



WAUKESHA WEST

Coaches Guide



“The quality of a person’s life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor.”

-V. Lombardi



WAUKESHA WEST HIGH SCHOOL

Updated: December 27, 2017

The mission of the Athletic Department at Waukesha West High School is to:

Transform Aspiring Adults Through Athletics.

The word “transformation” is defined as a thorough or dramatic change in form or appearance. Within the context of our value system at West High School, evidence of transformation would occur as students make the positive choice because they choose to, not simply because they are told to. More than basic obedience, a shift of the heart and mind occurs such that others-centered thinking, integrity, and togetherness become pillars in their lives personally and collectively.

As students progress through their high school experience, they grow through academic knowledge, social interactions, and extra-curricular involvement. All of which will leave their mark and influence the type of adults our students become. While we understand that high school students are not adults just yet, we do strive to provide adult-like opportunities and responsibilities for our students in a manner that will equip them with the tools and skills necessary for post-high school success.

Ultimately, we have the privilege of creating this environment of high expectations through our mutual passions for athletics. Although life lessons can be taught through a variety of circumstances, we believe students engage at a unique level through their athletic programs, and we therefore have a captive audience ready for learning along the way.

We continue to monitor indicators of our success as leaders and coaches with student-athletes on a daily basis, but the true measure of our success as an Athletic Department and school will be demonstrated by the positive family members, spouses, friends, employees, and citizens that our students become.

Thank you for your support as we aim to achieve this mission with every West student-athlete.



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Waukesha West Athletic Department Contact Information

Kyle LeMieux
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“Good is the enemy of great. And that is one of the key reasons why we have so little that becomes great. We don’t have great schools, principally because we have good schools. We don’t have great government, principally because we have good government. Few people attain great lives, in large part because it is just so easy to settle for a good life. The vast majority of companies never become great, precisely because the vast majority become quite good – and that is their main problem.”

Jim Collins in Good to Great



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Policy Notes and Procedures - A to Z

Absences

Students must attend the last 50% of the school day in order to participate in practice or competition.

Announcements

After each event, please email results to Jenny Brown at jbrown@waukesha.k12.wi.us. This should be completed for all levels of your program. Please use this procedure to get other information to your team, as announcements over the PA during the school day will be limited. Announcements will be posted at designated places at Waukesha West and online, and it is recommended that you post on the website.

Athletic Trainer

Missy Hansen, MS, LAT
Waukesha West High School Athletic Trainer
Mobile: (262) 498-6197
melissa.hansen@phci.org
Pro Health Care Musculoskeletal Institute
1185 Corporate Center Drive Suite 250
Oconomowoc, WI 53066
Fax: 262-928-8855

Alcohol Consumption

At no time while on a school-sponsored activity is it acceptable for a coach or volunteer coach or parent volunteer who is an official chaperone of the club, sport, or activity allowed to consume alcohol. Please review Board Policy [4116](#) and [1331](#).

AODA & Child Abuse

Coaches are expected to relay critical information, especially when it deals with alcohol, tobacco, or other drug abuse as per Board Policy [5131.6G](#) to an administrator, as well as when it is suspected that there is a child abuse or neglect as per Board Policy [5141.5](#) and [5141.5G](#).

Awards

Classic 8 All-Conference awards will be distributed by the conference commissioner. For school specific awards, please submit a listing of all athletes and who are eligible for which award at least one week prior to your banquet. All freshmen will be eligible for numerals, JV team members will receive the JV patch, and varsity athletes will receive a letter or bar based upon the coach's guidelines. Athletic Director's Award should be chosen for each varsity team throughout the year. Criteria are available upon request. Please be sure that criteria for earning program awards are in writing, shared at your parent/player preseason meetings, and posted on your team webpage.

Booster Club

The booster club meets the second Wednesday of every month at 7:00 p.m. in the teacher's lounge. If you have ideas or requests for allocations that you would like to bring before the Booster Club, you must submit all proposals to the Athletic Director first. Further information about our booster club can be found online.



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Building Requests-Reserving Space

For room requests beyond the normal elements of a season (i.e. practice and competition), please submit your requests to the athletic office. This may include use of the media center, cafeteria, or classrooms.

