

ATTENDANCE

Repeated truanicies and/or unverified absences will not be condoned by the Athletic Department as good student-athlete behavior. For those student-athletes that have multiple truanicies or unverified absences, the athletic department approves that the head coach may suspend the student-athlete from practices and/or games. The suspension is left to the discretion of the head coach to determine how the student-athlete will be suspended. Before the head coach suspends the student-athlete, the head coach must notify the Athletic Director.

The head coach is required to sit a student-athlete for any unverified absence. To determine an unverified absence, an attendance report will be run on Mondays for the previous week, to be then corrected if appropriate by the student by Thursday. On Friday, another report will be run on those corrected. If an absence is discovered at a later date or is not corrected, the coach will withhold the student-athlete from the next practice or competition; depending on what activity occurred the day of the absence.

AWARDS & CRITERIA

Athletic awards will be provided to each student-athlete from the Athletic Department. The athletic awards include a Most Valuable Player, Coach's Award, and Most Improved Award. Any other awards above and beyond that are per the head coach's discretion and paid for through the program's activity account. The types of awards and how these awards will be distributed are listed below.

First year and/or first award (FR)	Numerals
Second year (JV)	Minor - small W (certificate)
If received minor award as FR and on JV again as soph	Pin in respective sport(s)
Third year (VAR)	Major - large W (certificate)
After Major Varsity Award received	Chevron in respective sport(s)
4 year Varsity Award (earned a varsity letter in one sport all four years of high school at East)	Plaque or chevron & pin (cheerleading/poms/dance)
**Player that was on varsity ½ season and JV ½ season OR a junior that played on JV for the whole season	Major minor - patch
**Senior in first sport	Numerals and/or letter for respective level (small or large W)

Minimum criteria for earning a varsity letter will be:

- a member of the varsity team for ½ the season
- contributed significantly to team; and/or
- contributed significant points to the team's total and/or performed in a certain time (individual sports).

Each coach may have a more detailed requirement that should be written and discussed at player and parent meetings.

- Captain pins - awarded for varsity athletes
- State qualifier patch - awarded to any individual or team that competes at the state finals.
- Poms/Dance/Cheer - can receive awards, awarded as normal except when a senior she will receive a chevron and pin in place of a plaque
 - Fr - numerals, Soph - small w, Jr - large w, Sr - chevron & pin
- Managers - can receive awards, they can be awarded a certificate for each year of service/member of the team
 - If the student was a manager for all four years, with the same program at different levels, he/she will receive a special recognition award senior year.
- SAAC - members will receive a gold service bar for being a team representative and attending all meetings throughout the year.

To ensure proper time to gather the awards, the awards list should be provided to the Athletics Administrative Assistant before the end of the season or within one week after the season and no later than two weeks prior to the banquet. The two weeks should ensure that the plaques are completed and delivered in time for the banquet.

AWARDS - others

The booster club awards an academic student-athlete scholarship and sportsmanship scholarship to four seniors total (2 each scholarships), \$1000 each student. One girl and one boy for each scholarship will be awarded this annually at the spring scholarship night reception of that academic year.

The athletic department will award a Team Academic Achievement Award. The award will go to one girls' and one boys' team that has the highest **team or sport program** GPA for the school year. A plaque will be placed outside the gym hallway/entrance and recognized at next year's pep rally, along with other promotional means.

An Athlete of the Month will be awarded each month to one boy and one girl from in-season teams. During each month, all in-season coaches will nominate a student-athlete that had exceptional success on their varsity squad. A student-athlete, who shuffles between Varsity and JV, may be nominated for Athlete of the Month if that student-athlete performed at the Varsity level and had success worthy of being nominated. For a coach to nominate a player, the coach will need to provide the name, year, and information on the success of the student-athlete to the athletic director within the first week after the month in which that student-athlete is being nominated. Nominees will be submitted to the SAAC, then the SAAC will vote at their next meeting for a girl and boy athlete of the month. This award will be announced over the PA the next day and promoted via any other media outlets.

BANQUET

Banquet dates should be given to Athletic Admin. Asst. no less than two weeks before the scheduled date. If utilizing the Raider Room or any other room in the building, schedule and reserve with the Athletic Admin. Asst. Any cost to hold the banquet is left to the head varsity coach's discretion. Money used for banquet should be taken out of the activity account, not the operating budget.

