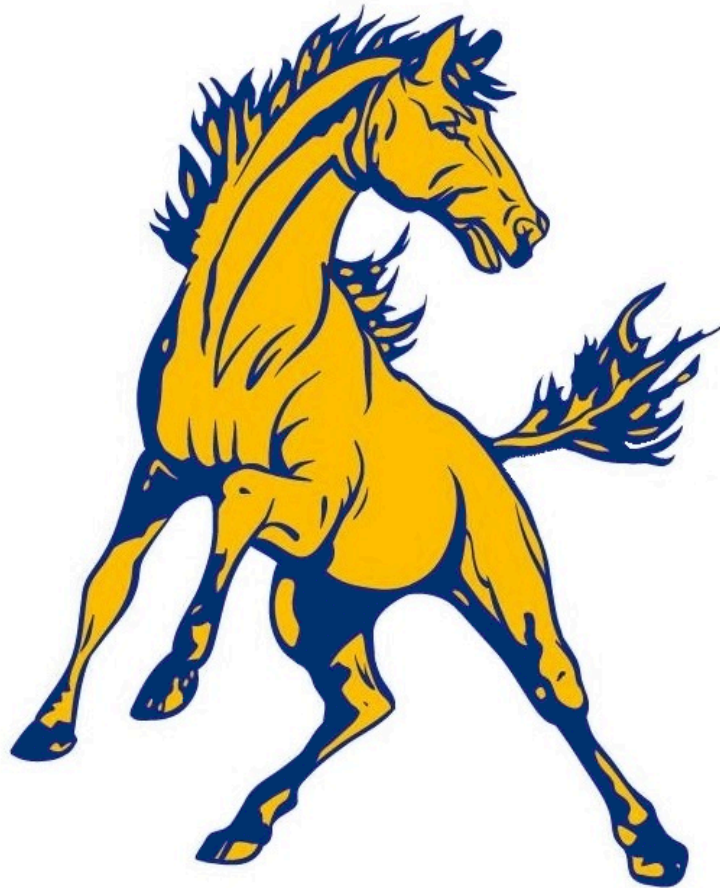


**2025-2026
Marion School District
Coaching
Procedures Handbook**



The Marion School District's Mission:

**“We will inspire excellence and instill positive lifelong learning
for all students.”**

Vision:

A collaborative community of empowered learners on a path to a successful tomorrow

Motto:

Compassion. Commitment. Community

Collective Commitments/Values:

- M** Maintain high expectations that are progressive and responsive.
- U** Utilize data to make decisions.
- S** Strengthen culture through being respectful, responsible and safe.
- T** Target time for self-care.
- A** Align curriculum and instruction for an effective system of learning.
- N** Nurture positive relationships with staff, students, and families.
- G** Generate and inspire a positive growth mindset for staff and students
- S** Support everyone's personal needs; mental, emotional, and physical

Marion School District Organization

Board of Education

President	Mr. John Schwartz
Clerk	Mrs. Dawn Papendorf
Treasurer	Mrs. Melissa Stuhr
Vice-President	Mrs. Tiffany Krueger
Other Members	Mrs. Nikki Bonikowske
	Mr. Ronnie Faehling
	Mr. George Graper
	Ms. Lynn Tober-Steinke
	Mr. Bruce Zillmer

Administration

District Administrator	Troy Edwards
Elementary Principal	Brian Morstad
Jr./Senior High School Principal	Troy Edwards
Director of Special Education & Pupil Services	Elisa Bergstreser
Director of Business, HR & Auxiliary Services	Nathan Papendorf

District-wide Staff

Building, Grounds & Maintenance Technician	Neal Westemeier
Community Services & Administrative Assistant	Tracy Schwartz
District Administrative Assistant	Annette Krueger
District Nurse	TBD
Food Service Director	Holly Bembenek
Reading Specialist	Connie Malueg
Technology Coordinator	Jim Black
Technology Support Specialist	Matthew Edwards
Transportation Scheduler	Tracy Schwartz
Certified Occupational Therapy Assistant	Melissa Laack

Classified Staff Assignments

<u>Building Secretaries</u>	Margaret Seidenkranz	Elementary
	Carla Rader-Johnson	High School
	Gail Parks	High School
<u>Bus Drivers</u>	Ann Arndt	North/West
	Scott Arndt	West/South
	Jon Knaup	North
	Paula Krueger	East/South

Marti Reimer	North/East
Mark Mielke	AM Private
Cal Ossmann	Substitute/Trip
Neil Papendorf	PM Private/Substitute/Trip
Scott Zwirschitz	Substitute/Trip
Micah Schwantes	Substitute/Trip

Custodians

Joe Anklam	Elementary School
Jeremy Beilfuss	Elementary School
Brian Russow	Jr./Sr. High School
Mary Wilson	Jr./Sr. High School

Educational Assistants/Paraprofessionals

Kathy Blaas	Intervention
Hannah Krueger	Intervention
Amanda Miller	Intervention
Farryne Karpinski	Elementary School
Tiffanie Rickert	Elementary School
Tiffani Ewald	Elementary School
Andrea Elandt	Elementary School
Angela Gebert	Elementary School
Ashley Moder	High School
Gloria Briske	High School
Kimberly Hager	High School
Janice Knitt	High School
Kathryn Vanmeerbeck	High School
Jill Grogan	ERVING/IMC

Food Services

Ash Beyersdorf	Elementary School
Michele Williams	Elementary School
Tammy Brehm	Jr./Sr. High School
Kim Haufe	Jr./Sr. High School

Elementary Certified Staff Assignments

Elementary Certified Staff

Brianna Foth	4K
Cheyenne Opperman	4K
Bonita Elandt	Kindergarten
Ana Grimm	Kindergarten
Leah Fetting	Grade 1
Stephnie Schroeder	Grade 1
Cassandra Messier	Grade 2
Kristi Wilson	Grade 2
Kerry Dalhoe	Grade 3
Steph Schuettpelz	Grade 3
Ashlee Blum	Grade 4
Ellie Mielke	Grade 4

Tracie Voight	Grade 5
Crystal Lutz	Grade 6
Nicole Kussman	Grade 6
Connie Malueg	Reading Specialist
David Roe	Physical Education
Mari Dombrowski	Art
Casey Herman	Music/Band
Shawn Much	IMC
Brianna Pfeiler	Special Education
Jessica Roe	Special Education
Kennedy Sether	Special Education
Haley Holewinski	School Counselor
Jana Garl	School Psychologist
Scott Zwirschitz	After School Coordinator

Junior & Senior High Certified Staff Assignments

Junior & Senior High Certified Staff

Ashlie Basche	Jr. High English
Robert Strelow	Sr. High English
Marissa Groshek	Sr. High English
Richard Kramer	Mathematics
Heather Kamba	Mathematics
Ben Livingood	Science
Heather Wuske	Science
Bethany Grunewald	Social Studies
James Hill	Social Studies
Jenna Brogan	Agriculture
Ethan Olson	Technology Education
Tony Dombrowski	Technology Education
Scott Zwirschitz	Careers & Academic Support
Tony Magestro	Alternative Education
Mari Dombrowski	Art
Gatlin Grimm	Vocal Music/Band
Micah Schwantes	Physical Education/Health
Shawn Much	IMC
Craig Rogney	School Counselor
Renee Rickert-Smith	Special Education
Michelle Oesterreich	Special Education
Jana Garl	School Psychologist

Extra Curricular Staff Assignments

Extra Curricular Staff

Heather Wuske	Science Department Head
Heather Kamba	Math Department Head
Mark Fredy	Social Studies Department Head
Ashlie Basche	English Department Head

Gatlin Grimm	Freshman Class Advisor
James Hill	Sophomore Class Advisor
(2) TBD	Junior Class Advisor
Micah Schwantes	Senior Class Co-Advisor
TBD	Senior Class Co-Advisor
Mark Fredy	Jr. High Student Council
Heather Wuske	Jr. High Student Council
Robert Strelow	Sr. High Student Council
Heather Kamba	National Honor Society
Richard Kramer	Math League
TBD	Forensics
TBD	High Quiz
TBD	Knowledge Master
Gatlin Grimm	Sr. High Band Ensemble
Gatlin Grimm	Vocal Solo Ensemble
Gatlin Grimm	Pep Band

Co-Curricular Staff Assignments

Co-Curricular Staff

Mark Fredy	Activities Director
Tracie Voight	Cross Country
Jesse Trebus	Cross Country Assistant
Micah Schwantes	Football
TBD	Jr. High Football
Charlotte Baldwin	Volleyball
Nicole Seelig	Volleyball Assistant
Jessica Stuhr	Jr. High Volleyball
David Roe	Boys Basketball
Shane Crum	Boys Basketball Assistant
Branden Beechy	MS Boys Basketball
TBD	MS Boys Basketball
Ben Livingood	Girls Basketball
TBD	Girls Basketball Assistant
Jeremy Beilfuss	Jr. High Girls Basketball
TBD	Jr. High Girls Basketball
Doug Brei	Baseball
Tim Mehlberg	Softball
Bethany Grunewald	Softball Assistant
Ward Much	Track
Jeremiah Rolfs	Track Assistant
Micah Schwantes	Golf
Mark Fredy	Golf Assistant

The Marion School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs or activities. Federal Law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

I. ATHLETIC PHILOSOPHY

The Marion School District views interscholastic athletics as an integral part of the total educational process; therefore, all policies that are established are aimed toward cultivating high ideals of good citizenship and sportsmanship. As coaches of interscholastic activities, you have chosen to engage in one of the most personal and perhaps one of the most influential factors affecting the formative phases of a young student growing to maturity.

Athletics provides an opportunity to be part of a team and to learn how to work together.

The district expects every team to engage in spirited competition, and win or lose, to have given the best they have. At no time, however, will winning be placed above the development of the individual or come at the expense of such ideals as good sportsmanship and citizenship. Any eligible student who abides with the Marion Co-Curricular Code is entitled to go out for a given sport.

The attitude of the student/athlete combined with his/her current skill level will be used in determining playing time. Practice and game participation should be structured in such a fashion as to increase the skill level of each player.

Within the above stated philosophy the following will be adhered to:

- Since winning is not the sole purpose of non-varsity athletics, all team members will see some playing time each game, unless a team rule has been broken and the student is sitting out for disciplinary reasons.
- Competition is designed to provide younger athletes game experience that will be used to make them varsity material in future years.
- The Central Wisconsin Conference does not prohibit seniors from playing JV ball, but the practice is not encouraged. A team full of juniors/seniors is unfair competition for a school who is playing primarily freshmen and sophomores.
- Juniors who are seeing limited varsity experience should be allowed sufficient JV playing time.
- The size of the squad may limit the amount of playing time for each player.
- The School District of Marion has a “no-cut” policy. An extremely large turnout of students for any sport may require students to rotate nights of play and to share uniforms.
- If a team gains a sizable lead or is beyond the possibility of winning, extensive substitutions are required.