Bus Schedules

Please submit a tentative bus and van schedule to the athletic office using the shared Transportation Log two months prior to the beginning of your season. Every effort should be made to not interrupt the academic schedule for student release. First Student is our transportation provider; phone number (262) 524-0667.

Please note: Travel to schools outside of 50 mile radius may not be covered by the athletic budget. The budget will cover the first \$200 only. Programs must have money in their account prior to travel.

Classic 8 Sportsmanship

The Classic 8 Conference believes that we must strive for good sportsmanship through competition that will foster a positive outlook among athletes, coaches, and fans while keeping in perspective the purpose of the game.

Coaches Directory

An online coaches directory is shared via Google docs. All coaches will be able to view this document, and head coaches will be expected to ensure program members have their information updated. This directory will have additional contact information beyond what is given to the public.

Coaches Evaluations

Head Coach: This will be conducted by the Athletic Director on a yearly basis.

Assistant Coaches: The head coach will work with the AD to complete evaluation of all assistant coaches in the program. This will be completed for all coaches new to West and as needed or directed by the Athletic Director.

Chain of Command

In order to streamline communication within the athletic department, please bring all questions, requests, and concerns to the next step up on the chain of command. This process ensures that all appropriate parties are involved in the decision-making process, and that the authority of coaches is not undermined by a break in communication.

1. Athletic Director
2. Head Coach
3. Assistant Coaches

Conflict Resolution

Coaches are expected to model appropriate methods of conflict resolution and dealing with adversity. If a situation occurs with a student or parent, a 24 hour calming period is given, after which time an in-person meeting will be scheduled to include the level head coach and the Head Coach if the issue took place at a lower level. Parents and athletes should be instructed to follow the same process. All meetings should involve the athlete; never meet with the parent only. Coaches are encouraged to include other witnesses for difficult situations.



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Contact Days

Many sports have five days of unrestricted coaching contact opportunity during the summer, between the end of school and July 31; the days do not need to be consecutive. Unrestricted means teams can assemble with coaches, school monies and resources can be applied, and schools may sponsor the events/activities. The five contact days must be the same for all levels within a sport program. Unrestricted contact days are open to any interested student at West High School. They are not allowed during the school year. If you have questions, refer to the WIAA website or ask the Athletic Director.

In all sports except football, unlimited “non-school” contact may be used by coaches during the summertime. The summer being defined as when school is not in normal session, provided such non-school programs are not limited to students on the basis of school or team affiliation. An acceptable non-school program is one which is not limited based on school and/or team status. Unlimited contact is open to any and all interested students in your community and other communities. No school monies or resources may be applied, and schools cannot sponsor the events/activities. Use of school support and facilities must be done in the same manner as any other non-school group such as 4-H, boy scouts, or local rotary.

During the summer, athletes may assemble in any manner and captain’s practices are allowed. During the school year, no activity in which students are participating should resemble a school team practicing or competing. The Booster club is considered non-school.

Early Release Request

Teri must have all names and ID numbers of the athletes that need to be released early from school. They must be provided at least 48 hours in advance. Please e-mail Teri at tabraham@waukesha.k12.wi.us.

End of the Season Responsibilities (Head Coaches)

Please complete the following:

1. Select Athletic Director Award Winner.
2. Final Roster of all athletes who completed your season.
3. Provide names of First team all conference performers.
4. Get keys from assistants who no longer have coaching responsibilities.
5. Set up an end of the season meeting with Athletic Director within two weeks of season.
6. Make sure all athletes remove their locks from lockers within 48 hours of the conclusion of the current season.
7. Complete official ranking process online on the WIAA website.
8. Inventory of all uniforms, sizes and numbers must be turned into the athletic office within two weeks of the end of the season.
9. Provide a detailed account of how all student activity account funds have been used over the past 12 months, and a projected budget for the following 12 months.
10. Give the athletic office a minimum of one week to pull awards for your banquet.

Financial Obligations

At the end of each season please email or call Teri Abraham for any financial obligations of student-athletes. Please provide specific item missing and replacement cost. Coaches should notify Teri if the student turns in missing items at a later date. Students who fail to return equipment and uniforms will be ineligible for the next sport season.

