

# WHITEFISH BAY HIGH SCHOOL COACHING/ADVISOR MANUAL 2023-2024

## ATHLETIC DEPARTMENT PHILOSOPHY STATEMENT

*The Whitefish Bay High School athletic program is built around the philosophy that a dynamic program of student activities is vital to the educational, social and emotional development of the student. We believe that the athletic program should provide a variety of experiences to aid in the development of favorable habits and attitudes in students that will prepare them for adult life. In this regard, the athletic program should function as an integral part of the total curriculum. It should offer opportunities to serve the school community, to assist in the development of fellowship and good will, to promote self-realization and all around growth, and to encourage the qualities of good citizenship.*

*Athletics also play an important part in the life of Whitefish Bay High School as the young people involved learn lessons in sportsmanship, responsibility, teamwork, cooperation, and winning or losing with grace. Through participation in athletics, a healthy self-concept as well as a healthy body can be developed. Athletics add to Whitefish Bay school spirit and help all students; spectators as well as participants develop pride in their school community.*

*The athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. Such participation is a privilege that carries with it responsibilities to the school, to the activity, to the student body, to the community, and to the student-athletes themselves.*



## POINTS TO PONDER.....A COACHING PHILOSOPHY

*Don't talk about winning in your program. Talk about execution and dedication. Talk about responsibility and reliability. Talk about family and friendship and effort. Always preach the bigger picture. Let the fans worry about winning and losing.*

*Don't criticize other coaches or other programs or other teams, especially those that are successful. Don't let your kids criticize. Criticism is a direct reflection of you. You will always lose in the end. The late President Richard Nixon wrote- "When you are successful, others will hate you, but those that hate you don't win, unless you hate them."*

*Don't complain about what you don't have. No one likes to listen to a complainer or whiner. Recognize what you don't have, and build it. There is nothing you can't accomplish.*

*Don't be a phony. Always examine your honesty and integrity. You will always be judged on those. You don't have to be right all the time; so don't have to be right all the time.*

*Take the word "never" out of your vocabulary. Never say never. "That player will never play for me." "We will never be as good as that team." The word never will never help you.*

*The game is not about X's and O's. That is 15% of the process. 85% of the process is working and dealing with emotions and problems and people. Stay calm in a game because the game is working and dealing with emotions and problems and people. Stay calm in a game because the game is gray. After dealing with academics, social, physical and emotional injuries, practice schedules, parents, fans, administrators, egos, and attitudes the game is fun.*

*Life is not fair. The sooner you understand that and teach your team, you and your team no longer need to worry about what is fair and what is not. Life gets a whole lot easier.*

*Teach intensity over technique. Process over content.*

*You cannot create doubt in your players. You need to create confidence and lack of fear. That is why you must build and not destroy...any doubts will turn into insurmountable walls to climb during stress and pressure points of a competition.*

*Quit taking yourself so seriously...drop the ego. You'll find the sport a lot more fun and fellow coaches great people if you get realistic. Stop thinking your sport is the absolute end of the world. It is merely a product of building young people and that is exciting. Melt all the trophies down and make something neat of them.*

# The Coaches Code of Ethics

*Provided by the National Federation of State High School Associations*

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

The coach shall be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

The coach shall uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.

The coach shall avoid the use of alcohol and other controlled substances while supervising student-athletes. This includes the entire length of any overnight travel.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

The coach shall master the contest rules and shall teach them to his or her team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.

The coach shall exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

Before and after contests, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

A coach shall not exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

# ALPHABETICAL LIST OF TOPICS IN HANDBOOK

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## **ACCIDENT REPORTS**

Any injury that appears to be more serious than the typical bump, bruise or scrape, should be reported to the Athletic Trainer. The coach should be sure that an Accident report form is filed within 24 hours of the injury. Forms are available from the Activities Director or Athletic Trainer. Accident reports are vital for follow-up from insurance companies and for any legal matter that may develop.

