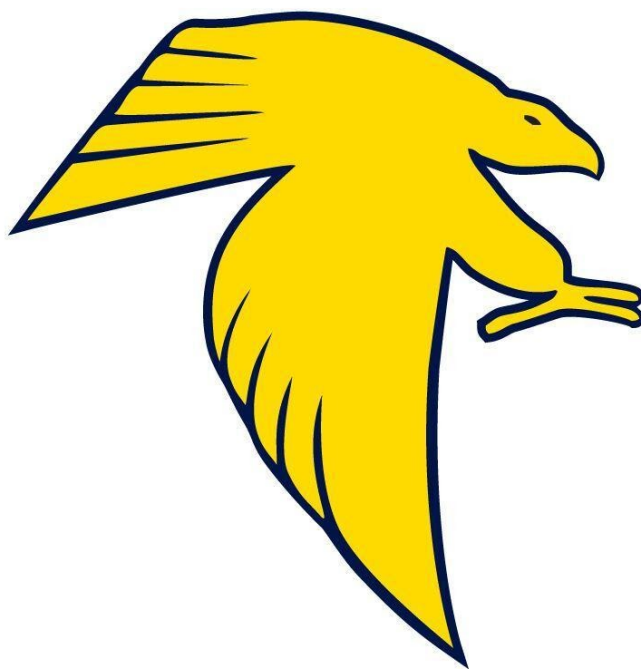

Whitnall School District



Co-Curricular Coach and Advisor Handbook 2021-22

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PURPOSE

Co-curricular programs are an integral part of the education process of the Whitnall School District. Through our co-curricular programs we are providing opportunities for young adults to develop their physical and mental skills and to experience the values of dedication to a purpose of perseverance and for the attainment of common goals. Every effort should be made to teach our students the educational principles associated with athletics and clubs.

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

At the beginning of each season/school year, this handbook will be issued to each member of our coaching/advisory staff. This will ensure that all persons who may have dealings with the Whitnall Athletic & Activities Department will have information with regard to co-curricular policies and duties.

Whitnall Athletic/Activities Objectives

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

Injuries: Practice / Competition

Some important points to keep in mind for when injuries occur during practices or competitions.

- A. Stay with the injured student
- B. Have a responsible person contact EMS immediately
- C. Do not move the injured student until the possibility of serious injury has been ruled out. (especially head, neck, or back injury.)
- D. Do not attempt to administer medical help unless in emergency situations.
- E. Provide first aid until medical assistance arrives
- F. Complete an injury report with the athletic trainer
- G. Complete an injury report with the Activities Office
- H. Please refer to medical emergency contact info when necessary

PROFESSIONAL EXPECTATIONS

Coaches/Advisors are expected to instruct, supervise and organize interscholastic teams/clubs of student-athletes. Proper supervision must be exercised before, during and after all events and practice periods. Control and conduct regulations are necessary to insure the safety and welfare of the students. In case of an accident, it is assumed that they will follow all safety rules to the best of their ability and judgment, and take steps they deem necessary to be in the best interest of the student. It is essential that coaches/advisors present themselves as role models for students in terms of exemplary appearance, character, and sportsmanship.

General Responsibilities

- A. Cooperate and support the administration and the Activities Director and keep them informed about the program.
- B. Have the total program in interest. Be supportive of all other activities and especially to other coaches/advisors in the system.
- C. Formulate goals and objectives for the upcoming season.
- D. Keep abreast of rules, rule changes, new knowledge, innovative ideas and techniques by attendance at clinics, workshops, readings etc.
- E. All Coaches/Advisors must be in total compliance and adhere to all matters related to the Whitnall Board Policies regarding harassment and non-discrimination as approved by the WHS School Board. This includes fostering a culture totally void of hazing, bullying or harassment of all WHS students.

Seasonal Responsibilities

- A. Make sure that each student has all proper forms turned in prior to the first day of tryouts. If a student is missing any forms, they shall NOT participate until the registration is completed.
- B. Student's emergency contact info will be provided to you and should be kept with the coach/advisor at all times.
- C. Make sure your student and parents are fully aware of the department's philosophy, policies, academic requirements and code and all aspects of it. Ignorance is no excuse.
- D. Coaches/Advisors are responsible for supervision of students, facilities, and equipment for the specific season duration.
- E. Discuss the expectations for your captain(s) at the beginning of the season.
- F. Emphasize safety precautions. Be aware of the best conditioning, training, and injury procedures. Injured students who require examination by a physician must have a physician's release before they are allowed to return to participate. The same holds true for an injured athlete reporting to the athletic trainer. The athletic trainer must provide a release to the coach. Be responsible to report all injuries accurately and promptly.
- G. Playing time expectations and processes should be communicated with AD, parents, students
- H. Teach fundamental techniques and skills that will enable the students to develop to their fullest potential.
- I. Always make sure the Activities Office has an updated and current roster on file.
- J. Each coach/advisor is responsible for distributing uniforms and keeping accurate inventory.
- K. When cancellation or change of practice schedule occurs, please inform the Activities Office immediately.
- L. Following each HOME game, coaches must report scores to the proper media/WIAA.
- M. Submit periodic updates on your team's accomplishments to morning announcements, Activities Director and social media platforms created.
- N. All spirit wear ordered for teams must have the approved Whitnall logo in an effort to be consistent and to assure the Whitnall brand.
- O. All fundraising efforts must be approved by the Activities Director.
- P. Provide an in-season newsletter to highlight the positive accomplishments of your program.
- Q. Take accurate attendance at each meeting and event in Infinite Campus.

