



## **ASSUMPTION CATHOLIC SCHOOLS**

### **Mission Statement:**

**“To inspire excellence and personal growth grounded in Catholic principles and tradition.”**

### **Introduction**

This handbook has been prepared to provide coaches with a convenient and expeditious guide to administering and performing their duties.

Coaches should familiarize themselves with the content of the handbook and carry out their responsibilities to ensure a positive working relationship within the interscholastic athletic program.

We are committed to students, education, athletes and athletics and believe a well-structured program will be beneficial to all concerned.

The Assumption Athletic Department recognizes the importance of teaching our Catholic identity to our student/athletes.

Assumption Catholic Schools is a system of Catholic Schools in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught and our policies will be informed by the teachings and policies of the Catholic Church as expressed by the Bishop of the Diocese of La Crosse.. The passing on of our Catholic Faith is our number one priority.

## **Contract, Canon and Constitutional Law**

Employment and enrollment at Assumption Catholic Schools is governed by contract and canon law. Constitutional protections do not apply. In cases where civil law and canon law conflict as a protected religious organization canon law, church doctrine and church teaching are primary.

## **Catholic Doctrine and Morality Policy – for employees (DSP 4201)**

The Diocese of La Crosse specifically addresses issues of “Quality Personnel” in Diocesan School Policy 4201.

“All persons commissioned to serve in the educational ministry of the Church in the Diocese of La Crosse must meet the following primary requisites: They must be persons of faith whose everyday lives give witness to their faith. They must actively participate in the personal ministry of spreading the Gospel message through teaching. They must be properly certified for the assigned teaching or administrative responsibility and must pursue continuing education, especially in personal religious development.

All those who serve in the Catholic educational system must, as a condition of their service, support and exemplify in conduct both Catholic doctrine and morality. He or she must be consistent, in expression and example, with the teaching and practice of the Catholic faith and shall not teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic faith.”

Violation of the above policy may be grounds for immediate dismissal.

## **Catholic Faith and Moral Standard (DSP 5112) as it Pertains to Students**

Since the following policy is a requirement of all students enrolled in the Catholic schools in the Diocese of La Crosse, it is the responsibility of the teacher to assist in upholding this policy. Teachers need to report behaviors or situations, which are inconsistent with the following code to their building administrator, and possibly to the student’s parents as well.

“As a condition of initial and continued enrollment as a student in the Diocesan Schools, a student’s conduct must be consistent with Catholic faith and morals. Conduct which is inconsistent with Catholic faith and morals, which is a threat to the health, safety, and welfare of other students and/or which causes scandal, impairs or threatens to impair the reputation of the Church or its schools, is grounds for disciplinary sanctions up to and including immediate expulsion.”

## **Expectations for all Employees**

The following performance expectations are for all employees and are conditions for continued employment:

- 1) Supports the overall mission of Assumption Catholic Schools
- 2) The Employee agrees as a condition of employment, he/she will support or exemplify in conduct both Catholic doctrine and morality as determined by the Diocesan Bishop. He/ She must be consistent in expression and example with the teaching and practice of the Catholic faith and shall not teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic Faith.
- 3) Performs all duties faithfully, conscientiously, honestly and with high ethical standards
- 4) Performs any and all duties of the position(s) for which he/she is hired and all other duties as assigned by the employer and/or supervisor
- 5) Works collegially with other members of the staff, parents, students, pastors and all served by the system
- 6) Exhibits a positive attitude and a willingness to serve others
- 7) Maintains punctuality and good work attendance
- 8) Exhibits flexibility with all aspects of the job; schedules, duties, etc.
- 9) Strives for ways to improve overall job performance
- 10) Serves as a positive example and supporter of Assumption Catholic Schools within the community
- 11) Maintains loyalty for Assumption Catholic Schools at all times
- 12) Displays a friendly approach and sense of humor

## **Non-discrimination Policy (DSP 2300)**

The educational institutions of the Catholic Diocese of La Crosse are subject to the limitations of the Title VII of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, the Age Discrimination and Employment Act, the Equal Pay for Equal Work Act, the Rehabilitation Act of 1973, and the Wisconsin Fair Employment Practices Act and do not discriminate on the basis of race, religion, color, sex, national origin, age, handicap, arrest and/or conviction record, marital status or sexual preference, except as permitted by law. The Assumption Catholic Schools Are Catholic Schools in the Diocese of La Crosse. As Catholic Schools, we shall teach and advocate our Catholic Faith. All students are welcome in our schools, and all parents/legal guardians must understand that Catholic Doctrine shall be taught. The passing on of our Catholic Faith is our number one priority.

## II. Philosophy

It is the philosophy of Assumption High School to provide a quality liberal arts education which emphasizes spiritual formation while fostering academic excellence as an important component of the overall education program. The athletic program should provide an environment which will enable the pupil, through experience, to acquire not only knowledge and information, but also the attitudes, ideas, understanding, and skills necessary for participation in a dramatic society.

The participant has an opportunity to acquire self-realizations on a testing ground with highly emotional elements. To experience success, the athlete must develop the qualities of self-discipline, self-sacrifice, loyalty, and devotion to a cause greater than himself/herself.

The popularity of interscholastic athletics has placed a tremendous responsibility upon administrators and coaches in regard to the manner in which athletics are conducted. We have been challenged to make good the claims of the wholesome development arising from athletic programs. Those people responsible for the conduct and control of school athletics must realize that this is not only an opportunity, but an obligation.

It shall be the philosophy of the athletic department that all athletes should be given the opportunity to participate in a variety of sporting activities.

As a professional educator I will:

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

Athletics are an important part of the Diocese of La Crosse Catholic Schools' extracurricular activities. They help fulfill a Catholic schools' mission of developing the mind, soul, and body of each child. Not only do athletics help develop and challenge the physical abilities of students, they can be instrumental in teaching sportsmanship, fair play, and Catholic values in a non-classroom setting. The coaches, like teachers in a Catholic school, are also ministers of faith and can have a significant effect on a student's value system.

