

School District of Neillsville

**Athletic Handbook for
Coaches and Parents**

2019 – 2020

Standards for Sport Coaches

Domains and Standards:

A. Philosophy and Ethics

At the School District of Neillsville, our coaches are expected to...

- Develop and implement an athlete-centered coaching philosophy.
- Identify, model, and teach positive values that can be learned through sport participation.
- Teach and reinforce responsible personal, social, and ethical behavior of athletes, staff, officials, parents, media, and others involved in the sport program.
- Demonstrate ethical conduct in all facets of the sport program.

B. Safety and Injury Prevention

At the School District of Neillsville, our coaches are expected to...

- Prevent injuries by recognizing and insisting on safe facilities.
- Ensure that all necessary gear and protective equipment are available and used appropriately.
- Monitor environmental conditions and modify participation as needed to ensure individuals' health and safety.
- Identify conditions that predispose athletes to injuries.
- Recognize injuries and provide immediate and appropriate care.
- Facilitate a coordinated medical program of prevention, care, and management of injuries.

C. Physical Conditioning

At the School District of Neillsville, our coaches are expected to...

- Design programs of training, conditioning, and recovery that properly incorporate physiological and mechanical principles.
- Utilize research-based conditioning principles to design conditioning and practice sessions.
- Teach and encourage proper nutrition for healthy body weight, optimal physical and mental performance, and overall good health.
- Be an advocate for drug-free sports and provide accurate information about the use and abuse of drugs and supplements.
- Facilitate reconditioning of athletes following injuries.

D. Growth and Development

At the School District of Neillsville, our coaches are expected to...

- Apply knowledge of how developmental changes that occur from childhood to adulthood influence the learning of performance of sport skills.
- Facilitate the social and emotional growth of athletes to support a positive sport experience and lifelong participation in physical activity.
- Provide athletes with leadership opportunities and progressively more responsibility as they mature and exhibit capability.

E. Teaching and Communication

At the School District of Neillsville, our coaches are expected to...

- Provide a positive learning environment that is appropriate to the characteristics of the athletes and goals of the program.
- Develop and monitor goals and objectives for the program, athletes, and assistant coaches in collaboration with the program participants.
- Organize practices based on effective instruction, efficient time management, and application to competitive participation.
- Understand and utilize a broad repertoire of appropriate instructional strategies to facilitate athlete development and performance.
- Individualize instruction based on the specific needs of each athlete.
- Provide clear and understandable instruction to the athletes in order to provide effective instructional strategies.

- Plan and implement practice activities that maximize time on task and available resources.
- Demonstrate and utilize appropriate and effective motivational techniques to enhance athlete performance and satisfaction.

F. Sport Skills and Tactics

At the School District of Neillsville, our coaches are expected to...

- Know the skills, elements of skill combinations, and techniques associated with the sport being coached.
- Identify, develop, and apply teaching techniques for specific skills associated with the sport being coached and appropriate for the age and skill levels of the participating athletes.
- Conduct practices based on a progressive seasonal plan and competitive strategies.
- Know applications of skills and tactics to the competitive setting and how to integrate them into appropriate strategies for age and skill level coached.
- Organize and implement materials for scouting, planning practices, game preparation, and game analysis.
- Understand and enforce the rules and regulations of appropriate bodies that govern sport.

G. Organization and Administration

At the School District of Neillsville, our coaches are expected to...

- Demonstrate organizational and administrative efficiency in implementing sports programs.
- Manage human resources for the program.
- Manage fiscal resources for the program.
- Facilitate planning and implementation of procedures for emergency care, notifications, documentation, and follow-up.
- Manage all information, documents, and records for the program.
- Understand and fulfill all legal responsibilities and risk management procedures and strategies associated with coaching.

H. Program Evaluation

At the School District of Neillsville, our coaches are expected to...

- Understand and implement effective evaluation techniques for athlete and team performance in relation to established goals.
- Know and use a variety of strategies to evaluate athlete and team motivation, individual, and team performance as they relate to season objectives and goals.
- Utilize an effective and objective process for evaluation of athletes in order to assign roles or positions and establish individual goals.
- Utilize an objective and effective process for evaluation of self and assistant coaches.
- Demonstrate and utilize an objective and effective process for evaluation of the sport seasons and overall program.

Handbook Introduction

The interscholastic athletics program in the School District of Neillsville is considered an extension of the total educational program and as such is expected to contribute to the attainment of educational objectives. In addition to providing the means for fulfilling a student's need for participation in individual and group games, it is felt that participation in the athletics program will contribute to the development of good health and good health habits, self-reliance, emotional maturity, social development, team work, and good sportsmanship.

