

Woodbury High School Coach's Handbook

<https://docs.google.com/document/d/1U2hDxwAP6ul5VMi-zP5RKda611f2QLjgxFGglrULkWY/edit?usp=sharing>



“Royal Pride”

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PHILOSOPHY

Mission

The mission of South Washington County Schools is to ignite a passion for lifelong learning. *The mission of the Woodbury High School Activities Department is to create learning opportunities for students to develop character, become well-rounded citizens, and achieve excellence in their activities, school, and community.*

Goals

The Woodbury High School (WHS) Activities Department has an active commitment to meet the following goals:

1. To provide all student-athletes with positive experiences which promote the ideals of leadership, physical fitness, competition, and the pursuit of excellence.
2. To protect the well-being of student-athletes through policies and procedures concerned with safety, fitness, and injury care.
3. To foster progress of student-athletes through the academic curriculum of the educational institution to which they belong.
4. To empower all student-athletes with the knowledge skills, and attitudes for success in academics, athletics, and life.
5. To produce competitive athletic teams.

Beliefs

- Participation in co-curricular activities is a privilege, not a right.
- Academic priorities must come before participation in co-curricular activities.
- Co-curricular activities serve as an extension of the school day, a “7th period” with coaches serving the role of teacher.
- “*Why We Play*” is much more important than the results on the scoreboard.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Ethical behavior, dignity and respect are non-negotiable.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.
- Compliance with school, community and MSHSL rules is essential for all activity participants.
- High school activity programs are designed for student participants, and adults are expected to serve in a supportive role.
- Positive role models and active involvement in an athlete's life are critical for success.
- Team selection and playing time is not a direct reflection on a student's self-worth.
- The success of the team is more important than individual honors, and is dependent upon the contribution of all team members.
- Participation in school-sponsored activities must be inclusive and embrace diversity.
- Coaches, directors, and advisors will work with each other to ensure that students can be involved in multiple activities, including athletics, fine arts, and academics.

EVALUATION PROCESS

As a part of District 833's commitment to meet the philosophy stated above, the Activities Department conducts evaluations of each head coach. This is not an optional evaluation – all head coaches must complete the process. This evaluation will be done in five parts:

- Pre-season Needs and Goals Assessment (Coach)
- End of Season PER Report (Coach)
- 5 Domains of Coaching (Coach)
- End of Season Evaluation (AD and Coach)
- Student and Parent Feedback Forms (online)

This evaluation process will help both the Activities Director and the head coach identify goals and clarify priorities for each program that will help to ensure quality experiences for the participants. The goal is to seek continuous improvement in all areas. A copy of all forms used in the evaluation process can be found in the Appendix.

EXPECTATIONS

All WHS coaches are expected to continuously work to improve in the five domains identified in the evaluation process.

Academics should be the primary concern of all student-athletes and coaches. Coaches are expected to keep an open line of communication to the Activities Office, school administration and staff, student-athletes, and parents. All members of the athletic program should demonstrate and promote sportsmanship. Coaches should adhere to MSHSL and District 833 rules, regulations, and timelines.

ALL coaches (including volunteers) must complete the MSHSL online Continuing Education Requirements. Included in the CER is:

- the state-mandated concussion training (once every three years)
- rules interpretation (required EVERY year)
- bloodborne pathogens training (required EVERY year)

All information can be found on the Coaches Clipboard on the MSHSL website.

The following qualities are key leadership qualities which a coach should possess: passionate, respectful, cooperative, trustworthy, knowledgeable, organized, honest, flexible, and caring.

Thanks for all that you do for WHS athletics – your time and effort are greatly appreciated!

CODE OF ETHICS FOR COACHES

Minnesota State High School Coaches Association. As a professional educator, I will:

1. Strive to develop in each athlete the qualities of leadership, initiative and good judgment.
2. Respect the integrity and personality of each individual athlete.
3. Encourage the highest standards of conduct and scholastic achievement.
4. Seek to inculcate good health habits including the establishment of sound training rules.
5. Fulfill responsibilities to provide health services and an environment free of safety hazards.
6. Exemplify the highest moral character, behavior and leadership.
7. Provide ethical relationships among coaches.
8. Encourage a respect for all athletics and their values.
9. Abide by the rules of the game in letter and spirit.
10. Respect the integrity and judgment of sport officials.
11. Display modesty in victory and graciousness in defeat.
12. Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

The code of ethics of this association shall be adhered to by each and every member of the MSHSCA. Any action by members of the MSHSCA contrary to the principles therein established shall be subject to review by the Executive Committee according to policies established by the MSHSCA Delegate assembly.

