



COACH'S HANDBOOK



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Benchmarks of Quality Athletic Programs

1. An experienced and committed coaching staff
2. A high degree of program coordination exists at all levels
3. Community feeder programs support K-12 athletic program
4. Community involvement, support, and cooperation is evident
5. Budget allocation supports program maintenance and growth needs
6. The number of program participants reflect program development efforts
7. Facilities and equipment supports and enhances program
8. Strong administrative and board support exists
9. A coordinated off-season training program takes place
10. A visible public relations program is in place

“Program Success”

- Stakeholder support and satisfaction
- Win-loss record

Pulaski Athletic Department

Baseball

Head CoachDennis Bogacz

Basketball – Boys’

Head Coach.....Dave Shaw

Basketball – Girls’

Head Coach.....Jeff Charney

Cheer

Head Coaches.....Danelle Stark

Cross Country – Boys’

Head Coach.....Kim Noe

Cross Country – Girls’

Head Coach..... Kim Noe

Football

Head Coach.....Jerad Marsh

Golf – Boys’

Head Coach.....Andrew Gutzman

Golf – Girls’

Head Coach.....Sarah Kohls

Hockey – Boys’ (Co-Op w/ Shawano)

Head Coach.....Ashwaubenon Co-Op

Hockey – Girls’

Head Coach.....Green Bay Ice Bears Co-Op

Dance

Head Coach.....Hanna Hedsand

Soccer – Boys’

Head Coach.....Jeff Schneider

Soccer – Girls’

Head Coach.....Clete Gerhartz

Softball

Head Coach.....Billi Vertz

Swimming – Boys’
Head Coach.....Nick Haydon

Swimming – Girls’
Head Coach.....Connor Huff

Tennis – Boys’
Head Coach.....Aaron Sperduto

Tennis – Girls’
Head Coach.....Aaron Sperduto

Track – Boys’
Head Coach.....Kim Noe

Track – Girls’
Head Coach.....Kim Noe

Volleyball
Head Coach.....Val Spaulding

Wrestling
Head Coach.....Ryan Deprey

Athletic Director.....Janel Batten

PHS Activities Director.....Ryan Mentink

PHS Athletic Administrative Assistant..... Jenny Olson

Middle School Athletic Director.....Jeff Waggoner

PHS Athletic Office.....822-6705

PHS Office Fax.....822-6707

PURPOSE OF COACHES' HANDBOOK

The Interscholastic Athletic Program is an integral part of the education process of the Pulaski Community School District. Through our athletic program we are providing opportunities for young athletes to develop their physical skills and to experience the values of dedication to a purpose of perseverance and of team effort for the attainment of common goals. Every effort should be made to teach our student-athletes the educational principles associated with athletics.

This handbook has been prepared for our coaching staff to help them carry out their coaching responsibilities, to create uniformity in procedure, and to establish some common objectives.

At the beginning of the school year, this handbook will be issued to each member of our coaching staff and administration. This will insure that all persons who may have dealings with the Pulaski Athletics Department will have information with regard to athletic policies and duties.

At the end of the school year, coaches will have the opportunity to make recommendations for revision, additions and/or deletions of this handbook. These suggestions are due to the AD by June 15th to be considered for the upcoming school year after having consulted with all necessary parties.

The following are indicated as major objectives in the Pulaski athletic programs:

1. Athletic opportunities shall be available to all students and should primarily benefit the students who participate directly in them.
2. Athletic participants shall be provided maximum participation opportunities at the entry levels of competition.
3. Athletic opportunities shall provide for the development of attitudes, cooperation, and responsible individual/team play.
4. Athletic opportunities shall provide opportunities to develop, exemplify, and observe good sportsmanship.
5. Athletics shall develop an awareness and realization in students that participation is a privilege with accompanying responsibilities.

**SEASONAL LISTING OF WIAA ATHLETIC AND CLUB
ACTIVITIES**

FALL SPORTS

<u>BOYS</u>	<u>CO-ED</u>	<u>GIRLS</u>
CROSS COUNTRY	CHEERLEADING	CROSS COUNTRY
FOOTBALL		GOLF
SOCCER		SWIMMING
		TENNIS
		VOLLEYBALL
		DANCE

WINTER SPORTS

<u>BOYS</u>	<u>CO-ED</u>	<u>GIRLS</u>
BASKETBALL	CHEERLEADING	BASKETBALL
HOCKEY	WRESTLING	HOCKEY
SWIM		DANCE

SPRING SPORTS

<u>BOYS</u>	<u>GIRLS</u>
BASEBALL	SOFTBALL
GOLF	SOCCER
TENNIS	TRACK
TRACK	

**PHS is a member of the WIAA and the Fox River Classic
Conference.**

**Fox River Classic Conference Member Schools:
Ashwaubenon, Bay Port, Green Bay Southwest, Notre Dame
Academy, Pulaski, De Pere, Green Bay Preble, Manitowoc
Lincoln, Sheboygan North, Sheboygan South**