Coaches are expected to conduct themselves in a professional manner at all times, and their appearance should be such as to be commensurate to standards demanded of our athletes. To enhance the development of respect, coaches need to model respect and must show respect to the athletes, other coaches, parents/guardians and members of the faculty.

Athletic Eligibility Responsibility

The Neillsville High School is a member of WIAA and all high school coaches and athletes shall be bound by WIAA Rules. Each coach will become familiar with WIAA policies and student eligibility policies. WIAA eligibility requirements can be found at www.wiaawi.org. At the beginning of each sport season a list of participants must be given to the athletic director at least two weeks prior to the first contest. If a new member is added to the team during a season, eligibility needs to be

verified and the athletic director notified. It is the coach's responsibility to check the athlete's eligibility as described in WIAA policy before any student is allowed to participate in the district athletic program. Extracurricular sports activities offered for students in high school:

Girls – Cross Country (fall), Volleyball (fall), Basketball (winter), Track (spring), Softball (spring), Golf (spring)

Boys – Cross Country (fall), Football (fall), Basketball (winter), Wrestling (winter), Track (spring), Baseball (spring), Golf (spring)

Athletes are eligible the first eight semesters after they become freshmen or the first six semesters after they become sophomores. Student-athletes may not participate in a sport more than four different seasons while in high school - grades 9 through 12.

Middle School Athletics:

The Neillsville Middle School is not a member of the WIAA; however, the middle school athletes shall be bound by WIAA rules with the following exceptions:

- Home schooled students may participate in middle level sports.
- Middle level athletes may compete in the same sport activities during the sporting season.
- Students attending St. John's School in Neillsville may participate in middle level sports.
- Sixth grade students may participate in the following middle level sports:
 - a. Cross Country
 - b. Golf
 - c. Track
 - d. Wrestling

Fifth graders will be allowed to practice, but not allowed to participate in any competition with the middle school program. They also will not be in uniform for home matches nor travel to away matches with the team. They are required to fill out all required policy paperwork.

Seventh grade athletes entering fall sports will not use sixth grade second semester grades for eligibility. Coaches allow only middle school age students to compete. A middle school coach may declare athletes ineligible to participate in, or for participation in, any event or activity conducted other than the school, which may be regarded as contrary to the best interest of the participants or detrimental to the school athletic program.

Extracurricular sports activities offered for students in seventh and eighth grade:

Girls – Cross Country (fall), Volleyball (fall), Basketball (winter), Track (spring), Softball (spring), Golf (spring)

Boys – Football (fall), Cross Country (fall), Basketball (winter), Wrestling (winter), Track (spring), Golf (spring)

Middle School athletes will be allowed to play in one sport at a time; however, when one sport is completed an athlete may enter another sport (i.e. boys' basketball and wrestling.) The number of events recommended by the WIAA is based on research of middle grade students. Student safety and student "burnout" should be considered if a student participates in more than a few additional outside events during the season.

Academic Policy:

An athlete must meet School District of Neillsville and Department of Public Instruction (DPI) requirements, defining a full-time student, and have received no more than one failing grade in the most recent grade-reporting period. The student who becomes academically ineligible may regain eligibility by meeting the academic standard following a period of 15 scheduled school days and nights of eligibility. The student who is ineligible for a minimum of 15 consecutive school days may not return to competition until the school day following the 15 day ineligibility period. It is the responsibility of administration to let the coach know if a student does not meet the academic requirements.

Age Requirements:

A high school student-athlete shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August first of any school year. A middle school student-athlete may not compete if he/she reaches his/her 15th birthday before August first of any school year.

Amateur Status:

A student-athlete shall be an amateur in all recognized sports of the WIAA in order to compete in any sport. An athlete will be declared ineligible from further participation in the school's interscholastic program if he/she:

- A. Accepts reimbursement of any kind for achievement in athletics.
 - 1. Actual and necessary reimbursement for transportation, food and lodging paid in connection with playing a contest shall not be regarded as a violation.
 - 2. An athlete may receive an award which is symbolic (non-merchandise) in nature such as trophies, medals, ribbons, event t-shirts, etc., but may not receive such merchandise items as jackets, sweaters, equipment, watches, rings, etc., regardless of their value.
- B. Permits, with or without actual endorsement, the use of the name, picture and/or personal appearance as a student-athlete in the promotion of a commercial or profit-making event, item, plan or service.
- C. Plays in a contest (school or non-school) under a name other than his/her own name.