GENERAL JOB DESCRIPTIONS

HEAD COACH

Objective: Work with student athletes to improve personal and teamwork skills. Provide guidance and encouragement to help students maximize the benefits of participating in extra-curricular activities.

PRIMARY JOB FUNCTIONS:

1. Provide technical expertise in instructing athletes in the fundamental skills, strategy and physical training necessary to realize a degree of individual and team success.
2. Follow school district policies and administrative procedures.
3. Adhere to Minnesota State High School League rules.
4. Promote a favorable image of the school district. Encourage community partnerships that enhance district programs and services.
5. Work with athletic director to evaluate program needs, supplies and equipment.
6. Develop and coordinate off-season activities.
7. Organize team tryouts, while maintaining integrity of the selection process.

8. Review procedures, game schedules and develops a practice schedule before start of the season.
9. Recruit, train and supervise student managers and trainers.
10. Provide guidance, communicate high expectations and show an active interest in student progress. Promote academic success as an important priority for all students.
11. Maintain high standards and uphold student conduct expectations. Report student discipline issues to athletic director.
12. Identify and verify students who have fulfilled requirements for letters, awards and/or certifications. Participate in student recognition programs.
13. Assign and keep track of athletic equipment issued to student and staff.
14. Work closely with athletic booster association.
15. Participate in staff meetings, training and professional growth opportunities as requested.
16. Other duties as assigned.

JOB SPECIFICATIONS (EDUCATION, LICENSE, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES):

Required:

1. Minimum of three years experience as a head coach
2. Active member of the Minnesota State High School Coaches Association.
3. Minnesota coaching certificate or completion of NFICEP.
4. Ability to organize and supervise an athletic program/team.
5. Demonstrates professionalism and contributes to a positive work environment.
6. Skillfully manages individual, group and organization interactions.
7. Excellent communication skills with students, parents and other individuals.
8. Ability to proactively resolve conflicts and solve issues.
9. Demonstrates self-control and perseverance when working with students.
10. Prompt, regular and reliable attendance.
11. Communicates with students, parents, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships.
12. Demonstrates an appreciation of diversity in all interactions and job functions.

ASSISTANT COACH

Objective: Work with student athletes to improve personal and teamwork skills. Provide guidance and encouragement to help students maximize the benefits of participating in extra-curricular activities.

PRIMARY JOB FUNCTIONS:

1. Provide technical expertise in instructing athletes in the fundamental skills, strategy and physical training necessary to realize a degree of individual and team success.
2. Follow school district policies and administrative procedures.
3. Adhere to Minnesota State High School League rules.
4. Promote a favorable image of the school district. Encourage community partnerships that enhance district programs and services.
5. Assist with developing and coordinating off-season activities.

6. Provide guidance, communicate high expectations and show an active interest in student progress. Promote academic success as an important priority for all students.
7. Maintain high standards and uphold student conduct expectations. Report student discipline issues to athletic director.
8. Participate in staff meetings, training and professional growth opportunities as requested.
9. Other duties as assigned.

JOB SPECIFICATIONS (EDUCATION, LICENSE, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES):

Required:

1. Previous coaching experience
2. Demonstrates professionalism and contributes to a positive work environment.
3. Skillfully manages individual, group and organization interactions.
4. Excellent communication skills with students, parents and other individuals.
5. Ability to proactively resolve conflicts and solve issues.
6. Demonstrates self-control and perseverance when working with students.
7. Prompt, regular and reliable attendance.
8. Communicates with students, parents, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships.
9. Demonstrates an appreciation of diversity in all interactions and job functions.

DIRECTOR / ADVISOR

Objective: Work with students to enhance individual skills and promote teamwork. Provide guidance and encouragement to help students maximize the benefits of participating in extra-curricular activities.

