

CEDARBURG HIGH SCHOOL

COACH HANDBOOK



The mission of the Cedarburg School District is to provide an exemplary education that challenges students in a nurturing environment to develop into lifelong learners, to become responsible adults, and to achieve their goals and dreams.

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CONTACT INFORMATION

Cedarburg High School
W68N611 Evergreen Blvd.
Cedarburg, WI 53012
262-376-6200

Athletic/Activities Director: Jon Hannam
jhannam@cedarburg.k12.wi.us
262-376-6261

Athletic/Activities Manager: Heather Parkinson
hparkinson@cedarburg.k12.wi.us
262-376-6260

Principal: Casey Bowe
cbowe@cedarburg.k12.wi.us
262-376-6201

Associate Principal: Carolyn McNerney
cmcnerney@cedarburg.k12.wi.us
262-376-6245

Associate Principal: Trent Berg
Tberg@cedarburg.k12.wi.us
262-376-6204

PURPOSE OF HANDBOOK

The extra-curricular athletic program is an integral part of the student experience at Cedarburg High School. Interscholastic sports provide opportunities for student-athletes to develop their physical skills while learning the values of competition, perseverance and teamwork. This Handbook has been prepared to help coaches carry out their responsibilities, and to establish common objectives/procedures that are aligned with the mission and expectations of the Cedarburg School District. All coaches must abide by the terms of the Handbook. Recommendations for improving the Handbook are welcome.

BENCHMARKS OF QUALITY ATHLETIC PROGRAMS

1. Committed, enthusiastic & knowledgeable coaches who exemplify the highest moral character & serve as role-models for student-athletes.
2. Strong administration support.
3. High degree of coordination at all levels.
4. Organized & aligned community feeder programs.
5. Community involvement, support and cooperation.
6. Sufficient budget and quality equipment.
7. Sufficient fundraising to supplement the budget.
8. High levels of participation.
9. Safe, clean & appropriate facilities for each sport.
10. Coordinated off-season training programs.

CEDARBURG HIGH SCHOOL ATHLETIC PROGRAM OBJECTIVES

1. Athletic opportunities shall be available to all students.
2. Maximum participation opportunities shall be provided at the entry levels of competition.
3. Athletic opportunities shall provide for, and develop, positive attitudes, cooperation and responsible individual/team play.
4. Athletic opportunities shall provide opportunities to develop, exemplify and observe good sportsmanship.
5. Athletics shall develop an awareness and realization in students that participation is a privilege with accompanying responsibilities.

CEDARBURG COACHING PHILOSOPHY & GOALS

Continuous student-athlete development and successful team performance are goals of the Cedarburg High School Athletic program. Being part of a competitive team develops pride and loyalty, as well as self-confidence and a sense of accomplishment. Making a varsity team is an **honor** and a **privilege** that carries associated responsibilities.

1. Varsity teams are intended to be competitive. Coaches of varsity teams will select players who can compete/contribute at the varsity level. Not all players will have the opportunity to play in every competitive event. When considering underclass students for the varsity level, player readiness and development should be considered along with the potential for team success.
2. Junior Varsity coaches will place a greater emphasis on ensuring adequate playing time for all student-athletes. Winning is still a goal, but developing the skills and knowledge student-athletes will need to be successful at the varsity level is also a goal. Playing time/participation may not be equal among players for each event, but most student-athletes should participate in most of the competitive events. At the JV level, promoting skills and positive attitudes is critically important.
3. JV2 coaches will even further emphasize ensuring adequate playing time for all student-athletes. Playing/participation time at the JV2 level may not be equal among players at each event, but almost all student-athletes should compete at almost all events. At the JV2 level, developing interest in the sport and promoting skills and positive attitudes are critically important.
4. Coaches are teachers and role-models at all times. They have the responsibility of maintaining open communication with student-athletes and parents.
5. As teachers and role-models, coaches' conduct must always be professional, respectful and appropriate, as must be the conduct of the student-athletes. Being a "coach" is not the same thing as being a "friend". Contact with current and returning students outside of school, athletics, or related events is strongly discouraged. A heightened awareness of public communication such as text-messaging, email and social media must be displayed and all communication via these methods must be kept professional and should only include information related to team activities.
6. Sportsmanship plays a vital role at all times. Cedarburg coaches and student-athletes must be humble in victory and gracious in defeat.
7. Coaches are encouraged to build their programs to participation maximums at all levels while striving for individual, team and program standardization.
8. Student-athletes are encouraged to play multiple sports.

