

**Green Bay Preble High School
Co-Curricular Department
2018-2019**

Coaches/Advisors Handbook



THE HOME OF THE HORNETS

Where Champions are Made

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WELCOME TO GREEN BAY PREBLE

Dear Coach/Advisor,

Welcome! I am pleased that you are a member of the Green Bay Preble High School Activities Staff. You are part of a rewarding but challenging profession, educating and coaching our youth. A leadership role can be very satisfying; however, the demands and expectations for you as a coach/advisor are considerable. I look forward to working with you to make your contributions to the Green Bay Preble Hornets cause fulfilling and enjoyable.

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

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

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

Good Luck!

A handwritten signature in dark ink, appearing to read 'Dan Retzki', with a stylized, cursive script.

Dan Retzki
Associate Principal/Director of Athletics & Activities

GREEN BAY AREA SCHOOL DISTRICT

Michelle Langenfeld	Superintendent	(920) 448-2000
Tim Flood	Administrator of District Co-Curricular Programming	(920) 448-2000

PREBLE HIGH SCHOOL

Natasha Rowell	Principal	(920) 391-2400
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Joe Demerath	Assistant Activities Director	(920) 664-5520
Jordan Dale	Assistant Activities Director	(262) 893-9039
TBA	Co-Curricular Tutor Coordinator	

AFFILIATIONS

Green Bay Preble High School is a member of the Wisconsin Interscholastic Athletic Association and a member of the Fox River Classic Conference. Other conference members are: Ashwaubenon, Bay Port, De Pere, Green Bay Southwest, Manitowoc Lincoln, Notre Dame Academy, Pulaski, Sheboygan North, and Sheboygan South.

Green Bay Preble High School is also a member of the Eastern Shores Girls Hockey Conference as part of a co-op. Other schools in the co-op are: Ashwaubenon, Bay Port, De Pere, Green Bay East, Green Bay Southwest, Green Bay West, Notre Dame Academy, Seymour, and West De Pere. Other conference schools are: Appleton Co-op, Arrowhead, Beaver Dam Co-op, Fond du Lac Co-op, Kettle Moraine, and University School of Milwaukee.

I. PURPOSE

A. Philosophy

The Green Bay Public School District believes co-curricular activities are an integral part of the total educational process. Through participation in these opportunities, students can have experiences and training in events not ordinarily obtainable in the general curriculum. Policies have been developed and are implemented to cultivate the high ideals of good citizenship, community involvement and personal growth. The school district considers involvement in co-curricular activities a privilege. Student participation carries with it certain responsibilities and expectations which promote growth toward becoming a responsible member of society. We expect students to be a credit to themselves, their family, school, and community.

B. Objectives for student participants:

1. To learn the basic, fundamental and advanced skills needed to participate in one's full potential in a given activity.
2. To develop an understanding of the rules of each activity and learn to participate within these rules in accordance with the Green Bay Public Schools' policies and procedures in regards to discipline, attendance, academic expectations, Alcohol and Other Drug Abuse and violence related issues.
3. To show respect for the individuals who coach, advise, officiate, or conduct events and to accept their decisions.
4. To be able to accept suggestions for improvement and learn to work cooperatively with other people towards common goals.
5. To provide an opportunity to learn respect and fellowship.
6. To develop pride, school spirit, a good attitude, and exhibit good sportsmanship.

II. STAFF RESPONSIBILITY

A. ACTIVITIES DIRECTOR

The Activities Director is responsible for the overall administration, supervision, and coordination of the interscholastic athletic program for the school district.

The Activities Director works with, represents, and acts for the building principals in all matters related to the interscholastic athletic program.

Activities Director Job Responsibilities

1. Responsible for all athletic/activity events within and among competing schools - including WIAA sponsored tournaments.
2. Schedule and contract all non-conference athletic events, in cooperation with Head Coach(es). Cancellations and rescheduling of contests will be completed through the Athletic Director.
3. Responsible for the preparation of athletic/activity budget requests and for submitting same to the building principal.
4. Direct hiring and contracting of all game or meet officials in cooperation with the Associate Athletic Director.
5. Coordinate all necessary activities with the Associate Athletic Director.
6. Prepare inventories for all supplies and equipment in cooperation with the Head Coach(es)/Advisors.
7. Administer all athletic/activity policies as detailed within the school, the district, the athletic conference(s), and/or within the WIAA regulations.
8. Responsible, in cooperation with the head coach, for the requisitioning, maintenance, repair and storage of all athletic equipment and supplies.
9. Arrange for all necessary transportation, in cooperation with the head coach/advisor.
10. Assist in evaluating the total athletic/activity program.
11. Either serve or make necessary arrangements for game and tournament managers at home athletic contests.
12. Assist in the coordination of athletic/activity facilities.
13. Fax/mail/email team roster to scheduled opponents.
14. Assist in the selection of coaches/advisors.
15. Orient new athletic personnel (coach/advisor).
16. Represent the school at all athletic meetings, as directed by Principal, which include WIAA, WADA, and Conference.
17. Act as liaison between athletic coaches/advisors, administration, parents and parental groups.
18. Responsible for the direction and control of broadcasting and television at all athletic events so as to conform with district and/or WIAA policies.
19. Maintain past and current records of the sports' programs submitted by the coaches.
20. Assign athletic personnel.

21. Verify coaches not licensed to teach (C.N.L.T.'s) have met WIAA requirements.
22. Certify eligibility of students participating in all interscholastic athletic contests and/or delegation to Athletic Director.
23. Approve and sign all athletic contracts.
24. In all cases where exceptions are approved, Activities Director will be on call should inclement weather be an issue. The coach/advisor would be expected to contact the Activities Director to gain approval to travel in the case of inclement weather.

B. COACH/ADVISOR

Head Coach/Advisor

Reports to the Activities Director, who provides overall guidance, direction, supervision and evaluation of the Head Coach/Advisor and their program.

Job Summary

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

Head Coach/Advisor Job Responsibilities

The head coach/advisor shall:

1. The Head Coach/Advisor in each sport/activity at the high school level will be responsible for the total program in grades 6-12. The coach/advisor may recommend persons for assistant coach/advisor assignments to the appropriate building principal directly for consideration. The coach/advisor's responsibilities will include the following:
 - a. Assign duties and responsibilities to all assistant coach/advisors, grades 9-12.
 - b. Determine the methods of instruction and communicate them to all coach/advisors, grades 6-12.
 - c. Work with the assistant coach/advisors in the placement of players on all squads, grades 9-12.
 - d. Decide on the style of play and implement that style for grades 6-12.
2. The Head Coach/Advisor shall instruct and supervise the duties of the managers, particularly in relation to equipment, equipment room and training room.
3. Keep an up-to-date inventory of all equipment, requisition all new equipment and supplies and submit the names of the athletes that did not return issued equipment to the Activities Director after the season ends.
4. Submit self-evaluation and assistant coach/advisors' evaluation forms to principal or designee after the season ends.
5. Ensure that all participants are academically eligible in conjunction with the Activities Director.
6. Ensure that all players have their WIAA Physical Exam Card/Alternate Year card, Bellin HIPPA Form, and Activities Eligibility Form completed and turned into the main office prior to their first practice

- and will not allow students to practice or compete until notified by the Activities Director that all forms are complete. (Athletics only)
7. Teach every participant the rules of good sportsmanship.
 8. Govern themselves in complete accordance with the WIAA rules and regulations. (Athletics only)
 9. Give diligent attention to every athlete's physical condition before, during, and after every contest. (Athletics only)
 10. Enforce all rules of eligibility and other rules and regulations governing contests.
 11. Have a knowledge of the rules and regulations governing the sport. Inform every athlete of the rules governing participation in the sport.
 12. Responsible for the care and storage of equipment and facilities.
 13. Responsible for all keys.
 14. Keep proper records of participation and submit a list of award winners to the Activities Director upon completion of the season.
 15. Keep past and current records of the activity (letter winners, won/lost, individual and team records, and special awards). A copy of these records should be given to the Activities Director at completion of the season.
 16. Assign each athlete a locker, where available, in team rooms after the squad has been established. (Athletics only)
 17. Direct squad members to keep locker area free of litter. No cleats or spikes are to be worn in posted areas. (Athletics only)
 18. Provide direct visible supervision of locker room before and after practice.
 19. See that all participants are out of locker room before coach/advisors leave; showers are turned off, lights off, and all doors are locked at home and away games.
 20. Attend all coach/advisor staff meetings.
 21. Ensure that reasonable safety precautions are taken to avoid unnecessary risks of personal injury and/or property damage and to promptly report any injuries or damage that may have occurred.
 22. Give complete loyalty and support to fellow coach/advisors and participants within the school, and the established activity policy.
 23. Obtain Activities Director approval of team rules/expectations and explain the Co-Curricular Code of Conduct and all other rules prior to the start of the season.
 24. Responsible for the treatment and reporting of injuries sustained by participants in practices or competition.
 25. Following a serious injury, the coach/advisor should secure a signed physician's approval before a participant returns to participation.
 26. Submit practice schedule and location to Activities Director.
 27. Work in cooperation with the Activities Director to arrange all necessary transportation.
 28. Notify Activities Director of a student who quits or is dropped from an activity/team for disciplinary reasons.
 29. Because of liability, participants in team practices must be limited to school personnel.

Assistant Coaches/Advisors Job Description

These coaches/advisors will be responsible to the Activities Director, and the Head Coach/Advisor of the respective program. They will assist the Head Coach/Advisor in providing leadership and direction to the program, as it exists in grades 6-12. It is essential that they present themselves as models for student participants in terms of exemplary appearance, character, and sportsmanship.

Specific areas of responsibility include:

1. Become knowledgeable of the regulations as prescribed by: The WIAA, the FRCC Conference, the Green Bay Area Public School District, the Preble High School Administration, and the Head Coach/Advisor.
2. Have willingness and the capability to assist the Head Coach/Advisor in leading the program and other areas as directed.
3. Reporting directly to the Head Coach/Advisor and working under the direction of them to implement and teach the skills of the activity.
4. Assuming the duties of the Head Coach/Advisor in his/her absence.
5. Working with the entire staff in preparing fair and equitable practice schedules.
6. Have an awareness of all facilities, equipment, inventory, and purchasing issues. Communicating with the Head Coach/Advisor concerning any facet of this activity program.
7. Assist in scouting responsibilities, if needed.
8. Take the WIAA Rules Test pertaining to their specific activity and score 60% or higher. (Athletics only)
9. Assist in parents and end-of-season awards nights.
10. To make suggestions and recommendations that will improve the program
11. Carry out other duties as directed by the Head Coach/Advisor.