PRIMARY JOB FUNCTIONS:

1. Provide guidance and instruction to students to develop skills, knowledge, confidence and creativity.
2. Follow school district policies and administrative procedures.
3. Promote a favorable image of the school district. Encourage community partnerships that enhance district programs and services.
4. Work with athletic director and building administrator to evaluate program needs.
5. Organize tryouts, if necessary, while maintaining integrity of the selection process.
6. Establish schedule for concerts, performances, competitions during the school year.
7. Develop and coordinate activities outside of regular school year.
8. Recruit, train and supervise student managers and trainers.
9. Provide guidance, communicate high expectations and show an active interest in student progress. Promote academic success as an important priority for all students.
10. Maintain high standards and uphold student conduct expectations. Report student discipline issues to athletic director or building administrator.
11. Work with parent/community activity association as necessary.
12. Participate in staff meetings, training and professional growth opportunities as requested.
13. Other duties as assigned.

JOB SPECIFICATIONS (EDUCATION, LICENSE, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES):

Required:

1. Minimum of three years experience leading same or similar co-curricular activity.
2. Minnesota coaching certificate or completion of NFICEP.
3. Ability to organize and supervise a large group/team of students.
4. Demonstrates professionalism and contributes to a positive work environment.
5. Skillfully manages individual, group and organization interactions.
6. Excellent communication skills with students, parents and other individuals.
7. Ability to proactively resolve conflicts and solve issues.
8. Demonstrates self-control and perseverance when working with students.
9. Prompt, regular and reliable attendance.
10. Communicates with students, parents, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships.
11. Demonstrates an appreciation of diversity in all interactions and job functions.

ASSISTANT DIRECTOR / ASSISTANT ADVISOR

Objective: Work with students to enhance individual skills and promote teamwork. Provide guidance and encouragement to help students maximize the benefits of participating in extra-curricular activities.

PRIMARY JOB FUNCTIONS:

1. Assist with providing guidance and instruction to students to develop skills, knowledge, confidence and creativity.
2. Follow school district policies and administrative procedures.
3. Promote a favorable image of the school district. Encourage community partnerships that enhance district programs and services.
4. Work with athletic director and building administrator to evaluate program needs.
5. Provide guidance, communicate high expectations and show an active interest in student progress. Promote academic success as an important priority for all students.
6. Maintain high standards and uphold student conduct expectations. Report student discipline issues to athletic director or building administrator.
7. Participate in staff meetings, training and professional growth opportunities as requested.
8. Other duties as assigned.

JOB SPECIFICATIONS (EDUCATION, LICENSE, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES):

Required:

1. Experience with co-curricular activities.
2. Ability to organize and supervise a large group/team of students.
3. Demonstrates professionalism and contributes to a positive work environment.
4. Skillfully manages individual, group and organization interactions.
5. Excellent communication skills with students, parents and other individuals.
6. Ability to proactively resolve conflicts and solve issues.
7. Demonstrates self-control and perseverance when working with students.

8. Prompt, regular and reliable attendance.
9. Communicates with students, parents, co-workers, supervisors, and the community in a positive and responsive way that is consistently welcoming and enhances effective work relationships.
10. Demonstrates an appreciation of diversity in all interactions and job functions.

VOLUNTEER COACHES

Volunteer coaches must have a background check run BEFORE they are allowed to coach. Cost is \$10.25. See Activities Department Assistant for the forms. These coaches cannot begin working with students until we have received approval from the district.

<https://www.rhris.com/selectsmart.cfm?mgmtcoid=435&rhrid=12247s&packagenbr=2>

PARENT MEETINGS

It is recommended to have a preseason meeting for each sport to include coaches, parents, and athletes.

Suggested Format for your Pre-Season Meeting with Parents

1. Welcome
2. Introduction of Coaches and Assistants
3. District and school athletic codes
4. Philosophy and goals of program
5. Expectations of parents and players
6. The Activities Handbook policies/procedures
7. Criteria for making the team and playing time
8. Practice and game schedules - online
9. Directions to games and scrimmages - online
10. Nutrition
11. Drugs and alcohol policies
12. Grades and eligibility
13. Sportsmanship and representation of our school and our program
14. Lettering procedures
15. Transfers and waivers
16. Health/physicals
17. Booster Club
18. Questions and Answers

PROCEDURES FOR HANDLING PLAYER/PARENT CONCERNS PROCEDURES

In order to maintain a positive atmosphere and assure that the proper channels of communication will not be circumvented, a procedure has been outlined for the use of the athlete, parent, coach, and administrators. All participants should adhere to the guidelines as listed below.