**PHS's school colors are scarlet, white and black/silver. The
school mascot is the Red Raider.**

National Code of Ethics for Coaches

As a professional educator I will:

- Exemplify the highest moral character, behavior, and leadership.
- Respect the integrity and personality of the individual athlete.
- Abide by the rules of the game in letter and spirit.
- Respect the integrity and judgment of sports officials.
- Demonstrate a mastery of, and continuing interest in, coaching principles and techniques through professional improvement.
- Encourage a respect for all athletes and their values.
- Display modesty in victory and graciousness in defeat.
- Promote ethical relationships among coaches.
- Fulfill responsibilities to provide health services and an environment free of safety hazards.
- Encourage the highest standards of conduct and scholastic achievement among athletes.
- Seek to inculcate good health habits, including the establishment of sound training rules.
- Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.
- Do unto others as if you were the others.

Duties and Responsibilities of Coaches

Coaches are expected to instruct, supervise and organize interscholastic teams of student-athletes. The primary responsibility of a coach in the athletic program is to the squad of players and managers. Proper supervision must be exercised before, during and after all games and practice periods. Control and conduct regulations are necessary to insure the safety and welfare of the athletes. In cases of an accident, it is assumed that they will follow all safety rules to the best of their ability and judgment, and take steps they deem necessary to be in the best interest of the student-athlete. It is essential that coaches present themselves as models for athletes in terms of exemplary appearance, character, and sportsmanship.

HEAD COACH JOB DESCRIPTION

REPORTS TO:

The Athletic Director, who provides overall objectives and an annual final evaluation to the Superintendent of Schools.

JOB GOAL:

To instruct athletes in the fundamental skills, strategy and physical training necessary for them to realize a degree of individual and team success. At the same time, the student shall receive instruction that will lead to the formulation of moral values, acceptable social behavior, self-discipline and self-confidence.

DUTIES AND RESPONSIBILITIES (See Appendix C):

1. Has a thorough knowledge of all the athletic policies and this handbook, and is responsible for its implementation by the entire staff of the sports program.
2. Has knowledge of W.I.A.A. and FRCC conference rules and regulations.
3. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs clinics and staff meetings to ensure staff awareness of overall program.
4. Trains and informs staff, encourages professional growth by encouraging clinic attendance. Evaluates their assistant coaches at each level on an annual basis and shares this evaluation with the Athletic Director.
5. Delegates specific duties, supervises implementation, and at the end of the season, analyzes staff effectiveness and evaluates all assistants.
6. Maintains discipline and works to increase morale and cooperation.
7. Perform such other duties which may be assigned by the Athletic Director.
8. Assists the A.D. in scheduling of non-conference games.
9. Assists the A.D. in transportation by completing online bus and vehicle requests.
10. Checks the Coaches Skyward report/roster prior to the first day of practice for accuracy and has an accurate, updates and completed roster at the end of the first week of practice. This roster must be submitted to the Athletic Administrative Assistant at the end of the first week. This is needed so the athletic office can check athletic eligibility in a timely fashion.
11. Provides proper safeguards for maintenance of all equipment and facilities.

- Advises the A.D. when possible hazards may occur due to faulty equipment or facilities.
12. Provides rules and regulations of the sport to each athlete in writing.
 13. Gives constant attention to their athletes' grades and conduct. (**Appendix E**)
 14. By his/her presence at all practices, games, and while traveling, provides safeguards for each participant.
 15. Follows athletic policies concerning injuries, medical attention, and emergencies.
 16. Completes paperwork on all disabling athletic injuries on proper forms and submits them to the trainer or athletic office within 24 hours.
 17. Directs student managers, assistants, and statisticians.
 18. Determines discipline, and provides due process when the enforcement of discipline is necessary, and contacts parents when a student is released from the team or becomes ineligible.
 19. Assists the A.D. in developing the sports budget and is responsible for operating within budget appropriations. **A reminder that all athletic department transactions are handled by the Athletic Administrative Assistant and all Student Activity Account (SBAA) transactions are handled by the PHS Principal Secretary.**
 20. Is accountable for all equipment (including uniforms) and collects the cost of any equipment lost or not returned. Arranges for issuing, storing, and reconditioning of equipment and uniforms and submits annual inventory **within 2 weeks after conclusion of the season.**
 21. Properly marks and identifies all equipment before issuing or storing.
 22. Examines locker rooms before and after practices and games, checking on general cleanliness.
 23. Promotes the sport within the school and promotes the sport outside of school through news media.
 24. Responsible for maintaining good public relations with news media, booster clubs, parents, officials, and fans.
 25. Presents information to the news media concerning schedules, tournaments and results.