PRE-SEASON REQUIREMENTS & GUIDELINES

REQUIRED CERTIFICATIONS

All paid coaches must be certified in first aid, CPR and AED before they start coaching.

SELECTING A TEAM (for limited participation sports)

The four criteria below are the main areas upon which decisions are made when selecting team members.

1. **Skills & Talent**
2. **Attitude & Work Ethic** - teamwork, hustle, desire, dedication, willingness to be a team player no matter what role, ability to follow team rules and regulations, etc.
3. **Potential** - consideration for potential development, etc.
4. **Team/Program Needs**

Be sure to present the above criteria to the athletes while they are trying out and to the parents at the pre-season meeting.

INJURY PROCEDURES FOR PRACTICE/COMPETITION

Some important points to keep in mind for when injuries occur:

1. stay with the injured athlete;
2. have a responsible person contact EMS immediately;
3. do not move the injured athlete until the possibility of serious injury has been ruled out (especially head, neck, or back injury);
4. provide first aid until medical assistance arrives;
5. complete an injury report with the athletic trainer;
6. complete an injury report with the athletic office;
7. inform the athletic department of all serious injuries;
8. do not leave the injured athlete or send them in with a student; stop practice if need be;
9. never try to relocate a dislocation;
10. coaches must take the athletes' emergency cards to all athletic events.

Insurance Coverage: In case of injury, your son/daughter must be covered through your family insurance plan. Insurance is also available through the school district.

Cedarburg High School currently contracts for athletic training services through Aurora Sports Medicine Institute. A certified athletic trainer (A.T.C.) is at Cedarburg High School from 2:45 to 7:00 PM, Monday through Friday. The student-athlete is encouraged to inform the trainer on site of any injury they incur. Should their condition merit, the parent/guardian will be notified. NOTE: If the athlete is held out of play by a doctor, then a doctor's note allowing him/her to resume participation must be presented to their coach or the athletic trainer.

MANDATORY PARENT MEETING

The mandatory parent meeting is critically important. It is an opportunity to proactively address rules, policies and expectations. This meeting should be held as early as possible, preferably before tryouts start, but always before the first competitive event. The head coach is responsible for making arrangements with the athletic office.

MANDATORY PARENT MEETING AGENDA TEMPLATE

1. Welcome & introduction of coaches
2. Philosophy & expectations/rules for student-athletes, including:
 - a. be on time for all practices/competitions;
 - b. give maximum effort at all times;
 - c. listen and follow advice/directions;
 - d. put the team ahead of individual accomplishments;
 - e. be proactive in communicating questions and concerns;
 - f. team requirements, i.e., practices, special equipment, conditioning, fees etc.
3. Locations and times of all practices and contests and **STICK** to those times and locations. If there is a change in location/time of any practice or competition, parents and student-athletes **MUST** be notified as far in advance as possible.
4. Procedures if a student-athlete is injured:
 - a. emergency services called immediately for severe situations;
 - b. parents contacted as soon as practical;
 - c. see previous section in this Handbook.
5. Consequences that may result from unexcused absences for practices and games as well as poor grades or behavior in school/practice:
 - a. appropriate conditioning for unexcused absences/being late;
 - b. playing time;
 - c. game(s) suspension.
6. Communication - Parenting and coaching share many challenges and rewards. Clear, appropriate and proactive communication between coaches, athletes and parents is critically important. To promote independence, responsibility, problem-solving and mature communication, parents need to encourage their sons/daughters to talk to the coach to work through issues.