Therefore, coaches are to support and exemplify in conduct both Catholic doctrine and morality. He/she must be consistent, in expression and example, with the teaching and practice of the Catholic faith and shall not teach, advocate, encourage or counsel beliefs or practices contrary to the Catholic faith.

In order to help coaches fulfill their duties and responsibilities in a satisfactory manner, schools should provide written job descriptions, containing a description of duties, responsibilities and expectations for all of their coaches in charge of teams, and give them annual evaluations.

Because of the physical activity involved in athletics, it is necessary that coaches take all reasonable precaution that injury to participants be avoided. Each coach is to be confident in his/her abilities to be aware of safety concerns and his/her knowledge as to the appropriate immediate response to an injury. The school administrator is to have reasonable assurance of the coach's ability to coach and be aware of safety and injury concerns.

At the high school level, all coaches in charge of a team must have ASEP, PACE, or other Diocese approved certification program training before beginning a second year of coaching. Current coaches have two years from the date of this policy to receive this certification. Coaches having received this certification within the past two years of their certification, it must be considered to have met this standard. Once receiving certification, it must be renewed with at least a documented refresher and/or updating course every five years.

It is recommended that schools at other than high school level adopt the same or similar certification requirements whenever and wherever possible.

Because of the influence of alcohol and tobacco on students in today's world and because of the continued concern for the health and the safety of students, coaches (both head and assistants) are to refrain from alcoholic beverages and tobacco before or during any athletic activity in which they are supervising, including travel to and from games.

## **Administrative Recourse**

Outline of the chain authority to be followed in resolving disputes:

1. Coaches other school employees
2. Athletic Director
3. Principal
4. President
5. Dean
6. Diocese

Procedure in the Diocese of La Crosse:

When one of Christ's faithful judges himself or herself injured by the decision or action of a person exercising pastoral or administrative authority in the Diocese of La Crosse, he or she first, is to confront the person in question with the grievance and seek reconciliation with the person.

If the party who judges himself or herself injured is not able to achieve reconciliation by conversation with the authority involved, he or she may present the grievance to the pastor of the Church within thirty calendar days of the time of the alleged injury. The recourse is to be made in writing and is to state the facts of the conflict and the reason why the party judges himself or herself injured. The response to the recourse also is to be made in writing and is to state the reasons for the response given.

## **Sportsmanship**

1. Respect – treat all people with respect all the time and require the same of student-athletes
2. Class – be a good sport, teach and model class, be gracious in victory and accept defeat with dignity; encourage student-athletes to give a fallen opponent a hand, compliment extraordinary performance, and show sincere respect in pre- and post-game rituals.
3. Taunting – don't engage in or allow trash-taking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
4. Profanity – don't engage in or permit profanity or obscene gestures during practices, sporting events, on team buses, or any other situation where the behavior could reflect badly on the school or the sports program.
5. Positive Coaching – use positive coaching methods to make the experience enjoyable, increase self-esteem and foster a love and appreciation for the sport. Refrain from physical or psychological intimidation, verbal abuse, and conduct that is demeaning to the student-athlete or others.
6. Effort and Teamwork – encourage student-athletes to pursue victory with honor, to think and play as a team, to do their best and continually improve through personal effort and

discipline. Discourage selfishness and put less emphasis on the final outcome of the contest, than upon effort, improvement teamwork, and winning with character.

7. Professional Relationships – maintain appropriate, professional relationships with student athletes and respect proper teach-student boundaries. Sexual or romantic contact with students is strictly forbidden as is verbal or physical of a sexual nature directed to or in view of student-athletes.

Assumption Catholic Schools is a system of Catholic Schools in the Diocese of La Crosse. As a Catholic School we will teach and advocate our Catholic Faith. All students are welcome in our school, and all parents and legal guardians must understand that Catholic Doctrine will be taught and our policies will be informed by the teachings and policies of the Catholic Church as expressed by the Bishop of the Diocese of La Crosse.. The passing on of our Catholic Faith is our number one priority.

***Assumption Catholic Schools shall not discriminate in student participation in programs, standards and rules of behavior, disciplinary actions, or facility usage on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, marital parental status, sexual orientation or physical, mental, emotional or learning disability. Guidance on nondiscrimination within the Diocese of La Crosse is governed by the Code of Canon Law and may take precedence on civil nondiscrimination.***

Biological Sex Guideline – To participate, a student-athlete’s biological sex must conform to the sport, club, or extra-curricular activity he or she wishes to join. All persons must use the bathroom or locker-room, which matches their biological sex.

\*Assumption Catholic Schools reserves the right to modify this handbook at any time.

### **III. Athletic Staff Responsibilities**

#### **A. Athletic Director**

The Athletic Director shall be responsible for the development, supervision, and evaluation of the total interscholastic athletic program according to the general policies duly adopted by the Diocese of LaCrosse and the local administration. The Athletic Director works with, represents, and acts for the building principal in all matters related to the interscholastic athletic program.

The Athletic Director will assume the following duties:

1. Confer with and make recommendations to the administration regarding all coaching positions.
2. Scheduling all athletic contests.
3. Formulate, propose, and supervise the budget of all athletic programs.
4. Issue contracts and assign officials to all athletic contests.
5. Approve all requisitions for athletic equipment.
6. Coordinate all athletic trips and contests.
7. Help Head Coaches with all athletic tournaments in the high school
8. Conduct meetings with all athletic personnel when necessary.
9. Evaluate all head coaches and assist head coaches in evaluating assistant coaches.
10. Inform coaches as soon as possible of any plausible issue raised concerning the behavior or performance of assistant coaches.
11. Establish and maintain a chain of command between coaches and administration.
12. Assign game coordinators for all athletic events as needed.
13. Be certain that all athletes have a signed physical exam, cautionary statement, emergency medical card, and athletic code on file before participating in any athletic practice or game.
14. Assume responsibility for informing other schools of changes in schedule.
15. Inform newspapers, radio, and TV stations about local contests.
16. Coordinate all practice sessions.
17. Supervise the athletic area for safety, cleanliness, health, and orderliness.
18. Organize meetings of the coaching staff and preside over these meetings.
19. Maintain effective public relations.
  - a. To explain and publicize the athletic activities to the community.
  - b. To make every effort to encourage support and attendance at school events and become involved in the life of the school community.
  - c. To represent the school at conference, state, and other athletic meetings.

