



# **Wausau School District Coaches' Handbook 2025/2026**

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# Introduction

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 wholesome development arising from athletic programs. Those people responsible for the conduct and control of school athletics must realize this is not only an opportunity, but an obligation as well.

This handbook has been prepared to provide coaches with a convenient and expeditious guide to administering and performing their respective 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 Wausaukee Athletic Department would like to thank you in advance for all of the time and dedication you will give to your coaching position. We couldn't do all that we do for student athletes if it wasn't for people like you!

## Responsibilities

### Athletic Director

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

### Athletic Director Responsibilities

1. Confer with and make recommendations to the administration in regard to new changes, and continuation of all coaching positions;
2. The scheduling of all athletic contests;
3. Monitor and supervise the budget of all athletic programs;
4. Plan and develop all athletic programming;
5. Issue contracts and assign officials to all athletic contests not assigned by the M&O Conference Commissioner;
6. Approve all requisitions of athletic equipment;
7. Coordinate all athletic trips, home tournaments and contests;
8. Conduct meetings with all athletic personnel when necessary;
9. Manage payment of all WIAA and conference dues;
10. Monitor academic and attendance performance of athletes;
11. Submit athletes' names for WIAA scholar athlete awards;
12. Evaluate all coaches;
13. Inform coaches of any deficiency in their performance;
14. Be available as a resource to all coaches.

### Responsibilities to Athletes

1. The Athletic Director shall annually review with athletes the Activities Code.
  - a. This information must be provided to the parents.

2. The Athletic Director will provide the Activities Codes and medical forms to the athletes.
  - a. The Activities Code and Medical Documents are **REQUIRED** to be signed and returned.
    - i. These documents qualify the athlete to be eligible to participate.
3. The Athletic Director will monitor the academic performance of their athletes and enforce the academic code.
4. The Athletic Director will monitor the attendance of their athletes and enforce the penalty for violating the attendance policy.

## Coaches

### Coaches Responsibilities

1. Coaches will exemplify the highest moral character, behavior, and leadership and abide by the rules of the game in both letter and spirit;
  - a. Coaches are contracted to instruct, supervise, and organize interscholastic teams of students;
  - b. The Head Coach is responsible for their program;
    - i. The assistant coaches will work under the direction of and report directly to the head coach;
  - c. All coaches are responsible for setting a positive tone and demonstrating sportsmanship at all times;
    - i. Coaches ejected from competition will automatically be suspended from coaching or attending the next competition;
  - d. All Head coaches are to report to the Athletic Director;
2. All coaches are required to complete a Criminal Background Check (Form 533.1) prior to employment.
3. All paid coaches are required to get van certification for transporting athletes.

### Responsibilities to Athletes

1. Coaches are **REQUIRED** to ensure that each athlete has a valid physical card or alternate year card on file **BEFORE** that athlete can participate in practice/play. **NO EXCEPTIONS.**
2. Coaches will give written guidelines to all athletes regarding training rules, lettering requirements, and pertinent information regarding the sport.
  - a) Coaches will make parents and athletes aware of these guidelines via a meeting or mailing.
3. Coaches will issue all athletic gear, equipment and uniforms and supervise its return and storage at the last contest.
4. Coaches are responsible for their athletes while at school for practice, games, or on athletic trips.
  - a) Coaches will encourage and expect quality behavior of their athletes at all times;
  - b) Coaches are to remain with their athletes until all have been picked up.**
  - c) Athletes are expected to travel with the team;
    - (1) If alternate travel, the **coach** is responsible for assuring that the district release form has been signed by a legal parent or guardian in accordance with district policies. **No Exceptions.** (Appendix)