DISTRICT ATHLETIC POLICY

Athletic Training Requirements:

Since the welfare of the team depends upon collective efforts and self-sacrifices made by its individual members and since the athlete is in the public eye and his/her conduct reflects upon his/her school, team and coach, it follows that he/she may be denied the privilege of participation in these voluntary activities if he/she fails to abide by a reasonable athletic training policy. Student athletes who violate the athletic training policy shall be subject to disciplinary action. Athletes and parents or guardians will be afforded "due process" under the provisions in the athletic training policy. The athlete and parents or guardians are expected to follow the proper "due process" procedures.

Any staff member or parent who becomes aware of a possible infraction of the athletic training policy is expected to report the infraction to the athletic director. The report of the alleged violation shall be in writing. Upon receiving a validated report, the administration shall investigate the charge. It is the expectation that any athlete who violates the athletic training policy will knowingly and willingly refer the violation to the athletic director.

The Athletic Committee of Eligibility Review shall consist of the Athletic Director, the Principal and the Head Coach of the sport of the athlete involved. The decision of the Athletic Committee of Eligibility Review may be appealed to the Athletic Council through the athletic director. The decision of the Athletic Council may be appealed to the Board of Education. The Athletic Council shall consist of a panel of five members and one chairperson. The chairperson shall be the athletic director or his/her designee.

A. Training Policies

The term "athlete," from this point shall refer to participants, managers, statisticians, cheerleaders, members of pompon squad, or any student associated with sports.

- 1. Possession or use of any tobacco product, including but not limited to cigarettes, E-cigarettes, cigars, chewing tobacco, or snuff.
- 2. Possession or use of any container which contains alcohol. (Alcohol under this section is intended to include beer, malt liquor, wine, intoxicating liquors, and other similar products.)
- 3. The buying, selling, distribution or possession of any illegal drug, drug paraphernalia, or illegal performance enhancing substances.
- 4. Athletes are expected to be citizens of good standing in the community. Serious violations of the law may result in the student being declared ineligible. Such violations would include involvement in criminal activities such as theft, assault, vandalism, and/or fighting. Minor traffic violations are excluded from this provision.
- 5. Athletes are expected to be citizens of good standing within the school community. Students that receive three (3) or more behavioral referrals in any sports season will be subject to loss of contest privileges. Any student-athlete that receives their third (3) behavioral referral during a single sports season will become ineligible for one contest

date. Each additional behavioral referral during that sports season will result in one additional ineligible contest date.

6. Any athlete charged with a felony would be immediately ineligible for sports until a determination regarding the charge has been made by the courts. Any athlete convicted of a felony would be ineligible for sports for a minimum of one calendar year from the date the original suspension began. Athletes suspended under this provision (#6) do not have the choice of option "A" or "B" or the honesty clause.

All types of violations are cumulative for the athlete's high school career.

Any athletes violating the above rules will be brought before the Athletic Committee of Eligibility Review, and if found responsible must serve a suspension from sports.

Suspensions imposed by the Athletic Committee of Eligibility Review must be served immediately. Suspensions will normally be served by remaining out for a sport in all respects except for participation in games, scrimmages or trips. The suspended athlete will not be allowed to miss any class time to travel with the team to "away" contests.

Suspensions are to carry over from one sport to the next. Before serving suspension in a sport, the athlete must have a minimum of 8 different days of practice or attendance at scheduled events with the team in that sport. An athlete may join a sport after the season has begun to serve his/her suspension provided that the athlete finishes the season in good standing. The athlete must participate in 8 different days of practice or attendance at scheduled events before the events will be counted as part of the suspension. An athlete's good standing is to be determined by the coach of that sport and the Athletic Committee of Eligibility Review. If the student-athlete does not finish the season in good standing, the amount of time spent participating in the sport will not be counted toward his/her suspension.

An athlete denying violations of the conduct code will be provided an opportunity to be heard by the Athletic Committee of Eligibility Review prior to the next interscholastic competition.

A student is required to follow the school's code of conduct on a year-round (12 month) basis. Minimum penalty for violations of the code which occur after a school begins WIAA tournament competition is immediate disqualification of the student for the remainder of the total tournament series in that sport.

CODE VIOLATIONS

FIRST TIME VIOLATION

If an athlete is found responsible for the first time, upon approval of the Athletic Committee of Eligibility Review, the athlete may have the choice of Option "A" or "B."

Option A:

1. Drug /Alcohol:
Suspension of 25% of the scheduled contest dates, have a drug/alcohol assessment by licensed assessment provider or by the school, and participate in drug/alcohol treatment at licensed treatment center or have 6 hours of education provided by the school.
2. Tobacco:
Suspension of 25% of the scheduled contest dates, have a drug/alcohol assessment by licensed assessment provider of the parents' choice or by the school, and participate in drug/alcohol treatment at licensed treatment center of parents' choice or have 6 hours of education provided by the school.
3. Citizenship:
Suspension of 25% of the scheduled contests.