II. ATHLETIC DIRECTOR

The Athletic Director shall:

- Provide and maintain the leadership for the interscholastic program.
- Keep a constant line of communication with administration, coaches and support personnel.
- Confirm officials’ contracts and all non-conference contest contracts.

- Disseminate all WIAA materials and help enforce all WIAA rules and regulations.
- Prepare a master sports calendar
 - a. Conference schedule from commissioner
 - b. Non-conference contests
- Prepare a master budget for athletics.
- Hire all officials not hired by the conference.
- Give final clearance for the use of any of the gyms or the athletic fields (approved by building principal).
- Act as a resource person for all coaches.
- Approve payments out of student activities for all athletic accounts.
- Assist in the arrangements for the yearly co-curricular meetings.
- Assist in collection of WIAA physical cards and preparation of master eligibility list.
- Assist in supervision at athletic contests.
- Assist in the evaluation of the athletic program and make any recommendation for improvements.
- Assist in the collection of all coaches contracts, verifying all signed contracts are received prior to the start of the season.
- Be responsible for determining academic eligibility.

III. Coaches

Coaches are expected to exhibit a code of personal conduct and decorum that is conducive to the stated philosophies of public school athletics. As a coach you are expected to adhere to the following policies that have been adopted by this district.

- A. If we wish students to show respect for coaches and other staff members, we must show respect for each other as well as for students.
- B. No swearing (use of profanity) is allowed in the locker room, on the bus, on the practice field, playing field or court by any coach or player.
 - a. Do not air grievances where students or others can overhear your conversation. Be especially careful in the coaches' office. Conversations carry into the locker room areas.
 - b. When disagreements arise among the coaching staff with regard to philosophies, techniques, effectiveness, etc., coaches will discuss these differences on a professional and diplomatic level.
- C. Public airing of disagreements between coaches, philosophies, and etc., is not acceptable.
- D. No coach shall publicly contradict the "system" of the head coach.
 - a. Coaches shall not pressure, directly or indirectly, student athletes to pursue one sport rather than another.
 - b. Coaches shall not pressure, directly or indirectly, student athletes with regard to the student's participation in other acceptable school activities. That is, no school activity is considered exclusive of any other school activity.
 - c. The academic responsibilities of coaches take precedence over athletic responsibilities.
 - d. Coaches must allocate their time such that the effect on academic responsibilities are minimal.

- e. Coaches must be available to the students enrolled in their academic disciplines. This means that coaches cannot spend an undue amount of their preparation periods in the athletic areas. Students must be able to schedule conferences as needed.
- f. Coaches are required to cooperate with the rest of the teaching and coaching staff. This is extremely important since students are often torn between academic responsibilities, sports and other co-curricular activities.

E. Duties of individual coaches:

- a. Organize and conduct practices efficiently. When a set schedule has not been established, coaches should schedule the use of the gym and athletic fields with the athletic director so that conflicts do not arise.
- b. Limit use of cell phones in accordance with Wisconsin Statute 175.22, cell phone use is prohibited in all locker rooms and bathrooms in any school district. This includes the use of cell phones to take pictures or videos, or to access the internet. The purpose of this policy is to protect the privacy of student-athletes who are changing clothes or using the bathroom. Cell phone use in these areas can be a form of sexual harassment or bullying, and it can also lead to the distribution of inappropriate images.
- c. No Mandatory or Voluntary Sunday practices unless approved by the Board of Education prior to practice.
- d. Set up necessary facilities for both practices and games, i.e. field preparation, scorebooks, nets put up, dugouts cleaned, etc.
- e. Coaches must stay at school if there are students still waiting for rides home.
- f. Coaches are to check the attendance daily to ensure that the athletes are in school for a full day following a competition, no matter what time they returned the night before. (Co-Curricular Handbook; Attendance Requirement)
- g. Send in all forms on game results, game officials, and all conference nominations and selections to the conference commissioner (or other person in charge of nominations or statistics). Send out publicity to radio stations and newspapers immediately after the contest. Announcements concerning the contest results, good individual performances, etc. should be given to the high school secretary by 7:30 AM in order to be included in that day's announcements.
- h. Parent's Night activities should be well planned, and should involve all people connected with your activity. Up to \$100.00 will be paid by the district at the high school level.
- i. Fall coaches must prepare a budget request for their respective sport and submit it to the athletic director along with their inventory at the end of their season. Lower level coaches should meet with their head coach to make sure their needs are known.
- j. Winter and spring coaches must submit a budget by February 1st of each year. Though this is difficult, the athletic budget must be submitted along with the building budgets in March.
- k. Make suggestions for non-conference athletic contests to the athletic director each year. This includes tournaments, etc. It will be the head coach's responsibility to work with the athletic director to coordinate all aspects of tournaments that are held. (The athletic director will have the responsibility to send contracts to schools and officials.)
- l. Make sure no one participates without turning in a "white card."

- i. To receive a white card:
 - 1. Each athlete's parent(s) must attend a co-curricular meeting and have signed the sports code of conduct.
 - 2. Each athlete must have attended and signed a review of the "code" in school or at a meeting with his/her parents.
 - 3. Each athlete/parent must sign a concussion waiver.
 - 4. Each athlete in grades 9-12 must have an impact test that is good for two years.
 - 5. Each athlete must have all fees and fines that are due paid in the office. Any athlete who has not complied with this MAY NOT compete until fees are paid or a payment plan has been established. This same rule applies if fees/fines become due during the course of a season.
- m. Each coach must turn in a list of participants to the athletic director and the high school office by the end of the second day of practice. Coaches must keep the office and the athletic director posted on changes in participants.
- n. Coaches will have rules specific to their sport turned into the athletic director for approval prior to the start of their season to ensure a copy can be given to the student and parent for review and signing the first day(s) of practice. Before an athlete may compete he/she must have returned a signed copy of the coach's rules/cautionary statement/letter requirements.
- o. Inventory - ALL equipment checked out to/by you must be inventoried and returned no later than ten school days beyond the end of the sports season. Athletes may not use school equipment and/or uniforms for anything other than practice/events. Special arrangements may be made for senior pictures.
- p. All final season stats, award forms, first aid kits, keys, inventory, budget sheets, etc. must be turned in before a coach receives his/her final coaching pay.
- q. All coaches should promote their own sport as well as encourage participation in other co-curricular events.
- r. Any coach not licensed to teach must take an ASEP class before they can coach a second year. This requirement includes ALL volunteer coaches. (WIAA requirement) Coaches who have previously coached in the district will have the ASEP class paid for them by the district. Coaches new to the district, who must take the ASEP class, will be reimbursed upon successful completion of the class.
- s. The Head Coach is expected to read the WIAA bulletin to stay updated on current rule changes, coaching tips and general information. The bulletin will be put in your school mailbox when it arrives.
- t. Coaches are not allowed to bring children with them to practice or contests.
- u. Coaches must be sure that participants understand that hazing or any form of harassment will not be tolerated.
- v. All coaches will establish in writing a sequential plan, which outlines the progression of skills to be taught throughout the season. This plan will be established on a yearly basis before the season begins. Detailed daily "lesson plans" will be kept by the coach and delineate days' specific skills and safety techniques were taught. (See Seven Duties Related to Negligence Litigation)
- w. It is the responsibility of the head coach of every Marion Jr. or Sr. High School Athletic Team to schedule a team/individual photo day as close to the beginning of the season as possible
- x. Photos must be scheduled only with photographers approved by the district athletic director.

- y. Photographers must have a professionally recognized business.
 - i. When photos are scheduled, coaches must communicate with student-athletes' families promptly, informing them of the date, location, time, price of pictures, and any other pertinent information related to the photos. Coaches need to give families at least one week's advanced notice prior to the photos being taken.
- z. All Marion School District coaches are to be knowledgeable of what is listed on the WIAA's recommended & non-recommended supplement list, and adhere to it. Marion School District coaches should not personally encourage or engage in distribution of nutritional supplements.

IV. ASSISTANT COACHES

- All previous statements, except those that are specific for head coaches, students, etc., also apply to assistant coaches and voluntary school coaches.
- The assistant coach must be willing to blend his/her ideas into those of the head coach, so that both are committed to a single system/program.
- Lower level coaches are responsible for turning in their inventory to the head coach and returning their keys to the office before a final season payment will be made.
- All Voluntary coaches are asked to commit themselves to the duration of the season for which they were contracted for.

V. HIRING PROCEDURES

- At the end of each season:
 - The Athletic Director will meet with the head coach of the program for an evaluation. At that meeting, the coach will be asked if they are interested in the position. If they are interested, they will not need to re-apply.
 - The athletic director will also contact the assistant coaches and lower level coaches to see if they are interested in returning. If they are interested, they will not need to re-apply.
- All coaching positions will be posted internally for at least two weeks prior to taking the hires to the board for approval.
- All vacant coaching positions will be posted as open at least one month prior to taking them to the Board for approval. When posting, post internally for **at least two weeks** and then post externally for **two additional weeks or until filled**, then close the posting.
 - Fall and Winter coaches will be brought to the Board in April
 - Spring coaches will be brought to the the Board in July
 - Any coaching positions that are not filled in April or July will be added as needed or wait until the next scheduled Board meeting that will be hiring coaches.
- If there are multiple applicants to a position after it is posted, interviews will be conducted using an advisory committee composed of the Athletic Director, one Administrator, one or two other District Employees, and one or two other committee members, which could include parents or athletes.
 - Interviews will be conducted using the district's standard interview procedure.

- Members of the interview committee should avoid conflicts of interest as they relate to particular candidates. A head coach may interview for assistant coaches or assistants may interview for a head coach unless they have worked or coached together in the past or have a personal relationship - in this event, they should recuse themselves from the interview process and provide a recommendation to the committee instead.
- The Athletic Director will present the committee's recommendation to the Building Principal, who will consult with the District Administrator and make the hiring recommendation to the School Board.
- Applications are to be filled out on the District website (marion.k12.wi.us - "Employment")

VI. PRACTICE SESSIONS

- Coaches should be the first to arrive and the last to leave practice sessions.
- All students should be out of the locker room before the last coach leaves the area.
- Saturday or vacation practices may be held at the coaches' discretion. Attendance at these practices shall not be made compulsory. However, the athlete's non-attendance must have been arranged with the coach before the practice session. Saturday or vacation practices should be kept to a minimum. The athletic director is to be notified in advance of such practices.
- Students missing the regular practice sessions:
 - 1 Students must be excused by the coach before practice sessions whenever possible.
 - 2 Two unexcused absences from a required practice will normally be cause for suspending a student from that sport. Coaches may modify this provision, but team members must be advised of the rules at the start of the season.
 - 3 Detention and other administratively imposed discipline has precedence over practice sessions. The student will report to practice after fulfilling these obligations.
- A coach must be present for supervision each time there is anyone who, at his/her request or direction, is working out. The coach must be supervising the activity- not merely on the grounds, in the building or working out.
- An ineligible athlete, other than total loss of academic eligibility, may be required to attend practice sessions. Whether or not the athlete engages in practice is at the coach's discretion.
- Head coaches and assistant coaches are required to be present at all practices and games unless an emergency arises during a practice/game requiring their attention.