END OF SEASON OBLIGATIONS:

All head coaches must complete certain end of season responsibilities in order to consider their coaching assignment finalized.

In an attempt to keep the administration and Board of Education informed about the accomplishments and problems of our programs, all head coaches must submit an annual sports report. A summary form will be given to all coaches near the end of their season.

These reports should be completed within a 2-week period after your season is over. 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. (**Appendix H**)
- C. Names of squad members - indicate letter winners, captains, managers, MVP, Sportsmanship & MIP, Special Awards and Records Set. (**Appendix F**)
- D. Turn in season summary.

OTHER THINGS THAT NEED TO BE DONE:

1. Turn in a completed coach's evaluation form and any assistant coach's evaluation forms. (**Appendix D**)
2. Electronically complete the WIAA Official's Evaluation form via the WIAA at wiaawi.org.

ASSISTANT COACHES JOB DESCRIPTION

These coaches will be responsible to the athletic director, and the varsity head coach of the respective sport. They will assist the varsity head coach in providing leadership and direction to the sports program as it exists in grades K-12. It is essential that they present themselves as models for athletes in terms of exemplary appearance, character, and sportsmanship. The head coach will evaluate all assistant coaches. A copy of the evaluation form is in the later part of this booklet.

RESPONSIBILITIES

1. Assuming the duties of the varsity head coach in his/her absence.
2. Performing and assisting in all duties assigned to and by the varsity head coach.
3. Communicating with the varsity head coach concerning any facet of that sport program.
4. Make a persistent effort to keep current as to the appropriate coaching methodologies.
5. Assist the head coach with the inventory and the selection of new supplies and equipment. Also, help with the issuance and collection of equipment.
6. Carry out all other duties and responsibilities as determined by the head coach.

LEGAL DUTIES OF A COACH

1. **Properly plan the activity**
2. **Provide proper supervision**
3. **Assess athlete readiness**
4. **Maintain safe playing conditions**
5. **Provide proper equipment**
6. **Instruct properly**
7. **Match athletes by ability, size, strength & experience**
8. **Provide proper physical conditioning**
9. **Provide warning of inherent risks**

10. **Provide emergency care**
11. **Develop an emergency response plan**

Information for Coaches

A. Travel Regulations

1. Team members must use the mode of transportation provided by schools.
2. An athlete who travels to an out-of-town event with a school team must return with his/her team. Exceptions to this rule are:
 - a. The parent may make prior arrangements with the Athletic Director in advance of the trip. A travel release form is available and must be completed by the parent. **(See Appendix G)** Details of these arrangements will be forwarded to the coach and the student-athlete may be released to the designated adult in person.
3. Release from Class:
 - a. All athletic contests should be scheduled so that students miss a minimum number of classes for travel to away games.
 - b. Any early departures for a contest must be approved by the A.D.
 - c. All rosters must be given to the Athletic Office so the names are in the computer. Also, it is the coach's responsibility to email PHS staff 24-48 hours in advance of an early departure for a contest letting staff know who and when to release. If changes occur, please notify PHS staff.
 - d. It is the responsibility of the athlete to see their teachers in advance if they are to miss a class due to athletic participation.

B. Athletic Injuries

1. Any athlete who is injured during an athletic practice or contest should report the injury to the coach at once.
2. If the injury is serious enough to require medical assistance, the athlete should report the accident to the athletic office as soon as the athlete is able to return to school and before returning to practice.
3. A Licensed Athletic Trainer will be at the high school five days per week to work with injured athletes. *Kyle Rabuck 822-6721*
4. In the event that the athletic trainer is unavailable to attend to an injury, the coach must file an injury report with the Athletic Director. Should an injury be discovered after the athlete has returned home, the coach should be contacted at once.
5. The team trainer/manager under the supervision of the coach will handle minor emergency treatments.
6. In the event of any serious injury, the nearest emergency medical service will be obtained.

7. In the event a physician or emergency room personnel for any athletic related injury treat any of our student athletes, it is mandatory that we have a note from a doctor releasing that student athlete for further competition. We ask your cooperation in this matter, since we feel that it is extremely important that athletes do not participate if a doctor feels that he or she is not adequately recovered from such an athletic injury.
8. **Coaches must take the athletes' Emergency forms to all athletic events.**

C. Equipment Care

One of the values of athletics is to teach responsibility and this applies to the care of athletic equipment as well as other school property. Equipment is a very costly item in our athletic budget. The Pulaski Community School District prides itself in furnishing good quality, safe athletic equipment.

General Guidelines

1. Each athlete is responsible for the school equipment issued and is financially responsible for all lost or misplaced equipment that originally was issued.
2. Each athlete will be responsible for the return of the original equipment issued. Substitutions will not be allowed. **This includes all uniforms.**
3. No school athletic equipment is to be worn during any physical education classes or any other period of exercise outside the time required for practice sessions and/or game situations unless so authorized.
4. Any athlete who is found to be in possession of any athletic equipment from any other competing school will be subject to suspension from the athletic program.
5. Student athletes and their parents are asked to see that any school athletic equipment be returned to the school as soon possible.