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

GREEN BAY PREBLE CO-CURRICULAR DEPARTMENT POLICIES AND PROCEDURES

The purpose of this set of policies is to outline the Green Bay Preble's and Green Bay Area Public School District's Co-curricular policies and procedures, not in an attempt to restrict or hinder a coach/advisor/ or participant but rather to provide uniformity within the Co-curricular Department.

1. CO-CURRICULAR PROGRAM

It shall be the responsibility of the Head (Varsity) coach/advisor to administer the entire activity program. The head coach/advisor shall direct all assistants in matters of the Co-curricular philosophy and techniques grades 6-12. The head coach/advisor will also have responsibilities with regard to placement and selection of assistants. When community youth programs exist, the Head coach/advisor in that activity should act as a resource person between the school and community program.

Coaches/advisors must be aware at all times that they are teachers first and must therefore keep their educational goals clear. This means that they have the responsibility of maintaining open communications with their students/participants.

2. PROFESSIONAL CONDUCT

All coaches/advisors are expected to conduct themselves in a professional manner. Naturally, this is rather arbitrary with regard to interpretation; however, all coaches/advisors do have certain obligations to the young people they coach/advise. They should never forget how much influence they have upon their participants. Because of this responsibility, a coach/advisor must be a good role model. The well being of their student athlete/participants should be paramount. In addition, as professional people, coaches/advisors are expected to stay abreast of current trends and developments within their activity. Appropriate dress is strongly encouraged for contest and practices.

Coaches/advisors are impressionable people in the lives of students and their families. Everything that we say and do is modeled and regarded highly. It is extremely important that coaches/advisors act in a professional manner relative to dress, language, and communication with parents. We will/must demonstrate class at all times.

3. SUPPORT AND LOYALTY

It is expected that all coaches/advisors be supportive and loyal to fellow coaches/advisors, administrators, and Co-curricular policies. This is not to imply that disagreements will not or should not occur. It does stress the importance of settling these differences within the department. We strive to create teamwork on our

teams and groups – this same ethic should be utilized by the adult staff as well. Nothing positive is gained by carrying disagreements to the public.

4. **INJURIES/TRAINER COVERAGE**

A. Maintain an awareness of the following:

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

B. Athletic Trainer's Hours

- Per the agreed contract during a given year, at the High School normally five days a week from 2:30-5:30 PM.
- Coaches/advisors and administration will support the trainer's decision when there is a question pertaining to a participant's welfare. Help in recruiting student trainers to work under the supervision of the certified athletic trainer.
- Preble's Trainers are Dave Reinke and Hilary Proper.

C. On field, court or gym responsibilities:

1. Designate individuals to carry out specific duties:

- a. Charge person – physician, athletic trainer, head coach/advisor or assistant coach/advisor.
- b. Call person – responsible for calling emergency vehicle - know location of field telephone and all exits to direct vehicles. Have access to health record information and consent if possible.
- c. Control person – to keep "On-lookers" and players away from injured athlete and treatment personnel.
- d. Coaches/advisors in activities without special coverage by the athletic trainer are strongly encouraged to use a school cellular phone during competition.

D. Emergency Procedures:

- Charge person will assess severity of injury
- Do not move student until nature and severity of injury have been determined
- If student is breathing and circulation functional, proceed to treat the injury in a competent, qualified manner. **DO NOT HARM.** If in doubt, **STOP, WAIT FOR EMERGENCY CARE VEHICLE.**

Finally, some common sense advice:

- Remain calm
- Do not diagnose
- Keep other participants away from the injured student – their concern shows up in great anxiety in the injured student.

E. Notification of parents or guardians:

Injuries to any participant should be followed up by a phone call to the participant's parents. The athletic trainer should also be informed in case an accident report needs to be filed.

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

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

Your cooperation in fulfilling their coaching obligation is expected and appreciated.

F. Injuries

During preseason and in-season practice sessions and games, the coach/advisor should immediately take the injured participant, if possible, to the Athletic Trainer or the high school office if the injury requires someone to look after that student for a period of time. Parents should be notified at the earliest possible convenience.

During a late practice when possible and none of the above is available, contact the parents or call 911 if the situation warrants such measures. If the coach/advisor has an assistant coach/advisor, then the assistant should take the participant inside and only return when the problem has been handled correctly. If no assistant coach/advisor is available, then the coach/advisor should stop practice and bring the participant inside and find one of the people mentioned earlier before returning to the playing field/practice area.

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

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

If all coaches/advisors would check their line ups to see if any of the participants have a doctor parent, then maybe a call to that parent to ask for help at games when they are able to attend will solve some of the medical problems.

As soon as possible, most likely the next day, fill out a GPASD Report of Accident and Injury form found in the main office. Please inform the Activities Director about all accidents. Accident reports, regardless of the severity of injury, should automatically be filled out, parents should be contacted, and the report should be submitted to the Activities Director.

- G. If possible, all coaches/advisors should try to stay current in sports training methodology and in health, safety and first aid by participating in clinics and workshops.

5. **MEDICAL POLICY (Athletics Only)**

According to the WIAA rules a student may not participate in inter-scholastic athletics until the school has an Examination Permit Card on file in its office attesting to (a) parent permission and (b) physical fitness as determined by a licensed physician.

6. **ACTIVITIES CODE**

- A. Green Bay Area Public School District Co-curricular Code of Conduct Handbooks are available in the Main Office.
- B. Each coach/advisor should be aware of the expectations set within the Code of Conduct Handbook.
- C. To provide consistency within the Activities Department, the Code of Conduct Handbook expectations should be explained to each team during the preseason by the Head Coach/Advisor or Activities Director.
- D. No student will be allowed to participate in any game/contest/performance until the signature form of the Co-curricular Code of Conduct is signed and returned to the Activities Director. Signature of student and parent/guardian must be included.

7. **ATTENDANCE/ELIGIBILITY PROCEDURE**

All coaches/advisors will be responsible for the following procedures as they relate to eligibility:

- A. Making sure that no student practices, according to WIAA rules, until the school has an Examination Permit Card on file in its office attesting to a) parent permission and b) physical fitness as determined by a licensed physician.
- B. Coaches/advisors will hold a parent meeting prior to the first contest to explain the team expectations, and answer any questions concerning their sport/activity.
- C. Turn in a roster to the co-curricular office immediately after the organizational meeting so that the Activities Director can check on eligibility.
- D. One week prior to the first contest/game/event, the coach/advisor must submit a roster of eligible participants for game program purposes.
COACHES/ADVISORS WILL REPORT ANY ROSTER CHANGES THAT OCCUR DURING THE SEASON TO THE ACTIVITIES DIRECTOR. This is vital!!
- E. All coaches/advisors must cover the co-curricular code with their teams/groups at the beginning of the season and also emphasize it throughout the season.
- F. All coaches/advisors are responsible for checking on their student athlete's/participant's attendance eligibility on a daily basis. Coaches/advisors shall be responsible to see that participants who have unverified absences do not participate until it/they are cleared.

8. STUDENT ABSENCE

- A. A student must be in school the last half of the day in order to participate in practice.
- B. A student must be in school the entire day on the day in which they are to participate in a contest/game/performance.
- C. Exceptions to the above would include:
 - a. School sponsored activity
 - b. Case of family emergency
 - c. Written medical release from a physician
 - d. Doctors/Dentist appointment
 - e. Others at the Activities Director discretion
- D. Unexcused absences from school result in the suspension from one or more contests/events to be determined by the building principal and/or the Activities Director.

9. PRE-SEASON REQUIREMENTS

Please give a copy of the following to the Activities Director before your season:

- 1. Coaching staffs an percentages of riders (HR purposes)
- 2. Parent/Player Handbook
- 3. Activity calendar: Parent meeting, practice/game/event schedule, Parents Night, Senior Night, other important dates, etc.
- 4. Pre-season roster (eligibility check)
- 5. Coaches/Advisors Handbook signature forms from all staff
- 6. Concussion form for all coaches (Athletics only)
- 7. Contact information for all staff
- 8. Bus schedule (Athletics only)
- 9. WIAA Coaches Video confirmation (Athletics only)
- 10. WIAA Rules test (Athletics only)
- 11. CNLT certificate – if needed (Athletics only)
- 12. CPR/AED certificate (Athletics only)
- 13. First Aid certificate (Athletics only)

10. RECRUITING

- A. Pre-Season sign-ups (Winter and Spring)
 - 1. At least two (2) weeks before the first day of practice, the coaching staff/advisor must conduct a sign-up meeting.
 - 2. A pre-season roster must be turned into the co-curricular office secretary within 48 hours of the pre-season sign-up meeting. (Coaching staff/advisor must also inform the activities office of all additions/deletions to this roster.)

3. The co-curricular office will collect all necessary forms from these participants and then determine which participants are eligible to start practice.
 4. Any athlete that has not turned in:
 - a) physical information
http://preble.gbaps.org/athletics/athletic_forms/
 - b) Bellin HIPAA form and Disclosure information
http://preble.gbaps.org/athletics/athletic_forms/
 - c) completed Athletic Eligibility form
http://preble.gbaps.org/athletics/athletic_forms/
will not be allowed to start practice. Coaches will receive a completed Athletic Eligibility form from the athletes or Activities Director as confirmation of eligibility.
- B. Pre-Season sign-ups (Fall)
1. During the month of May, the coaching staff/advisor must conduct a sign-up meeting.
 2. A pre-season roster must be turned into the activities office two (2) weeks before the opening day of practice. (Coaching staff/advisor must also inform the co-curricular office of all additions/deletions to this roster.)
 3. The co-curricular office will collect all necessary forms from these participants and then determine which participants are eligible to start practice.
 4. Any athlete that has not turned in:
 - a) physical information
http://preble.gbaps.org/athletics/athletic_forms/
 - b) Bellin HIPAA form
http://preble.gbaps.org/athletics/athletic_forms/
 - c) completed Athletic Eligibility form
http://preble.gbaps.org/athletics/athletic_forms/
will not be allowed to start practice. Coaches will receive a completed Athletic Eligibility form from the athletes or Activities Director as confirmation of eligibility.
- C. A current year Activities Code agreement must be signed and on file to participate in the contests/games/performances.

11. PARENTS' MEETINGS

Each head coach/advisor needs to conduct a parents' meeting prior to the start of their competitive season. Each coach/advisor will also develop a Parent/Player Handbook to hand out at this meeting. Communication is one of the best ways to avert trouble and gain support.

Items to include in the handbook and/or discuss with the parents in the program:

1. The coach/advisor's philosophy and the program's goals and objectives.
2. The co-curricular code – expectations, academic eligibility, etc.
3. Policies regarding transportation, practice, and vacations.