## Responsibilities to the Program and Athletic Department

1. Head coaches will **file their letter requirements** with the Athletic Director.
2. Head coaches are responsible for submitting a **budget** for all levels at the end of their season.
3. Head coaches are responsible for keeping an **accurate inventory** for all issued gear, equipment and uniforms.
4. Head coaches are responsible for supplying a list of students' names and locker assignments to:
  - a. The Athletic Director;
  - b. Physical Education Teacher.
5. All coaches **MUST** complete the WIAA Mandated **Rules Interpretation Meeting & Examinations** for each sport participated in **PRIOR** to the first athletic contest;
6. Coaches will complete all State of Wisconsin and WIAA mandated concussion protocols.
7. Head coaches are **required** to attend all **M & O Conference Meetings** for their sport.
8. **All coaches** who are **reimbursed** by the District for coaching are **required to complete and maintain certification in:**
  - a. **First Aid, CPR (CardioPulmonary Resuscitation) & AED (Automated External Defibrillator).**
  - b. Coaches are to attend all coaches meetings called by the Athletic Director;
    - i. Unless prior approval is granted.
9. Coaches are **required** to inform the District of all injuries;
  - a. Complete and Submit an **Incident Report Form**. (Appendix)
  - b. Completed form **MUST** be given to the Athletic Director **within 72 hours** of the incident.
10. Coaches are responsible to contact and **inform the results of home contests to the media.**
11. Coaches will abide by the rules as set forth by:
  - a. The WIAA, M&O Conference, and the Wausaukee School Board of Education.
12. Coaches represent the whole athletic department, not just a sport that they are coaching;
13. It's imperative that coaches bring issues of concern to the Athletic Director and not to the public.
14. Coaches are responsible for any school keys or entry fobs issued to them.

## Administrative Policies in Athletics

### Budget & Purchasing

1. Head coaches are to submit their annual expenditure requests at the end of their season for the following school year to the Athletic Director or Business Manager;
  - a. The Athletic Director in conjunction with the Business Manager will prepare the athletic budget;
  - b. It is the responsibility of the Athletic Director to be certain that nothing has been omitted and that all figures balance in the total;
  - c. The total budget will be presented to the Business Manager for review and approval.
  - d. These requests are to include every anticipated expense within their program;
  - e. No equipment is to be ordered without approval of the Athletic Director or Business Manager.

## Equipment Care & Inventory

1. The head coach is responsible to keep a complete inventory of issued equipment including the team medical kit.
2. Equipment is to be stored in the proper storage areas in a neat fashion;
3. Equipment belonging to the School District of Wausaukee is **required** to have the Athletic Director's **approval prior** to loaning to outside groups
4. Equipment not accounted for is required to be reported to the Athletic Director by the head coach.
5. No game uniforms or practice gear should be worn by an athlete except:
  - a. At a practice session, scheduled contest or sports related event.
6. All equipment and supplies will be issued by the Head Coach or a designated representative to student athletes.
7. All athletes receiving equipment will be responsible for the equipment issued;
  - a. Failure to return the equipment in a timely manner by a student athlete will result in charges being levied.

## Clinics & Workshops

1. The School District of Wausaukee encourages coaches to improve and enrich themselves in new trends in their respective sport.
2. Expenditures for registration to workshops or clinics **must** be submitted by the head coach.
  - a. The School District will cover coaches dues for state association.
3. Permission to attend a clinic or workshop must be **approved in advance** by school Administration (if the coach is a District employee).

## Attendance at State Tournaments

1. Coaches of participating teams and individuals, will accompany those athletes to the state competition with expenses paid by the athletic department or the WIAA.
  - 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. Overnight accommodations will be paid only on days when athletes are actually competing.
2. **Supervision** of athletes and managers will be the responsibility of the head coach and coaching staff throughout the entire trip to a tournament or contest.
3. The coaches of a sport may be given the opportunity to attend the state tournament in their respective sport.
  - a. Approval by school Administration is **required** to leave school;
    - i. Authorization is dependent upon substitute availability to ensure effective teaching is offered during the coach's absence.
    - ii. The cost of the substitute teacher would be paid for by the School District.

## Public Relations

1. It is recommended that all coaches organize and hold a parents' meeting.
2. Rosters for sporting programs are to include:
  - a. Athletes': Name, Size, Grade Level, Coaching Information, etc.
    - i. Availability of this information would be for parents, news media, and opponents.

3. Head coaches should make available to the press and media, scorebooks and other pertinent statistical information after each interscholastic contest:
  - a. Wissports
  - b. Peshtigo Times
  - c. Green Bay Press Gazette
  - d. Marinette Eagle Herald

## Transportation

1. Student Transportation Services (Policy 751) and Alternative Driver/Vehicle Authorization Checklist (Form 751.5C) are available on the District website.
  - a. Contests:
    - i. The School District of Wausaukee provides transportation to and from all contests.
    - ii. All athletes are to travel with their team for out-of-town contests.
      1. They are to return with the team unless written permission from their parents to do otherwise is cleared.
    - iii. All coaches and/or activity advisors are responsible for **providing Lamers Bus Company with a roster** of individuals that are being transported for any Wausaukee School District related event.
  - b. Clinics:
    - i. Arrangements can be made to take a school vehicle to an approved workshop or clinic;
    - ii. Under **NO** circumstances can school vehicles be used to transport athletes to any workshop or clinic without the total cost being reimbursed by the participants.
  - c. Tournaments:
    - i. Transportation will be provided by the School District to all participating tournaments.
    - ii. School vans may be used for a small group of participants;
      1. Arrangement/Permission **required** by school Administration.
  - d. Tickets:
    - i. Under **NO** circumstances will the District pay or reimburse coaches for traffic/parking tickets.

