.
- Coaches should walk through the bus after returning to the school for any items, such as garbage, that may have been left on the bus.
- Any transportation problems should be reported to the Athletic Director immediately.

## \*\*Miscellaneous Athletic Policies

**It shall be the philosophy of the Westfield Area High School Athletic Department that all student-athletes shall enjoy as many sport seasons as they and their parents wish them to participate in without undue influence from any coach to specialize in one sport. All coaches shall encourage participation in other sports.**

- Athletes cut from one sport, however, may try out for another sport providing the athlete was not cut from the first sport for disciplinary reasons.

- Athletes dropped from one squad, for disciplinary reasons, shall not be eligible to compete in another sport, for that particular season, without serving disciplinary penalties imposed from the first sport.
- No athlete may start another sport season until the previous one has been completed.
- All coaches shall, when learning of an alleged code violation by an athlete, inform the Principal or Athletic Director and take appropriate action.
- An athlete is expected to commit oneself to the team and to represent the team, school and community in a positive manner. It is expected that each student athlete will be clean and well groomed and not draw attention to himself/herself, and away from the team, due to his unusual dress, hair or grooming. As a member of a team, all athletes should be expected to wear the uniform provided by the school district.
- It is expected that each coach will apply the above standards regarding the appearance of their athletes.

### **Letter of Assignment**

**See policy #3120.8 “Employment of Personnel for Co-Curricular/Extra-Curricular Activities”**

## **Athletic Director Job Description**

See “Job Descriptions” under “Employee Information” tab on District website.

### **Expectations of the Athletic Director**

1. Basic Requirements
  - Should be a member of the Westfield School Staff
  - Should have experience coaching, preferably in more than one sport.
  - Should have a general knowledge of all sports sponsored.
  - Should have experience in leadership roles of an organization
2. General Responsibility
  - The Athletic Director will assume the major responsibilities for the efficient administration of the athletic programs.
  - The Athletic Director will operate the athletic program in accordance with regulations as prescribed or directed by the follow:
    - WIAA
    - Our Athletic Conference
    - Westfield School District Policies
3. Basic Duties of the Athletic Director
  - The Athletic Director will report directly to the HS/MS principal and keep them informed of all respective athletic related issues.
  - The WIAA
    - Coordinate the medical records for athletes
    - Coordinate the athletic eligibility list with all head coaches
    - Prepare contracts for games and officials in cooperation with the head coach in that sport and conference commissioner.
    - Know and disseminate new information and regulations of the WIAA to all head coaches.
    - Coordinate completing and mailing of all WIAA forms and reports.
4. Home Game Preparation
  - Arrange payment of game officials
  - Hire supervisors, game workers, and game mangers
  - Direct the preparations of the field or gym prior to a home game
  - Deposit all receipts in the bank
5. Budgeting, Purchasing, and Inventory
  - Coordinate all budgets of head coaches and cheerleader advisors, and will submit annually a proposed budget to the business manger
  - Oversee all athletic purchase orders to insure items requested are in an approved budget and to avoid unnecessary duplication of equipment and supplies

- Coordinate all inventory efforts of head coaches and see to and up-to -date inventory control.
- Supervise the ordering, storing, and distribution of all athletic supplies.

#### 6. Scheduling

- Arrange for athletic transportation needs with the transportation supervisor, either directly or through the head coach
- Coordinate practice schedules.
- Work with the Conference Commissioner of Athletics to recommend conference schedules.
- Direct coaches in the preparation of a season game calendar

#### 7. Responsibilities to Coaches

- Be responsible for the written evaluation of all coaches annually.
- Give recommendations to the administrator for the hiring, placement, and improvement of coaches
- Inform the coaching staff of updated sports regulations from the WIAA, the Conference, the School Board and the Administration.
- Give direction to head coaches regarding budgeting, purchasing, inventory and equipment replacement
- Work to ensure smooth working relations among coaches, and urge the importance of all coaches supporting the athletic program and one another.
- Conduct an annual meeting of the entire coaching staff
- Provide orientation and assistance to coaches needing help, especially those new to the district.

#### 8. Responsibilities to Athletes

- Ensure that all participating athletes are medically qualified in accordance with WIAA regulations
- Direct all awards within the athletic department
- Supervise the maintenance of records, including signed copies of the athletic code, physicals, participation fees, letters and team awards, and sports participated in by each student.