4. Go over the practice and game schedules.
5. Review with parents the tensions they may experience with a child participating or not participating. All of us feel our children are the best and want them to be happy. If they do not participate, the coach/advisor is usually to blame. There is a reason why they didn't participate, they need to accept this decision and help cheer the rest of the team.
6. Encourage parents to be positive. Do not tear the team down, talk to the coach/advisor if they have concerns.
7. Let the parents know you are open to questions and discussions.
8. Equipment that the participants will need to buy.
9. The treatment of injuries.
10. Proper training techniques and diet
11. Our program is an educational one; students will grow from both positive and adverse situations.

12. **PRACTICE POLICIES**

- A. Athletics only - All sports will follow the WIAA starting date and length of season guidelines. (Exceptions to starting date (later) may be granted because of state tournaments and other good reasons - approved by the Activities Director).
- B. Athletics only - All teams and levels will practice on regularly scheduled school days.
- C. **Inclement Weather:** Whenever school is dismissed early because of weather concerns, there will be no practice permitted (not even optional ones). However, when school is canceled for an entire day, and there is a noticeable improvement in the weather in the afternoon, practices may be scheduled if approved in advance by the Superintendent or designee of the Superintendent.
- D. Practice schedules are to be submitted to the Activities Director prior to the first day of practice.
- E. As a general rule, there should not be any scheduled practices on Sundays unless due to special circumstances such as a game/meet/performance on Monday. **Athletics only - Remember, the WIAA prohibits seven consecutive days of practice.**
- F. When a coach/advisor is not able to conduct a practice:
 - a. If assistant coaches/advisors are willing to "fill in" for the absent coach/advisor scheduled practices will be allowed to continue.
 - b. If a substitute or no fellow staff members are available or able to help, practice will be canceled.
- G. All of the above guidelines apply to game/contest/performance situations also.
- H. Coaches/advisors should be the first and last to leave the practice sessions. **At no time are students/athletes to practice without the coaches/advisors' supervision.** Coaches/advisors are required to be physically present at all practice sessions, include weight room training and general conditioning.

13. **SUPERVISION**

A coach/advisor must be present at all practices and contests. He/she must accompany the team/group to and from the contests and is responsible for the conduct of their participants. **A coach/advisor should never leave the locker room or building until the last participant has left.** If there is no custodian on duty, the coach/advisor is responsible for securing the building.

The coach/advisor is responsible for the cleanliness and order of their practice area, storage area and locker facilities.

14. **OVERNIGHT TRIPS**

The Coach/Advisor must provide an itinerary of the overnight trip to the Activities Director before leaving on the trip. Included in the itinerary should be a supervision and bed check plan. Also, Coaches/Advisors are not to drink alcoholic beverages or smoke during overnight trips they are supervising. This policy exists for the entire duration (24 hours/day) that students are under the coaches' supervision.

15. **COACHES PERSONAL PROTECTIVE EQUIPMENT**

All Coaches, Assistant Coaches, volunteers and helpers are expected to use appropriate personal protective equipment (PPE) when performing their duties. This includes demonstrating or participating in athletic activities. Staff will model the proper safety standards to all student athletes, and by doing so, will minimize the potential of student injuries, employee injuries, or workers compensation claims. Staff should take into consideration their own personal limitations prior to participating in ANY athletic activities. Proceed cautiously and only in a safe manner.

16. **RELEASE FROM CLASS**

- A. All interscholastic competitions should be scheduled so that students miss a minimum number of classes for travel to the "away" games.
- B. Head Coaches/Advisors should make arrangements with the Activities Director to have students excused from classes when absolutely necessary because of travel requirements.
- C. All coaches/advisors shall submit two days in advance to the google folder titled "**Staff Important Documents**" which houses the folder "**Field Trip Excused Student List / Early Release List**" In the event that you cannot access the google folder, please email Peggy Holtz at paholtz@qbaps.org with a list of excused members, managers, etc. to be excused.
- D. It is the responsibility of the participants to see his/her teacher the day before the class he/she is to miss because of a competition. All work shall be made up at the convenience of the teacher.
- E. Students will be released from classes 15 minutes prior to the team/group's bus/van departure.

- F. Notify/confirm with office staff the dates/times that a substitute will be needed for early release.

17. **TRANSPORTATION OF PLAYER PERSONNEL**

- A. The head coach/advisor will arrange with the Activities Director for all transportation needs with the Bus Request form. (See Appendix C) This will be done prior to the season.
- B. Teams will be transported on buses, vans or cars contracted by the school district.
- C. All students will travel with the team/group from the departure site to the location of the scheduled event.
- D. All students will return after the scheduled contest with the team/group to the departure site.
- E. Under no circumstances will any student be allowed to get off the bus between the site of the contest and the departure site.
- F. A Transportation Waiver and sign out form is available to release a student to the designated adult in exceptional situations.
http://preble.gbaps.org/athletics/athletic_forms/
 - 1. Parents may make prior arrangements with the Activities Director in advance of the trip. "Transportation Waiver" forms must be on file prior to the trip in the Activities Director' office.
 - 2. In case of an emergency, the student will be released by the coach/advisor to the student's parents before departure on the return trip to Green Bay.

18. **BUS POLICIES**

- A. Conduct
 - 1. Proper conduct will be required of all students. Horseplay will not be tolerated, and any damage done to the bus will be paid by the individual responsible. If responsibility for damage cannot be determined, restitution for the damage will be made by the team/group riding the bus at the time of the incident.
 - 2. Each squad is expected to clean up its bus upon return from a trip.
- B. Procedure for Weekend Events

Any night after 5:00 pm or during the weekend, if any of your trip information changes, i.e.: load time, destination change, cancellation, etc. or if your bus does not show up, you will need to call Lamers Bus Lines normal phone number 336-5264. You will get a LIVE Answering Service when you call.

Once this happens, you need to leave your name, school name, group name and telephone number. The answering service will in turn, page the manager on-call. The manager will then, in turn, return the phone call and act accordingly.

If the trip is cancelled, as long as the bus has not left the terminal and is either en route to the school or at the school, there is no additional charge. If the driver has already left the school or is sitting at the school and the trip cancels, you will be invoiced the minimum amount.

19. **COACH/ADVISOR ABSENCE DUE TO AN EVENT – For Teachers Only**

Please be sure to enter your absence into the absence systems whenever you are out of the building. Remember that if a ½ day or full day sub is not necessary and you are using interfaculty coverage, be sure to check “no sub required”.

Regardless of whether a sub or interfaculty coverage is being used, absences should always be entered into the system. When entering your absences, please use reason code #21 (Athletic Coaching). This reason will prompt you to enter a valid account code. This account code should be entered as 20 numeric characters with no dashes or spaces exactly as listed: **10884200131110000547**

20. **FUND RAISING**

- A. Determine the nature of the project (cookie dough, hats, walk-a-thon, etc.)
- B. Present the nature and purpose of the fund raising project in writing using the Fundraising Request form to the Activities Director.
http://preble.gbaps.org/athletics/athletic_forms/
- C. Proceed with student involvement.
- D. Deposit all moneys with bookkeeper immediately after conclusion of fundraising event. **NEVER KEEP ANY MONEY IN YOUR DESK OR ROOM!**
- E. Finalize project as soon as possible. Unless prior approval has been granted, all fund raising projects should be completed within two (2) months.

21. **PURCHASE AND BUDGET PROCEDURES**

- A. All equipment, materials, etc, purchased for the Co-curricular Department, whether purchased through fund 10 (budgeted money) accounts will be recommended by the head coach/advisor for approval by the Activities Director. The head coach/advisor is responsible for obtaining quotations and will assist in writing purchase orders as per building and district policy.
- B. All purchases should be bought with the Co-curricular Department district credit card whenever possible.
- C. The use of the Co-curricular Department district credit card will be **mandatory** for all hotel, car rental and future conference registrations. The District Accounting Department will no longer issue checks for these expenses.
- D. See bookkeeper in the main office if you have any questions regarding budget balances, Activity Account balances, purchasing questions, etc.

22. ADDITIONAL COACH/ADVISOR RIDERS

If a Booster Club or student organization wished to pay for additional riders, the organizations will be responsible for all costs associated with the request. All HR background checks and paperwork needs to be completed.

Payment from the third party (e.g. Booster Club) should be sent to the Payroll Department. Payments should be coded to 21-624-200451-161400-000, with the activity and the name of the person to be paid. If payment is for more than one person, please break down the payment to be made to each person. Keep in mind that the payment will be reduced for any necessary fringes and the check will be issued for the net amount.

If the student activity account specifies their account purpose is to fundraise for “miscellaneous expenses that aren’t covered by district funds”, the student activity account can fundraise and pay for an extra coach/advisor. The student activity account should be cut a check to GBAPS and sent to the Payroll Department. The mission statement for each student activity account needs to specify what items the student and coach/advisor have decided the fundraised money will go towards.

23. TEAM PICTURE

All teams/groups will need a team/group picture to submit to the yearbook. The Activities Office will set up a date for in season team and individual pictures to be taken with Harmann Studios.

24. PUBLIC RELATIONS

Your relationship with the media is important not only to your individual activity but also to our total program.

- A. Following each home event, it is the coach/advisor’s responsibility to call or fax in results to the local media. (Appendix D) Coaches/advisors are responsible for giving week-to-week information to the media.
- B. Coaches/advisors cutting individuals from squads when necessary should talk to each student before the announcement is made.
- C. The parents of any students suspended (by their coach/advisor) must be notified by the coach/advisor.
- D. Any coach/advisor wishing to hold “special nights” (Parents Night, Senior Night) are expected to have these cleared in advance through the Activities Director office. It is the coach/advisor’s responsibility to run such events.
- E. All activities should have an end of their season event. It is the responsibility of the coach/advisor to arrange the “event” and inform the Activities Director to put it on the calendar and arrange for awards if needed.

25. END OF SEASON REQUIREMENTS (ATHLETICS ONLY)

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

In an attempt to keep the Board of Education informed about the accomplishments and problems of our program, all high school programs must submit an annual sports report. This report will include the following:

1. A brief summary of the season and suggestions for improving the program.
(Appendix E – End of Season Report)
2. A complete inventory of all equipment and supplies
3. Names of squad members – indicate letter winners, captain, manager, etc.
4. Schedule played with results of games, meets, or matches
5. Special honors received by team and its members.
6. New records set for the season, such as individual performance, team scoring, etc.
7. Budget requests for next season. List all items in priority order.

26. AWARDS

- A. Each head coach/advisor shall submit to the Activity Director **PRIOR** to the season start, the standards by which participants are eligible for awards. These standards shall be approved by the Activity Director, and shall be shared with team members and parents at the pre-season parents meeting.
(Appendix F- Award Information)
- B. The coaches and Activities Director shall choose the recipients of the WIAA Scholar Athlete, Tom Finlan Scholarship, United States Army Reserve, United States Marine Corps, American Legion Award, Bill Dessart Leadership Award, Peter Hamel Most Valuable Athlete-Female, and John David Most Valuable Athlete-Male, Wendy's Heisman Award, and Fox River Classic Scholar Athlete Award which will be presented at the spring honors night ceremonies. The Activities Director will chair this meeting (Appendix G – Athlete of the Year Process).