#### **B. Coaches Job Description**

1. General Expectations
  - a. Coaches will exemplify the highest moral character, behavior, and leadership and abide by the rules of the game in both letter and spirit.
  - b. Coaches are contracted to instruct, supervise, and organize interscholastic teams of students. The head coach is responsible for his/her program and the assistant coaches will work under the direction of and report directly to the head coach.
  - c. Coaches will enforce the policies in the student athletic handbook, Assumption Catholic Schools, the Diocese of La Crosse and the WIAA.
  - d. Coaches will fully understand the coaches and student athletic handbooks.



## 2. Responsibilities to Athletes

- a. Coaches shall annually review with their athletes the athletic code, the academic code, and attendance requirements for participation.
- b. Coaches must ensure that each athlete has a valid physical card, cautionary statement, emergency medical card, and athletic code on file before that athlete participates in practice/play. There are NO exceptions.
- c. Coaches will give written guidelines to all athletes regarding training rules and pertinent information regarding their sport at their annual parent/player meeting before the season. **A copy must be submitted to the Athletic Director and Principal.**
- d. Coaches will monitor the academic performance of their athletes and enforce the academic code at all times.
- e. Coaches will monitor the school attendance of their athletes and enforce the penalty for violating the school attendance policy.
- f. Coaches will issue all athletic gear, equipment, and supervise its return at season's end.
- g. Coaches will encourage and expect appropriate behavior of their athletes at all times.
- h. Coaches will be responsible for their athletes while at school for practice, games, or on athletic trips. Coaches will remain with their athletes until all have left the building following practice and events. Coaches and athletes will be expected to travel with the team. If alternative travel is requested, the proper travel release must be filled out.

## 3. Responsibilities to AHS Athletic Program

- a. Head coaches will be responsible for **maintaining a budget.**
- b. Head coaches will be responsible for keeping an accurate inventory for all equipment, uniforms, and supplies. **Current inventory form must be used.**
- c. Coaches must **watch and sign off on** rules interpretation meetings if one is scheduled for their sport(s).
- d. Coaches must complete rules examinations for each sport they are involved in.
- e. Head coaches will attend the conference meeting for their sport.
- f. Coaches should have current certification in first aid and CPR and attend sports education workshops.
- g. Coaches shall attend all coaches' meetings called by the Athletic Director.
- h. Coaches shall inform the Athletic Director of all injuries.
- i. After a home contest, coaches shall call in the results to the media.
- j. Coaches are responsible for building security during the season.
- k. Coaches are expected to monitor and report deficiencies of the physical plant to the Athletic Director.
- l. Coaches will abide by the rules set forth by the Marawood Conference, and WIAA.
- m. Coaches are responsible for any school keys issued to them. All keys must be returned at the end of the season before final payment is made.
- n. Coaches must understand that summer programs are permitted as long as they do not violate WIAA rules. If coaches plan to use the school facilities for their programs, you must supply to the Athletic Director the date, time, and nature at the activity. These activities must be properly supervised at all times. (It should be noted that the school has no insurance covering these programs).
- o. Coaches will be subject to a background check before being officially employed by the Assumption Catholic Schools system. Coaches will maintain background check as required by the Diocese of La Crosse.
- p. **All coaches will comply with the Safe Environment procedures of the Diocese of La Crosse.**

## IV. Administrative Policies

### A. *Budgeting and Purchasing*

1. The Athletic Director will consult with the Controller and President of Assumption Catholic Schools for preparation of the Athletic budget.
2. No equipment is to be ordered without the proper approval of the Athletic Director.

### B. *Equipment Care and Inventory*

1. All equipment and supplies will be issued by the Head Coach or his/her designated representative(s).
2. All athletes receiving equipment will be responsible for the equipment issued.
3. Failure to return the equipment by a student athlete will result in charges being levied at replacement cost prices. No student records or report cards will be released until all athletic equipment is returned.
4. The Head Coach should inform the Athletic Director of all equipment not returned at the close of the season.
5. Equipment is to be organized and stored in the proper storage areas by the head coach.
6. Each Head Coach will keep a complete inventory of equipment and supplies for their respective sport.
7. A copy of the inventory will be filed with the Athletic Director at the end of the season.
8. Each Head Coach will keep a complete inventory of equipment and supplies for their respective sport. **Checks will not be issued until all equipment and uniforms are collected. No Exceptions!**
9. Broken equipment should be turned in to the Athletic Director.
10. Only practice equipment of game equipment issued or approved by the school should be worn at practice sessions or games.
11. No practice gear of game uniforms should be worn by an athlete except at practice sessions or scheduled contests.
12. Equipment belonging to Assumption High School can be loaned to outside groups or individuals only with the approval of the Athletic Director.

### C. *Clinics, Apparel, and Scouting*

1. Assumption High School encourages coaches to acquaint themselves with new trends in their respective sports.
2. Athletic programs will be allotted \$300.00 toward clinics. This amount will include the cost of the clinic and mileage; it will not cover hotel cost. Anything exceeding the \$300.00 amount will be paid by the respective sport. The head coach is responsible for allotting clinic funds for his/her sport.
3. Athletic programs will also be allotted \$50.00 per coach per sport per year to purchase coaching attire. Each coach is responsible for any amount that exceeds the \$50.00 per year limit.
4. **ACS will pay the current mileage rate** for transportation involved with scouting and clinics. No more than \$400 per sport per year.
5. Release time from teaching duties must be approved by the administration.