Participant Eligibility

All coaches/advisors are responsible to understand eligibility rules for all students prior, during, and after your season.

Academically - Per the WHS/WMS Code of Conduct a student is academically ineligible to participate (compete in a scrimmage, game, meet, etc.) in a co-curricular (sport/club) if at the grade check (see dates below and [2021-22 District Calendar](#) and [2021-22 Academic Eligibility Check Calendar](#)) shows two F's for high school and middle school students. The period of ineligibility is 15 school days and nights for high school and 10 school days and nights for middle school. Eligibility is regained on the 16th/11th school day once the AD completes additional grade checks for those ineligible. **NOTE:** If the 15th/10th day of ineligibility is a Friday, and the following Monday is a regular school day, then Monday would be the first day of eligibility. Weekends DO NOT count toward the 15/10 days of ineligibility, NOR do they count as the 16th/11th day for eligibility). If a student is ineligible come the 16/11th day they remain ineligible until the next scheduled grade check date. An ineligible student may continue to practice with their team. Academic eligibility will continue to be monitored every designated 6 week increment identified by date below and on the academic grade check calendar.

Academic Eligibility

All academic eligibility checks for activities (clubs, organizations, groups) will be the closest grade check date prior to the start of the activity. All recheck and all co-curricular checks will remain the same during the duration of the activity. For example if a club starts on September 16th the grade check will go back to the September 14 grade check date and continue as explained in the video explanation and dates provided ([2021-22 Academic Eligibility Check Calendar](#)) below.

[Academic Eligibility Video](#)

Academic Eligibility Grade Check Dates High School / Middle School

School Year	Date of Grade Check
2021-22 Date 1	October 18 @ 8 am
2021-22 Date 2	November 29 @ 8 am
2021-22 Date 3	January 24 @ 8 am (end of Semester 1)
2021-22 Date 4	March 7 @ 8 am
2021-22 Date 5	April 25 @ 8 am
2021-22 Date 6	June 13 @ 8 am (end of Semester 2)

Activity	Grade check date for start of season (first day of practice)	Grade check date during season
Baseball	4	5, 6
Basketball (B&G)	1	2, 3, 4
Cheer	NA	1, 2, 3
Cross Country (B&G)	6	1
Dance	NA	1, 2, 3
Football	6	1
Golf (B)	4	5, 6
Gymnastics	1	2, 3
MS Basketball (B)	1	2
MS Basketball (G)	6	1
MS Cross Country	6	N/A
MS Dance	NA	1,2,3
MS Track and Field	4	5
MS Volleyball	3	4
MS Wrestling	1	2
Soccer (B)	6	1
Soccer (G)	4	5, 6
Softball	4	5
Swim and Dive (B)	1	2, 3
Swim and Dive (G)	6	1
Tennis (B)	4	5
Tennis (G)	6	1
Track and Field (B&G)	4	5
Volleyball (B&G)	6	1
Wrestling	1	2, 3

Code of Conduct Eligibility

All coaches/advisors are responsible to understand the Co-curricular Code of Conduct for all students prior, during, and after your season. Please reference the code via the link below.

[Code Of Conduct](#)

Required Certifications

All paid coaches/advisors must be certified in first aid, CPR and AED before they start coaching/advising for the school year. Certifications last two years. CPR/AED/First aid training will be offered three times over a calendar year starting July 1, where if attended coaches will not be responsible for payment. However, if a coach does not attend these free training sessions, the coach will be responsible for payment of the training class.

State Conferences – Conventions - Field trips

All coaches/advisors are encouraged to attend their respective organizations conventions and clinics. Requesting time off for these clinics or workshops will be granted on a case by case circumstance by the AD and High/Middle school Principal. If the staff member is on an improvement plan in their Educator Effectiveness Project per the employee handbook, clinics and conventions will not be approved.

Process for Attendance of Clinics or Workshops

- A. Discuss opportunity with AD a minimum 3 weeks prior
- B. After approval from AD, if Whitnall staff member, contact with direct supervisor for further approval must be done a minimum of 2 week in advance

Hosting Professional Development Opportunities

- A. Present all information about the program, how it affects others, costs, locations, est. to AD minimum 4 weeks prior

HANDLING OF MONEY, EQUIPMENT, KEYS, AND TRANSPORTATION

Equipment Collection and Storage

The Coach/Advisor shall supervise the collection, inventory and storage of all the equipment issued within his/her program. Within two weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in the designated storage area. No equipment is to be discarded without the approval of the Activities Director. The Coach/Advisor shall turn in his/her equipment inventory with any outstanding student obligations two weeks after the last contest.