#### 9. Public Relations

- Promote the athletic department by maintain communications with the news media

## The Head Coach Job Expectations

1. Basic Qualifications
  - A. Non-certified coaches may be hired if ASEP certified, or become ASEP certified in their first year of employment.
  - B. Be CPR and First Aid Certified
2. General Responsibilities
  - A. The Head Coach will coordinate the specific sports program in accordance with regulations as prescribed or directed by
    - The National Federation of State High School Associations
    - WIAA
    - Conference Bylaws
    - The Board of Education
    - The Administration
    - The Athletic Director
  - B. The Head Coach will assume the major direction for the efficient training of all squads in the sports, including the Varsity, JV, JVR, and Middle School.
  - C. The Head Coach will keep current in health and safety issues by participating in clinics or workshops, and by taking the annual WIAA rules test in their sport.
3. Basic Duties of the Head Coach
  - A. The Head Coach will report directly to the Principal and to the Athletic Director, and will assist the Athletic Director in these matters:
    - Selection, evaluations and assignment of game officials
    - Developing the schedule for the specific sport.
    - Maintaining an inventory of the sports equipment. Coaches will be held accountable for this inventory and this will become part of their end of season report.
    - Preparing lists of eligibility and presenting them to the athletic director and office secretary. It is the responsibility of the coach to check on the eligibility of their athletes before the start of the season and whenever grades come out.
    - See that all participation fees are paid and the athletic codes and athletic physicals are on file prior to first contest.
    - Follow directions of the Athletic Director in arranging for transportation of the team.
    - Take WIAA sports examinations and score a 90% or above.
    - Attend all WIAA Rules meeting for your sport.
    - Attend all conference and athletic department meeting where applicable.
    - Complete requirements for pay listed on check out sheet.
    - Cooperate with the athletic director on practice schedules for the team.
    - Make every effort to cooperate with other request of the Athletic Director.
  - B) The Head Coach will supervise the Assistant Coaches:
    - The Head Coaches will determine the level of placement for each assistant.
    - Specific work assignments will be given to all assistant coaches in the training of the team.

- The Head Coach will monitor the work of all assistants and make recommendations to the athletic director and the principal for the selection, improvements, and evaluations, or replacement of assistant coaches.
- The Head Coach will work to form a team of all assistants.

C) The Head Coach and Athletes:

- Supervise and teach the skills of a specific sport
- Issue athletic codes to athletes and require that they be signed and returned before participation.
- Annually review that athletic code with all athletes.
- Give written guidelines to all athletes regarding awards criteria for a specific sport and review them annually.
- Give written guidelines to all athletes regarding training/team rules for a specific sport and review them annually.
- Give written guidelines to all athletes regarding specific hazards and cautions pertaining for a specific sport and review them annually.
- Strive to know each participating athlete as an individual.
- Issue and collect all athletic gear and equipment.
- Before going home following practices or games, the head coach is responsible for checking locker rooms and other areas. **A coach must be the last to leave!**
- No athlete is to be in the weight room or gyms unsupervised. A coach must be present at all times.
- Encourage and expect better than average behavior of all participation athletes at all times.
- Promote interest among students in general in the sport.

D) Responsibilities to parents and the News Media:

- Have a mandatory parent meeting. This meeting will take place before the first practice if cutting is to take place. If no cutting is to take place then the meeting must happen in the first ten days of practice. This meeting should be information in format. Items to be covered at this meeting are as follows: Team rules, co-curricular code, award policy, lettering criteria, parent and players expectations, and any other pertinent information, In addition, this meeting should explain the Pioneer Plan with the chain of command on how to address issues, coaches will not discuss any complaint until 24 hours have passed. You will be happy to discuss their complaint the next day only if the athlete addressed the issue first with the coach.
- Be responsible for maintaining positive communications with the news media.

## The Assistant Coach Expectations

### 1. Basic Qualifications

- B. Non-certified coaches may be hired if ASEP certified, or become ASEP certified in their first year of employment.
- C. Be CPR and First Aid Certified

### 2. General Responsibilities

- D. Become knowledgeable of the athletic regulations as prescribed by:
  - The National Federation of State High School Associations
  - WIAA
  - Conference Bylaws
  - The Board of Education
  - The Administration
  - The Athletic Director
- E. Understands that the Head Coach will be responsible for your level of placement in the specific program.
- F. Have a willingness and capability to assist the Head Coach in the training program and other areas as directed.