## **ATTENDANCE POLICY FOR ATHLETES**

From the Athletic Code of Conduct: *“A student who has reached the threshold of 3 days with at least 1 period of unexcused absence will not be able to participate in practice/competition/performance on any future day in which they are gone for more than 3 periods(excused or unexcused).”*

## **ATHLETES WITH SPECIAL PHYSICAL CONDITIONS**

Each year the school nurse will compile a list of high school students with physical conditions that require special awareness on the part of the coach. The Activities Director will make all coaches aware of these athletes.

## **ATHLETIC CODE OF CONDUCT**

All coaches must actively support the Athletic Code of Conduct. The coaches’ attitudes, actions and values need to reflect the spirit of the Athletic Code. All Code violations should be reported to the Activities Director who will then act upon the violation. Head coaches may occasionally be asked to serve on the Board of Appeal. The current Athletic Code is included.

## **AWARDS**

Coaches should clearly articulate the criteria for the earning of Athletic Awards at the start of the season. WFBHS provides “letters” for varsity athletes, “patches” for JV athletes and “numerals” for freshmen athletes. The Administrative assistant will be the contact person for all awards. The Head Coach is expected to hold athletic awards until all equipment is accounted for. Any other awards, such as plaques and trophies, will be paid for by that program. Additionally, all Senior Night/ Parents Night costs, including flowers, must be paid through student contributions or through team fund-raising.

## **BANQUETS**

Athletic banquets provide a time, following the end of a sport’s season, when parents, athletes, and coaches may assemble to enjoy the company of one another, while reflecting on the past season. It is the time for recognizing the accomplishments and efforts of all athletes.

Banquets are voluntary and are planned by parents with some help from the Activities Office. Items to keep in mind

1. It is the responsibility of the parents to inform all guests that the use of alcohol is not permitted before, during or after the banquet.
2. The head coach is in charge of the program. A typical program consists of some brief remarks and then the presentation of the awards. If student presented awards are planned, they must be brief. Inside stories and jokes should be discouraged.

## **BUDGET AND PURCHASING**

1. Head coaches will discuss their budgetary needs with the AD. This includes any requests to possibly be fulfilled by the Duke Pride Booster Club.
2. A purchase order must be completed for all items purchased.
3. No purchases from a school budget account may be made after March 1.

## CONCUSSIONS/SUDDEN CARDIAC ARREST

# NEW STATE LAW REGARDING CONCUSSIONS/SUDDEN CARDIAC ARREST

Concussion and Head Injury Information [Wis. Stat. § 118.293 Concussion and Head Injury](#)

Sudden Cardiac Arrest Information [Wis. Stat. § 118.2935 Sudden cardiac arrest; youth athletic activities](#)

### COACHES AGREEMENT (EACH COACH WILL BE REQUIRED TO REVIEW AND SIGN)

As a coach it is important to recognize the signs, symptoms, and behaviors of concussions and sudden cardiac arrest. By signing this form you are stating that you have read the Centers for Disease Control and Prevention (CDC) [fact sheet for Coaches](#) in English or [Spanish](#) and the Wisconsin Interscholastic Athletic Association (WIAA) [Concussion Policy](#) and [WIAA concussion resources](#). By signing this form, you are stating that you understand the importance of recognizing and responding to concussions and head injuries per the guidelines set forth by the Department of Public Instruction (DPI), WIAA, and [Wis. Stat. 118.293](#).

By signing this form, you are stating you have read the Sudden Cardiac Arrest Information sheet. Additionally, coaches are advised to read information on the WIAA [website regarding sudden cardiac arrest](#).

I have read the Department of Public Instruction and WIAA's Concussion and Head Injury Information sheet and understand what a concussion is and how it may be caused. I also understand what the signs, symptoms, and behaviors are and agree to remove the athlete from practice/play if the athlete exhibits signs, symptoms or behavior consistent with a concussion or head injury or if I suspect the athlete has sustained a concussion or head injury.

I understand that it is my responsibility to inform the parents/guardian if I suspect a concussion or if a suspected concussion is reported to me and that the athlete may not return to practice or play until the athlete is evaluated by an appropriate health care provider and provides me with written clearance to participate in the activity from the health care provider.

I understand concussions can have a serious effect on a young, developing brain and need to be addressed correctly.