Step 1: Student-athlete meets with head coach to discuss the concern. Assistant (position) coaches may also be involved.

If the student is not satisfied with the results of that meeting, then

Step 2: Student-athlete AND parent meets with head coach to discuss the concern.

If the student and/or parent is not satisfied with the results of that meeting, then

Step 3: Student-athlete, parent, and head coach meet with activities director to discuss the concern.

If the student and/or parent is not satisfied with the results of that meeting, then

Step 4: Student-athlete, parent, head coach, and activities director meet with building principal to discuss the concern.

This procedure has been developed for the purpose of establishing and maintaining the lines of communication between the school, parents/guardians, and students and for the resolution of concerns related to the activities programs. This procedure is a means by which concerns/problems about the WHS activities programs can be resolved

In order to maintain a positive atmosphere and assure that the proper channels of communication will not be circumvented, a procedure has been outlined for the use of the athlete, parent, coach, and administrators. All participants should adhere to the guidelines as listed below.

Note: This process is not intended to provide grievance of rule(s) of the Minnesota State High School League. Parents/students are to address problems/concerns related to themselves only. In order to be in compliance with the "Privacy in Information Act" problems/concerns related to other athletes will not be discussed.

ACADEMIC ELIGIBILITY SCHOOL BOARD POLICY

<http://www.sowashco.k12.mn.us/files/policies/500/510.2%20Athletic%20and%20Activity%20Scholastic%20Eligibility.pdf>

EXCEPTIONAL ATHLETE SCHOOL BOARD POLICY

<http://www.sowashco.k12.mn.us/files/policies/500/510.1%20Athletic%20and%20Activity%20Participation.pdf>

OVERNIGHT FILED TRIPS

Overnight field trips must have school board approval. Head coach must fill out the Extended Field Trip form and submit to the Activities Director one month prior to your event.

<http://www.sowashco.k12.mn.us/files/policies/500/510.4%20Athletic%20and%20Activity%20Field%20Trips.pdf>

MSHSL ELIGIBILITY

<http://www.mshsl.org/mshsl/publications/code/forms/2014-15AthEligInfo.pdf>

TRANSFER RULE – BYLAW 111

<http://www.mshsl.org/mshsl/Publications/code/handbook/100%20Bylaws.pdf>

CHEMICAL ELIGIBILITY – BYLAW 205

<http://www.mshsl.org/mshsl/Publications/code/handbook/200%20Bylaws.pdf>

ELIGIBILITY QUESTIONS AND ANSWERS

<http://www.mshsl.org/mshsl/Publications/code/handbook/200%20Bylaws.pdf>

ATHLETIC CAMPS AND CLINICS - QUESTIONS AND ANSWERS

<http://www.mshsl.org/mshsl/publications/code/forms/SummerCoach.pdf?ne=7>

<http://www.mshsl.org/mshsl/news/athleticcampquestions.doc>

HARASSMENT/BULLYING/HAZING POLICIES

A safe and welcoming environment is needed for students to learn and attain excellence and to promote healthy human relationships. District 833 believes that all individuals should be treated with respect and dignity. Therefore, it is the expectation of the school and MSHSL that all participants will be free from sexual, racial, religious, harassment or violence, bullying, and hazing. Students and staff involved with Park High School activities are prohibited from engaging in any type of harassment, bullying or hazing activity. All participants, including coaches and athletes, are expected to know, respect, and enforce district policies concerning harassment, bullying, and hazing.