BOOSTER CLUB

The Wauwatosa East HS Booster Club's objective is to solicit funds to support the interscholastic athletes and club sports. As such, certain communication and responsibilities need to be conducted between the board members and the head varsity coach of each athletic program. Listed below are several items to ensure a positive partnership:

- **Parent Team Representative**: person to communicate needs of assistance from the booster club for concessions volunteers, fundraising activities, etc. Not required to attend all board meetings but highly encouraged to attend one per school semester.
- **Financial Assistance Requests**: online submission through the booster club website for item(s) needed for athletic program. Requests should first be sent to the Athletic Director to see if there are any funds available from the athletic budget. The Athletic Director will communicate if approved or to continue request to booster club.
 - Athletic Director highly encourages after online submission sent to still attend next board to show face to face communication with board members for request
- **Annual Fundraiser Event**: the annual fundraiser, which is the booster club's main source for fundraising, is held each winter. Each head coach is highly encouraged to attend the event and/or purchase a raffle ticket to show support and provide positive exposure of your program with parents, fans, and community.

BUDGET / ACTIVITY ACCOUNTS

Beginning of each school year, you will be provided with your budget amount for equipment/supplies, equipment cleaning & repair, and apparel, as well as your current activity account balance. Anything above your operating budget needs to be covered by your activity account. Refer to Wauwatosa District Policy 6610_Student Activity Fund for the operating policy.

Any requests for larger purchased items should be sent to the Athletic Director first to see if payment can be made from the general athletics budget. If not, then the coach should make the request on the Booster Club website to assist in the purchase of the item(s).

- Purchases / Invoices - Use following link for purchase information:
https://docs.google.com/forms/d/e/1FAIpQLSdd0ZOoxfC62vV6FDJXVISXR1RZGY01cgSddG7TcBns6M69Hw/viewform?usp=sf_link
- Purchases - As the district fiscal year ends on June 30 each year there is a deadline for purchase orders and invoices. Typically, PO's should be handed in six weeks prior to the end of the fiscal year. The exact due date will be sent out by the principal's administrative assistant and/or the athletic administrative assistant. Invoices that are not PO's are due two weeks prior to the end of the fiscal year. These deadlines ensure that payments are made out of the current budget and not pulled out from next year's accounts.

Any clinic a head coach is able to attend is highly encouraged. The athletic department will pay, within reason, for the varsity head coaches registration. If a group deal is provided, consideration to cover that registration can be discussed.

CLINICS / CONFERENCE / STATE MEETS

It is highly encouraged for varsity head coaches to attend a clinic/conference, if possible, once a year. Approval will be given to any coach that works in the district with at least a **two week** notice to the Athletic Director, to then be submitted to school supervisor right after.

Use of training videos, webinars, and online resources are encouraged to be used as a coaching tool to improve your coaching skills. The coaching tools used should be shared as much as possible with all levels of your coaching staff. If possible, coaching staff could attend such events as a group. There will be an attempt to budget some money for these training activities; if coaching tools are unavailable, submit a request to the booster club.

Every varsity head coach must become a member of their sport association at either the state or national level. The membership provides great networking opportunities and educational materials for you and your staff. Also, as a member, a coach has the opportunity to nominate student-athletes for a number of awards sponsored by several associations.

If your team or an individual has not qualified for your respective sport's state tournament/meet, you are still encouraged to attend. Any East HS teacher or staff that wants to miss a day and attend a state tournament/meet must receive approval from the athletic director. Those that work outside the high school are also encouraged to attend the state meet. If you attend the state tournament/meet, your mileage will be covered by the athletic department to offset other costs associated with attending. If the whole staff is attending the tournament, mileage will be counted for the group, not individually. If the location of the state tournament is in the Milwaukee metropolitan area, tickets, parking and one meal/snack will be covered. **MAKE SURE TO GET AND KEEP ALL RECEIPTS! Itemized required.**

COACHING EXAM / VIDEO REQUIREMENTS

The WIAA requires all coaches (assistant, sub-varsity, volunteer, etc.) each season to take an online coaching exam and rules review for each sport. All coaches are responsible to take the test before the first competition (including scrimmage), with the head varsity coach ensuring all coaching staff members for all levels have taken the exam and review prior to the deadline. The link for the WIAA test can be found below.

All coaches are highly encouraged to view the free National Federation of State High School Associations (NFHS) courses, the link for the NFHS website is provided below. Those recommended courses are: Creating a Safe and Respectful Environment, Engaging Effectively with Parents, Heat Illness Prevention (fall and summer coaches), NCAA Eligibility, Sportsmanship, Sports Nutrition, and Sudden Cardiac Arrest. The NFHS also provides free courses for student-athletes to aid in their educational development as a student-athlete.