Step 1: Athlete seeks out coach to discuss concern. If the student-athlete and coach are not able to resolve the matter, then:

Step 2: Parent requests conference with the coach or coaching staff (leave an email or voicemail message for the coach during school hours or leave a message with the Athletics/Activities Office). If the conference between the athlete and coach, or parent, athlete and coach does not resolve the concern:

Step 3: A meeting will be set up with the Athletics/Activities Director who will mediate the discussion.

Issues not appropriate to discuss with coaches:

- a. playing time (coaches should effectively communicate role on the team);
- b. team strategy;

- c. play-calling;
 - d. other student-athletes.
- 7. Share program philosophies/goals document
- 8. Breakdown into varsity, junior varsity, JV2 teams (if desired for additional information).
- 9. Thank you

HEAD COACH JOB DESCRIPTION

Reports to the CHS Athletic Director.

JOB GOAL

Instruct athletes in the fundamental skills, strategy and physical training necessary to realize individual and team success while promoting and role-modeling acceptable behavior, self-discipline and self-confidence.

DUTIES

1. Has a thorough knowledge of all athletic policies and this Handbook, and is responsible for its implementation by the entire staff of the sports program.
2. Has knowledge of WIAA, North Shore Conference and District policies, rules & regulations.
3. Establishes the fundamental philosophy, skills and techniques to be taught by staff through clinics and staff meetings to ensure staff awareness of program objectives and expectations.
4. Trains and informs staff, encourages professional growth by encouraging clinic attendance.
5. Delegates specific duties, supervises implementation, and at the end of the season, analyzes staff effectiveness and evaluates all assistants.
6. Maintains discipline and works to increase morale and cooperation.
7. Assists the AD in scheduling of non-conference games.
8. Assists the AD in transportation by providing bus schedules.
9. Provides proper safeguards for maintenance of all equipment and facilities.
10. Advises the AD when possible hazards may occur due to faulty equipment or facilities.
11. Gives constant attention to their athletes' grades and conduct.
12. Provides safeguards for each participant.
13. Follows athletic policies concerning injuries, medical attention, and emergencies.
14. Completes & submits required paperwork on all disabling athletic injuries within 24 hours.
15. Directs student managers, assistants, and statisticians.
16. Provides due process when the enforcement of discipline is necessary, contacts parents when a student is released from the team or becomes ineligible.
17. Is accountable for the sports budget and is responsible for operating within the budget.
18. Is accountable for all equipment and collects the cost of any equipment lost or not returned. Arranges for issuing, storing, and reconditioning of equipment and submits annual inventory within 2 weeks after conclusion of the season.
19. Properly marks and identifies all equipment before issuing or storing.
20. Examines locker rooms before and after practices and games to ensure cleanliness.
21. Promotes the sport within the school and outside the school.
22. Maintains good public relations with news media, booster clubs, parents, officials, youth organization and fans.
23. Exemplifies the highest moral character as a role model by committing to all matters related to CSD Policies regarding bullying, harassment and non-discrimination.

24. Fosters a culture that is completely void of hazing, bullying or harassment.
25. Builds and maintains ethical relationships with other coaches and administrators.
26. Assists in the recruiting process and communicates with athletes and parents.
27. Maintains professional, respectful, appropriate interactions within and among the team.
28. Perform such other duties which may be assigned by the Athletic Director.

ASSISTANT/VOLUNTEER COACH JOB DESCRIPTION

These coaches will be responsible to the varsity head coach and the Athletic Director. They will assist the varsity head coach in providing leadership and direction to the sports program. It is essential that they present themselves as role models for athletes in terms of exemplary appearance, character and sportsmanship. The head coach will evaluate all assistant/volunteer coaches. A copy of the evaluation form is in the later part of this Handbook.

DUTIES

1. Assumes the duties of the varsity head coach in his/her absence.
2. Performs and/or assists in all appropriate duties assigned by the varsity head coach, including selecting, issuing, maintaining and collecting supplies and equipment.
3. Communicates with the varsity head coach concerning any facet of that sport program.
4. Makes a persistent effort to keep current with appropriate coaching methodologies.
5. Exemplifies the highest moral character as a role model by committing to all matters related to CSD Policies regarding bullying, harassment and non-discrimination.
6. Fosters a culture that is completely void of hazing, bullying or harassment.
7. Builds and maintains ethical relationships with other coaches, parents and administrators.