Fund Raising

As per Board Policy [1314](#), fund raising must be approved by the West administration. All funds raised on behalf of West High School organizations must be processed through West’s athletic/activities office. A fund raising request form is available upon online, and should be turned in as soon as possible to avoid program conflicts.



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Head Injuries

In the event of any head injuries please contact the parent/guardian of student-athletes and the athletic trainer. You will also need to fill out a student incident form.

Below is a list of possible warning signs for concussions:

- Loss of consciousness
- Increasing drowsiness or difficulty in awakening student
- Persistent or increasingly severe headache
- Any vomiting
- Stiffness of neck
- Drainage of blood or clear liquid from nose or ear
- Weakness of limbs or stumbling
- Seizure activity (uncontrollable twitching)
- Double vision, one pupil larger than the other and/or inability to move eyes in all directions
- Any bizarre or unexpected behavior
- Memory loss or forgetfulness.

Harassment

In accordance with Board Policy [5131.1](#), Pupil Non-Discrimination and [4111](#), Student and Employee Harassment, proper student dress for contests should be mandated by coaches. Coaches are expected to discuss the severity of harassment with athletes on an annual basis.

ID Badges

District issued ID badges should not be shared with athletes or other coaches. This badge is unique to you. All assistants may be issued a badge, simply visit the Human Resources office at Lindholm. At no time should athletes be operating the badge entries.

Inventory

At the end of each season, head coaches need to submit an updated inventory to the Athletic Department listing ALL program assets.

Investigations

If at any time you believe an athlete has violated the Athletic Code, you must notify the Athletic Director immediately. At no time should a coach question or investigate a potential violation. The entirety of this process will be handled by school administration.

Keys

All keys are checked out to individuals ONLY. At NO TIME should students possess keys. If keys are lost or stolen, please alert the athletic office immediately.



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Legal Duties

- 1) Duty to Plan - A coach must demonstrate awareness of the maturity, physical development and readiness of athletes with appropriate plans for instruction, conditioning, supervision and emergency response.
- 2) Duty to Supervise - A coach must be physically present, provide competent instruction, structure practices that are appropriate for the age and maturity of players, prevent foreseeable injuries and respond to injury or trauma in an approved manner. This duty requires supervisors to ensure that facilities are locked and that students are denied access when a competent staff member cannot be physically present to supervise. This duty may also require coaches to control reckless player behaviors. Supervision responsibilities may also pertain to athletic administrators who are expected to be able to supervise coaching staff members competently, and to maintain safety and good order at athletic contests.
- 3) Duty to Provide A Safe Environment - Coaches are considered trained professionals who possess a higher level of knowledge and skill that permits them to identify foreseeable causes of injury inherent in defective indoor and outdoor facilities or hazardous environments. Spectator's facilities must also be inspected for safe conditions and equipment.
- 4) Duty to Provide Safe Equipment - Courts have held athletic supervisors responsible to improve unsafe environments, repair or remove defective equipment or disallow athlete's access. This duty also pertains to the proper fitting, maintenance and wearing of protective player equipment.
- 5) Duty to Teach Properly - Athletic practices must be characterized by instruction that accounts for a logical sequence of fundamentals that lead to an enhanced progression of player knowledge, skill and capability.
- 6) Duty to Condition Properly - Practices must account for a progression of cardiovascular and musculoskeletal conditioning regiments that prepare athletes sequentially for more challenging practices and competitive activities.
- 7) Duty to Warn - Coaches are required to warn parents and athletes of unsafe practices specific to a sport and the potential for injury or death. This warning should be issued in writing and both athletes and parents should be required to provide written certification of their comprehension.
- 8) Duty to Provide Emergency Care - Coaches are expected to be able to administer standard emergency care (first aid; CPR) in response to a range of traumatic injuries.
- 9) Duty to Design A Proper Emergency Response Plan - Coaches must design plans to ensure an expedited response by EMS and an effective transition to the care and supervision of emergency medical personnel.
- 10) Duty to evaluate incapacity - Coaches should not exceed the scope of their training when evaluating the readiness of an athlete for return to practice or competition.
- 11) Duty to match or pair athletes - Consideration must be given to size, strength, conditioning, maturity and experience when pairing or matching athletes. This duty is especially important for contact sports.
- 12) Duty to provide safe transportation - Coaches and administrators must account for safe transportation and safe behavior during transportation.
- 13) Duty to insure athletes are insured - Coaches and administrators have responsibility to insure athletes have proper health insurance when required by local policy.
- 14) Duty to select, train and supervise coaches - Administrators have responsibility that appropriate skill and knowledge levels exist among members of the coaching staff to insure appropriate of levels of safety and well-being upon athletes.