Additionally, all new coaches, as a department requirement, will need to take the NFHS's Fundamentals of Coaching course (\$35.00). Per WIAA rules, a non-licensed teacher that is coaching needs to take the Fundamentals of Coaching course before their second year of coaching at Tosa East HS. Non-licensed teachers can also take other courses provided by the NIAAA in order to complete the non-licensed teacher coaching requirement.

<http://www.wiaawi.org/Schools/RulesMeetingsExams.aspx>

<http://nfhslearn.com/courses>

COACHING SALARY / PAYMENT

A coach's salary will be reviewed each year and if money is available, a increase may occur for the following year. Understand that there is a salary cap based on years of experience that once reached, can not be exceeded. Until that salary cap has been reached every effort will be made to increase a coach's salary.

Payment to coaches will occur twice during their assignment. The first payment will be made after the season has begun, during the next pay period. The second payment will be made during the second pay period after the season has been completed, but the payment is contingent upon collection of all uniforms and equipment supplied to the team. If coaching multiple teams, payment can be adjusted to avoid producing a large check at once. Those coaching multiple teams can discuss the adjusted payment with the administrative assistant. A coach will not be paid until all documents are in the HR department and letter of assignment is signed.

CONDUCT - COACH

All coaches at Wauwatosa East HS comes certain conduct expectations and responsibilities. An individual employed(paid or unpaid) as a coach of any level, is to administer, conduct or coach with honesty, integrity, dignity of fair play and sportsmanship at all times. It is the head coach's responsibility to have the knowledge of compliance of rules per WIAA, district and department and monitor the activities of all others on staff.

If any actions occur that reflect negatively on the athletic program or department, school or district, disciplinary actions will result accordingly. Any WIAA rules will be imposed first and if necessary the athletic director will impose any other disciplinary action(s) (i.e. written letter, suspension, dismissal, etc.)

Further conduct information can be found on the Wauwatosa District website under Section IV - Conducting District Business.

CONDUCT - STUDENT ATHLETE

Each coach should ensure a strong policy with the team regarding attire and behavior at home and away games. If at all possible, teams should wear travel gear or be nicely dressed. Nicely dressed meaning, khaki's and non-descriptive shirt or dress/skirts. How the students act and dress as a team does provide a strong unity and togetherness for when they hit the court, field, pool, etc. At home as they are warming up they should be wearing their uniforms or warm up shirts, no personal or individual shirts that may display inappropriate message or picture. They should be sitting together at the game before or after to again promote unity and togetherness. They don't need to talk to each other but should be formed together, especially at away games.

CONFERENCE BY-LAWS

Wauwatosa East is a member of the Greater Metro Conference, and the co-op programs of wrestling and boys swim/dive are members of the Woodland Conference. Refer to <http://www.greatermetroconference.com> for by-law information on your respective sports. Each sport will have an end of season meeting to discuss any issues or changes the coaches wish to present to the Athletic Directors and/or Principals for approval.

COMMUNITY SERVICE

It is the direction of the Athletic Department to ensure we have student-athletes understand how to give back to the community that supports them. As such, each program is to conduct at least one type of community service project within the academic year. Community clean up, volunteer at festivals, hunger task force, etc. These activities should be photographed and promoted with an article posted on the website.

EMERGENCY PLAN/RESPONSE

Refer to supplemental information. **Updated 2018-19 school year.**

EQUIPMENT DISTRIBUTION / COLLECTION

- Apparel
 - Each coach is ultimately responsible for all uniforms and/or equipment provided to a student-athlete each season. There are two people to assist in distributing and collecting said items per team. Ryan Losinski and Maddie Telderer are available to make time to distribute and/or collect items with your team. Contact them at: losoptimo@hotmail.com or maddietelderer@yahoo.com.
 - If a coach chooses to do their own distribution/collection, that information needs to be relayed to Ryan or Maddie and tracked accordingly. **Those distributed items must be collected within 2 weeks after the completed season.**
 - A new software option on RSchoolToday will be used to track items. After the collection has been completed the administrative assistant will place a charge for any missing item(s) on a student's account, and a letter will be mailed to their parents. The charge will be removed when either payment or the item is returned. **The student-athlete will not receive a clearance card for their next sport until the missing item(s) are returned or payment has been made.**
 - If requested by coach, uniforms will be sent to the cleaners and charged to their sport budget. If not requested, items are to be returned cleaned and stored appropriately.
 - Any protective equipment will be sent to cleaners/repair for safety inspection and fixed if needed.