DURING THE SEASON REQUIREMENTS AND GUIDELINES

1. Make sure that each athlete has all proper forms prior to the first day of tryouts. Athletes missing any forms shall NOT participate until forms are appropriately signed and turned in.
2. Copies of each athlete's emergency card will be nearby at all times.
3. Make sure athletes and parents of the athletes are fully aware of the department's athletic philosophy, policies, academic requirements and athletic code and all aspects of it.
4. Coaches are responsible for locker room supervision and athletes until they leave school.
5. Students are only allowed in the training room when supervised by a coach, or the athletic trainer.
6. Do NOT leave the equipment room, training room, weight room or gyms unsupervised or unlocked.
7. Discuss the expectations for your captain(s) at the beginning of the season.
8. Emphasize safety precautions and utilize the best conditioning, training and injury procedures.
9. Report all injuries accurately and promptly.
10. Injured players who require examination by a physician must have a physician's release before they are allowed to return to participate in a sport. The same holds true for an injured athlete reporting to the athletic trainer. The athletic trainer must provide a release to the coach.
11. Teach fundamental techniques and skills that will enable the athletes to reach their potential.
12. Always make sure the athletic office has an up-to-date roster on file.
13. Distribute uniforms and keep accurate inventory.
14. When practice schedules are changed, inform the athletic office and parents/athletes immediately.
15. Following each HOME game, varsity coaches must report scores to the proper media/WIAA.
16. Submit periodic updates on the team's accomplishments to morning announcements, athletic director and social media platforms.
17. All spirit wear ordered for teams must have the approved Cedarburg logo to be consistent and to assure Cedarburg's athletic brand.
18. All fundraising efforts must be approved by the Athletic Director.
19. Provide an in-season newsletter to highlight the positive accomplishments of your team.

STUDENT-ATHLETE MOTIVATION, RESPONSIBILITY & ACCOUNTABILITY

Positive reinforcement is preferred to punishment. Great coaches are able to create environments and relationships that enable student-athletes to motivate themselves to the highest possible levels. Punitive approaches that are to be avoided include: yelling, lecturing, sarcasm and threats. Coaches who rely on non-educative tactics will likely create resentment and frustration on the part of student-athletes and parents. Effective coaches are always “teaching” and effective teachers do not resort to yelling, sarcasm or punishment.

Appropriate strategies for encouraging responsibility and accountability include:

1. setting limits on behavior;
2. making rules simple, few and consistent;
3. being a role model for appropriate behavior;
4. ignoring annoying behaviors that do not cause real problems.

Student athletes need to be explicitly told and held accountable for:

1. team/school/coach rules and expectations;
2. controlling their behavior;
3. owning their own actions;
4. learning from mistakes and not repeating them;
5. conducting themselves as contributing teammates and leaders.

TRAVELING COSTS

Coaches are expected to emphasize regional competition. The costs associated with extended travel are difficult to sustain under current budget limitations. Teams that travel beyond the local region may not have their travel costs completely covered by the Athletic Department. Coaches must meet with the Athletic Director well in advance of scheduling any event beyond the immediate six-county region (Ozaukee, Milwaukee, Sheboygan, Racine, Washington & Waukesha). Fundraising to cover the costs of events requiring extended travel is allowed.

Events that require overnight stays must abide by all relevant District policies (8640, 2340) and require the proper District paperwork submitted in a timely manner.

Beginning with the 2018-19 school year, when a team travels beyond the local six-county region, the additional costs to travel beyond Ozaukee, Milwaukee, Sheboygan, Racine, Washington & Waukesha county will be covered by the team. Coaches must meet with the Athletic Director well in advance of scheduling any event beyond the immediate six-county region. Fundraising to cover the costs of events requiring extended travel is allowed.