Transportation Requests

Coaches/advisors are responsible for providing the transportation pick up times and destinations for all participants if need be. Once the staff has submitted schedules they should be able to provide a list to include the departure date/time of pick up and destination. This should be provided several weeks in advance. Once this information is received the AD secretary will place the order for the entire season's transportation and will document the times in Rschool. Coaches can verify transportation times via Rschool first. Any changes in times or added dates must be communicated to the AD secretary so updates can be made in adequate time. If you require a change after hours or possibly during the summer, you must contact the bus company (First Student) directly at 414-422-2020.

Keys/FOBs

Coaches/advisors will be issued a key/fob to open the outside doors to areas they are responsible for if deemed necessary by the Activities Director. All necessary keys will be issued via a standard check-out policy. Keys should never be given to a student.

Credit Card Purchases

If at all possible, purchases shall be done with a department credit card. Coaches/advisors can check out a credit card via the Activities assistant no more than 1 day prior to the use of the card (**All purchases need the Athletic Director's approval via the [Credit Card Responsibility Form](#)**). At the time of check out the coach/advisor must fill out the credit card log completely and return the card with receipt as soon as possible after use.

Purchase Orders

If a purchase order is required a purchase order [requisition form](#) must be completed by the coach/advisor and submitted to the AD for approval. You should submit these forms well in advance to allow ample time for processing. If the vendor is new, the coach/advisor should obtain a W9 form from the vendor and submit it along with the requisition form. The W9 is required by the District Business Office so that they can submit payment for the order. Requisitions for new vendors that are not in the system will not be processed without a W9. Once the requisition is approved, it will be entered into Skyward and a purchase order number will be assigned and sent to the vendor by Accounts Payable. If you also need a copy of the PO, please let Accounts Payable know.

Once the PO number is assigned the coach/advisor is responsible for placing the order, if a copy of the official PO is required by the vendor the coach/advisor should indicate that on the requisition form for example "Please fax PO to 414-525-8501" and the District Business Office will fax and or email a copy for you. Once a PO number is given to a vendor they will typically send an invoice to whomever placed the order, all invoices should be forwarded to AD secretary (District Office will not submit payment to any vendor without an invoice). If there is an issue with an order that you placed and you do not want the vendor paid you must notify the Athletic/Activities Director so that a hold can be placed on the process until you have rectified the situation. All packing slips from your order should be given to the AD secretary, this is how we know that you received your order and that it is ok to issue payment.

Staff Deposits

Coaches/advisors that collect money should keep a detailed record of who they are collecting from, the amount collected and what form cash/check. Once the funds are collected and ready to be deposited you should complete a deposit form, these are located at the desk of the AD secretary along with deposit envelopes. All deposits should be given directly to the AD secretary. Please do not put deposits in mailboxes or leave them unattended on desks. Deposits are processed by the District Business Office and staff can provide you a record of deposits received.

Fundraising

The Activities Department realizes that coaches/advisors may desire to sponsor a fundraiser to create money for a particular need. The procedures for having a fundraiser are listed below.

- A. All fundraisers must be approved in advance by the AD.
- B. No two similar fund raising projects will be approved during the same time period.
- C. There must be a need that fits the fundraising monetary goal.
- D. For Sponsorships please see [WSD policy](#)

COMMUNICATION

Contact Information

Whitnall High School
5000 South 116th Street
Greenfield, WI 53228
Phone: 414-525-8505

Superintendent Dr. Lisa Olson lolson@whitnall.com	Athletic/Activities Director David Pentek dpentek@whitnall.com
Principal, High School Charles Tollefsen ctollefsen@whitnall.com	Athletic/Activities Assistant, High School Adria Day aday@whitnall.com
Principal, Middle School Chris D'Acquisto cdacquisto@whitnall.com	Athletic/Activities Assistant, Middle School Julie Sobush jsobush@whitnall.com
Assistant Principal, High School Russell Tillmann rtillmann@whitnall.com	Dean of Students, High School Megan Harris mharris@whitnall.com
Assistant Principal, Middle School Ryan Relich rrelich@whitnall.com	Athletic Trainer Bethany Shaw bashaw@whitnall.com

Media Contacts

Journal Sentinel	414-224-2310	Racine Journal Times	262-631-1708
	414-224-7013	racine.sports@lee.net	
prepsplus@journal sentinel.com		Waukesha Freeman	262-513-2667
Kenosha News	262-656-6290	sports@conleynet.com	
sports@kenoshanews.com		CBS 58	414-607-8127
WISN	414-937-3337	THE NOW	262-938-5000
WTMJ	414-967-5575	VARSITY BLITZ	414-799-1250
FOX 6	414-586-2110	(football only)	
		WIAA	715-344-8580

Publicity and Promotion

The reporting of news items and results rests with the Head Coaches/Advisors and their staff. As a staff, you are responsible for the promotion of your program through local media outlets and the parents of the program and community in general. You are also encouraged to use social media platforms. Please share notable events, milestones, etc. with the Activities Department so we can create a culture where all sports support each other.