## **D. Attendance at State Tournaments**

1. Coaches of participating teams and chaperones will accompany their athletes to all state competitions with expenses paid by the athletic department.
  - a. Overnight accommodations, will be arranged for and paid by the athletic department only if the distance to travel or the time schedule for competition dictates such.
  - b. **Meals during state completion will be taken care of by the ACS school system. Three meals per day. No money will be given to student/athletes for meal allowances. The total cost per day shall not exceed \$50 per participant. No alcoholic beverages are to be ordered during these meals.**
  - c. Supervision of athletes and managers will be the responsibility of the Head Coach and/or his designees throughout the entire tournament.
2. The paid coaching staff of a sport will be given the opportunity to attend the state tournament in his/her respective sport.
  - a. The athletic department will provide tickets for all sessions and ACS approved mileage rate for one car. However, the athletic department will not cover hotel or meals costs.
  - b. Authorization may be granted by the administration to leave school with the cost of the substitute teacher paid for by the school.

## **E. Public Relations**

Insofar as public relations is a vital aspect of any successful sports program:

1. Pre-season brochures to include squad members, size, grade level, information on coaches, schedules, etc. shall be prepared for parents, news media, and opponents.
2. Coaches should make available to the press scorebooks and other pertinent statistical information after each interscholastic contest.
3. Coaches should insure that scores are called in to radio, TV stations, and newspapers.

Newspaper	1 (888) 219-7787 (office) 1 (715) 845-0605 (fax) <a href="mailto:sports@wdhprint.com">sports@wdhprint.com</a>	Conference Statistician	1 (715) 443-2611 (fax) VB, BB, GB, Base, and SB FB – 1 (715) 229-4322
Channel 7	1 (715) 203-1523	Channel 9	1 (715) 842-9393
WFHR	(715) 423-7240 (leave message) (715) 424-1347 (fax)	Associated Press (AP)	1 (800) 300-8340 Only – FB, BB, & GB

## **F. Transportation**

1. Contests: Assumption High School Athletic Department provides transportation for athletes to and from all athletic contests, including tournaments.
  - a. Student/Athletes are to be informed of departure time and approximate time of return.
  - b. **Student/Athletes must sign out if taking alternate transportation from any away contest. Must ride home with legal guardian or have a note from legal guardian.**

## **G. Medical**

1. *Physical Examinations:* According to WIAA rules a student may not participate in interscholastic athletics until the school has the correct forms on file. These are:
  - a. Examination Permit Card (signed by: One legal guardian and doctor)
  - b. Athletic code (signed by: One legal guardian and student/athlete)

- c. Emergency medical form and Cautionary (signed by: One legal guardian and student/athlete)
- d. Concussion form (signed by: One legal guardian and student/athlete)

2. *Injuries:*

- a. Remember that the athlete is our most precious commodity; that injured child is very dear to their parents. Treat the injured athlete as though he/she were your child. If there is any question about the seriousness of an injury - Call An Ambulance - 911.
- b. If an injury does not appear to require an ambulance, but may require medical attention -notify the parents. Make it a general practice to keep the parents informed of any injury, regardless of how insignificant it might seem.
- c. A report must be made to the school office and the athletic office as soon as possible.
- d. Athletes must have a doctor's clearance in writing before returning from an injury.
- e. No medications of any kind shall be dispensed by any coach.

**H. Practice Times**

1. Pre-season Practice/Vacation Practices: Practices may be organized at the coaches' discretion. There are some important factors to keep in mind when scheduling practice times.

- a. Practices on School Days will not begin before 3:15 p.m.
- b. Wednesday practices will end at 6:00pm with no exceptions.
- c. Athletes will be given the opportunity to attend after-school help sessions.
- d. Sunday Rule – No competitions, practices, meetings, team dinners, or other team activities may take place on Sundays without approval from the Dean for the Wisconsin Rapids Deanery.
- e. Holy Days of Obligation Rule – If the Holy Sacrifice of the Mass is not offered during the school day for students, all competitions, practices, meetings, team dinners, or other team activities must end so the student-athlete may leave school at least one hour prior to the start of the earliest Mass scheduled in that locale.
- f. Easter Triduum Rule – Competitions are not allowed Holy Thursday through Easter Sunday.
  - a. Holy Thursday - Practices, meetings, team dinners, or other team activities times must end so the student-athlete may leave school at least one hour prior to the start of the earliest Mass scheduled in that locale.
  - b. Good Friday - Practices, meetings, team dinners, or other team activities times must end by 12:00 p.m.
  - c. Holy Saturday and Easter Sunday - No competitions, practices, meetings, team dinners, or other team activities are allowed.
- g. If special circumstances arise where a Sunday or Religious Holiday practice is necessary, it must be approved by the Athletic Director, President and Dean.

## ***I. Awards***

1. Varsity Letters: The criteria for earning a varsity letter will be established by the Varsity Head Coach of each sport in consultation with the Athletic Director.
2. The athlete must participate in at least 60% of varsity game competition.
3. Each coach will use his/her discretion when special circumstances arise.
4. Sports Banquets: Each coach may pursue his/her own method of post celebration or athlete recognition ceremony. However, the method and the date must be cleared with the Athletic Director. All post-season recognition ceremonies should be held within two weeks of the competition of the season when possible. Parents/guardians are encouraged to attend and should be notified.
5. Annual Athletic Banquet: **This ceremony is celebrated with the school's annual senior awards day.** Any coaches wanting to participate in the ceremony should contact the Athletic office.

## ***J. Facilities***

1. The care and upkeep of the athletic facilities is the responsibility of all involved in interscholastic sports competition. Coaches should regularly inspect the facilities. If there is a concern about the condition of facilities or a need for improvements, coaches will notify the Athletic Director.
2. Gymnasium: The following regulations shall be in effect:
  - a. Batting of baseballs and softballs will be restricted to the batting cage. Whiffle ball hitting may be done in the gymnasium.
  - b. Throwing the discus and shot will not be permitted inside the building.
  - c. Any damage done to the building during an athletic practice will be paid for from the budget of that sport.
3. School Building: Coaches must supervise athletes and be sure they are made aware of rules that can either cause injury to them, or cause damage to facilities.
4. Running the halls is not allowed on any school day.
5. Practices for the cheerleading or Pom-Pom Squads may be scheduled for and carried out in the lobby or all-purpose room with supervision by coaches.