RELEASE INFORMATION/TRANSPORTATION FOR COACHES/STUDENTS

1. Team members must use the mode of transportation provided by the District.
2. An athlete who travels to an out-of-town event with a school team is expected to return with the team. A student-athlete may be released to a parent provided an approved travel release form has been completed and submitted by the parent. Details of these arrangements will be forwarded to the coach.
3. Per Board policy #8640, all students are expected to ride the approved vehicle to and from each (District-sponsored) activity. **A special request must be made to the staff member or sponsor by the parent, in writing or in person, to allow an exception."**
4. Per Board policy #8640, students participating in a District-sponsored event are generally not allowed to drive to said events when transportation is being provided by the District. **Exceptions may be made by the principal or Athletic Director on an individual basis provided the student has written parental permission and has necessary license to drive.**
5. A child can ride with another parent when the parent driver submits proper documentation to transport a student and only when the parent of the child riding with the parent driver gives permission. Any parent requesting to transport other students in their private vehicle must complete the [Authorized Driver Requirements and Expectations Form](#) that can be found in the District Business Office. The parent with the other child in the car must give permission to allow the students to ride with the other parent through a field trip permission form or in writing to the principal or Athletic Director.
6. **The Cedarburg School District discourages students from driving other students to District-sponsored activities both in season and out of season (practices, competitions).** However, students are allowed to drive other students to events they attend on their free time (Athletic event etc.) that is not a district-sponsored activity.
7. It is the expectation that when transportation is provided for any District sponsored athletic or extra-curricular activity that all students will take advantage of transportation provided to and/or from an event. **In rare occasions**, the parent/guardian may request to transport their child to/from an event or travel with a teammate or a teammate's family. If the parent / student chooses to drive a personal vehicle or an individual student chooses to ride with a friend in their personal vehicle, instead of taking district provided transportation, the District is not liable for any injury resulting from such private transportation arrangement(s). In addition, when transportation is not provided by the District, the parent/student would then be responsible for making their own travel arrangements to the event. Under no circumstances will the District direct or ask students to transport other students to District sponsored athletic or extra-curricular activities.
8. Release from class:
 - a. Athletic contests should be scheduled to minimize any need to release students from classes.
 - b. Any early departures for a contest must be approved by the AD.
 - c. All rosters must be given to the Athletic Office.
 - d. Student-athletes are responsible for making up lessons/assignments from missed classes and must proactively communicate with their teachers in those situations.

KEYS/SWIPE CARDS

Coaches will be issued a key to open the outside doors and the athletic areas for which they are responsible.

1. All keys will be issued via a standard check-out policy/procedure.
2. Keys should never be given to a student.

VARSITY LIAISON RESPONSIBILITIES

Each varsity coach is responsible for finding a parent/s to fulfill the roles outlined on the document below. The goal is to create a culture where this support system makes the varsity coach's job easier while bringing parents and athletes together.

END/OUT OF SEASON REQUIREMENTS & GUIDELINES

All head coaches must finish all end of season responsibilities before the coaching assignment is considered complete.

FINAL REPORT

A final report should be completed within two weeks of the last competitive event and include the following:

1. a brief summary of the season and suggestions for improving your program;
2. within two weeks after the season's end, all equipment is to be collected, cleaned, inventoried and stored in the designated storage area; the athletic department manager has the equipment form that will be used by all coaches;
 - a. no equipment is to be discarded without the approval of the athletic director;
 - b. any outstanding player obligations will be provided to the athletic director;
3. names of squad members - indicate letter winners, captains, managers, MVP, etc.;
4. complete self-assessment (evaluation form) prior to the end-of-the season meeting with the AD;
5. special honors received by team members;
6. maintain and update program history, including any new records;
7. turn in evaluation forms for assistant coaches.

AWARDS BANQUETS

The head coach of each sport is responsible for coordinating the awards format for his/her program at the end of each season. The coach may choose to work with a support club or a group of selected parents in planning the awards ceremony.

1. One month prior to the end of the season the head coach shall inform the AD as to the date, location and time of banquet.
2. No district athletic funds will be expended for any awards banquets. All funds must come out of Activity Account or private funding.