Note: The Head Coach/Advisor must have editing access to all social media venues and be able to update or take down information as seen fit.

Communication to Parents and Student Participants

- A. Philosophy of the coach/advisor
- B. Expectations the coach/advisor has for the players
- C. Locations and times of all practices and contests
- D. Team requirements, i.e., practices, special equipment, out-of-season conditioning, fees etc.
- E. Procedure followed should a student be injured during participation
- F. Discipline that may result in the denial of your child's participation and its impact on the team
- G. team regarding unexcused absences for practices and games.

Communication from Parents and Student Participants

- A. Chain of Command - Student seeks out his/her coach/advisor to discuss concern
- B. Parent requests conference with the coach/advisor or staff.
- C. If the conference between the student, coach, or parent, does not resolve the concern, a meeting will be set up with the Activities Director. The Activities Director will mediate the conference.
- D. Notification of any schedule conflicts well in advance
- E. Specific concerns with regard to a coach's philosophy and/or expectations

Parent Meeting

The most important meeting you will have as a coach/advisor is your parent meeting. It is an opportunity to be proactive with the parents concerning team rules, policies, and expectations. This meeting should be held prior to the season before the first tryout or practice. It will be the responsibility of the head coach/advisor to make arrangements with the Activities office if needed.

Parent Liaison

Each coach/advisor if deemed needed can find a parent/s to fulfill the roles outlined below.

The goal is to create a culture where this support system makes the coach's/advisor's job easier while bringing parents and athletes together.

- A. Team Dinners - These can be held at school or offsite. These are not mandatory for any student to attend and will be treated as school events where all students will be held under the co-curricular code during. Please arrange through the Activities Department if you'd like to hold them at the school.
- B. Senior/Parent Night - See Varsity Coach/Advisor for dates and specifics.
- C. Fundraisers - They must be pre-approved by the head coach and a fundraising form must be completed and received at the Activities Office. ([Fundraising Application Form](#))
- D. Action Photos - If you have a parent on your team that takes action photos from your season, please have them sent to the head coach or the AD to be posted on the Activities website or a social media platform.
- E. End of Season Banquet - Coordinate with the head coach.
- F. Consider attending a Whitnall Booster Club meeting- Meetings are held on the 2nd Monday of each month, at 6:00 pm.

Travel Release

Team members must use the mode of transportation provided by schools. A student who travels to an out-of-town event with a school organization must return with his/her organization. If a student needs to travel to or from an event other than with the provided transportation, a travel release form is available and must be completed by the guardian. Details of these arrangements will be forwarded to the coach/advisor and the student may either travel to or be released to the designated adult in person. ([Travel Release Form](#))

If students are needed to be released from school early please consider the following:

- A. All student contests should be scheduled so that students miss a minimum number of classes for travel to away games.
- B. Any early departures for a contest must be approved by the A.D.
- C. All rosters must be given to the Activities Office so the names are in the computer.
- D. It is the responsibility of the student to see their teachers in advance if they are to miss a class due to activities participation.

Awards Banquets

The head coach /advisor shall be responsible for coordinating the awards format for his/her program at the end of each season. The coach/advisor may choose to work with a support club or a group of selected parents in planning the type of awards ceremony. One month prior to the end of the season the head coach/advisor shall inform the AD as to the date of banquet, location and time of banquet.

No district activities funds (Fund 10) will be expended for any awards banquets, except for the school awards presented.

All funds must come out of Activity Account (Fund 21) or private funding.

College Recruitment Meetings

Appointments for coaches to meet with students and college recruiters are to be scheduled ahead of time before or after school. All appointments during school hours must be approved by administration.

CO-CURRICULAR HANDBOOK ACKNOWLEDGMENT

(signed copy of this form must be kept on file in the Athletic/Activities Office)

You have been hired as a coach/advisor by the Whitnall Athletic/Activities Department. One of your coaching/advising obligations for coaches/advisors who wish to continue to coach/advise at

*Whitnall High/Middle School is to read, understand and adhere to all of the philosophies, policies and procedures stated in the Whitnall **Co-Curricular Handbook**:*

Coach/Advisor signature of Acknowledgment

I have read the Whitnall Co-Curricular Coach and Advisor Handbook and agree to abide by the provision contained therein.

Name _____

Date _____

APPENDIX A – JOB DESCRIPTIONS

Head Coach Job Description

REPORTS TO: Head Coaches will be evaluated by the Activities Director.