27. EVALUATION OF COACHES AND PROGRAMS (ATHLETICS ONLY)

There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account wherever they are evaluated. Not everyone fits the model for the successful coach and the successful coach is not always the one who wins the game. There is much to be understood if one is to be a capable coach. With the former, we still want to be very successful. Long range expectations and objectives in the program will be identified for coaches. All coaches will be asked to annually set goals for themselves and their programs. All head coaches will be a part of evaluating their assistants while the Activities Director will conduct an end of year review of each head coach and their programs.
(Appendix H – Head Coach Evaluation & Appendix I– Assistant Coach Evaluation)

28. SCHEDULING

- A. ATHLETICS ONLY - All interscholastic schedules are drawn by the Fox River Classic Conference or the Eastern Shores for Girls Hockey.
- B. ATHLETICS ONLY - All non-conference contests, within the limits of the WIAA regulations, **will be made on the recommendation of the Head Coach in a given sport.**
- C. ATHLETICS ONLY - Special consideration will be given to the following events in scheduling non-conference contests, special meets, etc.
 - a. Distance traveled
 - b. Size of school
 - c. Cost of event
 - d. Established patterns of scheduling
- D. Postponements - anytime there is to be a postponement or cancellation, the following procedure should be used:
 - a. On school days a discussion between the coach/advisor and Activities Director should determine if the contest or meet should be held.
 - b. On non-school days, the head coach/advisor will have the responsibility to postpone or cancel a contest.
 - c. All rescheduling of events postponed or canceled must be made with the approval of the Activities Director.
- E. School cancellation or early dismissal:
 - a. Early dismissal - all practices/contests will be postponed
 - b. School cancellation - all decisions involving practice or contest will be made by 12:00 noon
- F. Use of facilities - request for use of facilities by outside groups must be made through the office of the Activities Director.
- G. ATHLETICS ONLY - All athletic facilities will be scheduled on request of the coach by the Activities Director.
 - a. A facilities schedule will be kept by the Activities Director.
 - b. Head coaches in each sport season will meet with the Activities Director prior to the season for the purpose of scheduling facilities.
- H. Wednesday evenings have been designated as church/family night. All practice sessions should be completed on/before 6:00 p.m. until May 15.

29. FACILITIES

- A. Suggestions for improvement of facilities should be made in writing to the Activities Director. These recommendations will be discussed with the coach/advisor and then submitted to the building principal.
- B. Training Room (coed) - The proper use of the training room is the responsibility of each coach/advisors who uses it. Each coach/advisor is responsible for the equipment and first aid supplies for the training room. All first aid supplies for the training room will be issued by the Co-curricular Department at the request of the staff and Athletic Trainer. Coaches/advisors must supervise the training room, if the Athletic Trainer is not working.

- C. Weight Room -
 - a. The use of the Weight Room equipment will be governed by the following policy:
 - 1. Physical Education classes will have priority during the regular school day (7:30 a.m. – 3:00 p.m.)
 - 1. The “weight room” will be closed during the school day, at noon hour and after school unless under the direct supervision of a Preble High School staff member.

30. ALARMS

- A. All coaches/advisors are responsible for following the correct procedure to arm or unarm the building when using it on non-school days.
 - 1. Only enter the building at DOOR 5.
 - 2. If the building is armed, disarm it.
 - 3. Sign in on the provided clipboard.
 - 4. When you leave, make sure everyone from your team has departed from the building, sign out and check to see if any other group is still signed in. If no one else is in the building, be sure to arm the building.
- B. If you are unable to shut off an alarm or you cannot arm the building when you leave, contact one of the facilities personnel listed in Appendix O .
- C. Please take care not to set off the alarm as the district pays each time the contracted security company responds to an alarm. If you set off the alarm multiple times, you will be required to pay the contracted amount (\$40) beginning with your 3rd offense.

31. MAINTENANCE OF FACILITIES AND GROUNDS

- A. All coaches/advisors are responsible for the care and maintenance of all facilities including:
 - 1. Offices provided for coaches/advisors
 - 2. Locker room areas
 - 3. Practice fields, courts and rooms provided for practice sessions and squad meetings
 - 4. Training rooms
 - 5. Equipment rooms
 - 6. Outdoor athletic fields, etc.
- B. All breakdowns and problems related to any facility should be reported to the Activities Director immediately.
- C. The Activities Director will be responsible to have necessary maintenance staff available, or on call if we would experience an emergency breakdown of facilities during a scheduled contest.
- D. All other breakdowns should be reported immediately to the Activities Director so arrangements can be made for repair.
- E. Our entire staff should cooperate fully with the maintenance staff.

32. EQUIPMENT

- A. The staff will issue and record all uniforms, practice gear, equipment, etc. to all participating students.
- B. At the end of each season, the staff must collect all items issued in #1 above.
- C. If a student does not turn in all items they are responsible for:
 - 1. The staff will inform him/her to the cost of these item(s)
 - 2. If not returned (or paid for), the staff will contact the student a second time.
 - 3. If still not returned (or paid for), the staff will contact the student's parents.
 - 4. Following these procedures, if the item(s) are still not returned, all information, including cost of equipment, should be turned into the Co-curricular office. The cost of the equipment will be given to bookkeeper so it can be recorded with the student's fees and if the Activities Director fails to collect the items, **the student will not be allowed to participate in another activity.**
- D. Equipment is to be stored in the proper storage areas in a neat fashion.
- E. ATHLETICS ONLY - No athletic department's uniforms or practice gear should be worn by an athlete except at official practice sessions and scheduled contests.
- F. ATHLETICS ONLY - Only practice gear or uniforms issued by the athletic department should be worn at practice sessions or interscholastic contests.
- G. Equipment belonging to the school district should not be loaned to outside groups except with the approval of the Activities Director in unusual circumstances. Approval should be received through the office of the Activities Director who will notify the principal in writing if this occurs.
- H. The Co-curricular Department will **not** furnish towels for any practice/contest.

33. WIAA OPEN GYM POLICY (ATHLETICS ONLY)

WIAA rules allow schools to conduct "open gyms" in any activity. Coaches and schools cannot be involved in out-of-season practice for athletes. However open gyms do not violate WIAA rules if they are conducted according to the following guidelines:

- 1. The open gym is open to any student in the designated population of that school that is interested in attending. Open gyms may be gender specific. It is also acceptable to include people from the community. It is not acceptable to include athletes from another school, public or private.
- 2. There is no instruction during the open gym by a coach or anyone else.
- 3. Coaches may supervise open gyms, but may not instruct, organize drills, etc.
- 4. There is no organized competition, such as established teams participating in round robin competition, etc.

The philosophy of the open gym is students from that school may attend, for wholesome recreation, or for purposes of improving their skills, but it's something they do on their own. It would be a violation of WIAA rules to mandate attendance at open gyms, or to provide incentives for athletes to attend open gyms, or to limit

participation based on athletic status, or to allow athletes from other schools to come and work out or compete against the host school's athletes.

34. WIAA OUT OF SEASON CONTACT POLICY (ATHLETICS ONLY)

Coaches may not have coaching contact with any athletes they will be coaching the following school season during restricted times (except their own children). There is no distinction between Varsity and JV coaches, i.e., JV coaches cannot coach varsity athletes during restricted times and vice-versa, nor any distinction between paid and non-paid (volunteer) coaches. An exception is that varsity and JV coaches can have coaching contact with students who have just completed 8th grade or any preceding grade up until these 8th graders actually start their 9th grade year.

Coaching restrictions apply to all sports during the school year, except during the respective sport season. All sport coaches have five days of unrestricted coaching contact opportunity in the summer, between the end of school and July 31; the days do not need to be consecutive. The 5 contact days must be the same for all levels within a sport program. Football must follow WIAA Fall Football Acclimatization rules and contact ends July 23, 2016. In 2017, July 22 will be the last day for football coaches' contact. In addition, coaching restrictions do not apply in the summer beyond the 5 unrestricted days in all sports except football. the summer being defined as when school is not in normal session, provided such nonschool programs are not limited to students on the basis of school or team affiliation. Other than during the actual school season and as specifically approved in the summer, coaches may not have coaching contact with their athletes other than as listed above; including practicing or competing with athletes, driving athletes to nonschool competition, driving athletes to camps, clinics, etc., or having basically anything to do with the athletes' non-school participation.

Further, coaches may not:

1. Mandate athletes participate in nonschool competition, or determine who may or may not participate in nonschool activity.
2. Require involvement in out-of-season activities as part of the requirements for making a school team, earning a school letter award, etc.
3. Provide incentives such as T-shirts, etc, for participation in the off-season.

35. DISTRICT REPORTING EXPECTATIONS

- A. Child Abuse and Neglect
The Green bay Area Public School District (GBAPSD) has the expectation that all district coaches and advisors are mandatory reporters of child abuse and neglect per Wisconsin State Statute 48.981. Coaches/Advisors with any information regarding the following should immediately contact their Activity Director and/or Building Administrator with such information:

What is Reportable Child Abuse? Wis. Stat. sec. 48.02(1)

1. Physical abuse inflicted on a child by non-accidental means, serious physical harm inflicted on an unborn child, and the risk of serious physical harm to a child when born, caused by the habitual lack of self-control of the expectant mother in the use of alcoholic beverages, controlled substances, or controlled substance analogs, exhibited to a severe degree.
 2. Sexual abuse, defined as Sexual intercourse or sexual contact under s. 940.225, 948.025 (sexual assault, sexual assault of a child, and repeated acts of sexual assault of the same child)
 - a. Sexual exploitation of a child
 - b. Causing a child to view or listen to sexual activity
 - c. Permitting, allowing, or encouraging a child to engage in prostitution
 - d. Exposing genitals or pubic area
 3. Emotional damage for which the child's parent, guardian, or legal custodian has neglected, refused, or been unable for reasons other than poverty to obtain the necessary treatment or to take steps to relieve the symptoms.
 4. Neglect is the "failure, refusal or inability on the part of a parent, guardian, legal custodian, or other person exercising temporary or permanent control over a child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child" [Wis. Stat. sec. 48.981 (1)(d)].
- B. [2017 Wisconsin Act 143](#) ("Act 143") requires that all individuals who are mandatory reporters for child abuse or neglect purposes now also report school violence threats. While this law applies to the same individuals who are mandatory reporters for suspected child abuse or neglect, the standard and manner for reporting threats of school violence is different than that of reporting abuse or neglect.