## ***K. Building Security***

1. Keys will be issued to coaches at the beginning of their respective seasons. Keys are to be returned at the end of the season before the final check is issued.
2. Coaches' office and equipment room must be locked when not occupied.
3. Following practices or games, coaches are responsible for checking the locker rooms and other areas used by athletes. Those areas are to be in order - supplies put away, lights out, and doors locked!

## ***L. Dropping a Sport:***

1. If qualified coaches for a particular sport cannot be contracted, the sport will be discontinued.
2. The decision to drop a sport based on too few participants will rest with the Athletic Director and the Principal.

**M. *Cutting Athletes:***

There shall be no cutting of athletes to trim squad numbers at any level without approval of the Athletic Director.

**N. *Participation and Attendance:***

A student may participate in an extra-curricular activity (practice or competition) after school or during the evening, only if the student has been in school during the 65% (miss a maximum of 2.5 hours) of the day or has an approved absence.

## V. Athletic Forms and Procedures

### *Season Preparation for Coaches*

1. Turn in a list of all athletes to the Athletic Director after the first practice. Keep the Athletic Director updated as to deletions and additions. Submit the final roster on week before first scheduled contest.
2. DO NOT ALLOW any athlete to practice who does not have a valid physical card, cautionary statement, and emergency medical card on file. Athletes who do not have these items on file and practice without these items on file will be withheld from a minimum of one contest.
3. Review with all athletes and parents the athletic code, academic code, attendance requirements, travel policies, and criteria for earning a letter. Make sure that parents are aware of the inherent risks involved in the sport and what attempts are made to make the sport safe. The Athletic Director will be available to make a presentation to athletes/parents concerning these matters as requested. **(Presentations must cover the concept of informed consent).**
4. Distribute written guidelines to each athlete regarding training rules; letter requirements, and other pertinent information with a copy submitted to the Athletic Director.
5. Attend appropriate rules meeting. All coaches, including assistants, are required to attend the rules meeting and to take the rules exam.
6. The coaches' office and locker rooms must be kept clean. Remember that a coach must remain on duty until the last athlete has left the building.
7. Encourage the use of the weight room and arrange for proper supervision.
8. Make use of the Athletic Trainer when appropriate. If you wish to review the proper procedures, please contact the Athletic Director.
9. No Sunday practices may be held without the prior approval of the Athletic Director.
10. The Athletic Director should be informed when all of the budgeted items ordered have arrived so payment can be authorized.

## ***End of Season Responsibilities for Coaches***

1. Arrange the date and format of the awards program with both principal and athletic director. The awards program should be scheduled within two weeks of the completion of the season. (The Assumption Athletic Department does not subsidize awards banquets.)
2. Submit to the athletic director a list of all award winners (letter winners and participation award recipients) as soon as possible so that the certificates can be completed before the awards program.
3. Make sure that all equipment is returned and properly stored and that the athletic director is notified of its location. Coaches must complete an equipment inventory and submit the budget for the following season. This process should be completed within two weeks of the completion of the season.
4. Complete the coaches' evaluation instrument. Each assistant coach will do a self-evaluation and then meet with the head coach. Head coaches will do a self-evaluation and then meet with the athletic director to discuss his/her evaluation. Head coaches should inform all new assistant coaches that the athletic director will meet with them before they are paid.
5. Final payment to coaches will be made when all post season obligations are satisfactorily completed.



# Assumption Athletic Department Coaches Self -Checklist

Coach \_\_\_\_\_ Sport \_\_\_\_\_

## Responsibility

## Date Completed

1. Hold pre-season parent/player meeting \_\_\_\_\_
2. Hand in team roster \_\_\_\_\_
3. Attend rules interpretation meeting \_\_\_\_\_
4. Attend conference coaches' meeting \_\_\_\_\_
5. Complete rules exam \_\_\_\_\_
6. Hand out uniforms – using inventory form \_\_\_\_\_
7. Hand in letter policy \_\_\_\_\_
8. Arrange for early dismissal \_\_\_\_\_
9. Explain Athletic Code to athletes \_\_\_\_\_
10. Check team roster for physical / alternate year card \_\_\_\_\_
11. Check team roster for signed Athletic Code \_\_\_\_\_
12. Verify academic eligibility of all participants \_\_\_\_\_
13. Establish practice schedule \_\_\_\_\_
14. Explain awards system to athletes \_\_\_\_\_
15. Report game results to media \_\_\_\_\_
16. Schedule end of season awards program \_\_\_\_\_
17. Turn in awards list \_\_\_\_\_
18. Fulfill all-conference voting responsibilities \_\_\_\_\_
19. Collect and store all equipment (with Athletic Director) \_\_\_\_\_
20. Evaluate assistant coaches \_\_\_\_\_
21. Complete self-evaluation \_\_\_\_\_
22. Send in Officials' evaluation forms \_\_\_\_\_
23. Complete equipment inventory \_\_\_\_\_
24. Complete stats for the season (all-conference, etc.) \_\_\_\_\_
25. Compile budget request \_\_\_\_\_
26. Hold end-of-season conference with Athletic Director \_\_\_\_\_