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

DUTIES AND RESPONSIBILITIES:

- A. Has a thorough knowledge of all policies and this handbook, and is responsible for its implementation by the entire staff of the program.
- B. Has knowledge of W.I.A.A., Woodland Conference, and Whitnall School District rules and regulations.
- C. Establishes the fundamental philosophy, skills and techniques to be taught by staff. Designs clinics and staff meetings to ensure staff awareness of overall program.
- D. Trains and informs staff, encourages professional growth by encouraging clinic attendance.
- E. Delegates specific duties, supervises implementation, and at the end of the season, analyzes staff effectiveness and evaluates all assistants.
- F. Maintains discipline and works to increase morale and cooperation.
- G. Perform such other duties which may be assigned by the Activities Director.
- H. Assists the AD in scheduling of non-conference games.
- I. Provide Athletic Department transportation schedule.
- J. Provides proper safeguards for maintenance of all equipment and facilities.
- K. Advises the AD when possible hazards may occur due to faulty equipment or facilities.
- L. Gives constant attention to their athletes' grades and conduct.
- M. By his/her presence at all practices, games, and while traveling, provides safeguards for each participant.
- N. Follows athletic policies concerning injuries, medical attention, and emergencies.
- O. Complete incident report if an injury occurs when an athletic trainer is not present and submit to the trainer and Athletic Office within 24 hours. ([Incident Report form](#))
- P. Directs student managers, assistants, and statisticians.
- Q. Determines discipline, and provides due process when the enforcement of discipline is necessary, and contacts parents when a student is released from the team or becomes ineligible.
- R. Is accountable for their budget and is responsible for operating within budget appropriations.
- S. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing, and reconditioning of equipment and submits annual inventory within 2 weeks after the conclusion of the season.
- T. Properly marks and identifies all equipment before issuing or storing.
- U. Examines locker/classrooms before and after practices and games, checking on general cleanliness.
- V. Promotes the activity within the school and promotes the sport outside of school through news and media.
- W. Responsible for maintaining good public relations with news media, booster clubs, parents, officials, youth organization and fans.
- X. Exemplify the highest moral character as a role model for young people.
- Y. Build and maintain ethical relationships with other coaches and administrators.
- Z. Coach/Advisor must maintain a professional atmosphere with their team.

END OF SEASON OBLIGATIONS FOR HEAD COACHES:

All coaches must complete certain end of season responsibilities in order to consider their coaching assignment finalized. These reports should be completed within a 2-week period after your season is over. The report needs to include the following:

- A. A brief summary of the season and suggestions for improving your program.
- B. Complete inventory of all equipment and supplies.
- C. Names of squad members - indicate letter winners, captains, managers, MVP, etc.
- D. Complete self-assessment (evaluation form) prior to your end of the season meeting with the AD.
- E. Special honors received by team members.
- F. New records set.
- G. Turn in assistant coaches evaluation forms (when applicable).
- H. All items on Coaches/Advisor Checklist is completed.

Assistant/Volunteer Coach Job Description

These coaches will report to the Activities Director, and the head coach of the respective sport. They will assist in providing leadership and direction to the program as it exists in grades K-12. It is essential that they present themselves as role models for students in terms of exemplary appearance, character, and sportsmanship. The head coach will evaluate all assistant/volunteer coaches.

DUTIES AND RESPONSIBILITIES:

- A. Assuming the duties of the head coach/advisor in his/her absence.
- B. Performing and assisting in all duties assigned to and by the head coach/advisor.
- C. Communicating with the head coach/advisor concerning any facet of that program.
- D. Make a persistent effort to keep current as to the appropriate methodologies.
- E. Assist with the inventory and the selection of new supplies and equipment. Also, help with the issuance and collection of equipment.
- F. Carry out all other duties and responsibilities as determined by the head coach/advisor.
- G. Exemplify the highest moral character as a role model for young people.
- H. Build and maintain ethical relationships with others.

APPENDIX B - CHECKLIST FOR COACHES AND ADVISORS

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

- A. Conduct pre-season meeting with parents and players.
- B. Complete pre-season objectives/goals
- C. Complete WIAA rules test for WIAA coaches only
- D. Provide First Aid / CPR / AED certification
- E. Hand in team roster
- F. Check with Athletic office of potential eligibility issues before and during the season
- G. Submit bus requests
- H. Confirm the early dismissal dates with Activities Department
- I. Emphasize your team rules and training rules weekly
- J. Inform the media of your game results
- K. Check attendance and academic progress of your team throughout the season
- L. Supervise the behavior of your team at home and away events
- M. Notify the Activities Department of cancelled practices
- N. Set special event nights prior to season with AD (parent's night, senior night, etc....)
- O. Collect all equipment, locks, uniforms, etc.
- P. Turn in an inventory list to the AD
- Q. Get award list to Activities Office as soon as possible after the last game of the season.
- R. Prepare and conduct banquet program
- S. Attend Woodland Conference coaches meetings.
- T. Attend all Activities Department meetings
- U. Go over next season's schedule with AD
- V. Complete a postseason self-assessment
- W. Keep AD abreast of any problems with your team, players, parents, etc.
- X. Organize summer/off-season program for your sport
- Y. Work with and help direct the youth program for your sport
- Z. Provide consistent regular in season communication with students and parents