## Medical

1. Physical Examinations:
  - a. According to [Wisconsin Interscholastic Athletic Association \(WIAA\) Medical Policies and Procedures](#):
    - i. A student may not participate in interscholastic athletics until the school has an Examination Permit Card on file in its office attesting parental permission, [physical fitness](#) as determined by a licensed Physician or an [Alternate Year](#) permission form signed by a parent or legal guardian on the second year of a two year Physical Exam cycle.
  - b. Injuries:
    - i. If there is any question as to the seriousness of an injury CALL 911.
    - ii. Parents are **REQUIRED** to be notified if an injury doesn't appear to require an ambulance, but may require medical attention.
    - iii. Parents are to be informed of any injury, **regardless** of how insignificant.

- iv. Athletes are **REQUIRED** a medical release clearance in writing prior to returning from a serious injury.
- v. **NO** substances/medication may be dispensed by coaches.

## Practice Times

1. Pre-season Practices/Vacation Practices:
  - a. Practices may be organized at the coach's discretion. There are some important factors to practice times.
    - i. Length of practice sessions:
      1. Young athletes reach a point of "diminishing returns" after about two hours of continuing practice.
    - ii. Transportation problems:
      1. Be considerate of rural athletes. Try to coordinate with these athletes to establish practice dates/times.
2. School Day Practice:
  - a. Practices are not to begin prior to 3:30 PM.
3. Holidays/Canceled School Day Practices:
  - a. Special circumstances must be approved by the Administration.
  - b. The Athletic Director determines if practices will be held on a "volunteer" basis only.
4. Family Night:
  - a. In conjunction with religious organizations, and schools in our conference, Wednesday night is designated as family night when school is in session.
    - i. All activities that begin on Wednesday after school are to conclude no later than 6:30 PM.
    - ii. Special circumstances must be approved by the Administrator.
5. Cancellation of Practice
  - a. It's important to give adequate notification if a practice has to be canceled, especially calendar practices.
    - i. Be considerate of student athletes and families who have scheduled arrangements for transportation to and from practices.

## Awards

1. Varsity Letter:
  - a. Collaboration with the Athletic Director and head coach will establish the criteria necessary for athletes to earn a Varsity "W".
    - i. Criteria will be issued in written form to each athlete at the beginning of the season.
2. Awards Ceremony:
  - a. An awards ceremony **MUST** be held within two weeks of the completion of the season to distribute awards.
    - i. This ceremony should not be exclusive to athletes only.
    - ii. Each coach may pursue their own method of post-season celebration or athlete recognition ceremony.
      1. This method and date must be cleared with the Athletic Director prior to scheduling.
3. Award Winners:



- a. Each head coach is **required** to submit to the Athletic Director or designee, a complete list of all awards presented.

## Facilities

The care and upkeep of the athletic facilities is the responsibility of all concerned about interscholastic sports competition.

1. Coaches should regularly inspect the facilities.
2. Coaches are responsible for notifying the Athletic Director and the Building and Grounds Director if there is an area of concern;
  - a. A record of the request will be documented.

## Building Security

1. A building entry fob and/or key will be issued to coaches at the beginning of their season.
  - a. Coaches are responsible for verifying that doors are **locked**:
    - i. **Door 6** (Sports Entrance);
    - ii. **Door 10** (High School Gym Access Door).
  - b. Coaches' offices and equipment must be locked when you or your reliable designees are not present.
    - i. If entry fobs or keys to the athletic area are lost, report directly to the Building and Grounds Director.
2. Following all practices or competitions, coaches are responsible for checking the locker rooms and any areas used to verify they are clean and in order.
3. Athletes are the **coaches'** responsibility
  - a. Athletes **MUST** be supervised at all times when at school for practice/games, or returning from athletic trips.
  - b. **Coaches' are to supervise athletes until all have departed.**

## Dropping a Sport

If appropriate and qualified coaches for a particular sport cannot be contracted, the sport will be discontinued. The decision to drop a sport based on too few participants will rest with the Administration.

## Cutting Athletes

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

1. If cutting is deemed necessary, parents and athletes must be informed of this decision.
2. A meeting between the coaches and the athlete must be held to inform them why they were cut.
  - a. Supporting evidence for any cuts must be discussed with the Athletic Director.