- Keys
 - All keys must be turned in at the end of the season. Exceptions:
 - If coaching a second or third sport in academic year
 - If employed at East HS or in Wauwatosa school district
 - If assisting Jr. Raider programs on behalf of the respective sport

EXCHANGE STUDENTS

Any time an exchange student is interested in joining a team, regardless of their playing ability, we will give extra consideration for them to remain on the team in some fashion. If they can be a full member of the team, manager, practice player, etc. we want to include them for their year at East and be able to experience our athletics as much as possible. So if you make cuts, you can include them above the cut number as a member of the team.

FUNDRAISING / SUMMER CAMPS

The Tosa East Booster Club is an organization to help financially support any athletic or club program. As such, each program is highly encouraged to conduct one and only one sport fundraiser per school year. The Athletic Director and the Booster Club are looking at other opportunities to increase funds for both parties in order to support all programs. This format reduces the frequency of seeking out the same businesses for all programs. Certain businesses have well established ties to a program(s) that you are encouraged to foster or grow new ties with.

EXCEPTION: If a program is looking to travel for a distant tournament or requires a special purchase of more than what one fundraiser can provide, consultation with the Athletic Director is recommended.

As for summer camps, it is highly encouraged to conduct a camp and utilize the recreation program to administer it. Some reasons to run a camp through the recreation department are: provides insurance coverage through the district, completes all administrative duties associated with camp, access to facilities in the district, and is used as a fundraiser for the program. Expenses are paid out first, including salaries of staff and then split between the recreation and sport programs. Two-thirds of the revenue after expenses goes to that activity's program, and the other one-third goes to recreation for promotion, advertising, administrative costs, etc.

You should be largely present at your camp, and make the recreation dept. aware of any additional promotions within your junior/youth programs that the recreation department may not know about.

Checks for salaries and/or deposits into activity accounts will be sent out in August/September. Camps and clinics can be conducted during the school year for grade school and/or middle school age children.

GAME CANCELLATION PROTOCOL

Cancellation of any game will be made by the Athletic Director in collaboration with the head coach. All efforts will be made for outdoor events to be played, but if the Athletic Director and facility personnel deem a playing area unsafe (rain, snow, etc.), the game will be canceled. Weather is the great predictor for many of the outdoor sports. A majority of games will be cancelled, delayed, or suspended because of thunder and lightning.

The athletic trainer has a lightning reader for those events that he/she is able to attend. Once a game/match/meet has started, it is up to the officials to decide when to cancel, delay, or suspend a game. Those events that the athletic trainer is not at, the head coach should use >>>>>>>>>> to monitor the weather to help the officials. Refer to the Emergency Plan Protocol for further information.

For indoor events, weather can also be a factor in canceling a game. If the school is closed due to weather, the evening event will be canceled and rescheduled. Of course, other matters can arise, school threats, electrical issues, etc. so any communication will be done as quickly as possible to the coaches as to the likelihood of the event occurring.

GAME SCHEDULING

Coaches are expected to have a majority of their non-conference games completed within four months after the season is completed for the following year. Conference games are scheduled per the GMC commissioner, and the non-conference games are to be scheduled by the varsity head coach with

assistance from the Athletic Director. Any requests received that the Athletic Director is unaware of will be forwarded to the varsity HC for approval. The Athletic Director would prefer a tentative game schedule to reference.

- **INVITES:** If a team is interested in hosting a multiple team invite, a discussion needs to occur with the coach and Athletic Director regarding the logistics of such an event.
- **SPECIAL EVENTS:** If a team is interested in hosting a special event during their season, there must be a discussion at least one month prior to the start of season. Events such as parents' night, senior night, cancer awareness, military salute, etc. can occur. Pre-planning and promoting these events are the key for an event to be successful. Information about the event should be posted on the team's website and social media outlets, as well as on the athletic home page and social media outlets. It will also be listed on the athletic calendar.