<http://www.sowashco.k12.mn.us/files/policies/400/413%20Harassment%20and%20Violence.pdf>

<http://www.sowashco.k12.mn.us/files/policies/500/514%20Bullying%20Prohibition%20Policy.pdf>

<http://www.sowashco.k12.mn.us/files/policies/500/526%20Hazing%20Prohibition.pdf>

DISTRICT TRANSPORTATION POLICY

Transportation will be provided by the district:

- to all MSHSL activities on school and non-school days outside of the district
- for regular season and post-season contests
- only for events in the greater metro area (45 mile radius)
- for in-district contests at the ninth grade levels
- for students to and from an event
- for all day tournaments and invitationals

(IF A BUS IS PROVIDED, STUDENTS ARE REQUIRED TO RIDE BUS AND CANNOT RIDE HOME WITH A PARENT)

- for all teams of a program to ride together

Transportation will not be provided by the district:

- for events within the district at the varsity/JV/B level
- for scrimmages

- for overnight trips (unless it is a conference or section/state event)
- for a varsity team to ride separately from lower level teams
(booster clubs still have the option to pay for these types of requests)

DISTRICT ATTENDANCE POLICY

Do not excuse students out of class early unless it is absolutely necessary. The list of excused students and the time excused must be sent to the Activities Department Assistant by 7:00am on the day to be excused.

Students that participate in athletics and/or activities in District 833 MUST:

- Be present in school for 50% of the school day in order to be eligible to participate in a practice or contest on that given day.
- Have no UNEXCUSED absences during a school day in order to be eligible to participate in a practice or contest on that given day.
- Be present in school 1st Hour on the day following a contest in order to be eligible to participate in a practice or contest on that given day (or have written confirmation of a doctors' appointment).

Coaches will make their student-athletes and parents aware of this policy in their pre-season meetings. Coaches with access to Infinite Campus will monitor students' attendance. The Activities Secretary will check students' attendance for any coach that does not have access to Infinite Campus.

Eligibility for practices or contests on a Saturday will NOT be affected by a student's attendance on Friday, with the exception being an UNEXCUSED absence on Friday.

SOCIAL MEDIA GUIDELINES FOR STAFF

Classroom Use and use by Coaches, Advisors, Fundraisers and Programs

Social media networks are powerful teaching and communication tools that can add great value to classroom instruction and can be helpful for groups in interacting and sharing information.

Teachers are encouraged to use social media tools where appropriate in addressing an educational goal of the classroom.

- Inform your supervisor when creating social networks for any school-related use.
- Use district contact information (email, address, phone, etc.) for creating and maintaining accounts.
- Be proactive by stating clearly that the network you create is school related.
- Abide by the user guidelines set by the social media site.
- Treat the social media network like a classroom. Monitor closely the interactions between students and deal with inappropriate use immediately.

Complete policy can be found here (teacher access only):

<http://carbon.go.swcs/sites/AllStaff/All%20Staff/District833-Staff-SocialMedia-Guidelines.pdf>

WEBSITES

Coaches are responsible for updating the MSHSL website weekly: rosters, results, stats, and rate officials at www.mshsl.org via your coaches clipboard or:

Username: whscoach

Password: royals

All schedules (for parents, coaches, athletes) can be found at www.suburbaneast.org. Directions to each event can also be found at this site.

Coaches must maintain their Coaches Clipboard on the MSHSL website. Here they will complete their Continuing Education Requirements, Rules Interpretation, Bloodborne Pathogens training, and Summer Coaching waiver.

Coaches contact information, practice and game schedules, and other pertinent information should be on your NGIN website www.whsactivities.org.

MEDIA CONTACTS

So. Wash. Co. Bulletin	Blaze Fugina	459 – 3435	bfugina@rivertowns.net
Pioneer Press	Reporting Scores	228 – 5518	preps@pioneerpress.com
	Jace Frederick		jfrederick@pioneerpress.com
Star Tribune	Reporting Scores	612/673-4447	preps@startribune.com
Assoc. Press	Reporting Scores	800/300-8340	apscores@ap.org

While media is typically just after the good stories, one never knows depending on the situation the angle that media may take.

Be certain parents are aware of any interview – when possible – I know that sometimes they connect with athletes right after an event, which is likely not an issue.

Many of these athletes are minors and having parent permission to be interviewed for media – print or tv should be a priority.

<http://hotspot.sowashco.org/communications/Documents/Tips%20for%20Talking%20to%20the%20Media.pdf>

PICTURES

Coaches should see the Activities Department Assistant about setting up team pictures. Envelopes can be picked up in the Activities Office. Make sure you hand out the envelopes at least three days before pictures. Call David Banks Studios if you have any question (763-792-4488).