Collection and Storage of Equipment

1. The Head Coach shall supervise the collection, inventory and storage of all the equipment issued within his/her sports program.
2. Within two weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in the designated storage area. This includes all uniforms and complete inventory sheet submitted to the AD at end of season meeting.
 - a. No equipment is to be discarded without the approval of the Athletic Director.
3. The Head Coach shall turn in their equipment inventory with any outstanding obligations two weeks after the last contest. **(Appendix H)**

D. Keys

All coaches will be issued a key to open the outside doors and the athletic areas they are responsible for.

1. All necessary keys will be issued via a standard check-out policy. See Jenny in the Athletic office to check out and return any keys.
2. Keys should never be given to a student.

E. Procedure for Joining Athletic Teams & Activity

1. A student may not start practice or receive any equipment until their name is cleared on the coach's skyward report from the Athletic office.
 - a. Completed WIAA online forms in skyward family access.
Form 1 - Athletic Information Card Form 2 – Co-Curricular Student and Parental Agreement Form 3 – High School Athletics – Concussion Form
Note: Online Sports Registration is to be completed prior to tryouts/first day of practice.
 - b. The athlete needs only one physical examination every two years even though he or she plans to participate in more than one sport.
 - c. Any other athletic department forms.
2. Upon joining the squad, the athlete is expected to dedicate the time specified for practice by the coach for this activity. Regular attendance at practice is required.
3. Activity / Athletic Conflict.: If there is a performance, either sport or band, the varsity performance comes first over a practice.

F. Parent Meetings

In an effort to improve communication between coaches, athletes and parents, the athletic department will host a mandatory seasonal meeting for all athletes, coaches, and parents the third Sunday each May.

In addition, each coach will conduct an informational parent meeting prior to the initial contest for each sport. These meetings will provide an opportunity for the coaches to meet the parents, review and answer questions concerning the program, equipment, facilities awards and other issues. **(See Appendix B)**

G. Publicity and Promotion

1. Public Relations Philosophy
An effective, on-going public relations program must be established and maintained at a high level of positive action. Good publicity and promotion provide the key to a successful interscholastic athletic program.

All athletic department personnel need to cultivate a good rapport with members of the faculty. Make sure that your athletes have a high regard for regular attendance and academic excellence. Keep the faculty posted of all scheduled events well in advance and notify them at once if changes occur.

2. Coaches Responsibilities
The reporting of news items and game results rests with the Head Coaches and their staff. As a staff, you are responsible for the promotion of your program through local media outlets and the parents of the program and community in general. **(See Appendix A)**

H. Insurance

The Pulaski Community School District does not purchase insurance for athletes. We strongly suggest that if the student's present insurance does not cover injuries adequately, that parents purchase insurance through the school. Application forms can be obtained in the district and school office.

I. Athletic Awards

The idea behind the award structure at Pulaski is to not only recognize athletic achievement, but also to encourage participation by our athletes in as many sports as possible.

All awards that are presented to the athlete shall be purchased from the athletic budget (or from an organization authorized to do so by the school district) and must be earned from sanctioned activities. E.g. WIAA, FRCC Conference, or Pulaski.

At the conclusion of the sport season, an organized awards program by each respective program will be held at which time qualifying athletes will be presented their awards. Athletes must be in good standing to receive their awards at the awards program. All athletes are required to attend the awards programs in order to receive the proper award, unless excused by the Head Coach or the Athletic Director. **(See Appendix F)**

1. Athletic Awards System

A. Minimum Requirements for Earning a Varsity Letter:

An athlete who has participated for at least four seasons, and has not lettered, must meet the following stipulations:

- Must have attended all practices unless excused.
- Must have competed in four full seasons. (Unless extenuating circumstance)
- Must be academically eligible.

B. Varsity Awards

First year letter award - Chenille letter, medal insert signifying the sport, leatherette certificate. No athlete will receive more than one chenille athletic letter.

Second year letter award - Gold Sport Pin, certificate.

Third year letter award - Gold Sport Pin, certificate.

Fourth year letter award – Gold Sport Pin, certificate.

W.I.A.A. Scholar-Athlete Award - Is awarded to a senior boy and girl.

This award is given to the athletes who show academic and athletic excellence.

J. Attendance at WIAA State Tournament

1. Athletes/Teams

When Pulaski athletes/teams compete in WIAA State tournaments, their travel expenses and those of their coaches will be paid by the Pulaski Community School District. The Athletic Director will approve the arrangements for travel, lodging, and meals made by the program Head Coach. **The head coach, within 24 hours of advancing to the WIAA State tournament, should submit a plan to the AD and meet with the AD to finalize and approve details.**

The Head Coach will accompany individual athletes that qualify for a state meet in an individual sport. Additional assistants/event coaches could possibly be deemed appropriate by the school to attend, but that depends on the number of athletes attending the meet.