HEALTH CERTIFICATION

- **Concussion:** Per Wisconsin state law, all coaches are required to complete a concussion training and sign an acknowledgement form each school year.
- **CPR/AED/First Aid:** All paid coaches will have to obtain certification in CPR/AED/First Aid response. Each coach will have to show documented proof of certification, with a copy kept on file with the Athletic Administrative Assistant. Certification will be renewed every two years. Coordination of course offerings will be arranged by the Athletic Director.
 - Payment for course offerings arranged through Athletic Director and/or district nurse will be covered by the athletic department. If certification is not completed through offerings by Athletic Director and/or district nurse, individual coach will be responsible for payment. New coaches to the school that need certification will be covered for first course training.
 - Refer to list on link for further offering opportunities: [Certification Course Offerings](#)

LOCKER ASSIGNMENTS

	<u>74th St Hallway</u>	<u>Varsity Team Locker Room</u>	<u>Weight Room Hallway</u>		<u>74th St Hallway</u>	<u>Varsity Team Locker Room</u>	<u>Weight Room Hallway</u>
<u>BOYS</u>				<u>GIRLS</u>			
<u>Fall</u>		Cross Country Volleyball Soccer	JV/FR Soccer	Fall	Cross Country Tennis Golf	Swim/Dive Volleyball	Cheer Poms
<u>Winter</u>	Track/Field	Basketball		Winter	Track/Field	Basketball	Cheer Poms
<u>Spring</u>	Golf	Track/Field Baseball	JV/FR Baseball Lacrosse	Spring	Track/Field- indoor season JV/FR Soccer JV Softball	Soccer Softball	Lacrosse

Unless noted, all other sub-varsity level teams will use the general locker rooms or if requested by coach, the weight room hallway lockers based on availability.

The team locker rooms are for varsity only athletes to use. *Exception: boys and girls track/field based on roster numbers*

Hockey – see AD for arrangements

MISCELLANEOUS

Items that are provided to the coach at the beginning of their coaching career or school year are the responsibility of the coach until such time as the coach retires or is dismissed from duty. Keys, iPad, ID, and/or any other such item(s) used to coach will be returned upon departure. Apparel distributed or purchased shall be retained by the coach.

NON-LICENSED TEACHER-COACH

Any coach hired that is not a licensed teacher must complete a WIAA approved coaches education course before the start of their second year. The course is located on the WIAA website. Typically, courses that are offered by the NFHS or NIAAA range between \$35-75. An unlicensed teacher coach is exempt if that coach has five years of documented coaching prior to 1994-95 school year.

OPPOSITE GENDER COACHING STAFF

Occasionally a situation may arise when the coaching staff of a sport is comprised entirely of coaches of the opposite gender in comparison to the student-athletes. Two highly responsible seniors and/or captains will be appointed by the coach to oversee conduct and clearance of the locker room for the season. *Horseplay will not be tolerated at any time in the locker room.* One student is to report to coach immediately if any inappropriate conduct is developing or if an injury occurred, while the other student remains in the locker room until an adult arrives. On game days, those student-athletes appointed will also clear the locker room to ensure everyone is dressed so the coach may enter the locker room to conduct pre-game, halftime, and after game talks.

OVERNIGHT TRIPS

Any overnight trips, except state bound participation, is required to complete the Overnight Field Trip approval form. This form needs to be submitted for approval prior to departure to the principal and/or athletic director. There is a section that the parent/guardian and student need to review and sign. A copy of the approval form, teacher/advisor responsibilities, itinerary and complete list of student athletes going on the trip should be submitted prior to departure to athletic director and/or athletic administrative assistant. The release/waiver and application should be retained by the head coach for the duration of the trip.

PARTICIPATION IN STATE TOURNAMENT

If a team is participating in the state tournament, all WIAA and district policies or requirements will be enforced. A cash advance will be provided to use for expenses. Make sure to keep all receipts used for any purchases. If any personal expenses are incurred, it will be reimbursed upon receipts given to the administrative assistant. Examples of expenses are:

- Transportation: any team or individual will rent a car or van for transportation to the state championship event. Mayfair Rent-A-Car is the approved company for use, as well as, Lamers Bus Company for full team participation. The Athletic Director will make reservations, and coach is to pick up and return the vehicle or provide the pick up time for the bus.
- Lodging: preferred choices are to use the www.wiscohoteles.com site for hotels. If that company does not have a hotel at your location, you are to find the most reasonable hotel cost as possible. Send reservation information to administrative assistant to pay for room(s) on department credit card.
- Meals, parking, gas, miscellaneous: cash advances for these expenses will be calculated based on those in the approved travel party and duration of stay. Per diems will be computed for the duration and number of coaches and athletes for the trip.
 - Tips should range between 15-20%
 - Non-full days will be prorated for meals based upon travel.
 - Receipts need to be retained and remaining cash returned within 2 days to the administrative assistant after returning from the trip.
 - Use of the tax exempt sheet should be used as much as possible. Copies will be provided at time of receiving the cash advance check. If you need more, contact the administrative assistant.