LETTERING POLICY

Coaches may develop their own lettering policy. A copy should be posted on your website and turned in to the Activities Director.

Letter winners should be turned in to the Activities Department Assistant at least one week before the letters are needed.

PURCHASING

All supply requests must be turned in on the proper request form with the vendor name, address, and phone number at the end of the season meeting. Please include a complete description of the item along with item numbers. If there is a shipping cost for supplies, it must be included in the price of the item. Remember to order for the entire program, including the ninth grade teams (for those programs who have them).

Capital Outlay requests (uniforms, larger items) must be made on the Capital Expenditure Request Form I. These requests are typically due to me in late December or early January. More information will be given.

EQUIPMENT

Coaches are responsible for the care, handing out, and collection of equipment. Each coach should have a current inventory of their equipment. Coaches are responsible for the equipment in their respective cage.

Keys should be turned in to the Activities Department Assistant at the end of your season.

ATHLETIC DEPARTMENT AWARDS

There are numerous awards that the Athletic Department distributes each year. The criteria listed below will be used to determine the recipient of each award. Coaches should nominate all deserving individuals to the Activities Department Assistant.

Triple "A" Award- This award is given to a senior male and senior female student who excels in academics, the arts/activities, and athletics. Nominees are made by Head Coaches and Directors through the Activities Office and the Activities Director/Admin Team will decide the recipient.

Excel Award- This award is given to a junior male and junior female student who excels in academics, the arts/activities, and athletics. Nominees are made by Head Coaches and Directors through the Activities Office and the Activities Director/Admin Team will decide the recipient.

WHS Honor Athlete- This award will be given to the senior male and senior female athletes who have the highest GPA that meet the following criteria:

- Lettered in two varsity sports during their high school career.
- All Conference in at least one sport that they participate in.

WHS Royal Athlete- This award will be given the senior male and senior female athlete who have a cumulative GPA above a 2.75, and then based on the point system that is listed below.

POINT SYSTEM-

- | | |
|------------------------------------|-----------|
| • Participant | 5 points |
| • Letter Winner | 5 points |
| • All-Conference | 25 points |
| • All-Conference Honorable Mention | 10 points |
| • State Participant | 10 points |
| • All-State | 30 points |
| • All-State Honorable Mention | 10 points |

Special consideration to national, state and metro-wide recognition.

TRAINER/INJURIES

WHS staffs a certified and registered athletic trainer (AT) for the purpose of educating students and preventing and treating injured athletes while participating in school related athletic events and programs. The AT will have final say over coaches concerning a student's return to play. If an athlete is injured while competing in a practice or game, coaches should refer the student to the trainer. If a student is injured and goes to the clinic, doctor, or hospital as a result of the injury, coaches should fill out the School Health Accident/Incident Report as soon as possible and submit to Activities Director. If a student goes to the clinic, doctor, or hospital as a result of an injury, the athlete will not be allowed to return to play without a note from the doctor clearing the student.

WEATHER

If school is cancelled due to snow or cold, teams may not practice. High school games may be played depending on the weather conditions at game time. A decision will be made by the Activities Director and Principal. Ninth grade games will be cancelled. Some exceptions made be made for sections and state practices.

If school is let out early due to weather conditions or evening activities have been cancelled, only the varsity level will be authorized to practice. If there is any uncertainty, please contact the Activities Director before you announce your plans to your student-athletes.

COMPETITION INDEX FOR HEAT/COLD

<http://www.mshsl.org/mshsl/Publications/code/athletic/HeatandCold-Color.pdf>

PROFESSIONAL DEVELOPMENT

State tournaments – the head coach will receive one day to attend the state tournament for that sport. WHS will pay for the sub that day, so have your office coordinator send the voucher to office coordinator at WHS. If the head coach wants to attend more than one day, he or she must ask their individual building principal to pay for the sub out of that building's staff development fund. If the principal will not, the teacher must take a personal day.

If an assistant coach from the program wants to attend the state tournament, he or she must ask their individual building principal to pay for the sub out of that building's staff development fund. If the principal will not, the teacher must take a personal day.

Coaches Clinics – WHS will pay for a sub for the head coach to attend the coaches' clinic.