APPENDIX C - EVALUATIONS OF COACHES AND ADVISORS

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

Pre-Season Meeting:

- A. Complete goals in advance of this meeting.
- B. Discussion of the goals and plans for achieving them.
- C. Review the staff, and discussion of plans for the evaluation of that staff.
- D. Review the coach/advisor's checklist – including bus schedule, practice schedule, etc.
- E. Review the player/parent handbook and expectations for the program

In-Season Meetings:

- A. Informal, frequent meetings (drop-in, phone calls, email etc.)
- B. Formal meeting on a regularly occurring basis if needed.
- C. Observation of practices and competitions, in part or whole.

Post-Season Meeting:

- A. Coaches/Advisors will complete a self-assessment prior to this meeting.
- B. Discussion of the self-assessment at the meeting. This self-assessment will not be collected, it is for discussion purposes only.
- C. Coaches will complete an assistant coach evaluation form, which will be discussed at the meeting. Determination of any changes for the following season. ([Assistant Coach Evaluation form](#))
- D. Discussion of the pre-season goals and assess to what extent those goals were met. ([Goal sheet](#))
- E. Discussion of budget needs. The coach/advisor will complete a budget request for their program if needed.
- F. Review the game schedule and discuss potential changes.
- G. The coach/advisor will complete the collection of inventory and submit an inventory of supplies in their program.
- H. The AD will complete an evaluation form and submit a copy to the coach/advisor after evaluation meeting completion. ([Head Coach Evaluation Form](#))
- I. Coaches will submit an end of season statistics form for record keeping. ([End of Season Statistics form](#))

APPENDIX D - WHITNALL HIGH/MIDDLE SCHOOL ACTIVITIES TIERS

Club vs. Group

In order for a “club” to be official, it must abide by the requirements of one of the tiers below. A “group” is the organizing of student members periodically. Meetings are arranged at the discretion of the advisor. Requirements of above tiers do not need to be met, however, group members still must be accounted for by a roster and follow all co-curricular code rules. No stipend will be given for this advisement, and no budgetary needs will be supported for groups. All groups must fill out the same application as a possible new club. Administration will determine if the organization will be a club vs a group based on info provided.

Tier 4 Major Student Interest Organizations

Tier 4 clubs are made up of students that are elected by other students/staff after an application process and focus on service, leadership, and school community and culture.

WHS Base Stipend = \$2000 per advisor – number of advisors depends on number of participants

WMS Base Stipend = \$1500 per advisor – number of advisors depends on number of participants

Requirements of Tier 4

- A. Need to meet at least 2 times per month during season/operational time
- B. Officers must be voted upon and run meetings
- C. Meeting notes/agenda must be created/taken
- D. Rosters need to be submitted to Activities office for record keeping
- E. Multiple competitions or events must be attended or held each semester if possible
- F. 1 or more school service projects must be completed each semester
- G. 1 or more community service projects must be completed each semester
- H. Must attend all Activity department meetings – Expo night
- I. Achievements must be recorded and submitted to Activities department
- J. End of year evaluation will take place with advisors and AD
- K. Website and activities calendar must be updated
- L. Attend if possible state/regional conference based on demand
- M. Announcements shared
- N. Has constitution or handbook
- O. Must have all students register and follow co-curricular code
- P. Take accurate attendance at each meeting and event in IC

Tier 3 Academic Competitive Activities

Tier 3 clubs fall inside the realm of the normal curriculum and have at least 1 competition in an organized conference/governing body/state organization.

WHS Base Stipend = \$1200 - \$1800 per advisor – number of advisors depends on number of participants

WMS Base Stipend = \$900 - \$1350 per advisor – number of advisors depends on number of participants

Requirements of Tier 3

- A. Need to meet on a monthly basis
- B. Officers must be voted upon and run meetings
- C. Meeting notes/agenda must be created/taken
- D. Rosters need to be submitted to Activities office for record keeping
- E. Multiple competitions or events must be attended or held each semester if possible
- F. Must attend all Activity department meetings – Expo night
- G. Achievements must be recorded and submitted to Activities department
- H. Website and activities calendar must be updated
- I. Announcements shared
- J. End of year evaluation will take place with advisors and AD
- K. Has constitution or handbook
- L. Must have all students register and follow co-curricular code
- M. Take accurate attendance at each meeting and event in IC

Tier 2 Non-Competitive Academic Activities

Non Competitive activities, programs, and learning experiences that are connected to or mirror the academic curriculum.