PRACTICE TIME RESERVATIONS

- East HS
 - All practice times for any East facility (field, gym, etc.) is sent to the athletic administrative assistant. The admin assistant will coordinate times, those in-season are first priority, then for those in the upcoming sport season next. If a conflict arises with another inside group, there will be an attempt to work it out and provide the best solution for those involved. Priority to facilities is given to athletics above any other group or organization outside of East. As the facilities are in high demand at certain times of the year, if any changes occur to your schedule, please inform the admin assistant as soon as possible.
- Hart Park
 - Any and all practice or games scheduled for Hart Park facilities will be coordinated with the varsity head coach and athletic director. The Athletic Director will communicate with Hart Park about requests months in advance of the upcoming season. Tosa East is the preferred group to utilize the athletic facilities at Hart Park. With that, if any issues or concerns happen at Hart Park, communicate those issues to the Athletic Director. Tosa East is charged from Hart Park to rent their facilities, proper times for games/practices will be communicated with head coach and Athletic Director after season.
- Whitman Field
 - Soccer practices at Whitman Middle School are coordinated by the coaches of East & West HS girls and boys teams with the district recreation department personnel. Transportation to Whitman field for practices and/or home games is limited to budget approval each year.
- Breitlow Field (upper or lower)
 - Baseball fields near the Fisher Bldg are coordinated by the coach/Athletic Director and the district recreation department personnel. Each year the upper and lower field rotates between East & West HS. The JV will use Breitlow or Wisconsin Ave. field and freshman play at Wisconsin Ave or Madison Park. Varsity teams transport themselves to the field

- for home games and practices. Home games will be bussed for JV and freshman. Away games will depart from East HS, unless noted for weekend games.
- Longfellow Field (upper/lower)
 - The upper softball field is used by the varsity team and the lower field is used by the JV team. Scheduling of practice and games is coordinated with the recreation department personnel. Teams transport themselves to the field for games and practices. Away games will depart from East HS.

RETIREMENT

If you are a district employee and retire from your full-time position, you must also 'retire' from your coaching obligations at that time. By HR definition, retirement means that you intend or have received payment from your Wisconsin Retirement System account. If you wish to coach, first you must talk to the Director of Human Resources about the situation and ramifications involved. At minimum you have to have a 75 day 'break of service' from the district, where no communication is conducted between yourself and the athletic director. If at that time you want to coach, you can apply to the position if it's still open. There is no guarantee of continued service, you are applying against every other candidate. The position will not be "held" to allow selective opportunity for the exiting coach.

SCHOOL ANNOUNCEMENTS

Through the www.getvnn.com website and pressbox, your game result articles will be forwarded to the principal's assistant, Amy Wilson or attendance assistant Janice Morgan, [School Announcement Link](#). For day of cancellations or changes to announce, send to Sue flatlesu@wauwatosa.k12.wi.us.

SCORE REPORTING / OFFICIAL'S RANKING

Each varsity head coach is required to report game scores to the WIAA on their website - www.wiaawi.org. You will be given access upon hire and added into the official coaches directory using your school email address and password. If you are not a school employee, you'll need to provide an email address for login. The night/day of your game, you are required to submit your score to the WIAA. This becomes very important come the end of the season for tournament selection and/or tournament play.

Officials rankings' need to be conducted in a timely manner after the game. Good rule of thumb is to wait at least 24 hours after but no more than 72 hours. After that time, you are most likely to forget to rate the official. The officials ranking is important, as the WIAA uses this information to provide the best officials during tournament time. And for games our conference commissioner assigns he is able to receive the rankings to assist his assigning duties.

Both of these duties are part of your evaluation at the end of the season.

SOCIAL MEDIA USE

Each sport is highly encouraged to maintain a Twitter and/or Facebook page as the official account for the sport. You can link these accounts to our website to provide instant access when you report game results. If as the head coach you do not feel comfortable doing this, assign the task to one of your other coaches. We want to promote our activities as much as possible to the community.

On the other side, you should be instructing your team the proper ways to personally use social media and consequences when negative or poor comments are made from a member of the team. You as the coach should also establish using a group messaging app to communicate to your team, like GroupMe or TeamSnap, to list a few. A coach should not do direct texting to individuals or the team, use an app to keep clearer lines of proper communication. Emails or website postings are encouraged for overall group information and/or weekly emails to parents/athletes on upcoming events. And certainly any serious communication should be conducted face to face, do not engage with a full conversation with an athlete over any social media platform.