## VI. Medical

### ***AHS Emergency Care Plan - Main Building***

1. Athletic Director/Head Coach/Event Supervisor will organize and designate staff for specific emergency duties.
2. (A) EVENT/GAME SITUATION
  - The designated person (Athletic Director/Head Coach/Event Supervisor) will be the only person to call for 911 service (most likely this will be the ad).
  - The coaching staff will provide emergency care to the athlete as needed until 911 EMS arrives.
  - The coaching staff will have all the Emergency information available for EMS upon arrival.
  - The Athletic Director//Event Supervisor will assist in any needed situation
  - 911 call information:
    - ~Type of injury
    - ~Care being provided
    - ~Location of injury in Building
    - ~EMS should arrive main entrance 445 Chestnut St.
  - The Athletic Director/Event Supervisor will meet the EMS at the designated entrance and direct the to the emergency scene.
  - The Athletic Director/Event Supervisor will maintain crowd control and/or designate other adult staff members or adults in attendance to assist.
  - The Athletic Director/Event Supervisor will check to insure the proper medical forms were received by the EMS.
  - The Athletic Director/Event Supervisor will escort the EMS out of the building.
  - The Athletic Director/Event Supervisor will fill out the proper report forms and inform the building Principal of the circumstances involving the 911 situation as soon as possible.
  - The Athletic Director/Event supervisor/Head Coach will contact the parents and inform them of the situation and circumstances involving their child.
  - The proper accident forms will be filed with the Athletic Director and Principal within 24 hours.
- (B) PRACTICE SITUATION
  - The designated person (Athletic Director/Head Coach/Event Supervisor) will be the only person to call for 911 services. (Most likely this will be the Athletic Director.)
  - The coaching staff will provide emergency care to the athlete as needed until 911 EMS arrives.
  - The coaching staff will have all emergency information available for the EMS upon arrival.
  - 911 Call Information
    - ~ Type of injury
    - ~ Care being provides
    - ~ Location of injury in building
    - ~ EMS should arrive Main Entrance - 445 Chestnut St.
  - The Head Coach will designate an individual to meet the EMS at the door and direct them to the emergency scene.
  - The proper emergency information forms should be turned over to the EMS.
  - The EMS will be escorted out of the building by designated individual.

- The Head Coach/Assistant coach will contact the parents of the involved student athlete about the medical situation.
- The Head Coach is fully responsible for implementing the Emergency Care Plan, providing proper care, and organizing the staff. Designation of roles to others does not relieve responsibilities. Prepare your staff before a situation occurs.
- The Building Principal will be notified and informed about any 911 situations as soon as possible.
- The proper accident forms will be filed with the Athletic Director and the Building Principal within 24 hours of the situation.

## **ASSUMPTION HIGH SCHOOL EMERGENCY CARE PLAN**

### 911 PROTOCOL

1. Dial 911 - Remain Calm and speak clearly.
2. State location: Assumption High School  
445 Chestnut St.  
  
*i.e. gym, locker rooms, office, 1<sup>st</sup>. floor (room number), 2<sup>nd</sup> floor (room number), MCC, parking lot, etc.*
3. State Emergency/Injury
4. State care being given.
5. Inform 911 operators that EMS should enter AHS at Front (Main) doors - 445 Chestnut St.
6. The 911 operators should hang up first; then the caller will hang up.

### **Medical Emergency Protocols Using 911**

Injury Occurs:

1. Enact Emergency Care Plan Procedures
2. Assess Situation - Signs, Symptoms
  - Life Threatening Situation
  - Severe Injury
  - Shock
  - Medical Emergency
  - Respiratory
  - Chest Pain
  - Loss of Consciousness
  - Head / Neck
  - Fracture - Signs, Symptoms
  - Any situations determined to need 911
3. First aid care based on standard of care
4. Provide EC paperwork to EMS
5. Fill out injury reports
6. Contact parents
7. Follow up with parents/athlete

# Emergency Plan

Emergency Phone Numbers: Ambulance

---

911 (where available)

Team Physician:

---

Phone:

---

Athletic Trainer:

---

Directions to gym or field location:

---

---

---

---

Include which gate or door is to be used.

## Important Information

- A. Make sure a phone is available.
- B. Designate a person to make the phone call.
- C. Have keys available for all possible doors.
- D. Give an accurate description of the situation.
- E. Hang up the phone after the EMS person does.
- F. Current parents' home and work numbers are available.
- G. Current insurance information available on athlete.
- H. Post instructions by all available telephones.
- I. Staff member should meet EMS at designated door/gate.

## **Guidelines for Determining Scope and Seriousness of an Injury**

1. *Primary Survey*
  - **A**irway, **B**reathing, **C**irculation, **C**onsciousness
  
2. *Secondary Survey*
  - Head to Toe exam, Palpitation, Skin color, Skin Temp
  - Pulse Rate, Blood Pressure, Move on Command
  
3. *History*
  - Question/answer athlete
  - What happened, how did it happen, what did you feel, hear, see, new or recurring problems
  - any questions to gain knowledge about situation
  
4. *Visual Exam*
  - What do you observe - Signs and symptoms
  
5. *Palpitation*
  - What do you feel - normal/abnormal
  
6. *Assessment*
  - Determine the injury within your standard of care
  
7. *Treatment of Injury*
  - Based on injury situations - Rice, Immobilization, 911
  
8. *Return to Activity*
  - Based on status of injury, treatment, limitations, testing results
  
9. *Follow Up*
  - With athlete, parents, guardians, physician, athletic trainer

# Treatment of Non-Life Threatening Athlete Injuries

Based on specific injury situation

## 1. *RICE*

<b>R</b>	Rest	Reduce activity
<b>I</b>	Ice	Cold applied to area
<b>C</b>	Compression	Reduce swelling
<b>E</b>	Elevation	Higher than heart

## 2. *Fill out Injury Report*

Detailed

One injury per form - reoccurrence of same injury can be added to original form

Copies to AD and building Principle

Original in Coaches Notebook

## 3. *Call Parents at Appropriate Time*

Inform them of athlete's injury and gather important information.

## 4. *Follow up with Athlete / Parents / Doctor / Athlete Trainer*

Inquire about status

Physical exam

Medical Diagnostic Tests

ER visit

Limitations

## **Upper Extremity Return-to-Competition Guidelines**

1. Perform bilateral arm exercises with no instability present
2. Perform bilateral strength exercises with no deficiencies present
3. No palpable paw present
4. No deformity present
5. No joint instability present
6. Skill tests by coaching staff

Guidelines: See Lower Extremity guidelines for return to activity assessment.