### 3. Basic Duties of the Assistant Coach

- G. The assistant coach will report directly to the head coach and will work under the direction of the head coach in implementing and teaching the skills of the sport:
  - Stay current in sports training methodologies and in health and safety by participating in clinics or workshops.
  - Prepare lists of eligibility and present them to the Athletic Director and office secretary. It is the responsibility of the coach to check on the eligibility of their athletes before the start of the season and whenever grades come out.
  - Know each athlete on the team as an individual.
  - Assist the head coach in inventory, issuing and collection equipment, and purchasing.
  - Carry out all other sports duties as directed by the head coach.
  - Following practices or games, the coach is responsible for checking locker rooms and other areas to make sure they are clean and that all athletes have left. **The Coach must be the last one to leave the school.**
  - See that all participation fees are paid and the athletic codes and athletic physicals are on file prior to first contest.
  - Follow directions of the Athletic Director in arranging for transportation of the team.
  - No athlete is to be in the weight room or gym unsupervised. A coach must be present at all times.



- Attend all athletic department meeting where applicable.
- Complete requirements for pay listed on check out sheet.
- Cooperate with the athletic director on practice schedules for the team.
- Make every effort to cooperate with other request of the Athletic Director.

C) The Assistant Coach and Athletes:

- Supervise and teach the skills of a specific sport
- Issue athletic codes to athletes and require that they be signed and returned before participation.
- Annually review that athletic code with all athletes.
- Give written guidelines to all athletes regarding training/team rules for a specific sport and review them annually.
- Give written guidelines to all athletes regarding specific hazards and cautions pertaining for a specific sport and review them annually.
- Issue and collect all athletic gear and equipment.
- Promote interest among students in general in the sport.

D) Responsibilities to parents and the News Media:

- Have a mandatory parent meeting. This meeting will take place before the first practice if cutting is to take place. If no cutting is to take place then the meeting must happen in the first ten days of practice. This meeting should be information in format. Items to be covered at this meeting are as follows: Team rules, co-curricular code, award policy, lettering criteria, parent and players expectations, and any other pertinent information, In addition, this meeting should explain the Pioneer Plan with the chain of command on how to address issues, coaches will not discuss any complaint until 24 hours have passed. You will be happy to discuss their complaint the next day only if the athlete addressed the issue first with the coach.
- Be responsible for maintaining positive communications with the news media.

# **END OF SEASON CHECKLIST AND EVALUATIONS**

## **END OF SEASON OBLIGATIONS**

All head coaches must complete certain end of season responsibilities in order to consider their coaching assignment finalized. Your last pay check will be paid upon completion of all requirements.

In an attempt to keep the administration and Board of Education informed about our programs, all head coaches must submit an annual sports report.

These reports should be completed within a 2-week period after your season but must be turned in before the awards banquet. The report needs to include the following:

- A. A brief summary of the season and suggestions for improving your program.
- B. Complete inventory of all equipment and supplies.
- C. Names of squad members - indicate letter winners, captains, managers, MVP.
- D. Special honors received by team members.
- E. New records set.

### **Other things that need to be done:**

1. Turn in a completed coach's evaluation form and any assistant coach's evaluation forms.
2. Set up individual one-on-one meeting with the Athletic Director upon the completion of season's end to re-cap and cover any major items that need to be addressed.

# WESTFIELD ATHLETICS DEPARTMENT POST SEASON CHECK LIST FOR HEAD COACHES

Coach's Name \_\_\_\_\_ Date: \_\_\_\_\_

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

- |   |     |    |     |
|---|-----|----|-----|
| 1. Dealt with all academic eligibility concerns and monitored grades?   | YES | NO | N/A |
| 2. Communicated to your athletes and parents about banquets?  | YES | NO | N/A |
| 3. Communicate with the Media about all player recognitions?  | YES | NO | N/A |
| 4. All officials evaluated?   | YES | NO | N/A |
| 5. Turned in a list of new records set?   | YES | NO | N/A |
| 6. Collected all uniforms and equipment?  | YES | NO | N/A |
| ❖ For any outstanding uniforms/equipment, a list must be provided to HS Office Secretary and AD so fines can be assessed. |     |    |     |
| 7. All inventory sheets completed and turned in to AD?  | YES | NO | N/A |
| 8. Compiled & turned in a list of needs and wants for next season?  | YES | NO | N/A |
| 9. Evaluated your assistants and turned into the AD?  | YES | NO | N/A |
| 10. Scheduled a meeting with AD for yearly review? Date: _____  | YES | NO | N/A |
| 11. Attended Westfield's Fall Coaches Meeting?  | YES | NO | N/A |
| 12. Attended WIAA Rules Meeting?<br>WIAA Rules Exam Score? _____  | YES | NO | N/A |
| 13. Copy of team rules, award criteria, and practice schedule turned in?  | YES | NO | N/A |
| 14. Turned in WIAA Participation Form?  | YES | NO | N/A |
| 15. Turned in a list of award winners: Letter winners, Numerals, Plaques, Captains, Etc.?                                 | YES | NO | N/A |