I understand it is advisable to have an [Emergency Action Plan](#) in place for all sport practice and competition sites that outlines the plan of action in case of the sudden collapse of an athlete. It is advisable to review and practice the emergency action plan with respective school personnel, coaches, on site medical personnel and local EMS

IT IS SUGGESTED TAKE THE FREE COURSE AT: <http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>

### DIRECTIONS TO GAMES

Directions to all games are available at [www.northshoreconference.org](http://www.northshoreconference.org) Parents should be encouraged to use this site.

### EARLY RELEASE

Contests are normally scheduled so that they do not conflict with a student's classes. There are, however, situations that require athletes to be released before the end of the day. These athletes will be treated as if they were on a field trip. A list of athletes to be released needs to be submitted as soon as possible to the Administrative Assistant. This list will then be distributed to teachers and the attendance office via e-mail. Teachers will only release students who receive an Early Release e-mail from the Administrative Assistant.

## **ELIGIBLE ATHLETES AT THE START OF THE SEASON**

A student must have the following on file in the Activities Department before being allowed to practice:

1. A completed physical card or alternate year card.
2. The online registration completed by student and parent.
3. Payment of the Athletic Participation fee of \$175.

A list of athletes who have satisfied these three requirements will be given to each coach. Players who submit their materials after the printing of the list will be given a signed form from the Activities Department which states the athlete is eligible. No athlete is allowed to practice/compete until cleared by the Activities Department.

Coaches will also be notified of athletes on the Academically Eligible/Ineligible List.

## **EMERGENCY FORMS**

All coaches are urged to carry medical emergency forms for all athletes on their team. These forms should be carried at all practices and games. A sample form is in the Appendix.

## **FUNDRAISERS**

All fundraisers should be pre-approved by the Activities Director. All funds should be deposited into a WFBHS extracurricular account unless a different process is approved by the AD. Invoices must be submitted in order for payments to be made.

## **HAZING**

The following is in the Athletic Code of Conduct

*1. Any type of act which is a condition of initiation or admission into, or affiliation with an organization, club or team, regardless of the student's willingness to participate, that includes asking or forcing a student to break a law or school rule, or take part in an act which involves misuse of school equipment, or holds the potential to cause physical harm to the student or other students is hazing.*

*2. Students who engage in hazing will be subject to consequences that may include suspension, police referral and a recommendation for expulsion*

It is the responsibility of the coach to provide a hazing-free environment and to immediately address and report to the AD any possible incidents of hazing.

## **INJURY PROCEDURES**

Coaches have a special responsibility when an injury occurs. Several important and timely decisions will have to be made. What kind of first aid is appropriate? Should the Athletic Trainer be summoned? Should 911 be called? Regardless of what is done, the coach remains in charge of the situation until the medical personnel arrive.

Items to consider:

1. If time permits, the parents should be called to inform them of the injury, but also to learn of any preferences they may have for a hospital, etc...
2. An AED (Automatic External Defibrillator) is located in the Field House Lobby. The Athletic Trainer also has a portable unit.
3. If there is blood involved in the injury situation, the Athletic Trainer or a Building and Grounds member should be asked to clean it up with the appropriate kit

## **KEYS**

Keys that provide access to areas that are essential for a coach to carry out his responsibilities will be provided. Keys will be checked in and out from the Activities Director. Coaches should never allow students to use their keys.

## **MEDIA**

Varsity coaches should report all home event scores/results to the Journal-Sentinel.

## **MUSIC**

Music played at practice and at games must be appropriate. The Coach is responsible to screen all music before it is played.

## **OVERNIGHT TRIPS**

All trips must be pre-approved by the Activities Director 30 days in advance of the trip. The ratio of students to chaperones should be no more than 8 to 1 unless exception is approved by the Activities Director. All chaperones are subject to a background check. In accordance with School Board policy regarding a drug free workplace and prohibition of tobacco products, no chaperone use of alcoholic beverages and tobacco products is allowed throughout the trip. Chaperones are expected to hold students accountable for their behavior in a reasonable and prudent fashion. Students are expected to abide by both school rules and the rules stated in the Athletic Codes. Coaches/advisors who arrange for overnight trips must develop itineraries that minimize absences from scheduled classroom days, seek written parent permission, secure necessary information about unique medical needs in advance, and secure emergency contact information. The Overnight Athletic/Activity Trip Submission Form must be completed. All students must return the signed permission form before the student may travel.