Locker Rooms

Coaches must supervise locker room areas any time athletes are in the area. Being in an office or in the hallway is not good enough. Plan ahead for situations that involve athletes of the opposite gender.



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Media Responsibilities

Please phone results into the Milwaukee Journal-Sentinel and Waukesha Freeman for all home games. For away games outside of Waukesha County, please contact the Freeman as those schools will only most likely contact the Journal. All conference events must have scores reported to the commissioner the day of the event via email at classiceight@aol.com.

Waukesha County Freeman
(262)-513-2667
Email: sports@conleynet.com

Milwaukee Journal-Sentinel
Phone: 414-224-2310
Email: jssports@journal sentinel.com

Music Played During Pregame

Coaches need to preview pregame music prior to being played. All music must be school appropriate. Please remind your athletes that they will lose this privilege if music is inappropriate. Please remember we aim to foster a family-friendly environment, and songs with explicit language or innuendos that conflict with our athletic code will not be tolerated. If music is being approved by the athletic director, please provide a minimum of one week's notice.

Open Gyms-WIAA Guidelines

Coaches and schools cannot be involved in out-of-season practice for athletes. However open gyms do not violate WIAA rules if they are conducted according to the following guidelines:

1. The open gym is made known and available to all students in the designated population of that school that are interested in attending. Open gyms may be gender specific. It is also acceptable to include people from the community. Schools may conduct "open gyms" in any activity. It is not acceptable to include athletes from another school, public or nonpublic.
2. There is no instruction during the open gym by a coach or anyone else.
3. Coaches may supervise open gyms, but they may not instruct, organize drills, etc. Coaches can also recreate with students in school sponsored, open gym settings that are purely recreational in nature, i.e., there is no instruction, sport skill demonstration, organized drills or resemblance of a practice being conducted.
4. There is no organized competition, such as established teams participating in round-robin competition, etc.

"Open Gym" is not a code word for out-of-season practice. The philosophy of the open gym is students from that school may attend, for wholesome recreation, or for purposes of improving their skills, but it's something they do on their own. It would be a violation of WIAA rules to mandate attendance at open gyms, or to provide incentives for athletes to attend open gyms, or to limit participation based on athletic status, or to allow athletes from other schools to come and work out or compete against the host school's athletes.

Preseason Parent/Athlete Meeting

It is the expectation that coaches hold a parent/athlete meeting prior to the beginning of competitions to provide an overview for the upcoming season. All levels should be present at such a meeting, and it is highly recommended that expectations for the program as a whole be delivered by the head coach. Please turn in a copy of your parent meeting agenda to the athletic office to have on file as a resource. If you need ideas or sample agendas, please let me know.

PE Classroom Areas

Please remember that many of our athletic facilities function as classrooms during the day. All equipment and facility arrangements should be returned to their original setting at the end of your practice/competition.



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Physical Education Expectations

In an effort to better support our athletic programs and our physical education department, it is our expectation at West H.S. that all athletes dress and engage in physical education class. No participation – no practice/competition!

The PE department will be taking proactive approaches in dealing with this as they will be contacting the family and will notify the head coach of the sport when a student is not meeting this expectation.

Practice Schedules

Please plan to give to all athletes and families a copy of the full season schedule of practices. Please provide the schedule to the Athletics/Activities office in accordance to the Calendar Deadlines Grid. Daily schedules should be accessible to families on your team webpage.

Practice Cancellation

Practices should not be cancelled without prior approval of the Athletic Director. Please plan on adjusting the practice schedule if your team needs to practice inside due to inclement weather per our inclement weather scheduling grid.

Privacy

Please note there are specific guidelines relating to student privacy and videotaping and media interviews with respect to student and family privacy. They are in accordance with Board Policy [6165](#) and [5125.1/5125.1G](#).