WHS Base Stipend = \$500 - \$1000 per advisor – number of advisors depends on number of participants

WMS Base Stipend = \$375 - \$750 per advisor – number of advisors depends on number of participants

Requirements of Tier 2

- A. Need to meet on a monthly basis
- B. Officers must be voted upon and run meetings
- C. Meeting notes/agenda must be created/taken
- D. Rosters need to be submitted to Activities office for record keeping
- E. One project or event must be held each semester
- F. Must attend all Activity department meetings – Expo night
- G. Has constitution or handbook
- H. Take accurate attendance at each meeting and event in IC
- I. Must have all students register and follow co-curricular code

Tier 1 Whitnall Affiliated/First Year/Groups

Whitnall Affiliated/First year applicants/Groups are experiences that are not connected to or mirror the academic curriculum.

No Stipend

Requirements of Tier 1

- A. Do not need to meet on a regular basis, but only on the availability of the advisor/student body
- B. Rosters need to be submitted to Activities office for record keeping
- C. Must attend all Activity department meetings - Expo night
- D. Take accurate attendance at each meeting and event in IC
- E. Must have all students register and follow co-curricular code

APPENDIX E - STARTING A NEW ACTIVITY CLUB AT WHITNALL HIGH/MIDDLE SCHOOL

[\(New Club Request Form\)](#)

Complete form electronically by typing all requested information in the text box next to each question.

Please forward completed form via email to Dave Pentek at dpentek@whitnall.com

Notes:

- A. All start up clubs/organizations/groups must submit their applications prior to the start of the second semester. Applications received after the start of the 2nd semester will be considered for the following school year.
- B. Starting tier level or movement of tier level will be determined by AD based on data provided either in the beginning application or proposal from organization on why the movement is justifiable at the end of the school year.
- C. All tiers levels are final come the start of the year - movements of tiers will be addressed at the end of the year and changes will be made prior to the start of the next year

APPENDIX F - ACTIVITY ADVISOR COMPENSATION

CLUB	SEASON	Tier Level
International Club	September to June	2
Best Buddies	September to June	2
Bowling	November to March	1
DECA	Year Round (July to June)	4
REDgen	September to June	2
eSports	September to June	2
Film Club	September to June	1
Forensics	September to April	3
Gaming	September to June	2
Leo Club	October to June	2
Mock Trial	September to February	3
Model UN	October to April	3
MS Art	September to June	2
MS Robotics	February to June	3
MS Student Council	September to June	4
Mu Alpha Theda	October to June	3
National Art Honor Society	September to June	4
National Honor Society	Year Round (July to June)	4
Robotics	September to February	3
Rugby	March to June	1
Science	September to June	2
Skills USA	Year Round (July to June)	3
Yearbook	September to June	2

Performing Arts

Performing Arts refers to the annual musical performance and theater performance.

WHS Base Stipend will be determined based on requirements of the show being performed, overall budget for personnel will not exceed \$12,000 for both performances.

WMS Base Stipend will be determined based on requirements of the show being performed, overall budget for personnel will not exceed \$2000.

Requirements for Performing Arts

- A. HS - 1 major production of a musical per year
- B. HS - 1 non-musical production per year
- C. MS - 1 solo performance every other year, musical or acting; opposite year of solo performance students will be included into 1 of high school performance.
- D. HS/MS rosters need to be submitted to Activities office for record keeping
- E. HS/MS must attend all Activity department meetings - Expo night
- F. HS/MS take accurate attendance at each meeting and event in IC
- G. HS/MS must have all students register and follow co-curricular code

THEATER	HS MUSICAL DIRECTOR	
THEATER	HS MUSICAL SOUND ENGINEER	
THEATER	HS MUSICAL TECH DIRECTOR	
THEATER	HS MUSICAL CHOREOGRAPHER	
THEATER	HS MUSICAL COSTUMER	
THEATER	HS PLAY CHOREOGRAPHER	
THEATER	HS PLAY DIRECTOR	
THEATER	HS PLAY TECH MANAGER	
THEATER	HS PLAY COSTUMER	
THEATER	Total	\$12,000
THEATER	MS DIRECTOR	
THEATER	MS ASSISTANT DIRECTOR	
THEATER	TOTAL	\$2000

Student Council

Student Council refers to the students that represent the student body. Participation involves an application process and voting by the student body.

WHS Base Stipend will be determined based on requirements of the events being offered, overall budget for personnel will not exceed \$6,500.

WMS Base Stipend will be determined based on requirements of the events being offered, overall budget for personnel will not exceed \$1,500.

Requirements for Student Council

- A. HS – follow Tier 4 requirements
- B. MS – follow Tier 4 requirements

Student Council	HS ADVISOR	
Student Council	HS ASSISTANT 1	
Student Council	HS ASSISTANT 2	
Student Council	HS ASSISTANT 3	
Student Council	HS ASSISTANT 4	
Total		\$6,500
Student Council	MS ADVISOR	
Total		\$1500

APPENDIX G - WHITNALL HIGH/MIDDLE SCHOOL ATHLETICS

Team Philosophy

Coaches/Advisors of teams will select (when applicable) for their teams those students who can compete competitively in a contest at a specific level. The ultimate goal of a team is to be as competitive as possible. When looking to promote students, overall student development should be considered along with the potential for team success. Ultimately, continuous student development and long term program success is our goal.