In the case of team sports, all coaches normally used in the contests and practices will accompany the squad along with the regular compliment of varsity managers.

2. Coaches

- All head coaches are allowed to attend the state tournament of their sport. Sub pay will be provided by the district for one day.
- Varsity assistant coaches are allowed to attend the state tournament of their sport. Varsity assistant, JV & Freshman coaches will have to use a personal day.
- **The Red Raider Sports Booster Club will reimburse actual ticket costs for admission to the state tournament for the Head Coach and one assistant. If travel distance of over 100 miles is required, the RRSBC will cover a maximum cost of lodging of up to \$200.00. Receipts must be submitted to the Athletic Director to forward to the Club for reimbursement. See Athletic office for more details.**
- Transportation and meal costs are the responsibility of the coaches.

3. Cheerleaders/Dance

Dance & Cheerleaders will be allowed to attend state tournaments to cheer when we have qualifiers if they have performed during entire post-season. They will be transported to the tournament site with or without any spectators under the chaperonage of a person designated by the principal on a daily basis if needed. Special arrangements may be made between the parents and administration.

K. Clinics and Workshops

1. All PHS head coaches will be granted leave and sub pay by the district in order to attend one coaching clinic in their sport. Maximum days will be two per year.
2. Assistant coaches (including JV & Freshman) will be granted leave

and sub pay by the district in order to attend a coaching clinic in their sport. Only one day per year will be approved. (This is for # of full contracts not # of coaches or partial contracts)

3. 7th & 8th grade coaches will have to use a personal day in order to attend a clinic.
4. No reimbursement for meals

L. Team Locks and Locker Rooms

Each coach is responsible for the clearing of the locker room and coaches office at the conclusion of their season.

M. Athletic Camps

Each coach will make an effort to coordinate camps with other sports.

N. Parent-Teacher Conferences/Staff Meetings

All coaches must attend parent-teacher conferences and staff meetings. The only exception is if the coach has a game/contest on the day of conferences. Non-teaching assistant coaches can cover a practice during conferences and staff meetings if the head coach so desires. Please contact A.D. for extenuating circumstances.

O. Fundraising

The athletic department realizes that coaches may desire to sponsor a fundraiser to create moneys for a particular need. The procedures for having a fundraiser are listed below.

- A. All fundraisers must be approved in advance by the athletic director.
- B. Prior to the fund raising project, the coach in charge must file the proper fundraising form with the athletic/main office.
- C. No two similar fund raising projects will be approved during the same sport season

P. Female Teams and Male Coaches & Vice Versa

In order to provide proper supervision for our female sport teams that only have male coaches, the following procedures need to occur:

- A. Locker room supervision – since male coaches cannot go into a changing room, the male coach will secure a female supervisor for the locker room before and after each practice. This female supervisor can be a parent, teacher or student manager. (Parent does need to have a current background check on file with PCSD.) If the locker room supervisor is a student manager, this manager will have direct and immediate access to the coach should she need some assistance regarding a dangerous or potentially dangerous situation.

- B. Overnight trips or tournaments – the male head coach will secure a female adult to supervise the players. If need be, the school district will provide some financial compensation to the temporary female supervisor. This supervisor can be a parent, teacher or community member, but must be approved in advance by the athletic director. The female supervisor on overnight trips must also be at least 21 years of age and have direct and immediate access to the coach.

Q. PHS Athletics Emergency Plans

Always remind your players of the inherent risks associated with your sport. A risk sheet should be posted in the locker room, and players should be reminded often throughout the season. This reduces your liability in case of lawsuit.

Remember to always carry the emergency forms with you to each practice and game! You will need emergency form if an emergency injury occurs.

- 1. Emergency Procedures for Practice and Games
 - A. Coach should clear the area. Summon licensed athletic trainer if available. Proceed to following steps if no certified trainer or doctor is on site.
 - B. Does player respond to verbal communication?
 - C. If not, check for breathing - look for chest movements, air movement, or feel for air from nose or mouth.
 - D. If not breathing - open airway, get breathing started, and stop any profuse bleeding.
 - E. Have Assistant Coach call for emergency help.
 - F. If player is breathing and responsive:
 - Always assume spinal injuries.
 - Question how injury happened.
 - Question what is wrong.
 - Watch for skin color.
 - Check for numbness, burning, or tingling.
 - Remember **P R I C E**
Protect the injured area
Rest the injured area
Ice the injury 20-30 minutes 3 x per day
Compression, use wraps to limit swelling
Elevate the injured area above the heart
 - G. After player is calm and injured area is treated, move off the field/court and into locker room.
 - H. Call parents.
 - I. Re-examine after shower.
 - J. If in doubt, get to hospital for confirmation.
 - K. Fill out accident form and turn into AD
 - L. Follow up with player that evening. It shows that you care for the injured athlete.