## **PARENT MEETING**

Proactive communication is essential in order to be successful as a coach. Pertinent information regarding expectations, schedules and team rules should be shared with parents in a timely basis. It is crucial that a parents meeting be held for all parents in your program. This meeting should be held either before the season or very early in the season.

## **PERFORMANCE ENHANCING SUBSTANCES**

From the WIAA Handbook(Rules of Eligibility, Article VII, Section 2B)

*"The WIAA is against the use of anabolic-androgenic steroids and other performance enhancing substances(PES). Member schools shall devote time each year to positive programs which highlight prevention and education of the risks, benefits and adverse effects of PES. Coaches, teachers, sports medicine staff and school administrators who ignore or encourage the use of PES, provide and/or sell PES to athletes(including indirect distribution through a third party) shall be subject to their own school's provisions regarding discipline."* Violation of this policy will result in immediate dismissal from coaching employment at Whitefish Bay High School.

## **PHONE NUMBERS**

Activities Director Jeff Worzella      School: 414-963-3972

Activities Secretary Rande Drew      School: 414-963-3971

Activities Fax      414-963-3973

Journal-Sentinel

Phone: 414-224-2310

Fax: 414-224-2049

WFBHS Associate Principal: Julie Henningsen      School: 414-963-3915

WFBHS Main Office:      414-963-3928

Conference Schools:

Cedarburg      262-376-6261

Grafton      262-376-5515

Hartford      262-670-3202

Homestead      262-238-5634

Nicolet      414-351-8148

Port Washington      262-268-5511

Slinger      262-644-5261

West Bend East      262-335-5590

West Bend West      262-335-5590



## **PRACTICES**

1. Any Sunday practices must be approved by the Activities Director.
2. **Practice times on non-school days needs to be submitted to, and approved by, the Activities Director so that notification may be given to Building and Grounds**
3. Practice lengths need to be reasonable in length. No on-field practice should exceed three hours on a regular basis.
4. Coaches will establish practice attendance policies and clearly describe them to the team early in the season. Athletes who violate the policy should be appropriately disciplined per team rules.

## **SCHEDULES**

All head coaches are encouraged to participate in the development of their season schedule. All dates for contests should be cleared with the Activities Director before a commitment is made to another school. The most up to date schedules are available online at [www.northshoreconference.com](http://www.northshoreconference.com)

## **SELECTON OF TEAM MEMBERS**

The Whitefish Bay High School Athletic Department Philosophy Statement contains the following: *“Except when supervisory, safety and space conditions exist, Bay teams welcome all students interested in participating in the respective sport. When team membership must be restricted, it will be done according to previously shared criteria observed over a reasonable practice period.”* Communication of the process used to select team members must be shared with all athletes as soon it is determined that some athletes may be cut. Athletes not being kept on squads should be told face to face. Two coaches should be present if possible so that if any concerns are raised there will be a second staff member present to verify what was said and how the process was handled. Included in the Appendix is a form that could be handed out once it is determined cuts need to be made. It can be modified to fit a particular sport.

## **SOCIAL NETWORKING SITES**

Coaches are allowed to use social networking sites for communication with athletes and parents as long as the only use of the site is for the dissemination of information. Additionally, the Activities Director should be included so as to have access to all specific sites.

## **SPORTSMANSHIP**

Sportsmanship is the responsibility of all parties involved in athletics. All coaches are expected to model good sportsmanship and to uphold positive sportsmanship expectations for all people involved in the program. If a coach/athlete/parent exhibits poor sportsmanship, the coach should inform the Activities Director.

## **STRENGTH/CONDITIONING**

The weight room will be staffed and supervised from 3:45 to 5:30 on school days to facilitate strength/conditioning opportunities for all athletes. It is expected that each program works with our Strength and Conditioning coach, Yoshi Barnes in some capacity. Please contact Yoshi to set up a weekly time with your program.