VII. GENERAL INFORMATION

- The current regulations of the WIAA, Central Wisconsin Conference and the Marion Schools shall govern all sports seasons.
- Open gyms are a worthwhile effort and are encouraged; however, specific rules must be followed to be sure we do not violate WIAA rules and to ensure student safety.
- All head coaches must watch the WIAA rules and interpretation meeting for their respective sports online.

- All coaches, including volunteer coaches, must take the rules exam and have it submitted by the date designated by the WIAA.
- The van must be refilled at the local gas station after each use. Any mess/garbage generated during the trip must be cleaned up. The transportation log must also be filled out after being filled with gas. Make arrangements for the school van through the transportation request online. Get a gas card from the high school secretary and it **MUST** be returned the next day. Get a receipt for the gas and send that to the District office with what vehicle it was and mileage.
- If extra buses are not available, a varsity event will take precedence over a junior varsity event.
- Athletic student participation—The following shall be adhered to in determining a varsity coach to athlete ratio:

	<u>1 Coach</u>	<u>2 Coaches</u>	<u>3 Coaches</u>
	Minimum		
Football	19	20	28
Cross Country	5 (5 boys & girls)		
Volleyball	8	13	28
Basketball-boys	8	13	
Basketball-girls	8	13	
Golf	5	13	
Softball	10	17	
Baseball	10	17	
Track	10	22	28 (boys & girls)

- The numbers used will be an average daily attendance at practice for the first two weeks of practice.
- The head coach may request an assistant coach, for the purpose of establishing a JV squad even if numbers do not reach the two coach minimum. If so, the second coach would become the JV coach.

VII. ATHLETIC INJURIES AND HEALTH CARE

It is the responsibility of each coach to be current on the medically approved practices with regards to injuries, conduct of practice sessions, especially sessions conducted under conditions of extreme heat or cold, and the extent of first aid care to be provided. WIAA regulations with regard to physicals and parental permission shall be followed.

- All WIAA cards will be filed in the high school office.
- Each athlete, manager, statistician, or any student connected with the team in any capacity must present the coach with a “white card” before being allowed to participate.
- All coaches are encouraged to attend athletic injury workshops at the expense of the district.
- Athletic injuries - procedures:
 - Coaches shall instruct all athletes to report every injury regardless of how slight it may be. It is better to be over protective in this area than otherwise.
 - Students of high school age should not be led to feel that reporting injuries is an indication of weakness (“sissy”), etc.

- iii When there is any question as to the extent or seriousness of an injury, the student will be referred to a doctor. Depending upon the seriousness of the injury, the coach, or some other responsible adult, shall arrange for transportation to a doctor or hospital, or, if an emergency does not appear to exist, the coach shall contact the parent(s) directly and recommend that the injury is treated by a doctor.
- iv All injuries are to be reported and an injury report form completed. The athlete seeks medical attention, the form should be filed with the District Secretary.
- v Athletes who have been under medical care shall not be permitted to practice or play until the proper release signed by the doctor/ trainer has been turned in to the coach.
- vi The coach shall use good judgment with regard to injuries not under medical supervision. The welfare of the athlete must always come first.
- vii Every attempt is made to have a trainer or other medical personnel at home varsity contests. They are to be used initially for emergencies, but they are not physicians.
- viii If a student is injured and is attended to by a doctor at an "away" game, the head coach of the squad should be certain to do the following:
 - Call a parent if possible. Show the hospital the school release for medical treatment form.
 - As a matter of practice, you should carry along with you any phone number you might need in case of an accident. (It is conference policy for the host school to assist you in making medically related calls, long distance and/or local, from their phones at their cost.)
 - Name and address of the attending physician.
 - Obtain the correct name and address of any hospital involved.

VIII. ELIGIBILITY REQUIREMENTS

Minimum eligibility rules for participation in all co-curricular activities:

- a. Academic Standards are on pages 9 - 11 of the Student Co-Curricular Procedure Handbook.
- b. A student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent grading period.
- c. Any dropped class resulting in an F grade will be considered an F for eligibility purposes for each quarter of the semester in which the drop occurred.
- d. Students are not allowed to suit up for contests during an academic or other type of suspension.
- e. Any athlete receiving any type of suspension must practice with his/her team. Missing practice during this period may result in dismissal from the team.
- f. School District rules of conduct are determined by a co-curricular review committee and approved by the School Board. A copy of such rules must be issued to each participant and signed by the athlete and his/her parents.
- g. All training rules are in effect for the duration of the athlete's high school years, including summer and out of season time. Any athlete breaking a training rule out of season will carry that suspension into the next sport he/she is out for. That athlete must also remain in that given sport for the entire season for the suspension to be considered as completed.
- h. Participants must show a positive attitude toward the activity or may be dropped.
- i. Any athlete receiving an ejection from a contest by a WIAA official will be

suspended for a minimum of the rest of that contest and the next contest. Refer to Flagrant Fouls section on page 19 of the Student Co-Curricular Procedure Handbook.

IX. ATHLETIC CODE OF CONDUCT

Infractions of Co-Curricular Code:

- Any coach, staff member or other responsible citizen(s) may report an infraction.
- Complainants may report the infraction in writing or by contacting the coach or school administration.
- All properly reported infractions will be dealt with in accordance with the provisions of the current "Co-Curricular Code."

X. STUDENT ABSENCE

- Athlete absences; refer to Attendance Requirements section on page 18 of the Student Co-Curricular Procedure Handbook.
- The coach is responsible for checking attendance daily.
- Athletes medically excused from physical education class on a given day may not practice or play in a game on that day, unless they were given clearance by a doctor after their scheduled physical education class. Students violating this provision will miss their next practice or game consistent with the one they should not have participated in.
- Leaving class early to attend a sports event should not keep a student from performing his/her regular class activities and assignments. Some of those responsibilities include:
 - Turn in materials on their due date.
 - Students must make acceptable arrangements with the teacher before leaving for the activity. If leaving on a test day, being responsible for making up a test prior to, or on that same day during an earlier period if possible.
 - Class notes should be acquired from another student, NOT FROM THE TEACHER!
 - BEING RESPONSIBLE FOR ANY WORK OR TESTS FOR THE FOLLOWING DAY.
 - If a student is failing, or even close to failing a class, the instructor may request that a student not be dismissed to go to that sports event. The building principal will make the final decision.
 - Students will attend regular classes if a sports event has been canceled.
 - On early dismissal days, students should attend class for attendance and then be dismissed unless dismissal is at the end of a class period.

XI. SCRIMMAGES

- There is to be no loss of school time for scrimmages.
- The WIAA allows one/two scrimmage per sport in addition to the regularly scheduled contests.
- If a student is ineligible (conduct, grades, etc.) the scrimmage does not count as a contest and students on probation/suspension may participate at the coach's discretion.

XII. EQUIPMENT, EQUIPMENT ROOMS AND INVENTORY

- Necessary equipment for each sport will be issued by the coach.
- The coach must approve the equipment issued to each individual with regard to proper fit, size, etc.

- Each coach must have the equipment room and his/her locker cleaned out within 10 days following the end of the sport season.
- Coaches must maintain a detailed inventory. The inventory should be checked before the season starts (add new items) and filed. All equipment is to be collected and put away after all practices and games.
- Coaches are responsible to see that:
 - i Equipment is worn and used properly at all times.
 - ii Equipment is returned and cared for properly after games.
 - iii All equipment issued to an athlete is returned at the end of the season. The coach must see that charges are levied at replacement cost prices to the student. Notice of these charges must be sent to the high school office who will collect them. Students will not be allowed to participate in other activities until all equipment is returned or paid for.

XIII. SCOUTING

- Marion High School will allow scouting under the following format:
 - Scouting will be allowed for varsity teams with the use of a school vehicle.
 - When the school vehicle is used the following rules apply:
 - Fill out the logbook and authorization sheet with indicated information. Those who use the van will be responsible for keeping it clean inside. Please park the van in the garage upon returning. The vehicle should be filled at the local gas station upon return and the gas card returned to the high school office the next day. Discretion is to be used when using the van in regard to stops enroute to and from scouting assignments.

XIV.COACHES' OFFICE, LOCKER ROOMS, SHOWERS, KEYS, SECURITY

- Each coach is responsible for leaving the facilities in a neat and orderly condition, including locker room, showers, stage, etc.
- Each coach is responsible to see that the office and equipment room is locked when he/she leaves.
- All students must be out of the showers, locker room, gym area, building (unless meeting with a teacher), etc. before the last coach leaves.
- Each coach is responsible for all keys issued to him/her. All coaching keys will be turned in no later than the deadline for inventory sheets (10 days after the completion of the season). After the season, keys may be checked out on a daily basis if required to meet the needs of the coach's responsibilities. Under no circumstances may keys be given to other individuals for their use. As we attempt to improve security in our buildings and the safety of our coaches and athletes, this becomes perhaps our most serious issue. Lost keys will result in the individual paying for replacement of the lock and the associated new keys. Unauthorized entry into school facilities by community members or individuals outside the community may result in charges of criminal trespass.

XV. BUSES, TRIPS, AND CONFERENCE MEETINGS

- Transportation will be arranged with the Transportation Coordinator.
- Bus departure times will allow enough time for travel and warm-up. When school time is involved an absolute minimum of time will be allowed so that the amount of school time missed is a minimum.

- When contests require that students miss school, a list of these students should be distributed to all faculty as far in advance as possible- preferably a week ahead, but never later than two days before the contests.
- Inform team members of the estimated time of return from any away game at least one day prior to the contest.
- Conference meetings - attendance is required, cost for meals is reimbursed, with the school vehicle being used for transportation.
- When an athlete or team qualifies for state level competition, the following expenses are reimbursable ONLY WITH RECEIPTS:
 - Transportation is via school bus or van. Extra gas needed for the van will be reimbursed provided there is a receipt.
 - Meals - RECEIPTS REQUIRED
 - Lodging - Reasonable lodging for nights needed will be made by the office through the direction of the Athletic Director/Principal. Teams/individuals competing will need to share rooms. The school is legally responsible for the athlete/team competing at state level competition. In essence, this is the responsibility of the coach.
 - Whenever possible, the school credit card should be used. It should be returned to the office immediately upon returning to the district.