ALL:

After the 25% of the season suspension, the athlete may or may not be in competition if the treatment program or 6 hours of education are not completed. This will be decided by the Athletic Committee of Eligibility Review. If the

violation occurs during one sports season, percentages will be used to determine the number of contest dates to be missed in the athlete's next sports season.

Option B:

Suspension of 50% of the scheduled contest dates. If the violation occurs during one sports season, percentages will be used to determine the number of contest dates to be missed in the athlete's next sports season.

If the athlete elects option "A" and does not complete the option, option "B" will be invoked automatically by the Athletic Committee of Eligibility Review.

SECOND TIME VIOLATION

If an athlete is found responsible for a second time, upon approval of the Athletic Committee of Eligibility Review, the athlete may have the choice of option "A" or "B."

Option A:

1. Drug/Alcohol:

Suspension of 50% of the scheduled contest dates, have a drug/alcohol assessment at licensed treatment center or by the school, and participate in a prescribed drug/alcohol treatment at licensed treatment center or have 10 hours of education provided by the school.

2. Tobacco:

Suspension of 50% of the scheduled contest dates, have a drug/alcohol assessment at licensed place of the parents' choice or by the school, and participate in a prescribed drug/alcohol treatment at licensed treatment center of parents' choice or have 10 hours of education provided by the school.

3. Citizenship:

Suspension of 50% of the scheduled contest dates.

ALL:

After the 50% of the season suspension, the athlete may or may not be in competition if the treatment program or 10 hours of education are not completed. This will be decided by the Athletic Committee of Eligibility Review. If the violation occurs during one sports season, percentages will be used to determine the number of contest dates to be missed in the athlete's next sports season.

Option B:

Suspension of one full sports season. If the violation occurs during one sports season, percentages will be used to determine the number of contest dates to be missed in the athlete's next sports season.

If the athlete elects option "A" and does not complete the option, option "B" will be invoked automatically by the Athletic Committee of Eligibility Review. The full sport season will include the one-half events missed.

THIRD TIME VIOLATION

If found responsible for a third time, he/she will be declared ineligible for one calendar year.

At the end of a suspension, the athlete must apply to the Athletic Committee of Eligibility Review in writing for reinstatement. An athlete remains ineligible until the Athletic Committee of Eligibility Review has called a meeting and officially reinstated the athlete.

Coaches may have additional regulations as related to dress, conduct, curfew, etc.

All appeals will be routed through to the Athletic Director to the Athletic Council. If not resolved, the appeal goes to the Board of Education.

B. Honesty Clause:

A first time offender who readily admits to an athletic code infraction may have their number of suspended game dates reduced to one contest day by direction of the Athletic Committee of Eligibility Review.

C. Academic Policy:

An athlete must meet School District of Neillsville and Department of Public Instruction (DPI) requirements, defining a full-time student, and have received no more than one failing grade in the most recent grade-reporting period. The student who becomes academically ineligible may regain eligibility by meeting the academic standard following a period of 15 scheduled school days and nights of eligibility. The student who is ineligible for a minimum of 15 consecutive school days may not return to competition until the school day following the 15 day ineligibility period. It is the responsibility of administration to let the coach know if a student does not meet the academic requirements.

C. Due Process:

Due process is a procedure that the courts of law recognize as a necessary part of any rules and regulations. Due process furthermore, and of primary importance, recognizes the rights of the individual since it outlines recourse in the event the athlete feels a wrong decision has been made. The due process steps outlined hereafter is the procedure for an athlete and parents or guardians to follow in appealing decisions relating to eligibility. It should be understood that athletes and parents or guardians will be expected to follow the due process steps in the event legal action should be initiated at some later date.

1. After a ruling of ineligibility resulting in suspension from athletics has been made, the athletic director shall send a letter by certified mail to the athlete and his parents notifying them of the decision of ineligibility and outlining the specific details relating to:
 - a. the violation or infraction
 - b. the date of the violation or infraction
 - c. the period of suspension
 - d. any other pertinent information

The letter shall also advise the athlete and parents or guardians that a hearing on the ruling of ineligibility will be provided if requested by the athlete and parents or guardians within fourteen (14) days after receipt of the letter of ineligibility.