## Lower Extremity Return-to-Competition Test

Used to assess athlete's return to competition status

1. *Straight Line Running*
  - 50% speed, 75% speed, 100% speed
  - 5 repetitions at each speed
  - 40 yard distance or equivalent, work back 1 minute rest
  
2. *Figure 8 Running*
  - 50% speed, 75% speed, 100% speed
  - 5 repetitions at each speed
  - 1 minute rest
  
3. *Start / Stop Running*
  - 50% speed, 75% speed, 100% speed
  - 5 repetitions at each speed
  - 40 yard distance or equivalent, 5 yard stops completely
  
4. *Zig Zag Running*
  - 50% speed, 75% speed, 100% speed
  - 5 repetitions at each speed
  - 40 yard distance or equivalent
  - 1 minute rest
  
5. *Hopping / Jumping in Place*
  - One leg, Two legs
  - 15 reps per leg
  
6. *Individual Sport Skills Tests*



## Concussion Grading Scale

### Grade 1

Confusion without  
Amnesia

Remove from Contest

Check Every 5 minutes  
Watch for post-concussion  
syndrome  
(See Symptoms Below)

### Grade 2

Confusion with amnesia  
No loss of Consciousness

Remove from Contest and  
Disallow return

Seek Medical Evaluation  
the same or next day

### Grade 3

Loss of consciousness

Requires Neurological  
Evaluation

Transport from scene  
Ice with long board and  
cervical spine  
stabilized

## RETURN TO SPORT

### Grade 1

May return if symptoms do  
not appear for at least 20  
minutes

### Grade 2

May return to practice if  
symptom free for 1 full  
week

### Grade 3

May return if symptom free  
for at least 2 weeks

## MENTAL STATUS TESTING

### Orientation

Time  
Place  
Person  
Situation

### Concentration

Athlete Repeats  
numbers that are  
spoken to him

### Memory

### Symptoms

Team Names  
President  
Governor  
Game Details

Headache  
Dizziness  
Nausea  
Unsteadiness  
Blurred Vision

***\*\*Any athlete sustaining a concussion must have a physician's clearance to return to activity. Athletes exhibiting ANY signs and symptoms of a concussion WILL NOT participate until ALL signs and symptoms are dissolved.***

### Guidelines: Blood-Borne Pathogens

1. All blood and body fluids should be considered infectious.
2. All personnel handling bleeding athletes will be gloved.

### Equipment

Bandages  
Dressing  
Tape  
Gloves  
Disposable Bags

### Treatment

1. Stop Bleeding  
Compression  
Elevation - above  
heart
2. Wound Care  
Anti-septic wipe  
Depth of wound  
Stitches or not?  
Cover wound with  
dressing and tape
3. Blood on Uniform  
Saturated - Replace

Spotted - Disinfect  
with spray

## **Clean Up**

1. Clean blood on all surfaces
2. Use 1:100 Bleach/water solution

or Commercially made solutions.

3. All gloves, tape, bandages, towels, etc. must be disposed of in a marked plastic bag.

## Seven Duties Related to Negligence Litigation

Several obligations or duties have been identified as absolute requirements for coaches and athletic program administrators. These standards have evolved as a result of various case law proceedings and legal judgments against individuals and school districts.

- 1. Duty To Supervise** - A coach must be physical present, provide competent instructions, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure the facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors.  
Supervision responsibilities also pertain to athletic administrators who are expected to be able to supervise coaching staff members competently.
- 2. Duty To Provide A Safe Environment** - Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective equipment or hazardous environments. Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment, or disallow athletes' access.
- 3. Duty To Teach Properly** - Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill, and capability.
- 4. Duty To Condition Properly** - Practices must account for a progression of cardiovascular and musculoskeletal conditioning regimens that prepare athletes sequentially for more challenging practices and competitive activities.
- 5. Duty To Warn** - Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
- 6. Duty To Provide Emergency Care** - Coaches are expected to be able to administer standard first aid in response to a range of traumatic injuries.
- 7. Duty To Select, Train, and Supervise Coaches.**

## **Risk Management of Facilities in Athletic Administration**

The top priority of an athletic administrator or director is to ensure a safe contest for the student-athlete and all other persons present. An acronym that can be used as a guideline for risk management of athletic facilities is as follows: The key word to remember is **P-L-A-N**.

**P** Prepare for facility use, setup, take down, maintenance (long and short term) in advance. All parties involved should receive pre-season schedules, with current updates submitted as needed.

Check out the system in place at the local level. Determine who does what in regard to facility set-up and maintenance. (e.g., who is responsible for pulling out the bleachers or setting up the football field?)

Management tip: Use a master calendar and create a weekly facility use schedule. Distribute to all parties. This will help to locate the source of the problem and or the potential problems. If you have community groups involved, make sure there is a contract and or other written agreement that spells out what is expected in regard to facility use and clean up. Check with your building principal for district guidelines and forms. The building Principal should inform you (or his/her designee) of any scheduling of this sort. All facility use should be put on the master calendar.

**L** Look-listen-learn about the layout of all the areas (including storage) used by athletics. Use the same scrutiny for access/exits and adjacent areas. (e.g., if your school is hosting a major tournament, parking and entrance areas should be perused.) Make sure you are familiar with lighting, heating/cooling, and sound systems as well as the emergency system in place. You may also want to familiarize yourself with the fire alarm system. Ask about any local peculiarities or seasonal considerations. Last, but not least check out the nearest telephone access. Find out if this phone can be used for all calls or just local numbers. Management tip: Telephone access for all calls should be available for all athletic events. Also: walk through the area. Consider the number of people, bodily needs and the areas that need to be cornered off. What will be the traffic flow? Anticipate! Consult with the building principal and alert him/her of any potential hazard or problem. Make suggestions, number of crowd control supervisions, or other workers needed.

**A** Area guidelines should be established for every type of athletic contest or activity. (e.g., there should be a list for basketball set-up and take down, clearly stating who is responsible for what duties). A checklist could be developed. Coaches' input would be invaluable in this task. The checklist and information should be put in the coaches manual. In addition, each area guideline should include an emergency and first aid procedure. Persons should be designated ahead of time for such duties as: EMT/ambulance on site, person to take charge in case of any emergency. Documentation guidelines should be developed and completed. Management tip: Document all accidents. Document all areas/equipment needing maintenance, repair or replacement. This information should be forwarded to the building principal.

**N** Next time...assessment. Evaluate the facilities management system that was used. Could the process have been done more efficiently or effectively? Gather input from coaches, other athletic administrators, maintenance persons, student athletes, parents, and spectators.