XVI. MANAGERS, STATISTICIANS, FILMERS, ETC.

- The coach must use and exercise good judgment and discretion in appointing, using, and supervising ancillary personnel.
- These personnel are to adhere to the same high level of personal conduct that is required of all squad members.
- All student personnel associated with the team must present the coach with a “white card” before being allowed to participate.

XVII. AWARDS AND RECOGNITION

- Specific awards criteria must be established in writing and given to each athlete prior to actual competition. The criteria should be specific and make earning a letter an honor earned and worked for rather than a “gimmee”.
- A student who has participated in the same sport for four consecutive years is eligible for a letter in that sport.
- The coach of any team has the option, based on his/her judgment, of awarding a letter to a student even though all the above requirements have not been met. This option should be exercised with discretion.
- In all cases, the coach, the athletic director and the principal will make the final decisions in awarding letters in the event of discrepancy or misconduct.
- Athletes violating the “co-curricular code” during the course of their season will be ineligible for all conference nomination or recognition.
- At the end of each sport season, the following awards may be given out for each sport; one each of Captain, MVP, MIP, MIP-JV. There may be a year when a specific award is not given because there is no clear-cut choice. Additional awards may be given out by a program, but they are the responsibility of the head coach to order and pay for.

XVIII. TOURNAMENTS – NON-PARTICIPANTS & COACHING CLINICS

- The school district will not make housing arrangements for students, unless they are participating in the state tournament.
- Students attending state tournaments may have tickets ordered through the school, if tickets are paid for prior to ordering.
- For any WIAA tournament contest beyond the 1st round, each coach may request \$5.00/athlete for food, if the trip requires the student/athlete to eat away from home. A follow-up receipt must be presented as verification of the expense.
- The District will pay for WIAA State Tournament tickets for the Head Coach and Main Assistant for their respective sport.
- Coaching Clinic-the district will pay for each head coach to attend one clinic per year. Approval will not be given for clinics outside of Wisconsin, except in Chicago and Minneapolis, unless the coach can show the cost would not exceed a clinic in the approved areas.

Marion Athletic Department Parent/Athlete/Coach Expectations

Parenting and coaching are extremely difficult vocations. By establishing an understanding of each other's expectations, we are better able to accept the actions of both parties and provide greater benefits to the student/athlete. When a child becomes involved in an athletic program, parents and coaches have a right to understand what EXPECTATIONS are going to be placed on the athlete, parent, coach and the athletic department.

Communications That Parents/Athletes Should Expect From the Coaches:

1. The expectations the coaches have for their student/athlete and all team members.
2. Location and times of all practices/games.
3. The approximate time their student/athlete will arrive back at school from away games.
4. Team requirements, fees, special equipment, game dress, off-season opportunities.
5. The coach's policy dealing with excused and unexcused absences.
6. The Marion and WIAA requirements to be eligible.
7. Team rules established beyond the Marion Co-Curricular Code of Conduct rules by the coaches.
8. The lettering requirements at the varsity level.
9. The coaches will act as models for good sportsmanship, using appropriate language, promoting a healthy environment and safe teaching techniques.
10. Well planned practices.

Expectations/Communications Coaches Should Have of Athletes and Parents:

1. Notification of any schedule conflicts that may occur, well in advance of the season. (Vacations)
2. Special concerns regarding coaching expectations. (Practice requirements)
3. Support for the Marion Co-Curricular Code of Conduct and all team rules.
4. If an athlete has a concern, the parents should encourage their son/daughter to speak with the coach or coaching staff.
5. Support for all team members and the coaching staff.

6. Positive support at games for their son/daughter, their teammates and the coaching staff.
7. Exhibit good sportsmanship and appropriate language by the athlete at games and/or practices.
8. A great work ethic at practice and in games.

Appropriate Concerns Athlete/Parent May Address With the Coaching Staff:

1. The treatment of the athlete mentally and physically.
2. Ways to help the athlete improve his/her performance and skill level.
3. Concern about the athlete's behavior in school/practice/ games as it relates to an individual playing time.

Areas That Are Not Appropriate For Parents to
Confront/Argue/Debate with Coaches:

1. Team strategy.
2. Play selection.
3. The make-up of the team and the decision as to who plays on a particular team.
4. Other members of the team, other parents and other coaches.

Marion Athletic Department
Conflict/Resolution Procedures:

Since conflict is an inevitable part of life, we encourage parents and students to use conflict when it occurs as an educational opportunity to develop conflict resolution skills. Should a conflict arise, the following steps and approach should be used to facilitate orderly communication:

When a Problem Exists, Follow These Steps Sequentially:

1. The participant should reflect on program philosophy and goals as stated by the coach. Then he/she should take a personal inventory and an insightful look at his/her goals, desires and motivation. How do they match up with the program?
2. The participant should speak to their parent/guardian; however, the parent should avoid being the "middleman" and running interference by speaking to the coach. Discussion among the parent and child should focus on resolving the questions listed in #1 above.
3. If there is no resolution in step two, the participant should talk with the coach. As difficult as it may be for a young person to engage a coach with an issue, it represents an important step in the maturation process. Follow the "how to" steps outlined below. Again, the parent should avoid denying the participant this educational opportunity by meeting with the coach on behalf of the participant. Following this session, the parent and participant should talk.
4. If there is no resolution in step three, the parent should call the coach to arrange a meeting with the participant included. Please avoid approaching a coach after a game (see #2 following). Following this session, the parent and participant should talk.
5. If there is no resolution in step four, the parent should call the athletic director to arrange a meeting with the coach and participant included.
6. If there is no resolution in step five, the parent should call the principal to arrange a meeting with the athletic director, coach and participant included.

How to Approach Your Coach with a Problem:

1. The participant should reflect on program philosophy and goals as stated by the coach, and then take a personal inventory and an insightful look at his/her goals, desires and motivation. How do they match up with the program?
2. The most opportune time to arrange a meeting is before or after practice. All successful problem solvers realize that effective communication only results when emotions are held in check. Therefore, out of respect for all parties, attempting to resolve conflict on game day is not effective and should be avoided.
3. After a meeting is arranged, put your thoughts on paper and rehearse what you are going to say. Take notes with you to the meeting. Use positive communication skills, i.e., proper eye contact, respect, emotional control. The advisor/coach will seek to understand your position. Understanding does not necessarily imply agreement.
4. After making your case, become an active listener. Seek to understand the advisor/coach position before defending your own. Take notes. Avoid interrupting. 5. Remember that listening does not necessarily imply agreement for either party. Successful problem solvers understand the concept of “agreeing to disagree” and are respectful of others’ opinions.

Coaching Procedure Handbook

Acknowledgement Form

2025-2026

My signature indicates that I have received, read, and understand the 2025-2026 Marion Coaches Procedure Handbook. I agree to comply with the rules and regulations in this handbook. I understand that failure to do so will result in reasonable consequences.

Coaches Name: _____ Position: _____

Signature: _____ Date: _____

FOOTBALL CAUTIONARY STATEMENT

Football is a contact sport and injuries will occur. The coaches involved in our program are well-qualified, professional individuals. Fundamentals related to playing football will continually and repeatedly be emphasized on and off the field. The information contained within this list of rules and procedures is to inform the young men in our football program of the proper techniques required to ensure maximum safety in the contact phase of the game.

Preseason Preparation:

Because football is a contact sport, athletes must condition themselves to prepare themselves for the season. This includes both strength training as well as aerobic training. It is also important that athletes continue to strength train during their season to help prevent injuries.

Tackling, Blocking and Running the Ball:

By rule, the helmet is not to be used as a ram. Initial contact is not to be made with the helmet. However, it is not possible to play the game safely or correctly without making contact with the helmet when properly blocking and tackling an opponent. Therefore, technique is most important in prevention of injuries.

Tackling and blocking techniques are basically the same. Contact is to be made above the waist, but not initially with the helmet. The player should always be in a position of balance, knees bent, back straight, body slightly bent forward, head up, target area as near to the body as possible with the main contact being made with the shoulder.

Blocking and tackling by not putting the helmet as close to the body as possible could result in shoulder injury such as a separation or a pinched nerve in the neck area. The dangers of not following the proper techniques can range from minor to disabling to even death. The primary reason for following the safety rules for making contact with the upper body and helmet is that improper body alignment can put the spinal cord in a vulnerable position for injury.

If the head is bent downward, the cervical (neck) vertebrae are in a bend and contact on the TOP OF THE HELMET could result in a dislocation, nerve damage, paralysis or death. If the back is not straight, the thoracic (mid-back) and lumbar vertebrae are also vulnerable to injury with similar results if contact is again made to the TOP OF THE HELMET. Marion's daily workout includes isometric-type exercises; the development of strength in the neck muscles is one of the best methods of preventing head injury and enabling an individual to hold his head up even after getting tired during a workout or contest.

Basic Hitting (Contact) Position and Fundamental Technique:

If the knees are not bent, the chance of knee injury is greatly increased. Fundamentally a player should be in the proper hitting position at all times during live ball play. This point will be repeated continually during practice. The risks range from strained muscles, to ankle injuries, to serious knee injuries requiring surgery. Current rules make blocking below the waist (outside a two-yard by four-yard area next to the football) illegal. A runner with the ball, however, may be tackled around the legs.

In tackling, the rules prohibit initial contact with the helmet or grabbing the facemask or edge of the helmet. These restrictions were instituted in the rules because of serious injuries resulting from noncompliance to these safety precautions. Initial helmet contact could result in a bruise, dislocation, broken bone, head injury,

and internal injury to kidneys, spleen, bladder, etc. Grabbing the facemask or helmet edge could result in neck injury, which could result in muscle strains, dislocations, nerve injury or spinal column damage causing paralysis or death. Illegal or reckless play by participating athletes will not be tolerated, and all players are repeatedly reminded of the dangers of unsportsmanlike acts.

Fitting and Use of Equipment:

Shoulder pads, helmets, hip pads and pants including thigh pads and knee pads must have proper fitting and use.

Shoulder pads, which are too small, will leave the shoulder joint vulnerable to bruises or separations and could also be too tight in the neck area resulting in a possible pinched nerve. Shoulder pads which are too large will leave the neck area poorly protected and will slide on the shoulders making them vulnerable to bruises or separations.

Helmets must fit snugly at the contact points: front, back and top of head. The helmet must be safety NOCSAE branded; the chin straps must be fastened and the cheek pads must be of the proper thickness. On contact, too tight a helmet could result in a headache. Too loose a fit could result in headaches, a concussion, and facial injury or neck injuries.

Preparation for Practice or Contest:

- Wear all protective equipment including mouth guards to every practice or contest unless otherwise indicated by the daily practice plan.
- Be sure that all stabilizing straps and laces are properly worn and tightened, and all fasteners secured so equipment is properly positioned.
- Wear outer and under garments that are appropriate for humidity and temperature.
- Players should ingest the equivalent of 4-6 glasses of water each day.
- Players with visual impairments must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception.
- Players needing protective tape, padding or bracing should arrive early to receive necessary treatment.
- Remove all jewelry and metal hair fasteners.
- Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic or chronic skeletal problem, disorders or diseases, must present physicians approval to the coach prior to participation in any practice session.