## **SUPERVISION**

Much of a coach's time is devoted to the general supervision of athletes. Poor or sloppy supervision can result in serious problems. Each coach is expected to have a plan for supervising athletes before, during, and after practices and competition. Generally, an athlete must be under the direct supervision of a coach from the time they enter the locker room for practice or a game until they leave the building following the activity.

**Athletic Trainer Room: Coaches should not leave the Training room open at any time. Any time students are allowed in the room, they should be under the supervision of a coach.**

Practice area supervision: No activity will take place in the practice area without a coach present and in control of the activity. Athletes need to be taught that a coach's presence is required in all areas.

Away game supervision: Coaches are responsible for athletes from the time the team leaves WFBHS until the time they return and the students leave for home. The travel release form in the appendix may be used to allow students to find alternative transportation home from away games.

## **TEAM RULES**

Team rules should also be discussed at the meeting held with parents early in the season. All team rules should be approved by the Activities Director before distribution. Coaches may not impose penalties for misconduct under separate team contracts that are more severe than those that are provided under Whitefish Bay High School's Athletic Code of Conduct. A sample copy of team rules is in the Appendix.

## **TEAM SPIRITWEAR**

Coaches must reasonably anticipate possible community reaction to slogans on team spirit wear. Sexual innuendos are not appropriate at any time in a school setting. Coaches are expected to convey this message to their athletes.

## **TRANSFER STUDENTS**

The WIAA has very specific rules regarding the eligibility of transfer students. Coaches need to check on the status of any athlete who they believe may be new to the school. The use of an ineligible player may result in the forfeiture of contests.

## **TRANSPORTATION**

Athletes are normally transported by leased bus with arrangements made through the Administrative Assistant. The use of the four school vans is also scheduled through the Activities Director. In order to drive a school van, the coach must sign an information acknowledgement form and submit a copy of their driver's license. The Activities Director must clear any other mode of travel.

From the Athletic Code of Conduct: *"Every athlete is expected to return on the team bus/van. However, if the athlete has another commitment, he/she may request to leave early by picking up, filling out, and returning a signed parent release form provided by the coach."*

A sample travel release form is included.

Any student not traveling with school provided transportation to an away game or an off-site practice site, they will need to fill out a transportation waiver prior to that date. All forms should be handed into the Activities Office

## **UNIFORMS**

The coach is responsible for the overall accountability of uniforms issued to players. A list of all uniforms issued to players will be provided to every coach. A plan for the end of season collection should be developed. All collected uniforms should be returned directly to the Activities Director

When a coach has done all that can be reasonably expected, he will provide the Activities Director with the name of the athlete and a complete description of the missing equipment. Referrals to the Athletic Director should be done infrequently and only in those cases where all reasonable efforts at recovery have failed.

## **VOLUNTEER COACHES**

All coaches, including volunteers, must be cleared by the Activities Department before working with students. Make sure all individuals meet with the Activities Director as soon as it is determined they will be part of a coaching staff.

## WIAA INFORMATION

1. The WIAA sends out a bulletin multiple times throughout the school year. It is the official source of information about tournaments, meetings, rules interpretations and other important items.
2. The WIAA's website [www.wiaawi.org](http://www.wiaawi.org) provides much useful information and all forms needed for all sports. Some of the information is located on the School Center link on the website. Enter *wiaainfo* in the username box and *varsity* in the password box.
3. All coaches are responsible for adherence to all WIAA Rules. Sport specific rules are given in the WIAA Season Regulation Handbook that is distributed to all head coaches.
4. The WIAA clearly describes what kind of contact is permissible between coaches and their athletes outside of the designated sports season. Coaches are responsible to be aware of, and follow, all these rules.

## COACHING REQUIREMENTS.....2023-24

**Every** coach must complete the following in order to receive their first pay check for the season.

Explanations for each item will be distributed in a separate communication

- 1) **Sign and return both copies of their coaching contract.**
- 2) Submit all requested payroll paperwork.
- 3) **Take the online WIAA rules exam and watch the WIAA rules video.**
- 4) Sign and return a verification form for Mandatory Reporting of Child Maltreatment-Training for All School Employees (once every 5 years) & Mandatory Reporting of Threats of School Violence (Act 143)
- 5) **CPR/FA/AED trained every two years.**
- 6) If required, take the WIAA on-line course for Coaches Not Licensed to Teach and submit the completion certificate (one time only)

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Overnight Athletic/Activity Trips

(Note: This form must be typed.)