2. An athlete and parents or guardians shall be accorded by a hearing on the decision of ineligibility if within fourteen (14) days after receipt of written notice of ineligibility of the athlete and parents or guardians notify the athletic director in writing that they desire a hearing on the ineligibility decision.
3. After an appeal has been received, a date for a hearing will be established by the principal, such date no later than seven days after receipt of the written appeal of the athlete and parents or guardians. Present at the hearing, in addition to the athletic director, principal of the school, shall be the athlete and parents or guardians, and, if a rule relating to a specific sport is involved, the head coach of that sport.
 - a. the athlete will be provided with an opportunity to testify and present other evidence on their behalf at the hearing
 - b. proceeding of the hearing, including decisions, will be put in writing, and a copy of these proceedings will be mailed to the athlete and parents or guardians.
4. If the athlete and parents or guardians are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The athletic director or principal must receive in writing a request for a second hearing before the Board of Education within fourteen (14) days of the mailing of the outcome of the original hearing.
5. If the athlete and parents or guardians remain dissatisfied with the findings of the second hearing a review by the Executive Office of the Wisconsin Interscholastic Athletic Association (WIAA) may be requested through the school.

The athlete director or principal must receive in writing a request for such a review by the Executive Office of the WIAA within fourteen (14) days of the mailing of the outcome of the second hearing. The athletic director or principal in forwarding the appeal letter of the athlete and parents or guardians to the Executive Office of the WIAA shall also enclose a copy of

- a. original appeal letter from the athlete and parents or guardians
 - b. school's formal reply outlining the violation or infraction leading to the ineligibility status
 - c. proceedings of both hearings.
 - i. The Executive Office of the WIAA will inform the athletic director or principal of the outcome of the review within seven days after receiving from the written appeal of the athlete and parents or guardians.
 - ii. The athlete and parents or guardians will be mailed a copy of the outcome of the review from the Executive Office of the WIAA.
6. If the athlete and parents or guardians remain dissatisfied with the findings of the review by the Executive Office of the WIAA, they may appeal in writing through the school for either a review by, or a hearing before, the Board of Control of the Wisconsin Interscholastic Athletic Association through the Executive Office of WIAA. The athletic director or principal must receive the written request for such a review or hearing within fourteen (14) days of the mailing of the review by the Executive Office of WIAA.
- a. the Board of Control will act on request for a hearing not later than its first regularly scheduled meeting after receiving the written appeal through the school.
 - b. if requested by the athlete and parents or guardians or the athletic director or principal of the school, the Board of Control will convene via conference telephone call to review an appeal with the understanding that the expense for such conference call is the responsibility of the parents or guardians of the athlete.
 - c. in the event of a hearing, the athlete and parents or guardians will be given the opportunity to testify and present other evidence and the school will be represented by any individual deemed appropriate by the district administrator.
 - d. proceedings of the hearing, including the decision will be put in writing, and a copy of these proceedings, including the decision, will be provided for the athlete and parents or guardians.
7. The provisions as outlined above shall be the sole and executive remedy for appeal from the rulings referred to in paragraph one.

Attendance:

Coaches must be certain to check the school absentee list each day. High school and middle school athletes absent during the day may not practice or play in a contest on that given day. A student must be in attendance at least four class periods to participate in athletics that day.

Coaches should be responsive to athletes who are not physically well enough to participate. Students shall not be penalized for an excused absence. A note from a parent or guardian is required to excuse an absence or tardy.

Non-School Participation:

High School:

- A. It is the philosophy of the WIAA, that a student owes loyalty and allegiance to the school and to the team of which he/she is a member during the season of a given sport. A student becomes ineligible in a sport for the remainder of the season for competing in a non-school activity in the same sport during the season of practice and competition established by the school. The penalty may be reduced upon request of a school on the basis of documented extenuating circumstances.
 1. Non-school activity shall be interpreted to include:
 - a. All activity outside the control of the school and
 - b. Any activity within a school (other than official interscholastic program), involving another school or a non-school organization.

- B. Before and/or after the school season of any given sport, a student-athlete may participate in activities outside of the school in that sport subject to the following restrictions:
1. A student-athlete may not participate in programs, activities, camps, clinics, etc., which are limited to students on the basis of a school affiliation, athletic experience, team status, etc.
 2. A student-athlete may not participate in all-star game or similar contests except for summertime activities within an established league or program.
 3. A student-athlete may not be instructed except during the school season of a sport by the person who will be his/her coach in that sport in the following season. The sport of baseball, cross country, golf, softball, and track are exempt from this requirement during the summer period provided the program is not limited to students on the basis of school affiliation, athletic experience, team status, etc.
 4. A student-athlete or his/her parent or guardian must pay the fee for specialized training or similar instruction such as camps, clinics, or similar programs.
 5. There is no restriction to voluntary assembling (without school/coach involvement of students during the summer.)