2. Roles and responsibilities
 - A. Person responsible in emergency situations is the head coach, unless a licensed trainer or doctor assumes that responsibility.
 - B. First Aid Kit must be available at all practices and games. This is the responsibility of the head coach.
 - C. The head coach or appointed assistant is responsible for having the first aid kit stocked at all times.
 - D. An appointed assistant or trained manager is responsible for calling the ambulance and giving the proper information.
 - E. The head coach is responsible for filling out an accident report and submitting it to the AD within 12 hours of injury. **This is vital for possible legal purposes.**
 - F. Notify the parents of the injured athlete immediately.
 - G. Athletes who have been out of action for a time because of injury, and was under the treatment of a doctor, must have a written statement allowing return to competition.

R. Drug Disbursement Policy

The PHS athletic staff and coaches are not allowed to dispense any non-prescription medicine, prescription medicine, or food supplements to any PHS athlete. Also, the staff will not supply or encourage the use of any performance enhancing drugs or food supplements. Natural substances in unnatural amounts can have short or long term health effects.

S. Awards Banquets

The head coach of each sport shall be responsible for coordinating the awards format for his/her program at the end of each season. The coach may choose to work with a support club or a group of selected parents in planning the type of awards ceremony.

1. **One month** prior to the end of the season the head coach shall inform the AD as to the date of banquet, location and time of banquet.
2. It is the responsibility of the head coach to inform the coaches and team personnel of all details concerning the awards presentation. They should also extend a written invitation to the parents.
3. No district athletic funds will be expended for any awards banquets, except for the school awards presented. All funds must come out of Activity Account or private funding.
4. The head coach should submit award information to the Athletic office Administrative Assistant two weeks prior to date of banquet.

Guidelines for Awards Banquets: This is a school event: No Alcohol during Banquet

- A. Keep comments about the season brief and positive
- B. Make sure every player is introduced by name.
- C. Comments should be positive and brief and most should be about the seniors.

- D. Thank everyone who helped with your season.
- E. No banquet should last more than 2 ½ hours.
- F. There are parents in the audience who care only about their athlete. Play by play descriptions of a season can make your presentation drag.
- G. Unexcused absent players - no commentaries please.
- H. Make sure to double-check your awards before the banquet.
- I. EVERY SEASON IS A SUCCESS.

T. Evaluation of Coaches

According to the guidelines below, the head coach and AD will meet on a regular basis, both formally and informally. They will work together to establish a successful athletic program.

Pre-Season Meeting:

- 1. Complete goals in advance of this meeting.
- 2. Discussion of the goals and the plans for achieving them.
- 3. Review the coaching staff, and discussion of plans for the evaluation of those coaches.
- 4. Review the coaches' checklist – including bus schedule, practice schedule, etc.
- 5. Review the player/parent handbook and expectations for the program

In-Season Meetings:

- 1. Informal, frequent meetings (drop-in, phone calls, e-mail etc.)
- 2. Weekly meeting on a regularly occurring basis.
- 3. Observation of practices and competitions, in part or whole.

Post-Season Meeting:

- 1. Varsity team members will complete a coach/team evaluation. JV & F per request. **(See Appendix D)**
- 2. Coaches will complete a self-assessment prior to this meeting.
- 3. Discussion of the self-assessment at the meeting. This self-assessment will not be collected, it is for discuss purposes only.
- 4. Coaches will complete an assistant coach evaluation form, which will be discussed at the meeting. Determination of any changes for the following season.
- 5. Discussion of the pre-season goals and assess to what extent those goals were met.
- 6. Generate goals for the next season.
- 7. Discussion of budget needs. The coach will complete a budget request for their program.
- 8. Review the game schedule and discuss potential changes.
- 9. The coach will complete the collection of athletic inventory and submit an inventory of athletic supplies in their program.
- 10. The AD will complete a coach evaluation form and submit a copy to the coach after evaluation meeting completion.

APPENDIX

Appendix A

Media Guide

TV Stations

Channel 2 920-432-3331

Channel 5 920-437-5411

Channel 11 920-490-1407

Channel 26 888-477-2673

Channel 32 920-490-0320

Newspapers

Appleton Post Crescent 920-993-1000 x230
pcsports@postcrescent.com

Green Bay Press Gazette 920-431-8400
sports@greenbaypressgazette.com

Wisconsin State Journal
wsjsports@madison.com

Other

WISPREP 1-800-872-2022

Associated Press 1-800-300-8340

Transportation 822-6040 (Tracey)

Janel Batten (920) 205-3180

Janel Batten (Office) (920) 822-6706

APPENDIX B

PARENT/PARTICIPANT PRE-SEASON MEETING SUGGESTIONS:

1. Welcome and introduction of coaches
2. Your program philosophy & program improvements from past year.
3. Practice schedule and season schedule – include any special event nights. Have HANDOUTS for players and parents.
4. Rules for your sport– specifically highlight any WIAA rule changes
5. Team rules/consequences and expectations
6. Criteria for making the cut
7. Nutrition and conditioning – emphasize the importance of the off-season training
8. Letter requirements
9. Team awards given & When
10. Athletic Code (Training Rules and Eligibility)
11. Emphasize the responsibility of each athlete to care for any school equipment and uniforms issued for activity
12. Emphasize the mandatory attendance at awards nights & protocol if they must miss.