STATE TOURNAMENT

If a team or individual does not qualify for state competition, the Athletic Director approves and encourages any head coach to attend their respective sports championship. The Athletic Director will approve any coach that works at East HS or within the district to leave and attend the event. As soon as it's known that no participation of team or individual at the state competition will occur, you should immediately notify your school supervisor to attend the tournament.

- The athletic department will cover mileage to the state tournament/meet location. If your sport's state tournament/meet is in the general Milwaukee metro area, tickets, parking and food will be covered instead. Each coach will be responsible for any lodging, food or other expenses, which can be paid on your own or out of your sport activity account.

Student-athletes that are **not** participating in the state tournament but members of the team (ie. cross country, swim, etc.) can not stay in the rooms designated for athletes competing (including alternates), nor a coach's or manager's rooms. These students are not part of the 'official' qualifiers that the school and district are responsible for. If a student-athlete travels under their own accord, they are under their own responsibility for all transportation, lodging and eating costs and arrangements. No coach will excuse a student athlete not competing from classes for that day. A parent would have to excuse the student if missing school as they are then under their responsibility.

STUDENT-ATHLETE ADVISORY COMMITTEE - SAAC

Each sport by gender is required to have two representatives' chosen to serve as part of the committee. The representatives should be leaders on the team that have a sense of purpose to serve outside of their sport. They should be a positive representative of their sport and demonstrate good communication, leadership, positiveness, and willingness to see outside of their own sport. To help continue the SAAC, there is a preference for the selection to be sophomores or juniors.

Meetings will be held the second Wednesday of every month in the library right after early dismissal. Four officers will be elected: President, Vice-President, Secretary, and Social Director. Officers will meet the week before the whole committee meeting to discuss agenda issues and upcoming projects.

STUDENT-ATHLETE ELIGIBILITY

Per the Wauwatosa School District and WIAA eligibility guidelines, a student-athlete has to be a full time student and attending the school of participation. Homeschooled students that are approved by the DPI and live in the district guidelines are able to participate for that school.

The Grading Periods are:

- First Quarter
- First Semester

- Third Quarter
- Second Semester

A student that becomes ineligible at the end of the grading period will remain ineligible until next grading period.

Exception:

- A student that becomes ineligible because of incomplete or failing grade(s) in the latest grading period has two weeks (14 calendar days) following said period to complete any coursework. If that student receives a passing grade and regains good academic standing in the two week time period, the academic ineligibility will be erased.

A student may reverse academic ineligibility by completing course work and receive a passing grade in the failed subject area during the summer prior to the start of the next school year. Cost for such action is at the expense of the student and/or family.

STUDENT-ATHLETE FEEDBACK

Approximately three weeks after the end of the season, a survey will be sent to every member of that team. The questions are not exclusive but pertain to coaches conduct, instruction, behavior, team bonding, equipment, travel, athletic trainer, etc. The feedback is anonymous, sent via GoogleSurvey and will be used as part of the coach's overall evaluation but not extensive in the evaluation process.

SUMMER CONTACT DATES

Each varsity head coach must submit the Summertime Unrestricted Coach-Athlete Contact Form and follow the rules associated per the WIAA policy. This form is due prior to the end of the school year as most coaches have the contact dates for their sport set by that time. If that is not the case, the form is due no later than **2 weeks** prior to the anticipated contact date.

TEAM RULES / EXPECTATIONS

Each head varsity coach is to have established a team set of rules and/or expectations for their program. A sub-varsity head coach under the guidance and approval of the varsity coach can adjust these set rules/expectations. These rules should provide an outline of expected behavior, attitude, lines of communication, selection process of team, participation, awards criteria, attire on game days, etc. The rules and expectations should be discussed at the parent-player team meetings and/or handed out to everyone via hard copy or emailed. *A copy of the rules/expectations should be sent to the athletic director at the time that the coach emails or hands out a hard copy to the parents and players.*

TRANSPORTATION

Bus and van transportation will be arranged by the Athletic Director for all teams. Contact information for the bus company will be provided to all coaches. On day of travel if a bus doesn't show, the coach is responsible to call the company regarding the situation. Good practice would be to call the day before or an hour or two before pickup, to confirm pickup time or check on the bus' location. If a major problem has occurred before/during/after trip, contact the Athletic Director about the situation. If using the van or car, you are to fill up the gas prior to returning it back to the rental car location. Keep your receipt and turn into the administrative assistant for reimbursement. **DO NOT HAVE RENTAL COMPANY FILL THE GAS UP.** The cost is well over normal fuel prices.