Rules Exams/Videos

All coaches regardless of level or full-time/part-time/volunteer status are expected to complete the WIAA rules exam and rules video for your sport prior to the first competition of the season. If you do not receive a notification from the WIAA with a username and password, please notify the Athletic Director.

School Equipment

School and District purchased equipment should never be sold or given to students with out prior written permission from the athletic director.

Security

Coaches are expected to secure the space upon completion of the team function. Please do not assume that another group will take care of this responsibility. All lights should be off, doors closed and locked, and equipment returned to the proper arrangement.

Social Media

Coaches in any capacity should not be friends or connected to students in any way via social media. There are appropriate ways to use technology with our athletes; however any dialogue via Facebook, Twitter, etc. will not be tolerated. Team pages used for announcement purposes are acceptable.

Supervision

All athletes must be directly supervised at all times. Do not allow unsupervised individuals to be present even if they are not in your team's way. You will assume the supervision responsibility if you do not take action to remove unsupervised students.



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Transportation

Student athletes must not drive themselves or teammates to out of town venues. If a bus fails to appear, call First Student (262-524-0667) if the athletic office is closed. Coaches may drive athletes ONLY if they are registered as volunteer drivers. Complete the volunteer driver form annually. For unique circumstances, we have a waiver form for parents to complete if they wish to transport their own children.

Vans

Coaches are encouraged to use the West vans whenever possible to events. Each van can hold up to 8 passengers (driver included). Please see Teri Abraham to check availability for van use.

Volunteer Coaches

The School District of Waukesha and the WIAA consider volunteer assistants to be equivalent to a paid assistant in terms of policy and expectations. Any coaches having contact with West athletes for more than one day are expected to meet all certification requirements, complete the rules exam/rules video, and have all paperwork appropriately filed with the Human Resources office.

WIAA Coaches Education Requirements

The Wisconsin Interscholastic Athletic Association (WIAA) has approved the National Federation of State High School Associations (NFHS) Fundamentals of Coaching and First Aid for Coaches courses and also the American Sport Education program (ASEP) Coaching Principles and Sport First Aid courses to meet the educational requirement for Coaches Not Licensed to Teach (CNLTs). This requirement became effective with the 1994-95 school year and requires CNLTs to successfully complete an approved coaches' education program prior to coaching during a second school year. Please see www.wiaawi.org for more information.

The following do not have to take an approved course:

- A student teacher while student teaching
- An individual with an administrator or counselor license
- Guest lecturers (one time appearance)
- Anyone that has coached in an educational institution for five or more years with or without a current teaching license

The following must take an approved course before they can coach a second year

- Anyone that does not fit one of the above listed categories
- Anyone that does not have a current license to teach in Wisconsin's public schools

The following conditions do not exempt a person from the requirement:

- Holding a license to teach that has expired
- Being a volunteer
- Being unpaid
- Being an occasional, but regularly scheduled lecturer or demonstrator
- Having been a student teacher, but is no longer officially in that capacity
- Being a non-varsity coach
- Being an assistant coach



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Wolverine “Blue” Card

All athletes are required to turn in a Blue Card prior to participation in any practice, competition, or team function. A student may be in attendance to take “mental reps” without the card, but absolutely **NO PHYSICAL PARTICIPATION**. If an athlete has met all eligibility requirements but they are academically ineligible, a silver card will be issued. This is clearance to practice but not compete. Criteria to successfully attain a “Blue Card”:

- Current physical or alternate year card w/ insurance information
- No outstanding financial obligations
- Parent/Athlete Meeting (freshmen & new athletes to West)
- G.P.A. of 2.0 or better with no more than one F/I (based on the higher of quarter and semester grades)
- \$150 Athletic fee, no sport limit, no family cap
- Health Information Sheet (every sport season)
- Concussion Form (every sport season)
- Spectator Code of Conduct

Direct all athletes to Mrs. Abraham with any payments or registration questions. Coaches should not handle this information. On the first day of team activities, athletes should turn in their card to their level’s head coach (varsity, JV, etc), and this coach will hold the cards until the end of the season at which time they can be thrown away. A detailed list of those who have blue cards will be shared on a team Google doc for your reference.

**THIS IS NOT A COMPLETE LISTING OF ALL POLICIES AND PROCEDURES. PLEASE
ASK IF YOU HAVE ANY QUESTIONS!**