ATHLETIC AWARDS – Head coaches will establish specific criteria for granting athletic awards for their sport. Specific requirements for each sport are available from the head coach. These criteria are to be explained to athletes at the beginning of the season. Cedarburg High School award guidelines are as follows:

For the first sport season completed, an athlete will receive numerals of his/her graduating year, plus one of the following (depending on team level):

- J.V. Certificate
- Varsity Letter Certificate + Letter or Chevron Patch

For any additional sport seasons completed, an athlete will receive the appropriate team level award. Varsity athletes competing in more than one sport season during the year will receive one chevron per year for their first varsity sport of the year (maximum of four for high school career).

BANQUET GUIDELINES – All school-sponsored activities (banquets) are to be held in the CHS cafeteria. These guidelines exist to ensure the protection of our student-athletes in regard to the Extracurricular Code; to prevent our district employees from being put in a compromising position. Any parent in charge of a banquet should check with the head coach for proper guidelines. Activities funds cannot be used towards banquets.

ATHLETIC CAMPS

Each coach will make every effort to coordinate camps with other sports.

CLOTHING/EQUIPMENT PURCHASES

Master Printwear and Burghardt Sporting Goods are the preferred vendors of CHS Athletics(MP=spirit wear & Burghardt's=uniforms/equipment). If another vendor is desired, a quote from the vendor must be submitted to the athletic office. If a quote is lower, the vendor may be used with approval from the Athletic Director. Contact the athletic department with any questions.

EXTENDED TRAVEL

All head coaches must complete the Extended Trip Application (please request from Jon Hannam or Heather Parkinson) for any overnight trip per district policy. This form should be completed at least two months in advance of the trip and include a detailed itinerary.

MANDATORY REPORTER

Wisconsin law requires all paid employees to report suspected child abuse and neglect. As a coach, you are a mentor and leader to our student athletes. There might be times when you witness or hear things that must be reported. All paid coaches must complete this training.

FUNDRAISING

Coaches may sponsor fundraisers for particular needs. Fundraiser procedures are listed below.

1. All fundraisers must be approved by the Athletic Director at least three weeks in advance.
2. Two similar fund raising projects will NOT be approved during the same sport season.
3. There must be a need that fits the fundraising goal.
4. Due to increasing costs to purchase and maintain uniforms, it is likely that teams will be expected to fundraise in the future to at least offset uniform costs. Coaches may want to consider expanding their fundraising efforts now, in anticipation of the need for funds in the future.

WEIGHT ROOM

Cedarburg coaches and student-athletes are expected to make use of the CHS weight room in-season

at least twice a week for training purposes. We also encourage all student athletes to workout at CHS in the off-season.

PHY. ED ATHLETICS WAIVER

Cedarburg student athletes may satisfy Physical Education credit requirements for graduation by successfully competing in interscholastic athletics. The requirements of students and coaches are:

1. Student-athletes successfully complete two (2) full seasons of sanctioned sports, including Cheerleading or Dance. A **full season** is defined as at least 75 hours of active participation where there is practice, scrimmage or official competition an average of 4 days per week during the season.
2. Fulfill the Cedarburg School District's Extracurricular Code.
3. May not be suspended for any portion of a season.
4. Each athlete must share a reflection log with the coach at the beginning, middle and end of the season. Athletes must also have their hours log verified on a weekly basis by the coach.
5. Coaches read the log and provide feedback if necessary and sign off verifying it was completed.

Student-athletes are ultimately responsible for meeting the expectations detailed above. Coaches need to be aware of the requirements so they provide the necessary support/verification.

PLAYER & COACH COMMUNICATION

All coaches must avoid group texts and texting with athletes. Each team/coach is expected to have an immediate form of communication to use with athletes outside of traditional texting. Recommended Apps would be Remind or Groupme.

REFUND PROTOCOL

If participation ends between the first day of practice and the date of the team's first competition, a full refund will be given upon return of any issued equipment and uniforms.

If participation ends after the team's first date of competition, no refund will be given.

Any participant dismissed for disciplinary reasons will not receive a refund.