Transportation will be provided for all away contests and some home contests or practices. Typical transportation (walking or driving) for home practices and off-site contests is the responsibility of the student-athlete and/or parent. A transportation waiver is required for each student-athlete and parent to complete prior to the start of the season.

- At away games, a parent or guardian may sign out their son or daughter to travel home with them from the game. Each coach of every level should have a check out sheet with a roster list for parents to sign their child(ren) out. Refer to the Appendix for the proper form. A student-athlete can not check themselves out.
- Van authorization is required for anyone besides the coaching staff driving any student-athletes. The form needs to be completed and submitted to the Athletic Director before the trip. Refer to the Appendix for the proper form and Wauwatosa District Policy 8660_Transportation by private vehicle and 8640_Transportation for field and other district sponsored trips for further information.

TRY-OUT PROCEDURES

Every head coach should have a written document that assists the whole evaluation process for try-outs. Each potential student-athlete should be evaluated fairly, honestly, and based upon what is seen during the entire tryout dates.

Upon the decision to not have a student as a member of the team; the head coach should meet face to face and communicate the reasons clearly and considerately to the student as to why they didn't make the team. No joking to either a student you retain let alone one that you cut from the team. The coach can provide areas to work on to improve if the child wants to try-out again the following year.

WEBSITE

As technology has greatly advanced over the years, the expectations of the athletic department members is to utilize these platforms to promote and communicate information as best, accurate, and timely as possible. Each team is required to maintain and monitor an "official" sport Twitter and/or Facebook account (Instagram is also encouraged). The Twitter account will be connected to your website page, to help provide widespread coverage of information. *You are required to update your website page within 24 hours after a contest with at least the basic results.*

The website is another powerful and useful tool that is to be used to provide practice, open gym, travel, etc. activities and announcements to several stakeholders. Records of team, performances of current and past student-athletes/teams, photos, etc. should also be accessible on your home page. The timely manner of providing information on your social media and website home page will be included as part of your coaching evaluation.

WEIGHT ROOM / FITNESS CENTER

East is fortunate to have a certified strength & conditioning coach to administer fitness programs to teams and/or individual student-athletes. It is highly encouraged that you as the coach coordinate goals and objectives for your team regarding fitness with the s&c coach. You and your team while in-season are able to utilize the weight room at any open time.

No student-athlete may use the weight room or fitness center unless they are being directly supervised. Each of the areas have different open hours where a worker is there to supervise. **You cannot open either room and leave to conduct another workout with a different group.**

UNIFORMS

Uniforms for varsity teams will be rotated on a 4-5 year system. Varsity is to be passed down to JV, JV to freshman. Occasionally, the rotation may alter or a sub-varsity team gets new uniforms if size or uniform is unplayable to wear.

Certain teams will also be provided warm-ups as part of the uniform (outdoor sports) and will be rotated at a later time frame (6-10 years). Any additional items, such as shooting/warm up shirts, travel gear, speciality uniform, etc, is up to the head coach and shall be paid out of the activity account or requested from the Booster Club. A third or fourth uniform **cannot** be requested to be purchased by the Booster Club.

All artwork on uniforms, warm-ups, travel gear, spirit wear, etc. needs to get approval from the Athletic Director before production starts.

Uniforms should be returned at the end of the season as soon as possible. Coaches should make arrangements with the two equipment inventory workers to check in the uniforms. **All uniforms should be returned cleaned except the following sports.** Those sports will be sent out for cleaning as they also need to be checked over for any repair work. Sports that have other equipment, i.e. golf bags, track equipment, etc. will be checked over for any repair work that may need to occur.

- Football, Softball, Baseball

APPENDIX OF FORMS/SPREADSHEETS:

[TE Purchases](#)

[NonSchool Participation-during school season](#)

[Drop/Dismiss Form](#)

[School Dismissal Form](#)

[Coaching Clinic Topics](#)

[Participation Form - Spring \(excel\)](#)

[Participation Form - Fall \(excel\)](#)

[Participation Form - Winter \(excel\)](#)

[Special Recognition Dates](#)

[SA College Signings](#)

[Roster Spreadsheet](#)

[Banquet Information](#)

[CPR/AED/First Aid Courses](#)