Middle School:

Middle School athletes will be allowed to participate in non-school sponsored events during the sport season. The school and coaches will not be responsible for non-school sponsored events.

Permission of Parent or Guardian and Interscholastic Athletic Insurance:

Each participating athlete must submit the necessary forms, including insurance information, properly completed and signed by their parent or guardian prior to participating in school athletics.

The school district has available on an individual basis, an insurance policy which grants coverage to all participants in interscholastic competition, throughout the year. The insurance is required of all who engage in the competitive sports program with the School District of Neillsville or a waiver must be signed by the parent or guardian indicating adequate personal insurance coverage. A low cost group insurance plan is offered for those who feel they do not have adequate coverage or wish to have additional protection. You may view or copy the insurance brochure/enrollment form at www.1stAgency.com.

Physical Examinations:

The School District of Neillsville must have a physical examination card on file for every athlete before the athlete is allowed to start practice. Physical examinations are required every two years. A physical examination taken April first and thereafter is valid for the following two school years. Physical examination taken before April first is valid only for remainder of that school year and the following school year.

Residence and Transfer:

Students that transfer under open enrollment provisions on a full-time basis, will be eligible to participate in athletics. If a student is dissatisfied with the new school, for some reason, and returns to the school of residence, that student will be ineligible to participate for the balance of that school year. Also note that eligibility is denied if a student is recruited for athletic reasons.

A student-athlete, whether an adult or not, is eligible for interscholastic competition only at the school in the district in which his/her parents are legal residents. This provision may be waived if requested in advance by a member school on behalf of one of its students and upon presentation of documented reasons of betterment in home life or other extenuating circumstances.

Authority

The athletic director shall be responsible to the building principal and perform such duties as scheduling games, hiring officials, etc., as the principals and/or as the district administrator shall assign. Middle school and high school coaches shall be directly responsible to the building principal, and work in harmony with the athletic director.

All contracts are to be signed by the athletic director and principal.

All coaches must be certified under WIAA guidelines for certification. Any coaches not meeting the WIAA guidelines for certification must become certified prior to their second year of coaching.

Coaches are directly responsible for all individuals who volunteer to assist them with practices. At the beginning of each season, coaches must provide a list of all volunteers who will be interacting with the athletes to the athletic director and building principal for approval. Volunteers must also meet WIAA coaching requirements. Program volunteers shall not play an active role in athletic contests.

All coaches are strongly encouraged to secure and sustain Heart Saver/First Aid certification.

Parents are encouraged to communicate their concerns regarding the athletic program and the coach is the first point of contact. After contacting the coach, if a parent feels their concern has not been adequately addressed, they may contact the athletic director, principal, district administrator, and Board of Education in that order. An athlete shall not endure any negative consequences as the result of a parent expressing their concerns.

Awards

Appropriate awards as determined by the athletic director, principal, and varsity coach may be given at the high school level for satisfactory competition in athletic events. Coaches should receive administrative approval before purchasing awards. No awards shall be given to elementary students competing in athletic activities.

Concussion

The Department of Public Instruction, in consultation with the WIAA, has developed guidelines and informational materials for the purpose of educating coaches, athletes, and parents/guardians about the nature and risk of concussion and head injury in youth athletic activities.

The law, Wisconsin Concussion Law Act 172 – Statute 118.293 enacted April 16, 2012, requires all youth athletic organizations to educate coaches, athletes, and parents/guardians on the risks of concussions and head injuries, and the law prohibits participation in any athletic activities until the athlete and parent/guardian has returned a signed agreement sheet indicating they have reviewed the concussion and head injury informational materials. The law requires immediate removal of an individual from any athletic activity, if symptoms indicate a possible concussion has been sustained. A person who has been removed from an athletic activity because of a determined or suspected concussion or head injury may not participate in any future athletic activity until he/she is evaluated by a health care provider and receives written clearance from the health care provider to return to the activity.

Equipment and Facilities

Equipment:

Care of equipment is a major responsibility of each coach. An inventory of all equipment must be kept current. The athletic director will retain a copy of these inventory sheets in addition to the one the individual coach will have in their possession.

Equipment not being used, but kept in the locker room, must be stored in a neat manner, inventoried and in a locked area. Equipment to team members for game or practice purposes will not be worn at any other time including physical education classes.

Upon completion of a sports season, athletes have one week to turn in all uniforms and equipment. Students will be charged for school issued items that are not returned. Athletes will not be allowed to participate in a sport unless all uniforms and/or equipment from the previous sport are returned or monetary restitution is fulfilled.