## Co-Curricular Code of Conduct

Student Athletes **must** sign and adhere to the Activities Code of Conduct, which includes:

1. Academic Standards, Attendance Policies and the Athlete Conduct.
2. Coaches are expected to assist the Athletic Director to ensure these policies are followed on a weekly basis.

## Membership

1. The School District of Wausaukee partners with the Wisconsin Interscholastic Athletic Association (WIAA), the Marinette and Oconto Conference, and the Northeast 8 player football Conference
  - a. Wausaukee coaches and athletes are to adhere to the rules and bylaws set forth by said organizations.

## Evaluation & Compensation

1. Coaches will be evaluated annually by the Athletic Director. (Appendix)
  - a. Such evaluation will be conducted in accordance with the guidelines established jointly by the Athletic Director and Head Coaches.
2. The following is a list of all the end of the year responsibilities that must be satisfactorily completed as determined by the Athletic Director:
  - a. Awards Ceremony must be scheduled/completed;
  - b. Officials evaluations:
    - i. Completed for the conference and WIAA;
    - ii. Head Coach evaluations turned in.
  - c. An accurate inventory turned into the Athletic Department.
  - d. All profits from fundraisers are to be turned into the District Office.
  - e. Complete and submit the budget.

## Fundraising

The School Board supports fundraising activities that are designed to promote educational and extracurricular activities without interfering with the educational process. Fundraising (and the expenditure of such funds) by students and by student groups shall be for school and school-related purposes, for items outside the budget that enhance the programs, or for charitable purposes. Preference is given to fundraising activities that are community-building in nature, rely on unsolicited voluntary participation (e.g. putting on a school dance, a fish fry dinner, a car wash, etc.), and have a profit margin of 50%. (Policy 374) Forms and procedures regarding fundraising can be found on the District website.

## Home School Eligibility

1. Interscholastic Athletics (Per Wisconsin State Statute 118.133)
  - a. **A school board shall permit** a pupil who resides in the school district and is enrolled in a home-based private educational program to participate in interscholastic athletics in the school district on the **same basis and to the same extent** that it permits pupils enrolled in the school district to participate.
  - b. Upon request, the home-based educational program in which the pupil is enrolled shall provide the school board with a written statement that the pupil meets the school board's requirement for participation in interscholastic athletics based on age and academic and disciplinary records. No person may provide a false statement under this paragraph. The school board may not question the accuracy or validity of the statement or request additional information.

## Extra-Curricular Sports Payscale

ATHLETICS			
Category/Position	Satisfactory Performance		
	Years 1-3	Years 4-6	Years 7+
HS Varsity Coaches	\$3,300	\$3,550	\$3,800
HS/JV Assistant Coaches	\$2,100	\$2,350	\$2,600
MS Coaches	\$1,200	\$1,325	\$1,450

## Coaches' Handbook Agreement

I have received a copy of the Coaches' Handbook. I have read and understand the implications of each item in the Coaches' Handbook. By my signature below, I agree to adhere to this code.

\_\_\_\_\_  
Coaches' Signature

\_\_\_\_\_  
Date



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## Waiver of School Responsibility Parent Request

Student Name: \_\_\_\_\_

Event/Competition: \_\_\_\_\_

Date of Competition: \_\_\_\_\_

Designated Person: \_\_\_\_\_

- ☐ I, the parent/guardian of student(s), authorize the **designated person listed to pick up my student(s) at the event/competition location**. I understand that if this individual is not at the designated location, my child will return to school with the group. I hereby waive the School District of Wausaukee of any responsibility for my student(s), while s/he is being transported by the person I have designated above.
- ☐ I, the **parent/guardian, will be transporting my student(s) home from the event/competition** on the date provided. In doing so, I hereby waive the School District of Wausaukee any responsibility for my student(s) while being transported in my care.
- ☐ I, the **parent/guardian, will be transporting my student(s) to the event/competition** on the date provided. In doing so, I hereby waive the School District of Wausaukee any responsibility for my student(s) while being transported in my care.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

*\*This form must be presented to the coach/advisor personally by the parent/guardian.*