**ALL COACHES SHOULD HAVE A
PARENT/PLAYER HANDBOOK OR
INFORMATION PACKETS CONTAINING THESE
ITEMS TO HANDOUT AT THE MEETING.**

APPENDIX C

CHECKLIST FOR COACHES

The athletic department is requiring each athletic team to meet specific expectations and follow athletic policies approved by the athletic department and board. To insure uniformity, each coach, advisor, or coaches associated with one team/activity, should meet the following minimal standards. This will improve the consistency of our communication to athletes, parents, public, and with the school. Each coach should be sure the following minimal standards are followed.

- ___ 1. Conduct pre-season sign-up meeting with parents and players. Be sure to include incoming middle school level players. **(See Appendix B)**
- ___ 2. Complete pre-season coaching objectives.
- ___ 3. Attend rules meeting (if applicable to your sport) & complete test .
*Required by the WIAA – check with AD for locations and dates.
- ___ 4. Hand in completed team rosters for each level to Athletic Admin. Assistant at the end of the first week of practice.
- ___ 5. Check the eligibility of each athlete before they start practice. You will get a list from the Athletic Dept. Admin Assistant the first date of practice of those athletes that are eligible. We will make sure they have registered online and have a current physical on file.
- ___ 6. Submit bus requests (<http://www.pulaskischools.org/transportation/forms.cfm>)
- ___ 7. Confirm the early dismissal lists .
- ___ 8. Emphasize your team rules and training rules weekly.
- ___ 9. Inform the media and conference commissioner of your game results.
- ___ 10. Check attendance and academic of your team throughout the season. **(See Appendix E)**
- ___ 11. Supervise the behavior of your team at home and away events.
- ___ 12. Notify the Athletic Office of cancelled practices.
- ___ 13. Fill out report for all injuries, unless seen by athletic trainer, file with Athletic Office.
- ___ 14. Set special event nights prior to season with Athletic Director (parent’s night, homecoming, etc....)
- ___ 15. Collect all equipment, locks, uniforms, etc.
- ___ 16. Turn in an inventory list to the AD. **(See Appendix H)**
- ___ 17. Get award list to Athletic Office as soon as possible after the last game of the season. (At least two weeks prior to the awards banquet.) **(See Appendix F)**
- ___ 18. Prepare and conduct awards banquet..
- ___ 19. Attend Fox River Classic Conference coaches meetings.
- ___ 20. Attend all athletic department meetings.
- ___ 21. Go over next season’s schedule with AD.
- ___ 22. Turn in season summary to AD.
- ___ 23. Complete a post-season self-assessment and set meeting with AD. **(See Appendix D)**
- ___ 24. Keep AD abreast of any problems with your team, players, parents, etc....
- ___ 25. Submit budget needs and wants list to AD my March 15th of each year.
- ___ 26. Organize summer program for your sport.
- ___ 27. Submit WIAA Summertime Contact Days form to AD, if applicable.
- ___ 28. Develops and is active in the youth program of your respective sport.

APPENDIX D

Pulaski School District Head Varsity Coach Season Performance Evaluation for
 Name _____ Sport _____ Year 2017-2018

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S= Success, fully met indicator NI= Needs Improvement U= UNABLE to determine

1.	Pre-Season	2017 Result	2018 Result
1.0	Attended Pre-Season PHS Coach's Meeting (Group or Individual)		
1.1	Held A Quality Pre-season Parent Meeting		
1.2	Created a Quality Team Handbook/Rules/Policies		
1.3	Determined and communicated responsibilities of Assistant Coaches		
1.4	Followed District Purchasing Policy on all Purchases		