Most importantly, the obligation to report such threats went into effect immediately upon the passage of Act 143. This means that should you learn of a serious and imminent threat to the health or safety of a student, school employee or the public in the course of your professional duties, you must immediately report this threat to law enforcement.

WHO:

Who must report? All individuals who are mandatory reporters for suspected child abuse or neglect under [Wis. Stat. § 48.981\(2\)\(a\)](#) are required to report threats of school violence in the course of professional duties. The individual who learned of the threat in the course of professional duties must report the threat.

To whom must the threat be reported? Reports of threats of school violence must be made to law enforcement. Immediately after reporting the matter to law enforcement, you should inform your supervisor that a report has been made.

WHAT:

What must be reported? All threats that constitute a serious and imminent threat to the health or safety of a student, school employee or the public must be reported. You are required to report the facts and circumstances contributing to your good faith belief that there is a serious and imminent threat to the health or safety of a student, school employee or the public.

What constitutes a “serious and imminent threat?” A threat is typically an expression of intent to do harm or act out violently against someone or something. The context that the threat was made is important as to whether a threat is serious and imminent. Consider the facts and circumstances that the threat was made in. The threat could be spoken, written or symbolic. The threat could be made directly or indirectly to the victim or others and could be explicit or implied.

- [The National Association of School Psychologists](#) has provided guidance regarding threat assessments. NASP describes a “substantive threat” as having one, some or all of the following characteristics:
 - Specific and plausible details such as a specific victim, time, place, and method
 - Repeated over time or conveyed to differing individuals
 - Involves planning, substantial thought, or preparatory steps
 - Recruitment or involvement of accomplices
 - Invitation for an audience to observe threat being carried out
 - Physical evidence of intent to carry out threat (e.g., lists, drawings, written plan)

WHEN:

When must a report be made? The report must be made immediately. Employees should not conduct an investigation into the matter prior to reporting the threat to law enforcement.

WHERE:

How should it be reported? The report must be made by telephone or in person to law enforcement. Please provide the report to your School Resource Officer immediately. If you are not able to reach an SRO immediately, please contact either the Green Bay Police Department (920-448-3200) or Brown County Sheriff’s Department (920-391-7450) depending on who has jurisdiction in your school.

- The District also will be developing a form that must be completed after the notice was provided to law enforcement, similar to the form used to report child suspected abuse or neglect. In the meantime, please use the child abuse and neglect form for documenting school violence threats and provide the document to your principal.

WHY:

What are the penalties if a report is not made? Whoever intentionally fails to report a threat of school violence may be fined not more than \$1,000 or imprisoned not more than 6 months or both.

Should you have any further questions regarding mandatory reporting obligations, please contact [Melissa Thiel Collar](#) in the District's Legal Department.

C. Co-Curricular Code Violations

The Green Bay Area Public School District (GBAPSD) has the expectation that all coaches and advisors will enforce the district Co-Curricular Activity Code. Coaches and advisors that have any knowledge or information that indicate a student may be in violation of the activity code must report such information to their building administrator and/or activity director immediately.

36. **LEGAL DUTIES**

All coaches/advisors must know the following nine (9) legal duties required of them:

1. Properly plan the activity
2. Provide proper instruction
3. Provide safe physical environment
4. Provide adequate and proper equipment
5. Match your participants
6. Evaluate participants for injury or incapacity
7. Supervise the activity closely
8. Warn of inherent risks
9. Provide appropriate emergency assistance

APPENDIXES

Appendix A	School Spirit Items
Appendix B	Coaches Checklist
Appendix C	Bus Request Form
Appendix D	Local Media Contact Information
Appendix E	End of Season Report
Appendix F	Awards Information
Appendix G	Athlete of the Year Process
Appendix H	Head Coach Evaluation
Appendix I	Assistant Coach Evaluation
Appendix J	Fine Obligation Referral
Appendix K	Camps/Clinic Request Form
Appendix L	Parent's Night Expectations
Appendix M	Concussion Information
Appendix N	Coach Signature Form

APPENDIX A:

SCHOOL SPIRIT

School Spirit

SCHOOL SONG:

We are out for victory
We are out to win, team.
So let's have a cheer
From everyone here.
Standup- and make a noise
For Preble High.
Oh, keep the banners waving,
Stand up and shout like mad.
For you bet there'll be a hot time tonight
When Preble wins-hey!!!

COLORS: Green and Gold

MASCOT: Hornet

APPENDIX B:

COACHES CHECKLIST

Coaches Checklist

The following checklist should serve as a synopsis of the duties and responsibilities a coach will encounter during the year. Detailed information on most of the items listed below can be located under the appropriate headings in their handbook.

Pre-Season

- ☐ 1. Conduct team candidate organization meeting.
 - A. Discuss season practice/contest plans; the issue of equipment; its care return and replacement value; the team rules and responsibilities.
 - B. Explain the letter award system
 - C. Distribute schedules and the athletic training code.
- ☐ 2. Inventory old and new equipment, prepare for issue and check on back ordered supplies with the Activities Director.
- ☐ 3. Review contest and bus schedules for accuracy.
- ☐ 4. Attend all meetings called by the Activities Director, conference and WIAA for rules interpretation.
- ☐ 5. All Coaches take the WIAA rules test.
- ☐ 6. Prepare pre-season promotional publicity for school and community media.
- ☐ 7. Be certain the team candidate's medical, and eligibility forms are on file in the Activities Director office prior to issue of equipment and the first practice.
- ☐ 8. Set up Parents/Player Meeting information.
- ☐ 9. Attempt to secure team managers and orient them to their responsibilities.
- ☐ 10. Make long-range seasonal plans and review these with the Assistant Coaches.

In-Season

- ☐ 1. Complete the WIAA eligibility list and submit to the Co-curricular Office.
- ☐ 2. File a team roster with the Activities Director.
- ☐ 3. Review the athletic training code, safety and athletic training room procedures with team members.
- ☐ 4. Follow-up on athletes who failed to attend the initial practice.
- ☐ 5. Establish procedure and explain criteria for the selection of the team candidates at the initial practice.
- ☐ 6. Issue equipment to team members (explain financial responsibility for loss) record and file. Provide lockers for personnel and discuss issued equipment security – tell them to get a lock!
- ☐ 7. Organize weekly and daily written practice plans in terms of the season schedule.

- ☐ 8. Establish a procedure for the cancellation of practices or contests due to inclement weather. Be sure to contact everyone involved.
- ☐ 9. Plan contest area set-up and arrangements with the Activities Director and custodial staff.
- ☐ 10. Organize the pre-contest ceremonies as provided by the conference rules.
- ☐ 11. Submit ideas to the Activities Director for distribution at home contest.
- ☐ 12. Maintain control of team conduct at all times. Notify school office according to policy when participants require early dismissal from school. Take a daily roll call and head count on trips.
- ☐ 13. Clean up area, store equipment, secure all doors and turn out lights after practices and contests.
- ☐ 14. Report player's injuries to the school office. Be prepared to render emergency treatment for injuries.
- ☐ 15. Report bus changes to the Activities Director and the Lamers (if needed).
- ☐ 16. Follow all procedures and meet deadlines established by WIAA for tournament series.
- ☐ 17. Report all contest results as required by the Activities Director, conference and local news media. Maintain updated individual and teams statistics.
- ☐ 18. Collect all equipment from team members at season's end, inventory and store for safekeeping. Secure payment for lost equipment.
- ☐ 19. Identify and report all equipment (mat, mechanical devices, etc.) needing repair to the Activities Director.
- ☐ 20. Request awards needed for the Awards Night from the Co-curricular Office.

Post Season

- ☐ 1. Evaluate the season by making suggestions to the proper administrative staff.
- ☐ 2. Complete the head coach's evaluation. Confer with assistant coaches on their evaluation. Submit to and review with the Activities Director the evaluation
- ☐ 3. Request an evaluation of the season from your team members for your personal use.
- ☐ 4. File all reports as requested:
 - a. End of season summary (inventory, awards, etc.)
 - b. Budget request filed in the fall of the year
 - c. Official evaluation report with WIAA
 - d. WIAA Rules Change Questionnaire

- ☐ 5. Attend conference meetings to select All-Conference Team, review by-laws, and establish conference schedule for next season.
- ☐ 6. Assist the Activities Director in completing the conference and non-conference schedule.
- ☐ 7. Complete records and maintain an active sport activity file for reference in future years.
- ☐ 8. Assist senior team members who are interested in obtaining financial aid or scholarships to continue their education.
- ☐ 9. Update your athletic training, medical care, and activity specific knowledge by attending clinics, workshops and networking with other coaches.
- ☐ 10. Use the post season to "Recharge Yourself".

APPENDIX C:

BUS REQUEST FORM

Date:

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To: Lamers

Fax # 336-3521

Phone: 336-5264 x10714(Patty)

Coach Bus: 496-3600 x10122 (Wanda)

From: Dan Retzki – Associate Principal/Activities Director - Green Bay Preble High School

Phone: 272-7046

Fax # 391-2461

Subject: Buses (SPORT) - (COACH)

Kymerly,

Please schedule buses for the following dates for (SPORT). (BUDGET #)

Day	Date	Destination	Depart	Approx. Return	Bus
Saturday	Nov. 21	Appleton North	8:30 am	4:00 pm	84
Tuesday	Dec. 15	West De Pere	4:40 pm	Drop only	72
Tuesday	Jan. 5	Sheboygan North	3:45 pm	10:30 pm	coach
Monday	Jan. 11	Bay Port	4:40 pm	9:45 pm	84
Tuesday	Jan. 26	Manitowoc	4:10 pm	10:20 pm	84
Tuesday	Feb. 2	Sturgeon Bay	4:00 pm	9:50 pm	84
Friday	Feb. 5	Sheboygan South	3:45 pm	10:30 pm	coach
Thursday	Feb. 25	Pulaski	4:15 pm	9:45 pm	84
Tuesday	Mar. 3	WIAA Reg. - seed	TBA	TBA	72
Saturday	Mar. 7	WIAA Reg. Final	TBA	TBA	72

Notes:

- Pick-up will be at Green Bay Preble High School, Danz Street gym area.