Date of Submission: \_\_\_\_\_

**Note:** Per School Board Policy 352.1, all overnight trips must be approved by the School Board 30 days in advance. The ratio of students to chaperones should be in alignment with Board Policy. All chaperones are subject to a background check and are expected to follow *Policy Rule 352 Extended Educational Trip Chaperone Expectations* as well as *Policy 522.1 Alcohol and Drug Free Workplace*.

Coaches/advisors who arrange for overnight trips must develop itineraries that minimize absences from scheduled classroom days, seek written parent permission, secure necessary information about unique medical and/or special needs in advance, and secure emergency contact information. This *Overnight Athletic/Activity Trip Information Sheet* must be completed and distributed to all parents. All students must return the signed *Overnight Athletic/Activity Trip Permission Form* before the student may travel.

Advisor(s)/Coach(s) and Activity/Sport: \_\_\_\_\_

Dates for the trip: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Chaperones: \_\_\_\_\_

Location and dates for overnight stay: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Purpose of the trip: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many classroom days will be missed and why must they be missed? Provide the date(s) and rationale:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated per student cost? Please explain your funding proposal and how these funds will be used:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rough itinerary for the trip:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note any additional safety considerations:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Overnight Athletic/Activity Trip  
Permission Form**



The purpose of this sheet is to provide students, parents/guardians, coaches/advisors, and school administration with all trip information. The completed form, approved by the Activities Director, must be given to parents.

Team \_\_\_\_\_ Dates of Travel \_\_\_\_\_

Destination: \_\_\_\_\_ Name/Type of Competition/Event: \_\_\_\_\_

Date and Time of Actual Competition/Event: \_\_\_\_\_

Opponent/ sponsoring group of event: \_\_\_\_\_

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

Name and Address of Lodging Location: \_\_\_\_\_

Phone number of Lodging Location: \_\_\_\_\_

Academic Time Missed: \_\_\_\_\_

Departure Date and Time: \_\_\_\_\_

Return Date and Time: \_\_\_\_\_

Mode of transportation: \_\_\_\_\_

Amount charged to students as a trip fee: \_\_\_\_\_

Students will be responsible for the following costs while on the trip: \_\_\_\_\_

Names of all students traveling: (A list shall be attached)

Approved by Administrator/Activities Director \_\_\_\_\_

Date \_\_\_\_\_

**Overnight Athletic/Activity Trip Form**



**Whitefish Bay**  
SCHOOL DISTRICT

**Permission**

Student Name \_\_\_\_\_ Parent/Guardian Name \_\_\_\_\_

Team: \_\_\_\_\_ Dates of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Name/Type of Competition/Event: \_\_\_\_\_

I have read and understand all information supplied on the Overnight Athletic/Activities Trip Information sheet. Additionally, I have been reminded of the following from the Student Code of Conduct and the Athletic/Activity Codes:

“All school rules and all rules stated in the Athletic/Activity Codes are in effect for the entirety of an overnight trip. Any violations of the Code of Conduct regarding the possession, supply or use of unauthorized drugs, tobacco products or alcohol will result in the students being removed from all group activities. A parent/guardian will be required to pick-up their student as soon as possible. If travel was by air, the student will be sent home on the first available flight with the full cost being paid by the parent/guardian.”