Approval for payment \_\_\_\_\_ Date: \_\_\_\_\_

# WESTFIELD ATHLETICS DEPARTMENT POST SEASON CHECK LIST FOR ASSISTANT COACHES

Coach's Name \_\_\_\_\_ Date: \_\_\_\_\_

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

- |  |     |    |     |
|--|-----|----|-----|
| 1. Dealt with all academic eligibility concerns and monitored grades?  | YES | NO | N/A |
| 2. Communicated to your athletes and parents about banquets?   | YES | NO | N/A |
| 3. Completed season summary sheets and turned in to AD secretary?  | YES | NO | N/A |
| 4. Collected uniforms and equipment?   | YES | NO | N/A |
| ❖ For any outstanding uniforms/equipment, a list must be provided to<br>The Varsity head coach with what fines to be imposed on missing items. |     |    |     |
| 5. Communicated with your head coach all inventory needs?  | YES | NO | N/A |
| 6. Compiled & turned in a list of needs and wants for next season?   | YES | NO | N/A |
| 7. Finish self-evaluation and turned into head coach?  | YES | NO | N/A |
| 8. Compiled & turned in a list of needs and wants for next season?   | YES | NO | N/A |
| 9. Attended Westfield's Fall Coaches Meeting?  | YES | NO | N/A |
| 10. Attended WIAA Rules Meeting?<br>WIAA Rules Exam Score? _____   | YES | NO | N/A |
| 11. Copy of team rules, award criteria, and practice schedule turned in?   | YES | NO | N/A |

Approval for payment \_\_\_\_\_

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

**WESTFIELD AREA HIGH SCHOOL  
Coaching Evaluation Instrument**

**HEAD COACH – EVALUATION FORM**

Name of Coach: \_\_\_\_\_  
 Position: \_\_\_\_\_  
 Date Self-Evaluation Completed: \_\_\_\_\_  
 Athletic Director: \_\_\_\_\_  
 Date Evaluation Completed: \_\_\_\_\_

**Rating Scale Summary**

- 0 = Not observed/applicable
  - 1 = Needs improvement to meet expectations
  - 2 = Meets expectations
- Notations of meritorious performance may be noted in the comments section.

Self-Evaluation      Supervisor

**I. ADMINISTRATIVE SKILLS**

**A. MANAGERIAL CAPACITY**

- |   |       |       |
|---|-------|-------|
| 1. Stays within budget                    | _____ | _____ |
| 2. Personnel management                   | _____ | _____ |
| 3. Program development and implementation | _____ | _____ |
| 4. Media/Home/School/Community Relations  | _____ | _____ |

**B. ORGANIZATIONAL ABILITY**

Includes such areas as conducting meetings, coordinating events and programs, responding to requests and other activities that relate to the general affairs of a sports program.

	_____	_____
--	-------	-------

**C. PLANNING ABILITY**

Includes performance that demonstrates the exercise of good judgment and knowledge (short and long-range direction).

	_____	_____
--	-------	-------

**D. LEADERSHIP ABILITY**

Includes effectiveness in accomplishing the goals of the Athletic Department while also motivating coaches and students.

	_____	_____
--	-------	-------

**E. PROBLEM-SOLVING ABILITY**

Includes the ability to address problems and issues in a manner that is responsive to the task at hand and the concerns of others while also being consistent with the goals and/or department skills.