Please Confirm

Thanks

APPENDIX D:

LOCAL MEDIA CONTACT INFORMATION

Newspaper	Green Bay Press Gazette Sports Editor: Mike Vandermause Prep Sports: Scott Venci Weston Hodkiewicz	PO Box 23430 Green Bay, WI 54305-3430	PH: 431-8522/431-8414 FAX: 431-8379 E-mail: sports@greenbaypressgazette.com Report Scores: 431-8222
Newspaper	AP		PH: 1-800-300-8340 FAX: 1-888-832-0338
Newspaper	Lakeshore Chronicle		FAX: 1-920-686-2103
Newspaper	Sheboygan Press		FAX: 1-920-457-3573
TV	WBAY – ABC CH. 2 Sports Reporter: Chris Roth	115 S. Jefferson St. Green Bay, WI 54301	PH: 438-3264/438-3257 FAX: 432-1190 E-mail: croth@wbay.com
T V	WLUK – Fox Ch. 11 Sports Reporters: Drew Smith (PH: 490-1428) Josh Morgan (PH:490-1427) Paige Pearson (PH: 490-1430)	PO Box 19011 Green Bay, WI 54307-9011	PH: 490-1407 FAX: 494-9109 E-mail: andrew.smith@wluk.com joshua.morgan.wluk.com paige.pearson.wluk.com
TV	WFRV – CBS Ch. 5 Sports Reporters: Burke Griffin Larry McCarren Ryan Popkey	PO Box 19055 Green Bay, WI 54307-9055	PH: 437-5411 FAX: 437-5769 E-mail: burke.griffin@wfrv.com larry.mccarren@wfrv.com ryan.popkey@wfrv.com
Radio	WTAQ (WNFL/WIXX/WLTM/WNCY/ WROE/WOZZ/WZBY) WNFL Sports Reporter: Mark Daniels	PO Box 23333 Green Bay, WI 54305	PH: 435-0973 FAX: 444-1155 E-mail: mark.daniels@mwcradio.com
Radio	WDUZ/WQLH/WJLW/WOGB/WNGB Sports Reporters: Rookie Bill Rabeor	810 Victoria St. Green Bay, WI 54302	PH: 468-4100 FAX: 468-0250 E-Mail: rookie@cumulus.com bill.rabeor@cumulus.com
Radio	WPKR Sports Reporters: Rob and Louise Michigan Bob	491 S. Washington, Suite 400 Oshkosh, WI 54904	PH: 426-3239 Email: robalou@cumulus.com Email: michiganbob@michiganbob.com
Other	Max Prep Sports		FAX: 1-262-334-7070
Email Contacts	Post Crescent Green Bay-Gazetter Inside Wisconsin Sports Wisconsin Sports Illustrated Gazette Community Spotlight		bchristopherson@postcrescent.com svenci@greenbaypressgazette.com preps@insidewisconsinsports.com laura@wissports.net cs@greenbaypressgazette.com

APPENDIX E:

END OF SEASON REPORT

DA:

RE: Evaluations/Season Summary Information

I hope that your season is going well. In an attempt to keep the Board of Education informed about the accomplishments and happenings in our programs, as well as meet local Green Bay Area Public School and State WIAA requirements, all Head Coaches must submit an annual end of season report.

Please find included in this packet the following:

1. Coaches Checkout Sheet

(Please use this sheet as a checklist of items to complete at season's end. I would ask that you answer, sign and turn in)

2. End of Season Summary

(Please complete the End of Season Athletic Report prior to meeting with me)

3. Assistant Coach Evaluation

(You need to have a season ending debriefing/evaluation meeting with your assistants. Please fill in the assistant coach evaluation form(s) and share them with your assistants at this meeting. You are to evaluate them, they are not to complete the evaluation. Both the assistant and head coach are to sign the evaluation.)

4. Head Coach Evaluation

(Please complete self-evaluation.)

5. Athletic Awards

Attached to this packet is Green Bay Preble High School's athletic awards sheet.

As the Varsity Head Coach you are expected to:

1. Review the roster sent to you in this email
2. If a student athlete drops please make a note next to their name (DO NOT DELETE). If you have an addition please add it to the bottom and note it as an addition (BY BOLDING IT).
3. Place an "X" in the appropriate column indicating if the student athlete is to receive a varsity letter for the _____ season if not "X" is marked we will distribute a participation certificate.
4. Indicate in the other column if they are receiving a "Most Improved", "MVP" and any other significant awards.
5. This list is to be returned to me no later than 7 days prior to your scheduled banquet.

Upon receiving the information the Preble Activities Department will put together the awards. Awards will be ready for pick up in the main office by your banquet date. The awards packet you receive from the Preble Activities Department will have a copy of the roster you approved with exactly what awards each individual participating in your sport will receive.

6. Deadlines:

- Assistant Coaches Evaluation meetings are to be completed by _____.
- Banquet information to include date, time and location are due _____.
- Assistant Coach Evaluations, Head Coach Self-Evaluation, End of Season Summary report are due _____.
- Head Coach Evaluation meetings are to be scheduled with the Athletic Secretary between _____ and _____ or sooner if scheduling permits.

Green Bay Preble Athletics Coaches Checkout Sheet

Name: _____ Sport: _____ Position Title: _____

Experience: Number of years in Green Bay Preble _____ Total years: _____

		Yes	No
1	Attended WIAA rules interpretation meeting.	<input type="checkbox"/>	<input type="checkbox"/>
2	Completed WIAA sports rules exam. Score _____	<input type="checkbox"/>	<input type="checkbox"/>
3	Coaching staff keys returned.	<input type="checkbox"/>	<input type="checkbox"/>
4	Copy of team rules and philosophy on file.	<input type="checkbox"/>	<input type="checkbox"/>
5	Uniforms cleaned and returned.	<input type="checkbox"/>	<input type="checkbox"/>
	Location _____		
6	First aid kit returned (Dave Reinke – Trainer).	<input type="checkbox"/>	<input type="checkbox"/>
7		<input type="checkbox"/>	<input type="checkbox"/>
8	Lockers cleaned out and locks returned.	<input type="checkbox"/>	<input type="checkbox"/>
9	Date, location and time of team banquet		
10		<input type="checkbox"/>	<input type="checkbox"/>
11			
		<input type="checkbox"/>	<input type="checkbox"/>
12	Submit final schedule with results to A.D.	<input type="checkbox"/>	<input type="checkbox"/>
13	List of athlete's names with financial or equipment obligations to Barb Koenig.	<input type="checkbox"/>	<input type="checkbox"/>
14	Submit final season stats to A.D.	<input type="checkbox"/>	<input type="checkbox"/>
15	Completed all purchase orders and payment requests completed for the season.	<input type="checkbox"/>	<input type="checkbox"/>
16	Submit Season Summary Report to the AD.	<input type="checkbox"/>	<input type="checkbox"/>
17	Completed evaluation process.	<input type="checkbox"/>	<input type="checkbox"/>
18	Set meeting date with A.D. to review the season	<input type="checkbox"/>	<input type="checkbox"/>
19	Attended state tournament.	<input type="checkbox"/>	<input type="checkbox"/>
20	Clinics attended. _____	<input type="checkbox"/>	<input type="checkbox"/>

Coach's Signature

Date

**Green Bay Preble High School
End of Season Athletic Report**

1. Date_____
2. Name_____
3. Sport_____
4. Level: Head Asst. JV/Soph Frosh MS
5. Number of Years involved in this activity_____
- Green Bay _____ Overall_____
6. List Assistant Coaches _____
- _____
- _____

6. Participation numbers:

Grade	Male Participants		Female Participants	
	Beg	End	Beg	End
9				
10				
11				
12				

***Please attach an alpha list of participants that includes an age, grade, ethnic, and gender breakdown.**

7. Possible reason(s) for those who didn't finish?
8. Final season record: W_____ L_____ Overall
- W_____ L_____ FRCC

Please attach a list of all contest scores and team tournament results.

Tournament Finish: Regional _____
Place

Sectional _____
Place

State _____
Place

9. Academic Honors by your team/athletes/students _____

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

All Conference First Team _____

All Conference Second Team _____

All Conference Honorable Mention _____

Sectional Qualifiers _____

State Qualifiers _____

All State _____

11. List any other special awards winners (Captain, MVP, Most Improved, etc.) _____

12. Season Highlights:

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

14. Suggestions for improvement of your program:

15. Other coach's comments/info:

This report submitted by _____
(Coach Signature)

Date _____

This report received by _____
(Activity Director Signature)

Date _____

APPENDIX F:

AWARD INFORMATION

Athletic Awards Information

All Green Bay Preble High School athletic awards are earned only in sports sponsored, supported, and controlled by the Green Bay Area Public School District. Green Bay Preble High School athletic awards may not be earned for achievement in activities sponsored by non-school organizations (i.e. scouts, churches, religious or social groups, service clubs, etc).

Athletes must finish the season in good standing to qualify for awards.

PARTICIPATION CERTIFICATE:

A participation certificate will be awarded to all student-athletes that participate in the sport, complete the season but do not receive a varsity letter.

FIRST VARSITY LETTER WINNERS:

First varsity letter winners, regardless of year, receive a varsity letter and an insignia for the sport. (All student-athletes upon earning their first varsity letter will receive their numerals)

SECOND VARSITY LETTER WINNERS:

Second varsity letter winners, regardless of year, receive, receive a medal and service bar.

THIRD VARSITY LETTER WINNERS:

Third varsity letter winners, regardless of year, receive a plaque with their name on it and a service bar. (The plaque is provided by the athletic department, plate needs to be ordered with specific information)

FOURTH VARSITY LETTER WINNERS:

Fourth varsity letter winners, regardless of year, receive a plaque with their name on it. (The plaque is provided by the athletic department, plate needs to be ordered with specific information)

MOST VALUABLE PERFORMER:

Each sport is supported by the district with one most valuable performer plaque.

MOST IMPROVED PERFORMER

Each sport is supported by the district with one most improved performer plaque.

OTHER AWARDS:

Tom Finlan Scholarship

Recipients of this scholarship must be senior athletes involved in the sport of Cross Country, along with demonstrating a high degree of success in high school overall.

W.S.A.W. Award

The recipient must have a cumulative grade point average of a 3.0 (on a 4.0 scale) and lettered in at least one varsity sport and be a senior in high school.

Wendy's High School Heisman

Wendy's High School Heisman is a national recognition program that provides the opportunity to recognize one student from each high school for their excellence in the classroom, on the field, and within their communities. Students receive a certificate and a \$10 Wendy's gift card (Lauren already received the gift card).

W.I.A.A. Scholar Athlete

Awarded to female and male student in their second semester of their senior year in high school. Each nominee must have earned at least four varsity letters, through athletic participation in W.I.A.A. sanctioned sports during the complete freshmen, sophomore and junior years and the fall and winter of the senior year. Each nominee must have a cumulative grade point average of at least 3.0 (on a 4.0 scale). Athletic code violations should be considered in the selection process.

United States Army Reserve

Any male athlete or female athlete who has excelled in any organized sport during the school year and has demonstrated a strong academic performance well above average shall be eligible for selection as scholar/athletes. Scholar/athletes typically have a least a "B" average.

United States Marine Corps

The recipient must be a senior, an athlete in a school sponsored sport, recognized as an exemplary young citizen and role model for younger students and recognized as having best exhibited the personal traits of courage, poise, self-confidence and leadership while performing as a varsity athlete.