In the Locker Room:

- Be alert to slippery floors.
- Be alert to changes in floor texture and to elevated thresholds between shower and locker rooms.
- Keep the floor free of litter. Place all personal belongings in assigned lockers.
- Close and lock locker doors when away from your assigned lockers.
- Keep soap and shampoo in the shower room.
- No roughhouse or horseplay.
- Do not wear football shoes in the building or locker room at any time.

Movement to the Practice/Contest Site:

- Be alert to:
 - Goal posts
 - Blocking sleds
 - Kicking/Kick return drills
 - Passer/Receiver drills
 - Agility, sprinting or other fast action drills

Cautions Specific to Football:

- The Head and Helmet
 - + Tackle or block or break tackles with the shoulder pad. NEVER USE THE HELMET TO STRIKE THE OPPONENT.
 - + Keep the chin and eyes up when blocking, tackling or running with the ball.
 - Lowering the head/helmet jeopardizes the neck and spinal cord.
- Blocking and Defensive Contact
 - + The forearm-striking surface should be accelerated as a unit with the shoulder and extension of the trunk. DO NOT wind up accelerating the forearm separately.
 - + Block from the front or the side and above the waist.
 - + When pursuing an opposing ball carrier, do not pile on when the opponent is down.
 - + Never grab an opponent's face mask.
- General
 - + GET UP! When on the ground you are vulnerable to being stepped on or receiving a leg, shoulder or knee injury.
 - + When falling-TUCK-Leave no extremity extended either to absorb the fall, or while on the ground.
 - + participate fully in all neck-strengthening exercises.
- Water Frequent drink breaks will be scheduled during practices and players should hydrate themselves frequently before and during practice and games. DO NOT share water bottles!
- Weight Room Maintenance strength training will be utilized. Observe all weight room policies for progressions, spotting and general safety.

Emergencies:

Because of the nature of football, some injuries will occur. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:

- Stop all practices, scrimmages or drills. DO NOT move the victim!
- Call the coach to manage the situation if not already at the site.
- Sit or kneel in close proximity.
- Assist by:
 - + Helping with injured person
 - + Calling for additional assistance

- + Bringing first aid equipment or supplies to the site
- + Keeping onlookers away
- + Directing the rescue squad to the accident site
 - Fire or Fire Alarm:
- + Evacuate or remain outside the building
- + Move and remain 50 feet away from the building
- + Be prepared to implement the emergency procedures outlined in the above
 - Bomb Threat: Evacuate building and remain 100 yards from building
 - Tornado: Go to the locker room, sit on floor

10 EXPECTATIONS OF MARION ATHLETES

1. Marion athletes will exhibit sportsmanship at all times.
2. Marion athletes will exhibit appropriate classroom behavior including, courtesy and respect to teachers, fellow students and guests.
3. Marion athletes will conduct themselves in a manner that reflects a positive image upon their team, coach, school and community.
4. Marion athletes should give their maximum efforts and commitment to the team.
5. Marion athletes are loyal, dedicated and committed to their in-season sports.
6. Marion athletes will fulfill their obligations to the sport in which they participate.
7. Marion athletes are supportive of fellow teammates, fellow athletes and fellow students.
8. Marion athletes are self disciplined and are drug-alcohol-and tobacco-free.
9. Marion athletes aim to be honest, trustworthy and accountable for their actions.
10. Marion athletes will display the courage to win together and lose together.

***** ACKNOWLEDGMENT *****

We certify that we have read, understand and agree to adhere to the cautions, considerations and responsibilities required for participation on the Marion Jr. High/High School Football Team.

Athlete Signature

Date

Parent/Guardian Signature

Date

Athlete's Grade

Retain the above cautionary
statement for your reference!

VOLLEYBALL CAUTIONARY STATEMENT

Preparing for Activity:

- Wear protective knee pads to all practices and games.
- Clothing and shoes should fit properly, be comfortable and allow for maximal physical effort.
- Clothing should not prevent heat dissipation or restrict movement.
- Players should ingest the equivalent of 4-6 glasses of water each day.
- Feet should be covered with a thick cotton sock. If blisters are a chronic problem or begin to appear, coaches should be consulted for appropriate responses or preventive actions.
- Players who require corrected vision must wear shatterproof glasses or contact lenses. Glasses must be mounted in break resistant frames, and be held in place by an elastic strap.
- Players requiring preventive taping, padding or bracing should arrive early to receive necessary treatment.
- Remove all jewelry and metal hair fasteners.
- No roughhouse or horseplay.
- Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic or chronic skeletal problems, disorders or diseases must present physicians approval to the coach prior to participation in any practice session.

In the Locker Room:

- Be alert to slippery floors.
- Open locker doors can have sharp edges. Close and lock your locker when away from it.
- Secure all personal items in your assigned locker.
- Use soap and shampoo only in the shower area.
- Be alert to raised thresholds at shower rooms.
- No roughhouse or horseplay is allowed.
-

Entry to Contest or Practice Site:

- Be alert to ramps/steps leading to practice/contest areas.
- Be alert to variations in surfaces of locker rooms, ramps, stairways or playing floors.
- Be alert to the following:
 - + Ball carts
 - + Volleyballs in flight, rolling, rebounding or bouncing
 - + Spiking or serving drills
 - + Nets, support poles, cables, chairs, bleachers and officials stand

Preparing to Play:

Do all stretching exercises as directed by the coaches. Jog easy laps to warm up. When stretching or playing, keep body in proper alignment to prevent undue stress on joints, ligaments and muscles.

Hazards Specific to Volleyball:

- Be alert to dehydration symptoms; i.e., dry mouth, inability to cool down, and dizziness/lightheadedness. Ingest 4-6 glasses of water. DO NOT share water bottles!
- Frequent drink breaks will be built into practices and players should make use of each one.
- Foot problems-refer to coach(es) or athletic trainer: + Blisters
- + Calluses
- + Ingrown toenails
- + Fungus infections or plantar warts
 - Other skin problems refer to coach(es) or athletic trainer:
- + Boils
- + Rashes
- + Floor burns, cuts
 - Orthopedic problems should be relayed to the coach
 - Weight and strength training will have separate standards and progressions designed to enhance safety.
 - Respiratory diseases can be a major problem. A vitamin supplement, fluids, regular rest, proper nutrition and dress contribute to the maintenance of health.
 - Check your weight and record it. Sudden or large losses over a month should be brought to the coach's attention, especially if you are feeling tired or ill, or if you demonstrate cold symptoms and sore throat/swollen neck glands.
 - Do not hang on rims or nets.
 - Gather loose volleyballs and place them in storage racks. Do not follow a loose ball into an adjacent court until play is stopped in that court.
 - Never roll a ball under the net during play; the ball can roll under the player's feet.
 - Never throw the ball over the net; the ball can hit an unsuspecting player.
 - Try to land on both feet while descending from a jump. This helps prevent falling, twisting or loss of balance.
 - While executing a defensive roll, sprawl or dive, the player must begin as low as possible to the floor with the arms fully extended away from the body. Execution with bent elbows and little or no bending of the knees may cause fractures or other injuries.
 - As in many team sports, the possibility of running into teammates or opponents is always present. Jump vertically when spiking or blocking.
 - Volleyball utilizes the hands in various techniques: i.e., setting, blocking, serving, attacking and digging. Players should use proper technique in order to avoid breaks, fractures and sprains.
 - Muscle soreness and possible strains occur more frequently at the beginning of the season due to increased use of muscles and increased time spent exercising. Stretch before and after practice.
 - Making contact with the nets, support poles, cables, referees stand, floor, wall, bleachers and other players during practice or competition could possibly result in serious bodily injury.

Emergencies:

Because of the physical nature of volleyball, some injuries will occur. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:

- Be alert, look around. Get the attention of other people, as they may need to help. DO NOT move the victim.
- The coach will manage the person in trouble. You may be asked to assist in one of several ways:
 - + Helping with the injured person
 - + Telephoning for additional assistance
 - + Obtaining first aid supplies or equipment
 - + Keeping onlookers back
- In case of fire or a fire alarm:
 - + Evacuate or remain outside the building
 - + Move and remain 50 feet away from the building
 - + Be prepared to use the procedures described in the above
- Bomb Threat: Evacuate building and remain 100 yards from building
- Tornado: Go to the locker room, sit on floor

10 EXPECTATIONS OF MARION ATHLETES

1. Marion athletes will exhibit sportsmanship at all times.
2. Marion athletes will exhibit appropriate classroom behavior including, courtesy and respect to teachers, fellow students and guests.
3. Marion athletes will conduct themselves in a manner that reflects a positive image upon their team, coach, school and community.
4. Marion athletes should give their maximum efforts and commitment to the team.
5. Marion athletes are loyal, dedicated and committed to their in-season sports.
6. Marion athletes will fulfill their obligations to the sport in which they participate.
7. Marion athletes are supportive of fellow teammates, fellow athletes and fellow students.
8. Marion athletes are self-disciplined and are drug-alcohol-and tobacco-free.
9. Marion athletes aim to be honest, trustworthy and accountable for their actions.
10. Marion athletes will display the courage to win together and lose together.

***** ACKNOWLEDGMENT *****

We certify that we have read, understand and agree to adhere to the cautions, considerations and responsibilities required for participation on the Marion Jr. High/High School Volleyball Team.

Athlete Signature

Date

Parent/Guardian Signature Date

Athlete's Grade

Retain the above cautionary
statement for your reference!

CROSS COUNTRY CAUTIONARY STATEMENT

The following recommendations have been designed specifically for the Marion High School cross-country teams. Because of the intense demands and conditioning required, athletes and parents are asked to read and understand certain cautions and responsibilities designed to improve the safety and enjoyment of the sport.

Preparation for Practice or Contests:

- Select the appropriate clothing to be worn in warm or cold weather. Since we have a varied climate, it is important to be prepared for all kinds of weather and to dress accordingly.
- Proper warm up and warm down is very important to be prepared for all kinds of weather and to dress accordingly.
- Select and change shoes/spikes for various surfaces to help reduce shock and stress.
- Athletes who are ill, dizzy or lightheaded should contact their coach. DO NOT PRACTICE.
- Athletes with seizure, neuromuscular, renal, cardiac, insulin/diabetic or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
- Participants should ingest the equivalent of 4-6 glasses of water each day.
- Athletes needing preventive taping or bracing should arrive early to receive treatment. Any injury problem or concern should be discussed with the coach or athletic trainer.
- Athletes with visual impairments must wear shatterproof glasses or lenses when judgment or safety may be a problem.