The equipment inventory must be given to the principal before the end of the school year. Spring sports should have their inventory to the principal one week after the season ends.

Facilities:

No balls are to be thrown around in the locker room or corridors.

Care of the gym floor is the responsibility of all coaches. No one is to be allowed on the gym floor in street shoes or outdoor footwear.

Each coach who uses the coach's dressing room is responsible for leaving it neat and orderly.

All rooms related to the athletic locker room must be clean and neat at all times. This includes the locker room, drying room and the bathroom.

Locker Room Privacy:

The School District of Neillsville shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by district policy.

No media will be permitted to enter into a locker room or remain in a locker room to interview or seek information from an individual at any time. Such interviews must take place outside of the locker room consistent with applicable district policies and/or school rules.

Under no circumstances can a person use a camera, video recorder, cell phone, or other recording device to capture, record, or transfer a representation of a nude or partially nude person in a locker room. Any other use of a camera, video recorder, or other recording device in a locker room requires the prior permission of the building principal and the person being photographed, videotaped, or recorded. Students or staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or designated locker room supervisor shall be responsible for enforcing this policy.

Nondiscrimination

It is the policy of the School District of Neillsville that no person may be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student service, recreational or other program or activity on the basis of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, color, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by section 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disabilities.

All student educational and extra-curricular programs and employment opportunities follow the district's policies of nondiscrimination. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. Any questions or complaints should be directed to:

John Gaier, District Administrator, School District of Neillsville
614 East 5th Street; Neillsville, WI 54456
(715) 743-3323, e-mail: jgaier@neillsville.k12.wi.us

Informal Nondiscrimination Complaint Procedure:

The district encourages informal resolution of complaints under this policy. If any person believes that the School District of Neillsville or any part of the school organization has failed to follow the law and the rules of section 118.13 Wis. Stats., Title IX, Title VI, Section 504, or in some way discriminates against students on the basis listed above, he/she may bring or send a complaint to:

John Gaier, District Administrator, School District of Neillsville
614 East 5th Street; Neillsville, WI 54456
(715) 743-3323, e-mail: jgaier@neillsville.k12.wi.us

Formal Nondiscrimination Complaint Procedure:

Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to John Gaier, District Administrator, within ten (10) business days of receipt of the written reply to the informal complaint. The district administrator shall further investigate the matters of the grievance and reply in writing to the complainant within twenty (20) business days by certified mail.

Step 2: If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education within ten (10) business days of his/her receipt of the district administrator's response in Step 1. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent by the board clerk to each concerned party within twenty (20) business days of this meeting by certified mail.

Step 3: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, Washington D.C. 20201.

**Legal Reference: WI Statutes 118.13

Program Development

The varsity coach is responsible for the development of the athletic program in their sport from seventh grade through the varsity level. Varsity coaches are encouraged to periodically attend practice at each level per season in an effort to strengthen the overall program.

Scheduling

Scheduling of Contests:

The athletic director will schedule non-conference games with help from the head coach. All attempts must be made to schedule events without loss of school time. All scrimmages are to be approved by the athletic director.

The number of games or contests scheduled in major sports (football, basketball and wrestling) shall be equal to or less than the maximum number of contests sanctioned by WIAA.

Athletic Practices and Contests:

High School: During the school term, no practice shall begin before the regular dismissal of the school day nor end later than 5:45 p.m. Any exception permitting athletic practice at other times will require a written request by the head varsity coach to the Athletic Director. In the event school is closed or canceled, practice may be held on a voluntary basis. It shall not be held against an athlete if they do not attend such a practice.

Middle School: During the school term, no practice shall begin before the regular dismissal of the school day nor end later than 5:30 p.m. Any exception permitting athletic practice at other times will require a written request by the coach to the Athletic Director. Middle school athletic competition shall be limited to games scheduled after the regular school day. Early dismissal for athletic contests will be held to a minimum. Middle School practices will not be scheduled on Wednesday evenings during the school year, weekends or non-school nights unless approved by the Athletic Director. The sports season schedule will coincide with the high school season unless approved by the Athletic Director.

The home team coach is responsible for reporting scores to the media immediately following a contest.

Coaches are responsible for supervising their team members while at contests and must attend scheduled practices unless the principal or athletic director is notified. It is the responsibility of all coaches to check athletes for appropriate dress and conduct. All athletes are required to wear shirts during practice, while utilizing school facilities, or on school grounds. The district dress code must be adhered to by athletes in all sports practices and contests (refer to student handbook). Profanity will not be tolerated.