If an assistant coach wants to attend a clinic, the teacher must take a personal day.

WHS will pay the clinic fee for the head coach only.

For coaches of girls sports: 01 E 252 296 000 000 157

For coaches of boys sports: 01 E 252 294 000 000 157

Conferences/Open House – WHS coaches will be excused from conferences on game nights only. They must attend conferences on practice nights. WHS assistant coaches will be excused from conferences on game nights only. They must attend conferences on practice nights. Head Coaches who teach in other buildings will be excused from conferences and open houses to coach their game. Assistant coaches who do not teach in our building and have scheduling conflicts must work with the principal of their building.

UNLESS A GAME IS SCHEDULED, ALL COACHES/ASSISTANT COACHES/DIRECTORS AND ADVISORS WILL BE IN ATTENDANCE AT CONFERENCES. If coaches are not able to attend conferences because of an event, they must let their parents know ahead of time and call or email all parents that request communication within 48 hours after conferences.

NEW ASSISTANT COACH HIRING PROCESS:

1. **HEAD COACH NOTIFIES AD THERE IS A VACANCY.**
2. **AD SENDS JOB POSTING TO HR.**
3. **JOB IS POSTED ON DISTRICT WEBSITE.**
4. **APPLICANTS COMPLETE AN EMPLOYEE APPLICATION WITH US AT:**

[HTTPS://WWW.APPLITRACK.COM/SOWASHCO/ONLINEAPP/DEFAULT.ASPX](https://www.applitrack.com/sowashco/onlineapp/default.aspx)

5. **HEAD COACH INTERVIEWS CANDIDATE(S), NOTIFIES AD AND AD ASSISTANT KARI TSCHIDA KTSCHID1@SOWASHCO.ORG OF SELECTION.**
6. **ACTIVITIES DEPARTMENT ASSISTANT NOTIFIES HR TO SEND BACKGROUND CHECK TO CANDIDATE.**
7. **HR NOTIFIES AD AND AD ASSISTANT OF BACKGROUND CHECK STATUS WHEN DETERMINED.**
8. **IF PASSED, HEAD COACH NOTIFIES AD IF THE POSITION IS GOING TO BE PAID BY THE BOOSTER CLUB.**
9. **IF PAID BY BOOSTER CLUB:**
 - A) **HEAD COACH AND AD DETERMINE THE TIME POINTS ACCORDING TO THE CURRENT TEACHER'S COLLECTIVE BARGAINING AGREEMENT.**
 - B) **THE TOTAL POINTS AND TIME ARE AGREED UPON BY HEAD COACH, AD AND VOLUNTEER-PAID COACH.**
 - C) **THE BOOSTER CLUB SUBMITS A CHECK FOR THE TOTAL AMOUNT PLUS 15.15% TO WHS BOOKKEEPER, EILEEN ROBB-TREBESCH EROBBTRE@SOWASHCO.ORG, PRIOR TO THE START OF THE SEASON.**

- 10. EXPERIENCE POINTS ARE CONFIRMED BY AD AND CONTRACT INFORMATION IS SENT TO HR**
- 11. AD COMPLETES PAF**
- 12. HR SENDS CONTRACT TO NEW EMPLOYEE**
- 13. EMPLOYEE SIGNS CONTRACT AND COMPLETES ALL NEW HIRE PAPERWORK (INCLUDING I9 INFORMATION, DIRECT DEPOSIT, W4, ETC.)**
- 14. COACH UPDATES MSHSL COACH'S CLIPBOARD PAGE WITH NECESSARY CONTINUING EDUCATION REQUIREMENTS INCLUDING BLOODBORNE PATHOGENS.**

APPENDIX

The following items will be useful/necessary for you throughout the season. These forms are available in the Activities Office or electronically from the Activities Director.

- Transportation Request
- Facility Use Request
- Pre-Season NGA
- Mid-Season HYP
- End of Season PER
- Five Domains of Coaching Evaluation
- Student Feedback Form
- Parent Feedback Form
- Injury Form

FREQUENTLY ASKED QUESTIONS:

Where do I find information on how my experience points are calculated for my coaching contract?

http://assets.ngin.com/attachments/document/0047/8751/extracurricular_contract_info.pdf