American Legion Award

The recipient of this award must be a female/male senior athlete in good standing academically that excels athletically while performing as a varsity athlete.

Bill Dessart Leadership Award

The recipient of this award must be a senior male athlete in good standing academically and displays the characteristics of a good leader.

Fox River Classic Scholar Athlete Award

This award is presented to senior athletes who are in the top 10% of their class, earned a minimum of two Varsity Letters, and earned a letter their senior year.

Peter Hamel Most Valuable Athlete – Female

This is the highest honor bestowed on a female athlete at Green Bay Preble High School. The recipient is a female, senior athlete that is recognized by the athletic department for their achievement, sportsmanship, character and leadership while participating as an athlete at Green Bay Preble High School.

John David Most Valuable Athlete – Male

This is the highest honor bestowed on a male athlete at Green Bay Preble High School. The recipient is a male, senior athlete that is recognized by the athletic department for their achievement, sportsmanship, character and leadership while participating as an athlete at Green Bay Preble High School.

APPENDIX G:

ATHLETE OF THE YEAR AWARD PROCESS

**Preble Athletic Awards:
Peter Hamel Senior Female Athlete of the Year
John David Senior Male Athlete of the Year**

To be eligible for the award, the graduating student must:

- A. Have attended Green Bay Preble High School during the current year, and
- B. Have had no violations of the Co-Curricular Code of Conduct in their career.

In selecting the recipient of the Athlete of the Year Award, special consideration is given to the athlete who has exhibited leadership, honor, courage, athletic excellence and scholarship over the course of their high school career.

NOMINATION PROCEDURES:

1. Approximately three (3) weeks prior to the selection date, nomination forms will be distributed to all head coaches. This form will include areas such as: sport(s) participated in; number of years in each sport; number of letters earned in each sport; outstanding achievement; special awards; examples of leadership or citizenship, etc.
2. Head coaches will return nomination forms to the Activities Director. The Co-Curricular Department will compile the data and will add additional items to the nomination form that the head coach(es) may not be aware of.
3. All nominations (with the information from 1 & 2 above) will be distributed to all head coaches prior to the selection meeting. All coaches may add information for the nominees that they have coached at the selection meeting.

SELECTION PROCEDURES:

1. The selection of the senior female and male athlete of the year can be done at a coaches meeting or via email. Voting will be done by written ballot.
2. Head coaches and administration will be allowed to vote for the selections.
3. Each varsity head coach will be allowed one (1) vote per sport coached.
4. The Activities Director will chair the meeting and process.
5. A ballot will be taken for both female and male awards; the nominee receiving a clear majority of the votes will be declared a winner. In the event of a tie a another ballot will be distributed until a winner is declared.

APPENDIX H:

HEAD COACH EVALUATION

HEAD COACH PERFORMANCE EVALUATION

The purpose of this evaluation is to assist coaches with understanding the expectations of their positions and to recognize actions that exceed expectations, meets expectations, and those areas that may require growth and improvement.

A. Administration of the Program

1. Coach has a thorough knowledge of school policies and procedures and adheres to them.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

2. Coach is organized and provides timely documentation when necessary.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

3. Coach provides proper supervision of student-athletes in his/her program.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

B. Leadership of the Program

1. Coach is consistent in applying team philosophy and rules.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

2. Coach is a role model for sportsmanship by using appropriate language and displaying appropriate conduct towards players, opposing coaches, officials, and other workers during practice and competition.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

3. Coach is appropriately dressed at practices and games.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

4. Coach uses ethical means of motivation, emphasizes positive values of competitive athletics, as well as accountable personal behavior.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

5. Coach is passionate and invested and committed to putting in the time necessary to be successful.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

6. Coach has the ability to connect, inspire and lead students with a variety of learning styles & backgrounds.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

7. Coach is patient and has a positive attitude towards athletes, staff, and parents.**Exceeds Expectations**

Meets Expectations

Needs Improvement

Comments:**8. Coach maximizes the competitive potential of the team.****Exceeds Expectations**

Meets Expectations

Needs Improvement

Comments:**9. Coach works closely with teachers and administration in ensuring accountability for the sport.****Exceeds Expectations**

Meets Expectations

Needs Improvement

Comments:**10. Coach promotes the benefits of participation in other sport & activity programs.****Exceeds Expectations**

Meets Expectations

Needs Improvement

Comments:**11. Coach actively supports and promotes the Athletic Booster Club and all related functions.****Exceeds Expectations**

Meets Expectations

Needs Improvement

Comments:

C. Communication of the Program

1. Coach keeps the Athletic Director apprised throughout the season of any changes, concerns, or issues.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

2. Coach clearly communicates expectations, concerns, and roles to athletes.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

3. Coach fosters communication and involvement with parents in the program throughout the entire year.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

4. Coach provides positive and corrective feedback to players during practices and games.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

5. Coach is responsive to concerns and follows through with contact to appropriate individual.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

6. Coach conveys a genuine interest in his/her athletes' efforts in the classroom and interests outside of their sport.		
Exceeds Expectations	Meets Expectations	Needs Improvement
Comments:		

7. Coach develops sound public relations. Communicates well with media to cooperate in disseminating information and promotion of the sport.		
Exceeds Expectations	Meets Expectations	Needs Improvement
Comments:		

D. Program Development

1. Coach has developed a clear vision for their program.		
Exceeds Expectations	Meets Expectations	Needs Improvement
Comments:		

2. Coach has established the fundamental philosophy, systems, skills and techniques to be implemented program-wide (Youth programs thru Varsity level).		
Exceeds Expectations	Meets Expectations	Needs Improvement
Comments:		

3. Coach holds periodic staff meetings with coaches at all levels to implement the above.		
Exceeds Expectations	Meets Expectations	Needs Improvement
Comments:		

4. Coach develops well-organized practice/game plans that utilize staff and team to their maximum potential.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

5. Coach utilizes practice time equitably that allows for individual and team development to show improvement from the start of the season.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

6. Coach instructs athletes on the rules of the game.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

7. Coach is visible and shows interest in the youth and middle school programs.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

8. Coach provides off-season/summer opportunities for athletes.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

9. Coach actively participates in the organization, administration, and supervision of the total athletic strength and conditioning program.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

E. Professional Development

1. Coach possesses a strong and confident knowledge base in matters pertaining to his/her sport.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

2. Coach is open and innovative to new techniques and ideas in addition to already sound, proven methods of coaching.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

3. Coach seeks out professional development opportunities (clinics, periodicals, books) to foster growth and encourages staff to do the same.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

4. Coach attends all staff development programs sponsored by the Activities Department.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

Administrative Comments/Feedback

Supervisor Signature

Coach Signature

Date

Date

APPENDIX I:

ASSISTANT COACH EVALUATION

ASSISTANT COACH PERFORMANCE EVALUATION

The purpose of this evaluation is to assist coaches with understanding the expectations of their positions and to recognize actions that exceed expectations, meets expectations, and those areas that may require growth and improvement.

A. Administration of the Program

1. Coach is organized and provides timely documentation when necessary.		
Exceeds Expectations	Meets Expectations	Needs Improvement
Comments:		

2. Coach provides proper supervision of student-athletes in his/her program.		
Exceeds Expectations	Meets Expectations	Needs Improvement
Comments:		

B. Leadership of the Program

1. Coach is a role model for sportsmanship by using appropriate language and displaying appropriate conduct towards players, opposing coaches, officials, and other workers during practice and competition.		
Exceeds Expectations	Meets Expectations	Needs Improvement
Comments:		

2. Coach uses ethical means of motivation, emphasizes positive values of competitive athletics, as well as accountable personal behavior.		
Exceeds Expectations	Meets Expectations	Needs Improvement
Comments:		

3. Coach has the ability to connect, inspire and lead students with a variety of learning styles & backgrounds.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

4. Coach is patient and has a positive attitude towards athletes, staff, and parents.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

5. Coach maximizes the competitive potential of the team.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

C. Communication of the Program

1. Coach clearly communicates expectations, concerns, and roles to athletes.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

2. Coach provides positive and corrective feedback to players during practices and games.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

3. Coach conveys a genuine interest in his/her athletes' efforts in the classroom and interests outside of their sport.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

D. Program Development

1. Coach develops well-organized practice/game plans that utilize staff and team to their maximum potential.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

2. Coach utilizes practice time equitably that allows for individual and team development to show improvement from the start of the season.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

3. Coach actively participates in the organization, administration, and supervision of the total athletic strength and conditioning program.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

E. Professional Development

1. Coach possesses a strong and confident knowledge base in matters pertaining to his/her sport.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

2. Coach seeks out professional development opportunities (clinics, periodicals, books) to foster growth.

Exceeds Expectations

Meets Expectations

Needs Improvement

Comments:

Head Coach Comments/Feedback

Assistant Coach Signature

Head Coach Signature

Date

Date

APPENDIX J:

FINE OBLIGATION FORM

PREBLE HIGH SCHOOL FINE/OBLIGATION REFERRAL

Student Name: _____

ID #

Referred by: _____

Date: _____ Grade:

	AMOUNT DUE
Damage to text/property: _____	_____
Class/lab fees: _____	_____
Materials: _____	_____
Workbook: _____	_____
Uniform: _____	_____
Pupil Activity Funds: _____	_____
TOTAL (of items listed above) Student Signature (if needed) _____	\$ _____

WHITE to Bookkeeper
YELLOW copy to Student
PINK copy to Department Chair/Teacher

APPENDIX K:

CAMPS/CLINIC REQUEST FORM

August 17, 2015



GREEN BAY AREA
PUBLIC SCHOOL DISTRICT
All learning. All growing.

TO: Principals, Associate Principals and Activities Director

FROM: Kim Pahlow, Associate Superintendent

INFO: Mark Smith, Ann Barszcz, Andrea Landwehr, Tom Hoh, Vicki Bayer, Claudia Henrickson, Mike Stangel, Mike Friis and Nancy Chartier

RE: **Camps**

Please communicate this information to coaches and other staff members in your schools who may be interested in conducting camps in any of the Green Bay Public School facilities. The following guidelines will continue to apply.

1. If an employee of the School District wishes to run a camp, has the permission of the building principal and charges a \$30 or less participation fee, the camp will be considered a school function, and no fees will be charged for the use of school facilities.
2. If a camp is sponsored by an employee or an outside group, and a charge is assessed for more than \$30 per participant, the camp is not considered a school function and must conform to all requirements of Board policy governing the use of school facilities including the provision of a certificate of insurance.
3. Principals must coordinate the dates and times for approved camps with the Facilities and Related Services Department to avoid construction conflicts.
4. A Camp Request Form must be completed and sent to Kim Pahlow, Associate Superintendent (see attached form).