2.	In-season	2017 Result	2018 Result
2.0	Scored 80 or higher on NFHS Exam		
2.1	Attended WIAA Rules Meeting or Viewed Rules Video in a timely manner		
2.2	Attended Fox River Classic Conference Post-Season Meeting		
2.3	Communicates regularly with Athletic Department		
2.4	Enforces District Athletic Code		
2.5	Uses age appropriate language and motivational tactics		
2.6	Plans regular dynamic practices sessions and maximizes instructional time to prepare students for contests		
2.7	Innovative, using new coaching techniques and ideas in addition to using sound, already proven methods of coaching.		
2.8	Uses generally accepted practices and discretion in determining the proper course of action: using good decision-making skills. Regularly demonstrates emotional maturity.		
2.9	Regularly displays appropriate conduct during contests. Ability to maintain poise, develop a pattern of consistency when dealing with stressful situations, and put the best interest of the group as a whole above all else.		
2.10	Shows self-control and poise in all areas related to coaching duty: on or off campus (with students, staff, parents and community)		
2.11	Ability to connect, inspire and lead students with a variety of learning styles and backgrounds.		
2.12	Public Relations: cooperation with radio, newspaper, and other media.		
2.13	Works cooperatively with the booster club organization.		
2.14	Regular supervision and administration of locker and training rooms.		
2.15	Regular supervision and care of the weight room, fields, gyms, etc.		
2.16	Is cooperative in sharing use of facilities.		
2.17	Is prompt in meeting team for practice and games.		
2.18	Collects, inventories, and arranges to clean and repair all equipment. Provide inventory documentation upon request of administration.		

Section Two: Focus Goals

S=Success, fully met indicator; I=IMPROVED, but did not fully meet indicator, NI=needs improvement, U-UNABLE to determine

These goals can be either qualitative or quantitative. Included must be a means to measure success or improvement.

1	Increase student's sense of connectedness to their school, community and athletic experience.	2017 Result	2018 Result
Goal 1a	Success= Improvement=		

Narrative:

2	Professional Development Goal: What do you plan to do to improve your skill as a coach?	2017 Result	2018 Result
Goal 2a	Success= Improvement=		

Narrative:

Section Two: Focus Goals Continued

3	Relative Competitiveness Goal This goals can be either qualitative or quantitative. Included must be a means to measure success or improvement. (Focus is on a 3-5 year Period)	2017 Result	2018 Result
Goal 3a	Success= Improvement=		

Narrative:

APPENDIX E

PHS
Reinstatement for Academically Ineligible Students

DATE: _____

TO: _____

FROM: Janel Batten, Athletic Director

_____ is attempting to regain eligibility to represent PHS in _____. To do this, he/she must be doing passing work in each class. Please sign by your class if the student is passing your class.

CLASS	TEACHER SIGNATURE	TEACHER COMMENTS
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____

_____ has regained eligibility to participate in _____.

DATE: _____

Signature of Athletic Director

APPENDIX F

INDIVIDUAL ATHLETIC AWARDS

SPORT _____ COACH _____ LEVEL _____

CAPTAIN(S): Varsity only

ALL-CONFERENCE: Varsity only

MVP: Varsity only

MIP: Varsity

Other Post-Season Awards (Reg., Sect., All-State, All-Area, etc.)

LETTERWINNERS, JV CERTIFICATES or FRESHMAN CERTIFICATES:

Please Note Letters Won

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

APPENDIX G

**PHS
Travel Release Form**

Date: _____

This is to certify that _____ has my permission to ride
(Student's Name)

_____ the _____ on
(to-from-both) (Activity/**Sport and Level**)

_____ at _____
(Date) (Location of **Event/Game**)

- ***Note. Please use the back of this sheet to add more dates and locations if needed. All dates and locations that apply must be listed. Thank you.***

I certify that I am personally transporting the above named student, or have arranged for transportation with _____ (**an adult**, non-student) of my choosing for this student.

The reason for not riding the bus is:

(Reason must be sufficiently urgent to family needs to justify not riding the bus)

I understand that the PHS Athletic Code and District policy requires that students ride the bus to and from all co-curricular events, and a departure from this will release the Pulaski Community School District from all liability for any adverse results that may occur.

I agree to release the Pulaski Community School District and its employees and officers from all liability with reference to the above stated transportation.

This form must be submitted to the PHS Athletic Office at least 24 hours prior to the dismissal of the school day of the contest. You may email the form to jlolson@pulaskischools.org. The Coach will be given a copy of this release.

(Signature of Parent or Guardian)

APPROVED - NOT APPROVED

(Signature of Athletic Director)

APPENDIX H

Pulaski High School Athletic Team Inventory

Sport: _____ Date: _____

Coach: _____

Storage Location(s) : _____

Uniforms (Please list specific items, (level of team included) quantity, and condition.)

Item: _____ Level: _____ Quantity: _____ Condition: _____

1.

2.

3.

4.

5.

6.

7.

Equipment (Please list each Item, quantity, and Condition)

Item: _____ Level: _____ Quantity: _____ Condition: _____

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

(Please attach any additional items and list any additional comments.)

APPENDIX I

Coaches Acceptance of Handbook

I have read this handbook, and I agree to the terms within. I will work with the Athletic Director and coaching staff to give suggestions for the editing of this book in an effort to continue to make this a working and meaningful document for all coaches.

Printed Name

Signature

Date