ATHLETIC DEPARTMENT FINANCES

In order to meet the varied needs of our athletic teams, we have two internal methods of financing in place. **SCHOOL DISTRICT**

FUNDS – The district pays for necessary items such as:

- (1) Transportation for a full schedule of competition within the following seven counties –Milwaukee, Ozaukee, Washington, Sheboygan, Waukesha;
- (2) Officials and support help for a full schedule.
- (3) Each sport has its own account renewed annually for general equipment and supplies.

ACTIVITY ACCOUNT FUNDS – Each sport has an activity account (controlled by the high school office) in which all funds raised for that program are deposited. Coaches must submit requests for the use of funds from their program's activity account for approval before money is drawn out. Funds from the activity accounts will cover only expenses incurred by projects that have been approved by the head coach, athletic director, and high school principal.

BOOSTER CLUB FUNDS – The Cedarburg Athletic Booster Club is the official booster club for CHS athletics. They assist the funding of athletics through a variety of activities. Coaches must submit requests for funds to the Athletic Director, who will then forward the request to the Booster Club's Board of Directors for approval.

NORTH SHORE CONFERENCE

Cedarburg High School is a member of the North Shore Conference. Schools in the North Shore Conference are as follows: ***Cedarburg, Grafton, Homestead, Hartford, Nicolet, Port Washington, Slinger, West Bend East, West Bend West, Whitefish Bay***

WIAA (Wisconsin Interscholastic Athletic Association)

Cedarburg High School is a member of the Wisconsin Interscholastic Athletic Association. This governing body determines the rules and regulations for all sports. Based on our enrollment and number of schools participating in a sport, we are classified in either Division I or Division II. Detailed information on all WIAA sports can be found at www.wiaawi.org.

EXPECTATIONS AND RESPONSIBILITIES OF STUDENT ATHLETES: "THE BULLDOG WAY"

1. The student athletes of Cedarburg High School will be committed to the school athletic program on and off season by:
 - following the rules set by the coaches and the school;
 - participating enthusiastically;
 - making appropriate personal sacrifices for the good of the team;
 - recognizing that student participation in athletics is a privilege;
 - setting challenging and realistic goals;
 - developing a winning attitude;
 - maintaining high academic standards;
 - being committed to skill development in their sport.
2. The student athletes of Cedarburg High School will demonstrate the highest character, exhibited through:
 - accepting responsibility for actions and not making excuses or blaming others;
 - striving to excel;
 - being committed;
 - giving 100% effort and not give up in the face of setbacks;
 - demonstrating truthfulness;
 - controlling frustration and refraining from displays of temper and bad language.
3. The student athletes of Cedarburg High School will demonstrate good citizenship and sportsmanship by:
 - behaving with integrity;
 - exhibiting pride in their team and school;
 - playing by the rules;
 - accepting responsibility as a role model for others;
 - supporting other sports and under level teams;
 - playing with dignity and grace, regardless of winning or losing;
 - accepting responsibility to set a good example for teammates, younger athletes, fans and school community;
 - keeping commitments to the team;
 - fulfilling social responsibility as part of the larger community.
4. The student athletes of Cedarburg High School will maintain healthy mental and physical behaviors by:
 - being alcohol and drug free;
 - practicing self-discipline;
 - demonstrating good personal health habits;

- dealing with challenges in a positive manner.

BULLDOG WAY

CEDARBURG HIGH SCHOOL ATHLETIC DEPARTMENT IS COMMITTED TO THE DEVELOPMENT OF ITS STUDENTS BY BUILDING CHARACTER WHILE TEACHING LIFELONG LESSONS THROUGH EXTRACURRICULAR ACTIVITIES. WE ENCOURAGE ALL STUDENTS TO BE UNIFIED IN THEIR SUPPORT OF EACH OTHER AND TO PARTICIPATE IN MORE THAN ONE SPORT/ACTIVITY.

PARTICIPATING IN EXTRACURRICULAR ACTIVITIES IS A PRIVILEGE. THE STUDENT BODY, COMMUNITY, AND OTHER COMMUNITIES JUDGE OUR SCHOOL BY YOUR CONDUCT AND ATTITUDE, BOTH ON AND OFF THE FIELD. STUDENTS WILL HAVE A TEAM FIRST MINDSET THROUGH A SHARED VISION, PURPOSE AND VALUES. WE STRIVE TO DEVELOP A MENTAL APPROACH WITH OUR STUDENTS THAT DRIVES LEARNING AND SKILL BUILDING THROUGH HARD WORK, EFFORT, DEDICATION, AND FEEDBACK.