Students are expected to provide their own meals when the activity requires the student to be away from home during meal time unless they are involved in a WIAA State tournament event, then meals for students are \$4.00 for breakfast, \$4.00 for lunch, and \$5.00 for dinner.

All athletes shall ride to and from athletic contests on transportation provided by the School District of Neillsville. Exceptions shall be left to the discretion of the principal or athletic director. Arrangements must be made in advance with written notification from the parent or guardian for an athlete not riding the bus to or from a specific contest.

Sports Injury

If an athlete is injured in a sport, an accident report must be filled out in the main office for both middle school and high school. If an athlete sees a doctor for injuries, whether in a sport or not, the coach must receive a doctor's excuse note for the athlete to re-enter practice or contests.

The excuse note must be copied in the main office.

There are situations when coaches need to know the extent of an injury. This could be before or after the doctor's clearance. In most cases it is in the best interest of the athlete to have the coach contact the parent or guardian for

information. If the athlete is injured during a contest or practice, the coach shall contact the athlete's parents so the parents are made aware of a potential problem.

Transportation

Athletic buses will be ordered through the athletic director's office for contests. All buses are to be ordered for the season one week prior to the first contest. Tournament buses will be ordered at tournament time.

All athletes are required to ride the bus to the site of competition. Any exceptions must have administrative approval "prior" to leaving for the event.

After the event, an athlete may ride home with their parents, provided the parents sign a note and give it to the coach. If athlete B wants to ride home with parents of athlete A, the coach must be provided a signed note from parents A "and" B prior to them leaving the site.

If athletes are taken out of school on any given day, all pertinent information as well as an alphabetical listing of students must be submitted to the principal three days prior to contestants' dismissal so the principal may notify the certified staff.

Athletes need to be made aware of their estimated return time at least one day prior to the day of the trip. All coaches are to take a first aid kit along on all trips. A stretcher and vehicle must be available at home events.

All invoices for expenses incurred on trips, not normally anticipated, are to be turned in to the principal's office the first day of school following the trip.

A. Responsibilities and duties of chaperones on athletic buses:

1. Pick up the student list before you leave school on the day you are riding the bus.
2. Give the bus driver a pass to get into the contest and make sure that you have a pass as well.
3. Be at school at least 15 minutes prior to departure.
4. Check the names of the students on the bus with the list you picked up after school.
5. If a student goes on the bus, they return on the bus unless special permission has been obtained from the principal or athletic director with a written note.
6. Keep order on the bus.
7. If you have difficulty with student behavior on the bus, please let the principal know the next school day.
8. Make certain you fill out a payment voucher the next day.
9. Be in the student section or near them at the game.
10. Chaperones are to ride in the rear of the bus.
11. Let no students off the bus except at school, or unless they give you a parent slip signed by the athletic director or principal.

B. Bus chaperone emergency procedure.

1. Wait 15 minutes for late students after an event.
2. Make phone calls during that time to administrators. If you are unable to reach them call the Clark County Sheriff's Department at (715) 743-3157

C. Read bus rules or give a copy to the athletes prior to departure and ask the bus driver for any additional rules.

1. No arms or heads out the window.
2. Students shall remain seated.
3. No yelling on the bus.
4. Horseplay will not be permitted.
5. No smoking or alcoholic beverages on the bus.
6. Profanity or indecent language will not be tolerated.
7. If a student goes on the bus, they return on the bus unless they have a written note from their parent or guardian.
8. Follow all other school regulations of behavior that apply.
9. Make sure that trash is picked up before the athletes leave the bus.

D. Bus Travel during inclement weather emergency procedures:

In all of the following situations, if one of the two involved (coach or driver) deems it necessary to stop and call, the stop should be made.

1. What to do prior to departure: If there are any questions to starting the trip the driver or coach should call the district administrator or bus supervisor.
2. What to do while enroute: If either the coach or driver feels that conditions are extremely hazardous, stop and call the district administrator or the principal of the age group you are with. If you are unable to reach the district administrator or principal, turn around and return. Call the opposing school.
3. What to do at the event: If either the coach or driver feels that conditions are and will be extremely hazardous, call the Neillsville district administrator or the principal of the age group you are with.
4. What to do after the event – on the way home: If either the coach or driver feels that conditions are extremely hazardous, stop and call the Neillsville district administrator or principal. If unable to reach one of the above, the local county sheriff's department must be called in order to get in touch with the above other principals.
5. What to do when returning home late: If travel is possible but slow, when you think that you will be more than one hour late call the district administrator or bus supervisor. In all cases if there are serious doubts on travel cancel the trip and make calls. In some cases this may mean staying over somewhere.