In the Locker Room:

- Be alert to slippery floors and use caution.
- Keep floors free of litter. Place all personal belongings in assigned locker.
- Close and lock locker door when away from your assigned locker.
- Keep soap and shampoo in the shower room.
- No roughhouse or horseplay.

Movement to the Practice/Contest Site:

- Be aware of variations in the surface of ramps, locker rooms, cinder or artificial surfaces.
- Stretch thoroughly and start your workout with easy running.

Hazards Specific to Cross Country:

- Athletes should be alert to activity going on around them to prevent collisions and/or sudden stopping of others.
- Runners engaged in street work, as a method of distance conditioning must face traffic or use sidewalks. Do not wear radio or tape player headphones. Run in single file and be alert at intersections. Avoid heavily traveled streets and always look both ways before crossing.
- Never cut across lawns or through private property.
- Avoid sudden stops on hard surfaces while sprinting. A gradual slowdown will help prevent unnecessary leg stress.

- Weight training regimens may also be part of your conditioning. Observe all weight room safety rules carefully.
- Dehydration can be dangerous. Water will be available at practices and contests. Athletes should ingest water frequently. DO NOT share water bottles!

Emergencies:

Because of the physical demands of cross-country, some injuries will occur. All injuries must be called to a coach's attention. Most will be minor and can be managed through basic first aid techniques. However, some injuries may need more intense management, and may also require squad members to:

- Stop all activities, practice or competition. DO NOT move the victim!
- Call a coach to manage the situation if you are not already at the site.
- Sit or kneel in close proximity.
- Assist by:
 - + Helping with the injured person
 - + Calling for additional assistance
 - + Bringing first aid equipment or supplies to the site
 - + Keeping onlookers back
 - + Directing the rescue squad to the accident site
 - Fire or Fire Alarm:
 - + Evacuate or remain outside the building
 - + Move and remain 50 feet away from the building
 - + Be prepared to implement the emergency procedures outlined in the above
 - Bomb Threat: Evacuate building and remain 100 yards from building
 - Tornado: Go to the locker room, sit on floor

10 EXPECTATIONS OF MARION ATHLETES

1. Marion athletes will exhibit sportsmanship at all times.
2. Marion athletes will exhibit appropriate classroom behavior including, courtesy and respect to teachers, fellow students and guests.
3. Marion athletes will conduct themselves in a manner that reflects a positive image upon their team, coach, school and community.
4. Marion athletes should give their maximum efforts and commitment to the team.
5. Marion athletes are loyal, dedicated and committed to their in-season sports.
6. Marion athletes will fulfill their obligations to the sport in which they participate.
7. Marion athletes are supportive of fellow teammates, fellow athletes and fellow students.
8. Marion athletes are self-disciplined and are drug-alcohol-and tobacco-free.
9. Marion athletes aim to be honest, trustworthy and accountable for their actions.
10. Marion athletes will display the courage to win together and lose together.

***** ACKNOWLEDGMENT *****

We certify that we have read, understand and agree to adhere to the cautions, considerations and responsibilities required for participation on the Marion Jr. High/High School Cross Country Team.

Athlete Signature

Date

Parent/Guardian Signature

Date

Athlete's Grade

Retain the above cautionary
statement for your reference!

BASKETBALL CAUTIONARY STATEMENT

Basketball is a highly competitive, fast-paced game that places great physical demands on the individual player. For this reason, coaches will implement conditioning regimens that are based on scientific principles, and designed to enhance player endurance, quickness and playing skills. While contact and rough play are prohibited by rule, a certain amount of inadvertent physical contact is predictable. To enhance stability and strength, certain weight room workouts may also be prescribed along with regular practice activities. In addition, the following considerations and cautions will enhance player enjoyment and safety.

Preparation for Activity:

- Clothing and shoes should fit properly, be comfortable and allow for maximal physical effort. Clothing should be kept clean and sanitary. ● Clothing should not prevent heat dissipation, or restrict movement.
- Players should ingest the equivalent of 4-6 glasses of water each day.
- Feet should be covered with thin cotton socks followed by a heavier wool sock. If blisters are a chronic problem or begin to appear, coaches should be consulted for appropriate responses or preventive actions.
- Players who require corrected vision must wear shatterproof glasses or lenses. Glasses must be mounted in break-resistant frames, and be held in place by an elastic strap.
- Players requiring preventive taping, padding or bracing should arrive early enough to receive treatment and be able to participate in specialty work.
- All jewelry, metal hair clips and hats must be removed.
- No roughhouse or horseplay is allowed.
- Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic or chronic skeletal problems, disorders or disease, must present a physician's approval prior to participation in any practice session.
- High top basketball shoes are suggested and they should be properly laced up.
- Mouth guards are highly recommended.

Locker Room:

- Be alert to slippery floors.
- Be alert to changes in floor texture and elevated thresholds between lockers and shower rooms.
- Keep floors free of litter. Place all personal belongings in assigned lockers.
- Close and lock locker doors when away from your assigned locker.
- Refrain from rapid movements, roughhouse or horseplay in locker/shower areas.
- Identify incidents of foot or skin infection to coach (es) immediately.

Movement to Contest/Practice Site:

- Be alert to ramps leading to the practice/contest area.
- Be alert to variations in surfaces of the locker room, ramps, stairways or playing floors.
- Be alert to the following:
 - + Ball carts
 - + Basketballs in flight

- + Wind sprints or fast break drills
- + Proximity of bleachers and walls to playing surface
 - Stretch thoroughly and jog easy laps to warm up.
 - Be alert for possible hazards, if and when conditioning in the halls.
 - Be aware of and avoid contact with bleachers, curtains and any other miscellaneous peripheral equipment.

Hazards Specific to Basketball:

- Be alert to dehydration symptoms including dry mouth, inability to cool down, and dizziness/light-headedness. Ingest 4-6 glasses of water during the school day and additional amounts at practice. DO NOT share water bottles!
- Frequent drink breaks will be built into the practice plan and players should make use of them.
- Foot problems-Refer to coach(es) or athletic trainer: + Blisters
- + Calluses
- + Ingrown toe nails
- + Fungus infections or planter warts
 - Other skin problems-Refer to coach(es):
- + Boils
- + Rashes
- + Floor burns, cuts
 - Ankle and other orthopedic problems:
- + Sprains- (new)-ice, compression, elevation, rest
- + Sprains- (old)-taping, easy workouts, rehabilitative
 - Weight training regimens will have separate standards and progressions designed to enhance safety.
 - Respiratory diseases can be a major problem. A vitamin supplement, fluids, regular rest, proper nutrition and dress contribute to the maintenance of health. Notify coach about use and location of inhalants.
 - Check your weight. Sudden or large losses over a month should be brought to the coach's attention, especially if you are feeling tired or ill, or if you demonstrate cold symptoms and swollen throat/neck glands.
 - DO NOT hang on the rims or nets.
 - DO NOT engage in rough, thoughtless play.
 - DO NOT run under a player who is in the air to shoot or receive a pass.
 - DO NOT swing elbows excessively when clearing a rebound.
 - Taller players may need to be alert to their proximity to the lower surface of the backboard.
 - DO NOT take an intentional foul that might cause an injury to you or to an opponent.
 - When taking a charge or screening an opponent, assume a weight-balanced, protected position.

- If a backboard shatters, notify the coach and keep people away from the broken glass.
BROKEN BACKBOARDS ARE THE FINANCIAL RESPONSIBILITY OF THOSE WHO BREAK THEM.
- Notify the coach of any injury, no matter how slight it may seem.
- DO NOT share water bottles, towels or anything else that might transmit body fluids or germs.

Emergencies:

Because of the nature of basketball, some injuries will occur. All injuries must be called immediately to a coach's attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:

- Be alert to any injury that the coach may not see. He/she will manage the person in trouble. DO NOT move the victim!
- Stop all practices, scrimmages.
- After calling the coach to manage the situation, help with the injured person; telephone for additional assistance (phone numbers and information are posted on the telephone); obtain first aid supplies or equipment.
- Keep onlookers away.
- Sit or kneel in close proximity.
- Direct rescue squad members to the site.
- Fire or fire alarm:
 - + Evacuate and remain 50 feet from the building
 - + Be prepared to implement emergency procedures
 - Bomb Threat: Evacuate building and remain 100 yards from building
 - Tornado: Go to the locker room, sit on floor

10 EXPECTATIONS OF MARION ATHLETES

1. Marion athletes will exhibit sportsmanship at all times.
1. Marion athletes will exhibit appropriate classroom behavior including, courtesy and respect to teachers, fellow students and guests.
2. Marion athletes will conduct themselves in a manner that reflects a positive image upon their team, coach, school and community.
3. Marion athletes should give their maximum efforts and commitment to the team.
4. Marion athletes are loyal, dedicated and committed to their in-season sports.
5. Marion athletes will fulfill their obligations to the sport in which they participate.
6. Marion athletes are supportive of fellow teammates, fellow athletes and fellow students.
7. Marion athletes are self-disciplined and are drug-alcohol-and tobacco-free.
8. Marion athletes aim to be honest, trustworthy and accountable for their actions.
9. Marion athletes will display the courage to win together and lose together.

.....

***** ACKNOWLEDGMENT *****

We certify that we have read, understand and agree to adhere to the cautions, considerations and responsibilities required for participation on the Marion Jr. High/High School Basketball Team.

Athlete Signature

Date

Parent/Guardian Signature

Date

Athlete's Grade

Retain the above cautionary
statement for your reference!

BASEBALL AND SOFTBALL CAUTIONARY STATEMENT

Baseball and softball are sports enjoyed by large numbers of interscholastic and recreational players. Because of their popularity, and the high-speed components of the game, it is important to observe and practice a number of procedures designed to enhance the safety and enjoyment of all participants.

The school has purchased protective helmets that are certified by the National Operating Commission for Safety of Athletic Equipment (NOCSAE). This certification indicates that research has been conducted to verify the protectiveness and shock absorption capabilities of the helmet. Each player will receive a demonstration on the proper wearing of a batting helmet. Proper wearing of this helmet is the responsibility of the player after the orientation has been completed.

Preparation for Practice or Contest:

- Wear all protective equipment to practice and/or contest unless otherwise instructed by the coach.
- Be sure that all stabilizing straps and laces are properly worn and tightened, and all fasteners secured so equipment is properly positioned.
- Wear outer and under garments that are appropriate for humidity and temperature.
- Players should ingest the equivalent of 4-6 glasses of water each day. DO NOT share water bottles!
- Players with visual impairment(s) must wear corrective, shatterproof glasses or contact lenses if the impairment affects judgment or perception.
- Players needing protective tape, padding or bracing should arrive early to receive necessary treatment.
- All jewelry and metal hair fasteners should be removed.
- Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.