PROCESS-ORIENTED

SPORTSMANSHIP



UNITY

MULTI-SPORT ATHLETES



CHECKLIST

To ensure consistency, the checklist below is provided to coaches.

- ___ 1. Conduct pre-season meetings with parents and players.
- ___ 2. Complete WIAA rules test
- ___ 3. Hand in team roster
- ___ 4. Check the eligibility of each athlete before they start practice.
- ___ 5. Submit bus requests
- ___ 6. Confirm the early dismissal dates with athletic department
- ___ 7. Emphasize team rules and training rules weekly
- ___ 8. Inform the media of game results
- ___ 9. Check attendance and academic progress of your team throughout the season
- ___ 10. Supervise the student-athletes at all practices/events
- ___ 11. Notify the athletic department, parents and students of canceled practices
- ___ 12. Report all major injuries, unless seen by athletic trainer, file with athletic department
- ___ 13. Set special event nights prior to season with Athletic Director
- ___ 14. Collect all equipment, locks, uniforms, etc.
- ___ 15. Turn in an inventory list to the AD.
- ___ 16. Get an award list to the Athletic Office as soon as possible after the last game of the season.
- ___ 17. Prepare and conduct banquet program
- ___ 18. Attend North Shore Conference coaches' meetings.
- ___ 19. Go over next season's schedule with AD
- ___ 20. Complete a postseason self-assessment
- ___ 21. Keep AD abreast of any issues with your team, players, parents, etc.
- ___ 22. Organize summer/off-season program for your sport
- ___ 23. Communicate WIAA Summertime Contact Days to AD (if applicable) ASAP
- ___ 24. Work with and help direct the youth program for your sport
- ___ 25. Confirm all Cedarburg logos with the Athletic Office
- ___ 26. Provide an in-season newsletter

- ____ 27. Sign-off and provide any necessary feedback on Phy. Ed Athletics Waiver
- ____ 28. Have an immediate form of communication to use with athletes
- ____ 29. Organize in-season lifting workout

VARSITY LIAISON

The Varsity Liaison serves as a communication link between the coaches and the team parents for all team levels. This position could be held by one or several parents. Responsibilities are listed below.

1. **Parent Emails** - Attend the Parent/Coaches team meeting and acquire a list of e-mails for your team.
2. **Team Buttons** – Optional. Will coordinate and distribute buttons after team/individual pictures have been taken.
3. **Team Dinners** - Optional. These can be held at school or offsite. Please arrange through the athletic department if you'd like to hold them at the school. Set up a parent volunteer rotation. Some teams like to set up a rotation for away events only.
4. **Senior/Parent Night** - See head Varsity Coach for dates and specifics. Flowers and gifts can be purchased from the social/button fee collected for parents/seniors.
5. **Fundraisers** - They must be pre-approved by the head Varsity Coach and a fundraising form must be completed and received at the Athletic Office. This is available on the athletic website.
6. **Action Photos** - If you have a parent on your team that takes action photos from your season, please have them sent to Jon Hannam to be posted on the athletic website or a social media platform.
7. **Social Media** - With pre-approval from the head Varsity Coach, choose 1 parent to run a Twitter page for your team or assign 1 parent to send important information to the athletic department. Also, ask parents to follow the Cedarburg Booster Club through various social medias at <http://cedarburg.sportngin.com/>
8. **End of Season Banquet** - Coordinate with the Head Coach.
9. **Consider attending a Cedarburg Booster Club meeting**- Meetings are generally held on the 1st Monday of each month, at 7:00 pm. They are located at the Upper IMC Conference Room.
10. **Event Workers** – Work with the varsity coach and AD to find parents to fill positions for mostly under level games. Examples could be chain gang, official book, scoreboard, etc. Some of these positions are paid!