2015-16 Camp Request Form

Name of Camp Director _____

Address _____

Phone Number (home) _____
(work) _____

Description of Camp

Dates of Camp _____

Facility to be Used _____

Cost Per Participant: \$ _____ (not to exceed \$30)

Age Group: _____

Other Comments:

I fully understand the guidelines associated with camps and will abide by them.

Signature Date

____ Approved ____ Disapproved _____

Activities Director

If approved, include flyer in electronic Parent Back Pack: ____ Yes
____ No

____ Approved ____ Disapproved _____

Principal

____ Approved ____ Disapproved _____

Kim Pahlow, Associate Superintendent

Return to: Associate Superintendent PreK-16 Programs
Green Bay Area Public School District
P.O. Box 23387
Green Bay, WI 54305

- If camp is an extension of a class, Associate Superintendent will forward to Executive Director(s) of Teaching and Learning for approval:

____ Approved ____ Disapproved _____

Executive Director of Teaching and Learning

APPENDIX L:

PARENT'S NIGHT EXPECTATIONS

Parent's Night Expectations

To have a common understanding of how Parent's Night celebrations are to be set up the following expectations are to be followed:

1. The Head Coach is to set the date of Parent's Night. Some in conjunction with their Booster or support groups but the Head Coach is ultimately responsible for establishing the date. It is suggested the earlier the better in the season.
2. The Head Coach is to communicate the date of Parent's Night to the Activities Director in writing.
3. If an admission fee is charged to the event, parent's will receive free admission.
4. The Head Coach is to provide a detailed list of parents/guardians to the Activities Director at least 2 days prior to the date. This list will be used as a check in for free admission.
5. The Head Coach will communicate 2 days prior to the date the agenda for Parent's Night to include such things as a script of parent names, script of athletes names, a script or write up for the night, etc. The Head Coach should be clear that they would like something announced or that they will take care of any announcements.
6. The Head Coach will send communication home 7 days prior to the event to ensure parents are aware of this night. This communication will have details on what, when and where the celebration will take place.
7. The Head Coach will be in charge of any type of distribution of flowers, etc. to the parents on this evening.
8. The Head Coach will dictate, supervise and direct the entire event the night of the event. The Head Coach may wish to delegate this to another individual but definitive instructions should be provided to this person or persons.



GREEN BAY AREA
PUBLIC SCHOOL DISTRICT
All learning. All growing.

District Offices

200 South Broadway
Green Bay, WI 54303
www.gbaps.org

Superintendent

Michelle S. Langenfeld, Ed.D.

Preble High School

2222 Deckner Avenue
Green Bay, WI 54302
Phone: (920) 391-2400
Fax: (920) 391-2530

www.gbaps.org/hs/preble

Natasha Rowell
Principal

Renee Every
Associate Principal

Courtney Kuehn
Associate Principal

Seth Meinel
Associate Principal

Daniel Retzki
Associate Principal/Director of
Athletics and Activities

Thomas Jennings
Manager of Student
Engagement and Attendance

APPENDIX M:

CONCUSSION INFORMATION

Green Bay Area Public Schools



Concussion Information

What is a concussion?

A concussion is a type of brain injury that changes the way the brain normally works. A concussion is caused by a bump, blow, or jolt to the head. Concussions can also occur from a blow to the body that causes the head and brain to move rapidly back and forth. Even what seems to be a mild bump to the head can be serious. Concussions can occur during practices or games in any sport or recreational activity.

COMMON SYMPTOMS OF A CONCUSSION:

Signs a student-athlete should report

- Thinking/Remembering:
 - Difficulty thinking clearly
 - Difficulty concentrating or remembering
 - Feeling more slowed down
 - Feeling sluggish, hazy, foggy, or groggy
- Physical:
 - Headache or “pressure” in head
 - Nausea or vomiting
 - Balance problems or dizziness
 - Fatigue or feeling tired
 - Blurry or double vision
 - Sensitivity to light or noise
 - Numbness or tingling
 - Does not “feel right”
- Emotional:
 - Irritable
 - Sad
 - More emotional than usual
 - Nervous
- Changes in your normal sleep patterns.

Signs observed by a parent or peer - Tell someone if you observe a student-athlete with any of these symptoms

- Appears dazed or stunned
- Forgets sports plays
- Is confused about assignment or position
- Moves clumsily
- Answers questions slowly
- Repeats questions
- Can’t recall events prior to the hit, bump, or fall
- Can’t recall events after the hit, bump, or fall
- Loses consciousness (even briefly)
- Shows behavior or personality changes

Students with a suspected concussion should NEVER return to sports or recreation activities on the same day the injury occurred. They should delay returning to their activities until a health care provider experienced in evaluating for concussion says they are symptom-free and provide written clearance to return to activity. This means, until permitted, not returning to:

- Physical Education (PE) class
- Sports conditioning
- Weight lifting
- Practices and games
- Physical activity at recess

Student-Athletes!

It is important to note... unlike a broken arm, you can’t see a concussion. Most concussions occur without loss of consciousness. Signs and symptoms of concussion can show up right after an injury or may not appear or be noticed until hours or days after the injury. It is important to watch for changes in how you are feeling, if symptoms are getting worse, or if you just “don’t feel right.” If you think you or a teammate may have a concussion, it is important to tell someone.

For more information about concussions, go to:

www.cdc.gov/Concussion; www.wiaawi.org; www.nflhs.org

<u>Student-Athletes</u>	<u>Parent/Guardian(s)</u>
<p><u>Steps a student-athlete should complete if they have any symptoms listed above</u></p> <ul style="list-style-type: none"> • <u>Tell your coaches and parents right away.</u> Never ignore a bump or blow to the head even if you feel fine. If you experience symptoms of a concussion, you should immediately remove yourself from practice/play. Tell your coach right away if you think you or one of your teammates might have a concussion. • <u>Get evaluated by a health care provider.</u> A health care provider experienced in evaluating for concussion can determine if you have a concussion, help guide management and safe return to normal activities, including school (concentration and learning) and physical activity. If you have been removed from a youth athletic activity because of a suspected or confirmed concussion, you may not participate again until evaluated by a health care provider and receive written clearance to return to activity. You must provide this written clearance to your coach. • <u>Give yourself time to get better.</u> If you have had a concussion, your brain needs time to heal. While your brain is still healing, you are much more likely to have a repeat concussion. It is important to rest until you receive written clearance from a health care provider to return to practice and play. 	<p><u>Steps a parent/guardian should complete if their child has a concussion</u></p> <ul style="list-style-type: none"> • <u>Seek medical attention right away.</u> A health care provider experienced in evaluating for concussions can direct concussion management and review when it is safe for your child to return to normal activities, including school (concentration and learning) and physical activity. If your child or teen has been removed from a youth athletic activity because of a suspected or confirmed concussion or head injury, they may not participate again until he/she is evaluated by a health care provider and receives written clearance to participate in the activity from the health care provider. • <u>Help them take time to get better.</u> If your child or teen has a concussion, her or his brain needs time to heal. Your child or teen should limit activities while he/she is recovering from a concussion. Exercising or activities that involve a lot of concentration, such as studying, using a computer, texting, or playing video games may worsen or prolong concussion symptoms (such as headache or tiredness). Rest will help your child recover more quickly. Your child may become upset that he/she cannot participate in activities. • <u>Together with your child, learn more about concussions.</u> Talk about the potential long-term effects of concussion and the problems caused by returning too soon to daily activities too quickly (especially physical activity and learning/concentration).
<p><u>Why you should tell someone about your symptoms:</u></p> <p>Your chances of sustaining a life altering injury are greatly increased if you aren't fully recovered from a concussion. Practicing/playing with concussion symptoms can prolong your recovery. Practicing/playing with a concussion can increase your chances of getting another concussion. Telling someone could save your life or the life of a teammate!</p>	<p><u>Danger signs for a parent/guardian to be aware of:</u></p> <p>Be alert for symptoms that worsen over time. Your child or teen should be seen in an emergency department right away if s/he has:</p> <ul style="list-style-type: none"> • One pupil (the black part in the middle of the eye) larger than the other • Difficult to arouse • Severe headache or worsening headache • Weakness, numbness, or decreased coordination • Repeated vomiting or nausea • Slurred speech Convulsions or seizures • Difficulty recognizing people or places • Increasing confusion, restlessness, or agitation • Unusual behavior • Loss of consciousness (even a brief loss of consciousness should be taken seriously)
<p><u>Steps to take at school following a concussion:</u></p> <p>Tell your teachers if you have suffered a concussion or head injury. Concussions often impair school performance. In order to properly rest, many students often need to miss a few days of school immediately following a concussion.</p> <div data-bbox="178 1533 795 1911"> <p>Students who return to school after a concussion may need to:</p> <ul style="list-style-type: none"> • Take rest breaks as need • Spend fewer hours at school • Be given more time to take tests or complete assignments • Receive help with schoolwork • Reduce time spent reading, writing, or on the computer </div>	<p><u>Steps for a parent/guardian to take when their child returns to school following a concussion:</u></p> <p>Help your child or teen get needed support when returning to school after a concussion. Talk with your child's school administrators, teachers, school nurse, coach, and counselor about your child's concussion and symptoms. Your child may feel frustrated, sad, and even angry because he/she cannot keep up with schoolwork and learn as well after a concussion. Your child may also feel isolated from peers and social networks. Talk often with your child about these issues and offer your support and encouragement. As your child's symptoms decrease, the extra help or support can be removed gradually.</p>

All information adapted from wiaawi.org

APPENDIX N:

COACH SIGNATURE FORM

**COACHES HANDBOOK
SIGNATURE FORM**

This form must be signed and dated annually by all coaches employed by the Green Bay Area Public School District. The form is to be returned to the building Activity Director before the first contest of the season. The Activity Director will make a copy for the coach and keep the original on file.

I have received and read the Green Bay Area Public School District Coaches Handbook. I understand that I am responsible for knowing, supporting and implementing the information that is contained within this document.

I have also read and understand the Concussion information shared in this booklet.

Name (Print) _____

Position (Print) _____

Address _____

City/Zip Code _____

Phone Number _____

Email _____

Signature _____ Date _____

FOR ADMINISTRATIVE USE ONLY

AD Signature _____ Date _____

APPENDIX O:

FACILITIES DEPARTMENT AFTER HOURS CALL LIST

Facilities Department after Hours Call List

If you are unable to turn the security alarm off when you arrive or you are having difficulty turning the security alarm on before you leave please contact one of the following people to help you.

- CHRIS COLLAR 920-680-4422 or 920-810-4047
- MICHAEL STANGEL 920-680-5442
- JACKIE FISCHER 920-680-4425
- BRIAN PAUTZ 920-680-4426
- JOSH DEPOUW 920-680-4418
- NICK MARTO 920-615-3392