In the Locker Room:

- Be alert to slippery floors.
- Be alert to changes in floor texture and to elevated thresholds between shower and locker room.
- Keep floors free of litter. Place all belongings in assigned lockers.
- Close and lock locker doors when away from your assigned locker.
- Keep soap and shampoo in the shower room.
- Refrain from rapid movements and horseplay in the locker/shower areas.
- Relay incidents of foot or other skin infections to coach (es) immediately. ● Do not wear cleated shoes in the building or locker room at any time.

Approach to the Competitive/Practice Site:

- Be alert to:
 - + Variable surface textures (concrete, matting, turf)
 - + Steps, ramps, dugout locations

- + Locations of bulk equipment or specific drills a. ball throwing machines
- b. hitting practice and on deck circle
- c. pitching practice
 - Hazards specific to baseball/softball:
- + All protective equipment required by rule must be worn at practices and competition during those situations that require it.
- + Helmets are to be worn by batters, base runners, any individuals retrieving a bat or other equipment, catchers and base coaches.
- + On deck hitters are to take practice swings in a designated circle but with complete attention directed to the pitcher and batter. If no circle is designated, stand outside the play area. Keep hands off the backstop at all times.
- + Swing only one (1) bat when taking practice swings. Use a bat ring that will not slide off the thick end of the bat (baseball).
- + Batting practice, infield drills, outfield drills and pitching practice are to be done in designated areas and at designated times. DO NOT begin these practices without direction of the coach.
- + Sliding technique is being performed as a progression and approved by the coach before it is tried. Lower extremity injuries may still occur when players are experienced in sliding techniques.
- + Offensive and defensive players involved in sliding or other close plays must recognize the possibility of being hit by a thrown ball, being accidentally bumped or of injury due to friction burn, being stepped on or skeletal injury. Be alert to the location of the ball and opponents. Assume a protected position. Do not leave limbs extended when on the ground.
- + Burns, sprains, strains and contusions must be reported to coaches.
- + Dugout and team bench- Players in the dugout or team bench area must be alert to foul balls, over throws or defensive players moving towards the area at high speed.
- + Indoors - Always look before taking practice swings during drills. If you are chasing balls into a hitter area, get his/her attention before going near him/her. + Pitchers in batting cages will always wear protective helmets and/or be behind screens.
- + On a pitched ball which appears to be headed towards a hitter, all hitters will be instructed to turn their front shoulder towards the catcher and tuck their chin to avoid being hit in the facial area.
- + Never catch without protective equipment.
- + Never slide head first into a catcher at home plate.

Emergencies:

Because of the nature of baseball and softball, some injuries will occur. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:

- Stop all practices, scrimmages or drills. DO NOT move the victim!
- Sit or kneel in close proximity.
- Assist by:
 - + Helping with the injured person
 - + Calling for additional assistance

- + Bringing first aid equipment or supplies to the site
- + Keeping onlookers away
- + Directing the rescue squad to the accident site
 - Fire or Fire Alarm:
- + Evacuate or remain outside the building
- + Move and remain 50 feet away from the building
- + Be prepared to implement the emergency procedures outlined in the above
 - Bomb Threat: Evacuate building and remain 100 yards from building
 - Tornado: Go to the locker room, sit on floor

10 EXPECTATIONS OF MARION ATHLETES

1. Marion athletes will exhibit sportsmanship at all times.
2. Marion athletes will exhibit appropriate classroom behavior including, courtesy and respect to teachers, fellow students and guests.
3. Marion athletes will conduct themselves in a manner that reflects a positive image upon their team, coach, school and community.
4. Marion athletes should give their maximum efforts and commitment to the team.
5. Marion athletes are loyal, dedicated and committed to their in-season sports.
6. Marion athletes will fulfill their obligations to the sport in which they participate.
7. Marion athletes are supportive of fellow teammates, fellow athletes and fellow students.
8. Marion athletes are self-disciplined and are drug-alcohol-and tobacco-free.
9. Marion athletes aim to be honest, trustworthy and accountable for their actions.
10. Marion athletes will display the courage to win together and lose together.

***** ACKNOWLEDGMENT *****

We certify that we have read, understand and agree to adhere to the cautions, considerations and responsibilities required for participation on the Marion High Baseball or Softball Team.

Athlete Signature

Date

Parent/Guardian Signature

Date

Grade

Retain the above cautionary Athlete's statement for your reference!

TRACK AND FIELD CAUTIONARY STATEMENT

Preparation for Practice or Contests:

- Select the appropriate clothing to be worn in warm or cold weather. Since we have a varied climate, it is important to be prepared for all kinds of weather and to dress accordingly.
- Participants should ingest the equivalent of 4-6 glasses of water each day. DO NOT share water bottles!
- Proper warm-up and warm-down is very important before and after competition and practices.
- Select and change shoes/spikes for various surfaces to help reduce shock and stress.
- Athletes who are ill, dizzy or lightheaded should contact their coach and should not practice.
- Athletes with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present a physician's approval prior to participation in any practice session.
- Athletes needing preventive taping or bracing should arrive early to receive treatment. Any injury problem or concern should be discussed with a coach or athletic trainer.
- Athletes with visual impairment(s) must wear shatterproof glasses or lenses where judgment or safety is a problem. Glasses must be mounted in break resistant frames and secured with an elastic strap.

In the Locker Room:

- Be alert to slippery floors and use caution.
- Keep floors free of litter. Place all personal belongings in assigned locker.
- Close and lock locker doors when away from your assigned locker.
- Keep soap and shampoo in the shower room.
- No roughhouse or horseplay is allowed.
- If spiked shoes are worn, they are to be put on and off outside the building.

Movement to the Practice/Contest Site:

- Be aware of variations in the surface of ramps, locker rooms, cinder or artificial tracks.
- In approaching the track, be alert to location of:
 - + Sprint/Hurdle straightaway
 - + Relay/Exchange areas
 - + Jump/Vault runways and landing pits
 - + Shot and Discus throwing and landing areas
- When jogging for warm up/warm down, or during practice, run in the outer lanes.
- Stretch thoroughly and start your workout with easy running.

Hazards Specific to Track and Field:

- Jumpers, throwers and hurdlers must check equipment to see that it is safe and in proper condition before using. Athletes must notify the event coach in case of any equipment failure.
- Shot/discus thrower(s) must check the throwing sector and the immediate areas alongside the circle or runway for people in the area. They must also refrain from horseplay with individuals in the outer lanes.
- Hurdlers must be sure hurdles are facing a direction that allows the hurdle to tip if struck by the hurdler.
- Distance runners and relay teams engaged in speed work and time trials should run the inside lanes unless passing a runner. Slower work should be done in the outer lanes.
- When passing other runners during practice, always call track._____
- Athletes should be alert to activity going on around them to prevent collisions and/or the sudden stopping or others.
- Runners engaged in street work, as a method of distance conditioning must face traffic or use sidewalks. Do not wear radio or tape player headphones. Run in single file and be alert at intersections. Avoid heavily traveled streets and always look both ways before crossing.
- Never cut across lawns or through private property.
- Avoid sudden stops on hard surfaces while sprinting. A gradual slowdown will help prevent unnecessary leg stress.
- Weight training regimens may also be part of your conditioning. Observe all weight room safety rules carefully.
- Dehydration can be dangerous. Water will be available at practices and contests. Athletes should ingest water frequently.

Emergencies:

Because of the physical demands of track and field, some injuries will occur. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, an occasional situation may require more intense management and may also necessitate involvement of squad members as follows:

- Stop all activities, practice or competition. DO NOT move the victim!
- Call a coach to manage the situation if not already at the site.
- Sit or kneel in close proximity.
- Assist by:
 - + Helping with the injured person
 - + Telephoning for additional assistance
 - + Bringing first aid equipment or supplies to the site
 - + Keeping onlookers away
 - + Directing the rescue squad to the accident site
 - Fire or Fire Alarm:
 - + Evacuate or remain outside the building

- + Move and remain 50 feet away from the building
- + Be prepared to implement the emergency procedures as outlined in the above
 - Bomb Threat: Evacuate building and remain 100 yards from building
 - Tornado: Go to the locker room, sit on floor

10 EXPECTATIONS OF MARION ATHLETES

1. Marion athletes will exhibit sportsmanship at all times.
2. Marion athletes will exhibit appropriate classroom behavior including, courtesy and respect to teachers, fellow students and guests.
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4. Marion athletes should give their maximum efforts and commitment to the team.
5. Marion athletes are loyal, dedicated and committed to their in-season sports.
6. Marion athletes will fulfill their obligations to the sport in which they participate.
7. Marion athletes are supportive of fellow teammates, fellow athletes and fellow students.
8. Marion athletes are self-disciplined and are drug-alcohol-and tobacco-free.
9. Marion athletes aim to be honest, trustworthy and accountable for their actions.
10. Marion athletes will display the courage to win together and lose together.

***** ACKNOWLEDGMENT *****

We certify that we have read, understand and agree to adhere to the cautions, considerations and responsibilities required for participation on the Marion High School Track and Field Team.

Athlete Signature	Date
Parent/Guardian Signature	Date
Athlete's Grade	Retain the above cautionary statement for your reference!

GOLF CAUTIONARY STATEMENT

The following recommendations have been designed specifically for the Marion High School Golf Teams. Because of the intense demands and conditioning required, athletes and parents are asked to read and understand certain cautions and responsibilities designed to improve the safety and enjoyment of the sport. This is not intended to cover all circumstances; therefore, as a member of the team be aware of the following safety practices and use cautiousness when participating.

Preparing for Activity:

- Clothing and shoes should fit properly, be comfortable and allow for maximal physical efforts.
- Clothing should not prevent heat dissipation or restrict movement.
- Players should ingest the equivalent of 4-6 glasses of water each day. DO NOT share water bottles!
- Feet should be covered with a thick cotton sock. If blisters are a chronic problem or begin to appear, coaches should be consulted for appropriate responses or preventive actions.
- No roughhouse or horseplay.
- Players with seizure, neuromuscular, renal, cardiac, insulin/diabetic, or chronic skeletal problems, disorders or diseases, must present physicians approval to the coach prior to participation in any practice session.

In the Locker Room:

- Be alert to slippery floors.
- Open locker doors can have sharp edges. Close and lock your locker when away from it.
- Secure all personal items in your assigned locker.
- Use soap and shampoo only in the shower area.
- Be alert to raised thresholds at shower rooms.
- No roughhouse or horseplay is allowed.

Entry to Contest or Practice Site:

- Be alert to ramps/steps leading to practice/contest areas.
- Be alert to variations in surfaces of locker rooms, ramps, stairways or playing surfaces.
- Be alert to the following:
 - + Golf carts
 - + Golf balls in flight, rolling, rebounding or bouncing
 - + Driving range and/or other practice areas
 - + Other golfers teeing off or who are on an adjacent hole where you may be hit by an errant shot

Preparing to Play:

Do all stretching exercises as directed by the coaches. Jog easy laps to warm up. When stretching or playing, keep body in proper alignment to prevent undue stress on joints, ligaments and muscles.