Coaches/Advisors are expected to encourage their students to participate in multiple organizations and not specialize in just one. Participating in multiple organizations in high school makes for a well-rounded and healthy student. While parents might feel that outright specialization could mean better developed skills, the benefits of multi-participation far outweigh the increased risks that come from specialization.

Team Selections (For Programs that make cuts)

There are four criteria that are assessed:

- A. Skill ability - execution and performance.
- B. Attitude - Teamwork and ability to understand constructive criticism..
- C. Growth and development of program
- D. Needs of the program (Program specific)
- E.

Team Captions (Optional)

The captain of a Whitnall athletic/club team should

- A. Lead by example and display good character by following code of conduct.
- B. Play the role of a grievance mediator if others do not wish to go directly to the Coach/Advisor.
- C. Help build team unity by communicating regularly with all the players.
- D. Be an example during practice/meetings by giving a total effort during drills and following the Coaches/Advisor's directions.
- E. Be a leader by helping to motivate the team during practices and before and during competition.
- F. Be a trouble shooter for the Coach/Advisor but do not attempt to intimidate teammates. Do let the Coach/Advisor know if there are problems he/she is not aware of.

APPENDIX H – ATHLETIC COACH COMPENSATION

SPORT	GROUP	SEASON	LEVEL	PAY	Weeks of season	# Positions
Baseball	Boys	Spring	Head	\$4,000	13	1
Baseball	Boys	Spring	Assistant	\$3,000	13	3
Basketball	Boys	Winter	Head	\$4,600	18	1
Basketball	Boys	Winter	Assistant	\$3,200	18	3
Basketball	Girls	Winter	Head	\$4,600	19	1
Basketball	Girls	Winter	Assistant	\$3,200	19	3
Cheerleading	Co-Ed	School Year	Head	\$3,400	N/A	1
Cheerleading	Co-Ed	School Year	Assistant	\$2,600	N/A	1
Cross Country	Boys	Fall	Head	\$3,400	11	1
Cross Country	Girls	Fall	Head	\$3,400	11	1
Dance/Poms	Co-Ed	School Year	Head	\$3,400	N/A	1
Dance/Poms	Co-Ed	School Year	Assistant	\$2,600	N/A	1
Football	Boys	Fall	Head	\$4,600	16	1
Football	Boys	Fall	Assistant	\$3,400	16	8
Golf	Boys	Spring	Assistant	\$2,600	11	1
Golf	Boys	Spring	Head	\$3,400	11	1
MS Basketball	Girls	Fall	Head	\$2000	9	2
MS Basketball	Boys	Winter	Head	\$2000	9	2
MS Cross Country	Co-Ed	Fall	Coach	\$1400	6	2
MS Dance	Co-Ed	Fall/Winter	Coach	\$1600	N/A	1
MS Track and Field	Co-Ed	Spring	Coach	\$1400	7	4
MS Volleyball	Girls	Spring	Head	\$1400	6	2
MS Wrestling	Co-Ed	Winter	Coach	\$2000	9	2
Soccer	Boys	Fall	Head	\$4,000	12	1
Soccer	Boys	Fall	Assistant	\$3,000	12	2
Soccer	Girls	Spring	Head	\$4,000	13	1

Soccer	Girls	Spring	Assistant	\$3,000	13	1
Softball	Girls	Spring	Head	\$4,000	13	1
Softball	Girls	Spring	Assistant	\$3,000	13	3
Swim/Dive	Girls	Fall	Head	\$4,000	14	1
Swim/Dive	Girls	Fall	Assistant	\$3,000	14	2*
Swim/Dive	Boys	Winter	Head	\$4,000	14	1
Swim/Dive	Boys	Winter	Assistant	\$3,000	14	1
Tennis	Girls	Fall	Head	\$3,400	11	1
Tennis	Girls	Fall	Assistant	\$2,600	11	1
Tennis	Boys	Spring	Head	\$3,400	11	1
Tennis	Boys	Spring	Assistant	\$2,600	11	1
Track & Field	Co-Ed	Spring	Head	\$4,600	13	1
Track & Field	Co-Ed	Spring	Assistant	\$3,400	13	5
Volleyball	Girls	Fall	Head	\$4,000	12	1
Volleyball	Girls	Fall	Assistant	\$3,000	12	3
Volleyball	Boys	Fall	Head	Co-Op	12	1
Wrestling	Boys	Winter	Head	\$4,600	16	1
Wrestling	Boys	Winter	Assistant	\$3,400	16	3

* Diving Coach included

NOTES:

- If a contract is to be split, an amendment to the contract is created with adjusted expectations that is agreed upon by the head coach and Athletic Director
- Coaching positions are dependent on participation numbers. Additional coaches will only be added based on participation numbers and safety concerns deemed by the head coach and Athletic Director. Coaches will not be reassigned to different levels or teams if the specific team does not run. For example, if a JV2 basketball team does not have enough players, that coach will not be reassigned to another team as an assistant.