	_____	_____
--	-------	-------

	<u>Self-Evaluation</u>	<u>Supervisor</u>
F. DECISION-MAKING SKILLS Includes such attributes as the timely and appropriate response to situations presented in the course of coaching duties.	_____	_____

**II. PERSONAL SKILLS AND ATTRIBUTES**

A. ORAL COMMUNICATION The Coach demonstrates the ability to communicate effectively with various school publics (e.g. students, teachers, parents, and news media).	_____	_____
B. WRITTEN COMMUNICATION The Coach demonstrates the ability to communicate effectively with various school publics (e.g. students, teachers, parents, and news media).	_____	_____
C. HUMAN RELATIONS The Coach sets and maintains a climate that promotes trust and a positive attitude. The Coach is open and responsive in relations with others.	_____	_____
D. PROFESSIONALISM The Coach projects a professional style that sets a good example for others. The Coach remains calm effective during periods of stress or emergency.	_____	_____
E. MOTIVATION The coach is motivated and enthusiastic in the performance of duties.	_____	_____

**III. INDIVIDUAL GOALS (completed by the Head Coach)**

Please list specific goals for the period covered by this evaluation. Additional goals and support data may be attached.

- A. GOAL \_\_\_\_\_
- B. GOAL \_\_\_\_\_
- C. GOAL \_\_\_\_\_
- D. GOAL \_\_\_\_\_

**IV. ATHLETIC DEPARTMENT STAFF MEMBER (completed by the Head Coach)**

Please provide specific comments related to the performance as a member of the coaching staff:

**V. PERSONAL AND PROFESSIONAL GROWTH (completed by the Head Coach)**

Please provide specific comments related to the personal and professional growth (e.g. course work, conferences, clinics, workshops, in-services, and community involvement):

**SUMMARY AND CONCLUDING SELF-EVALUATION COMMENTS:**

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

**SUMMARY AND CONCLUDING COMMENTS FROM SUPERVISOR(S):**

See attachment provided herein.

\_\_\_\_\_  
(ATHLETIC DIRECTOR'S SIGNATURE)

\_\_\_\_\_  
(DATE)

**WESTFIELD HIGH SCHOOL**  
**Coaching Evaluation Instrument**

**ASSISTANT COACH – EVALUATION FORM**

Name of Assistant Coach: _____
Sport: _____
Head Coach -- Evaluator: _____

This evaluation should be completed, reviewed with the assistant coach and returned to the Athletic Director at the end of the sport season involved.

Rating Scale Summary

- 0 = Not observed/applicable
  - 1 = Needs improvement to meet expectations
  - 2 = Meets expectations
- Notations of meritorious performance may be noted in the comments section.

CATEGORY	<u>Self-Evaluation</u>	<u>Supervisor</u>
<b>1. ORGANIZATIONAL ABILITY</b> Includes such areas as conducting meetings, coordinating events and programs, responding to requests and other activities that relate to the general operational affairs of a sports program.	_____	_____
<b>2. PLANNING ABILITY</b> Includes performance that demonstrates the exercise of good judgment and knowledge (short and long-range direction).	_____	_____
<b>3. LEADERSHIP ABILITY</b> Includes effectiveness in accomplishing the goals of the Athletic Department while motivating students.	_____	_____
<b>4. PROBLEM-SOLVING ABILITY</b> Includes the ability to address problems and issues in a manner that is responsive to the task at hand and the concerns of others while also being consistent with the goals and/or department skills.	_____	_____
<b>5. DECISION-MAKING SKILLS</b> Includes such attributes as the timely and appropriate response to situations presented in the course of coaching duties.	_____	_____



CATEGORY	<u>Self-Evaluation</u>	<u>Supervisor</u>
<p><b>6. ORAL AND WRITTEN COMMUNICATION</b>                      The coach demonstrates the ability to communicate effectively with various publics (e.g. students, teachers, parents, and news media).</p>	_____	_____
<p><b>7. HUMAN RELATIONS</b>                      The coach sets and maintains a climate that promotes trust and a positive attitude. The coach is open and responsive in relations with others.</p>	_____	_____
<p><b>8. PROFESSIONALISM</b>                      The coach projects a professional style that sets a good example for others. The coach remains calm and effective during periods of stress or emergency. The coach covers related duties (e.g. locker room supervision, inventory, etc.).</p>	_____	_____
<p><b>9. MOTIVATION</b>                      The coach is motivated and enthusiastic in the performance of duties.</p>	_____	_____

**COMMENTS: (Completed by the Assistant Coach)**

1. The coach functions as a member of the coaching staff:
  
2. Examples of personal and professional growth (e.g. course work, clinics, conferences, workshops, in-services, and community involvement):

**SUMMARY AND CONCLUDING HEAD COACH COMMENTS: (Attach additional sheets if necessary)**

Assistant Coach: _____	Date: _____
Head Coach: _____	Date: _____
Athletic Director: _____	Date: _____