## **ASSUMPTION HIGH SCHOOL LIGHTNING PROTOCOL POLICY**

1. All head coaches and assistant coaches of outdoor sports must check to determine if there are severe weather warnings posted or forecasted during any outdoor practice or event.
2. Be aware of the signs of nearby severe weather development. Lightning, thunder, and heavy dark cloud development or any combination should be signs to monitor of approaching severe weather. Also, be aware of wind velocity and changes in temperature patterns. Severe weather signs can become threatening in as little as one half hour of time.
3. Know the location of safe shelter closest to the athletic facility and how long it will take to reach the shelter. A safe shelter is any sturdy building that has metal plumbing or wiring or both to electrically ground the building. If no safe building is present, and vehicle with a hard metal roof with the windows rolled up.
4. A) Know how to determine the distance of the storm by using the “**Flash to Bang**” method. This is determined by counting the seconds between seeing the lightning (“**flash**”) and hearing the thunder (“**bang**”). Divide this number by five (5) to determine how far (in miles) the lightning/thunder is occurring.  
  
B) Use the “**first sight/first sound theory**” - any lightning seen or thunder heard stops all activity and individuals are moved to safe shelter.
5. The head coach and/or supervisor, assistant coaches are responsible for remaining the team or individuals from the athletic site in the event of severe weather and/or dangerous conditions existing.
6. Any individual who feels they are in danger of any lightning activity or severe weather situation have the right to leave a field or event site to seek safe shelter.

## **STEPS FOR LIGHTNING SAFETY**

**STEP 1:** If the “**flash to bang**” interval is decreasing rapidly and storm is approaching your area, or if the “**flash to bang**” count approaches 30 seconds, or if the “**flash to bang**” count is less than 30 seconds, or if at the first sign of lightning and thunder activity is noted, all individuals and all outdoor activities must cease. All individuals must leave the athletic site and seek safe shelter.

**STEP 2:** Stay away from tall or individual trees, lone objects (light or flag poles), metal objects (metal fences or bleachers), standing pools of water and open fields. Do not take shelter under a single tall tree.

**STEP 3:** If you feel your hair stand on end or your skin tingle or hear crackling noises, immediately crouch to minimize your body surface area. The crouch position is with your feet touching the ground and close together, wrap your arms around your knees and lower your head. **Do not lie flat on the ground.**

**STEP 4:** Allow 30 minutes to pass after the last sound of thunder or flash of lightning before resuming any outdoor activity

## **STUDENTS: Transportation of Students To and From Extra-Curricular Activities**

1. In the transportation of students, as in other matters, the rights or obligations of a school are secondary to the rights of a parent.
2. There is less liability for the school when a parent transports his/her own child.
3. If a parent makes either a verbal or written request to take his/her own child to or from an athletic or extra-curricular activity, that request is not to be denied unless one or more of the following conditions exist:
  - A. The parent is judged to be impaired in some fashion, such as being intoxicated or in such an emotional rage or state that driving would be impaired.
  - B. The parent is abusive and appears about to beat the child.
  - C. There is a sound athletic reason (such as reviewing and planning the game) or a reason intrinsically related to the trip for the student to ride with the rest of the students.
4. These statements refer to a parent transporting her or his child only.
5. When volunteers drive students, there needs to be a reasonable assurance of the driving record and ability of the volunteers. (Parents, of course, need to be notified when a volunteer is driving. In case, it is also advisable to have a signed permission slip.)
6. Transportation of students should comply with the Safe Environment policies of the Diocese of La Crosse

# Assumption Catholic Schools

## Coaches High School Evaluation Form

Name of Coach

---

Position

---

Date Self-Evaluation Completed

---

Principal

---

Director of Athletics

---

Date Evaluation Completed

---

### **Athletic Department Evaluation Instrument**

This instrument is based on a sample administrative plan developed and endorsed by the Wisconsin Council of School Administrators Associations:

- Association of Wis. School Administrators
- Wis. Association of School Business Officials
- Wis. Association of Supervision and Curriculum Development
- Wis. Association of School District Administrator
- Wis. Association of School Personnel Administrators
- Wis. Council of Administrators of Pupil Services
- Wis. Council of Administrators of Special Education

The original sample has been modified for use in our school.



**Rating Scale Summary**

- 0 Not observed/Not applicable
- 1 Needs improvement to meet expectations
- 2 Meets Expectation
- 3 Exceeds Expectation

**Administrative Skills**

	<b>Self-Evaluation</b>	<b>Supervisor</b>
<b>A. Management</b>		
1. Adherence to Budget	_____	_____
2. Supervision of assistant coaches	_____	_____
3. Public Relations		
Media	_____	_____
Home	_____	_____
School	_____	_____
Community	_____	_____
<b>B. Organization</b>		
Includes such areas as:	_____	_____
<ul style="list-style-type: none"> <li>• conducting preseason meetings</li> <li>• coordinating events and programs</li> <li>• responding to requests and other activities that relate to the general operational affairs of a sports program.</li> </ul>		
<b>C. Planning Includes:</b>		
	_____	_____
<ul style="list-style-type: none"> <li>• coaching performance that demonstrates the exercise of good judgement</li> <li>• appropriate coaching knowledge</li> </ul>		
<b>D. Leadership</b>		
Includes:	_____	_____
<ul style="list-style-type: none"> <li>• effectiveness in accomplishing the goals of the Athletic Department while also motivating coaches and students</li> </ul>		

**E. Problem-Solving** \_\_\_\_\_

Includes:

- the ability to address problems and issues in a timely and effective fashion

**F. Motivation** \_\_\_\_\_

- The coach is motivated and enthusiastic in the performance of his/her duties.

**Comments:**

**1. Summary and Concluding Coaches Comments:**

**2. Athletic Director's Observation and Evaluation**

**I have read, understood and received a copy of this evaluation.**

**Assistant Coach:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Head Coach:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Athletic Director** \_\_\_\_\_ **Date** \_\_\_\_\_

**This page left  
blank**

I \_\_\_\_\_ hereby acknowledge that I have received a copy of this handbook and embedded job description and that I have read and understand the conditions of employment as outlined in this handbook.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return this page to the finance office within 14 days of receipt.