# Athletic Coach Evaluation

## Annual Post Season Evaluation Form

**Evaluation of Head Coaches:** Principal / Athletic Director

**Evaluation of Assistant Coaches:** Principal / Athletic Director / Head Coach

Coach/Advisor: \_\_\_\_\_ Sport: \_\_\_\_\_

Evaluator: \_\_\_\_\_

### Preseason Checklist (Initials required)

- \_\_\_\_ 1. Printed copy of CPR/AED (Joe Thompson)
- \_\_\_\_ 2. Printed copy NFHS First Aid Course (Joe Thompson)
- \_\_\_\_ 3. Van certification (Kelly Stumbris)
- \_\_\_\_ 4. WIAA rules exam completion (Varsity and JV Coaches only) (Joe Thompson)
- \_\_\_\_ 5. Printed Copy of varsity letter requirements (Varsity Coaches only) (Joe Thompson)

Rating Scale: **(S)** Successful **(A)** Adequate **(NI)** Needs Improvement **(NO)** Not Observed

- \_\_\_\_ 1. Promotes development of the student's emotional, social, physical and intellectual abilities.
- \_\_\_\_ 2. Promotes the safety, health, and wellbeing of participating students.
- \_\_\_\_ 3. Teaches and models cooperation and respect for authority.
- \_\_\_\_ 4. Teaches individual and team concepts.
- \_\_\_\_ 5. Teaches and models sportsmanship and self-discipline.
- \_\_\_\_ 6. Develops, implements, and evaluates practice sessions.
- \_\_\_\_ 7. Strives to develop harmonious working relationships with student athletes and coaches.
- \_\_\_\_ 8. Strives to maintain an open line of communication with parents and community.
- \_\_\_\_ 9. Enforces WIAA, School Board, and Activities Code Handbook regulation.
- \_\_\_\_ 10. Attends and participates in athletic recognition programs.
- \_\_\_\_ 11. Maintains coaching skills commensurate with job qualifications.
- \_\_\_\_ 12. Provides appropriate supervision of students while they are involved in athletic programs.
- \_\_\_\_ 13. Strives to develop harmonious working relationships with the faculty and administration.
- \_\_\_\_ 14. Performs other related duties as assigned by the supervisor.
- \_\_\_\_ 15. Budget request completed within 2 weeks of completion of season
- \_\_\_\_ 16. Completed pre-season and postseason inventory

Additional Comments:

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Signature of Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Evaluator: \_\_\_\_\_ Date: \_\_\_\_\_

# Athletic Injury Report Form

Student's Name: \_\_\_\_\_ ( ) M ( ) F Grade: \_\_\_\_\_

Activity: \_\_\_\_\_

Date of Injury: \_\_\_\_\_ Time of Injury: \_\_\_\_\_ Location: \_\_\_\_\_

## BODY PART INJURED

## TYPE OF INJURY

### HEAD

### TRUNK

### EXTREMITIES

\_\_\_ Ear

\_\_\_ Abdomen

\_\_\_ Ankle

\_\_\_ Lower Arm

\_\_\_ Eye

\_\_\_ Back

\_\_\_ Elbow

\_\_\_ Lower Leg

\_\_\_ Face

\_\_\_ Chest

\_\_\_ Finger

\_\_\_ Thumb

\_\_\_ Head

\_\_\_ Groin

\_\_\_ Foot

\_\_\_ Toes

\_\_\_ Neck

\_\_\_ Shoulder

\_\_\_ Hand

\_\_\_ Upper Arm

\_\_\_ Scalp

\_\_\_ Hip

\_\_\_ Upper Leg

\_\_\_ Knee

\_\_\_ Wrist

\_\_\_ Abrasion

\_\_\_ Bite

\_\_\_ Bruise

\_\_\_ Burn

\_\_\_ Concussion

\_\_\_ Cut

\_\_\_ Dislocation

\_\_\_ Fracture

\_\_\_ Heat

\_\_\_ Laceration

\_\_\_ Puncture

\_\_\_ Scratch

## FIRST AID GIVEN

\_\_\_ Dressing

\_\_\_ Splinted

\_\_\_ Ice

\_\_\_ Immobilized

\_\_\_ Stop Bleed

\_\_\_ Cleaned

\_\_\_ Observed

## TAKEN ACTION

## EXPLANATION OF ACCIDENT

\_\_\_ Parent took home

\_\_\_ Transfer to hospital

\_\_\_ Collision with person

\_\_\_ Fall

\_\_\_ Returned to Sport

\_\_\_ Parent took to ER

\_\_\_ Hit with object

\_\_\_ Collision with obstacle

\_\_\_ Made Doc Appt

\_\_\_ Called 911

\_\_\_ Injury to self

What happened?

Witness #1 (Name & Phone): \_\_\_\_\_

Witness #2 (Name & Phone): \_\_\_\_\_

Form Submitted by (Name & Phone): \_\_\_\_\_ Date: \_\_\_\_\_