Hazards Specific to Golf:

- Problems-refer to coach(es) or athletic trainer:
 - + Blisters
 - + Calluses
 - + Ingrown toe nails
 - + Fungus infections or planter warts
- Other skin problems refer to coach(es) or athletic trainer:
 - + Boils
 - + Rashes +
- Cuts
 - Do not hang on rims or nets when practicing indoors
 - Muscle soreness and possible strains occur more frequently at the beginning of the season due to increased use of muscles and increased time spent exercising. Stretch before/after practice.
 - Before you hit, turn around completely so that you know exactly where everyone is and make sure the fairway in front of you is clear.
 - Do not attempt a practice swing if there is anyone within three club lengths of you in any direction. Limit your number of practice swings to two.
 - Do not hit when there are people directly in front of you. Ask them to move to a safe spot behind you or wait until they are out of range of your best shot with that club. Do not get too far in front of another golfer on the same hole.
 - Check to make sure there are no obstacles that can deflect or rebound your ball back at yourself or other people.
 - Check to see where your club head will go after it makes contact with the ball. If you are up against a tree, wall or something, you could injure yourself, others or damage your club.
 - If, after observing all rules, you still play a shot that looks as if it could hit someone, you must yell FORE as loudly as possible. This will give players on the course some warning that there is a ball out of control and is headed in their direction.
 - Obey all signage on the course and follow marked or made paths to avoid dangerous walking conditions.
 - Disappointment, frustration and anger are emotions that golfers of all levels experience on the golf course when they hit a bad shot. Learn to control your feelings so that it will not affect the rest of the round for you and other golfers. Practicing proper etiquette showcases your respect for the game of golf, the course and yourself.
 - Proper etiquette is an important dimension of the game of golf. These valuable rules of conduct, such as controlling noise level, swinging at a safe distance from other players and the course itself, can lead to smoother rounds, better scores and an improved atmosphere on the course.
 - Players should apply an abundant amount of sunscreen before and during their golf game. Figure about every six to nine holes, depending on how your game is moving along, you should reapply. You need to apply sunscreen even on overcast days. Also, wear a hat and sunglasses to protect your head and eyes from the sun.

- On hot days, you must drink enough water to avoid dehydration and overheating. Drink 20 ounces an hour before the round, and then you should try to drink 8 ounces every twenty minutes (every third hole) or so depending on the temperature. Do not wait until you are thirsty, by then it is too late.
- You need to beware of lightning on the open golf course. Because you are in an open field, there is a greater possibility of lightning striking around you. If you know a storm is approaching, seek shelter in a building. You will need to move away from your clubs and any nearby trees. Players should head for shelter on the first flash of lightning or sound of thunder. Do not wait for the storm to arrive! Your life is not worth losing simply to finish one more hole or to save your clubs. Here are some lightning tips:
 - + Seek shelter at the first sign of a thunderstorm. If the course has a warning system, when it sounds, take cover
 - + If possible, get off the course or go to a designated lightning shelter
 - + Do not stand under a lone tree
 - + Stay away from water
 - + Stay away from your golf clubs
 - + Move away from your cart
 - + If stranded in the open, go to a low place (such as a ravine or a valley)

Emergencies:

Though a non-contact sport, it is possible for some injuries to occur in golf meets or at practice. All injuries must be called to a coach's attention. Most will be minor and can be managed with basic first aid. However, some may need more intense management and may also require squad members to:

- Be alert, look around. Get the attention of other people, as they may need to help. DO NOT move the victim!
- The coach will manage the person in trouble. You may be asked to assist in one of several ways:
 - + Helping with the injured person
 - + Telephoning for additional assistance
 - + Obtaining first aid supplies or equipment
 - + Directing the rescue squad to the accident site
 - + Keeping onlookers back
 - In case of fire or a fire alarm:
 - + Evacuate or remain outside the building (if practicing indoors)
 - + Move and remain 50 feet away from the building
 - + Be prepared to use the procedures as described above
 - Bomb Threat: Evacuate building and remain 100 yards from building
 - Tornado: Go to the locker room, sit on floor

10 EXPECTATIONS OF MARION ATHLETES

1. Marion athletes will exhibit sportsmanship at all times.
2. Marion athletes will exhibit appropriate classroom behavior including, courtesy and respect to teachers, fellow students and guests.
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.....

***** ACKNOWLEDGMENT *****

We certify that we have read, understand and agree to adhere to the cautions, considerations and responsibilities required for participation on the Marion High School Golf Team.

Athlete Signature

Date

Parent/Guardian Signature

Date

Athlete's Grade

Retain the above cautionary
statement for your reference!

Coaches Checklist

NAME _____ SPORT _____ DATE _____

The following form is to be used as a checklist by coaches to ensure that all duties which are to be performed prior to, during, and after the sports season have been accomplished. It will also be used by the Athletic Director to record any areas of concern that have arisen during the course of a season. The Athletic Director will use this form to evaluate all coaches at the end of each season. A copy of the evaluation will be given to each individual coach and the Building Principal.

	<u>Completion Date</u>
____ 1. One pre-season meeting for disseminating information to athletes/parents.	_____
____ 2. Turn in team rosters (updates when necessary)	_____
____ 3. Ensure players have all necessary physical cards and fees turned in.	_____
____ 4. Make sure players are aware of all team rules and guidelines.	_____
____ 5. Establish an equitable schedule for gym usage (winter and spring only).	_____
____ 6. Inform school offices and teachers of early release times.	_____
____ 7. Follow guidelines established by the Head Varsity Coach (MS and Assistants).	_____
____ 8. Keep all areas neat and clean.	_____
____ 9. Leave no athletes unsupervised in any area at any time.	_____
____ 10. Travel Release Forms used properly.	_____
____ 11. Players and coaches display appropriate conduct during bus trips.	_____
____ 12. Fill out accident reports on all injuries.	_____
____ 13. Ensure proper behavior of coaches and players at athletic events.	_____
____ 14. Inform news media of scores and special awards.	_____
____ 15. Turn in names for letter and plaque awards for seasonal banquets on time.	_____
____ 16. Turn in equipment inventory at the end of the season.	_____
____ 17. Collect all equipment at the end of the season.	_____
____ 18. Turn in budget information on time.	_____
____ 19. Hold practices when expected.	_____
____ 20. Was consistent with assignment of players to tournament teams.	_____
____ 21. All receipts are turned in and bills are paid.	_____

Comments:

Coach _____

Athletic Director _____ /7-12 Principal _____

Date _____

*Lower level coaches will not receive their final check until approved by the head coach.

* Head Coaches will not receive their final check until this form is completed and a meeting held with the A.D.

OPEN GYM

- All adult supervisors must be approved by the administration in advance.
- All supervisors are to supervise and not be participating in an activity.
- The supervisor is responsible to keep all open gym participants in the gym/locker room area.
- If participants choose to weight lift, there must be a separate qualified supervisor for this activity alone. In other words, one person can't supervise an activity on the gym floor and also supervise weight lifting at the same time.
- Supervisors are responsible for turning off all lights, showers and securing all doors before leaving the building.
- A separate form must be signed for 1st semester, 2nd semester and summer.

W.I.A.A. rules regarding open gyms include the following:

- The open gym is open to any youngster in the designated school population that is interested in attending.
- There is no instruction during the open gym, whether by a coach or anyone else.
- Coaches may supervise open gyms, but they may not instruct, organize drills, etc. but they may participate with the students.
- There is no organized competition, such as established teams participating in round-robin competition, etc.

All approved supervisors must sign this form agreeing to follow all of the above rules. Supervisors violating these rules will not be allowed supervisory privileges during open gyms for the remainder of the school year.

Supervisor Signature

Date

Athletic Camp/Activity Financial Report

Receipts:

a. Registration Fee _____

b. Number of students/adults _____

c. Supporter/Donations, Etc. _____

(List individually including non-monetary donations on next page)

1. $(a \times b) =$ _____

2. $(c) =$ _____ 3. $*(1 + 2) =$ _____

* Total deposits into student activities

Expenses: (List separately)

4. *Total from next page _____

*Pay all expenses immediately by "green slip"

Receipts from (3) above 5. _____

Expenses from (4) above 6. _____ Net gain to

student activity 7. _____ account

Supporter Donations: Total Monetary Donations: _____

(List all donations. Put the total from monetary donations on line item c of previous page) _____

Expenses: Total: _____

(List separately. Put the total of expenses on line item 4 of the previous page)

Lettering Criteria for Co-Curricular Activities

Note: A student will receive a Chevron each year they letter.

1. First time lettering for a co-curricular activity:
 - a. Pin
 - b. Chenille "M"
 - c. Numerals of graduation year
 - d. Chevron
 - e. Certificate Letter
2. Second/Third letter in the same school year:
 - a. Pin
 - b. Certificate Letter
3. Lettering in a sport for a second/third/fourth time:
 - a. Pin
 - b. Certificate Letter
 - c. Chevron (for the first sport lettered in that year)

Copyright Policies

Ensure all staff are complying with special permissions and fair use agreements if it is necessary to record copyrighted materials and post them online for further access. If staff members have questions about the specifics of these rules, please contact an administrator for guidance.

Supporting Students

As the learning environment changes throughout the year, whether by classroom arrangements, limitations on how many students report to school at any given time, partially remote learning options or any other variation on the learning structure that may become necessary, please be aware of students who may not respond well to these options for a variety of reasons. If teachers or support staff need additional help accommodating for a particular student's needs, please contact an appropriate administrator to seek support.

If a teacher is required to provide for students who are not able to attend class in person, the teacher should ensure that the materials received at home and at school, as well as the lessons, remain as coordinated as possible and that transitions between periods of virtual instruction and in-person instruction remain as cohesive as possible. Increased reliance on the teacher's designated web page may satisfy this purpose. However, teachers should be careful to avoid violating the District's social networking policy.

Throughout this time, make an effort to increase direct communication with parents to solicit their feedback and concerns during the pandemic. Pay special attention to families who may not have the ability to access

school or community resources, and to students who have difficulties accessing instruction or problems with the increased independence posed by virtual and distance learning.

Collaboration with colleagues may also require additional effort when it is less likely that employees will casually occupy the same space during school hours. Please be intentional to communicate student assignments and student specific needs with supporting teachers as necessary.

Visitors

Any non-essential people should be approved prior to being invited into the building. This includes family members who may come in to set up classrooms with staff members, or parents who may come to volunteer. All visitors to the building will be required to complete a screening questionnaire and sign in at the front office. Visitors will be expected to proceed directly to the destination for the visit (classroom or other building location) and to leave directly from there to minimize exposure to other individuals or spaces.