Emergency Contact Information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Unique information to be known by chaperones:

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

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

SIGNED PERMISSION SLIP MUST BE RETURNED TO COACH/ADVISOR BEFORE DEPARTURE

***SIGNED PERMISSION SLIP MUST BE RETURNED TO  
COACH/ADVISOR BEFORE DEPARTURE***





# **WHITEFISH BAY HIGH SCHOOL TEAM RULES**

*The violation of any of the following team rules will result in penalties ranging from playing time reduction to expulsion from the team. Violations will be dealt with on an individual basis in a one-to-one meeting with the coach.*

1. All players must attend all scheduled practices and meetings. An unexcused absence will result in a one-game suspension for each session missed. Excused absences (illness, field trip, family trip, etc...) will be handled on an individual manner with the coach. Missing because of another athletic event such as club is considered an unexcused absence. Schedule all outside appointments (hair, orthodontist, etc...) at times that do not conflict with practice or contests. If a conflict is unavoidable, make prior arrangements with the coach. If you stay after to see a teacher, follow this procedure....

a) Change into practice clothes before seeing the teacher.

b) Get a note from the teacher that states both the time you arrived for help and the time you left from getting help.

2. All players are to be on time for all activities. Constant tardiness is not acceptable.

3. All players are to maintain a positive, hard-working attitude in all of their classes. Academic progress will be monitored throughout the season. Continual negative reports will be penalized. The detention list will be checked on a regular basis.

4. All players are to come prepared to practice.

5. All players will follow designated game day dress codes as decided on by the team. This includes road game attire.

6. All players will show respect to coaches, officials, opponents, school personnel, teammates, etc. A penalty assessed for inappropriate behavior will result in the player being removed for the remainder of the contest.

7. No profanity will be tolerated at practices or at games.

8. All players are to ride the team bus/van to and from all games. Exceptions are those players who ride with their parents home from away games and those players who have a signed parent consent form on file allowing the player to ride home with another player's parents.

9. All teams are expected to support each other. The Varsity players will watch the first half of most JV and Freshman games. Likewise, JV and Freshman players are expected to watch at least the first half of all home Varsity games. Away game support is crucial to counter the home court advantage of the opponent. The amount of support each player gives is an indication of their level of commitment to the program.

10. All players will follow the training rules set forth by the Athletic Code of Conduct.

11. If there are problems, the following line of contact must be followed:

a) player - coach

b) parents - coach

c) player/parents - Varsity coach

d) player/parents - Activities Director

e) player/ parents – Principal

# WHITEFISH BAY HIGH SCHOOL ATHLETE EMERGENCY FORM

Player's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

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Parent's/Guardian's Name: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

Parent's/Guardian's Name: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_

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In an emergency, if the parent is unable to be reached, list 2 people to call:

1. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

2. \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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List any known allergies: \_\_\_\_\_

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List any medications student takes regularly \_\_\_\_\_

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List any previous injuries \_\_\_\_\_

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What is the preferred hospital if medical transport needs to be made? \_\_\_\_\_

# WHITEFISH BAY HIGH SCHOOL TRAVEL RELEASE FORM

From the Athletic Code of Conduct: "Every athlete is expected to return on the team bus/van. However, if the athlete has another commitment, he/she may request to leave early by picking up, filling out, and returning a signed parent release form provided by the coach."

This is the release form that needs to be completed.  
The form will cover the entire season.



*"This is to certify that my child, \_\_\_\_\_, has my permission to ride home from away competitions with the parents or guardians of the following players:*

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

*"By signing this form, I agree to release Whitefish Bay High School and its employees from all liability with reference to the above stated transportation."*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **WHITEFISH BAY HIGH TEAM MEMBER SELECTION**

*There are four criteria which the coaching staff examines and bases their decisions on in selecting a team. It must be understood, that even in the following defined areas, it is difficult to make judgments that are not subjective.*

- 1) *Sport specific skills – how well the student performs on the fundamentals needed to be an effective player.*
- 2) *Attitude – teamwork, hustle, desire, cooperation, positive support, willingness to be a reserve player, etc...*
- 3) *Long range interests of the program – consideration for potential, player development, growth pattern, etc....*
- 4) *Particular needs of a team – size of players, positional needs, etc...*

# WHITEFISH BAY HIGH SCHOOL ACTIVITIES CODE

## *BY-LAWS, RULES and REGULATIONS 2023-2024*

### INTRODUCTION

The Activities Code sets the conduct, academic and attendance standards required for student participation in Whitefish Bay High School activities. The Code provides guidance in establishing consequences for students in the event of violations committed by students associated with the Student Activities that compete, perform, including and/or elected governance. Application is at the discretion of the Activities Director.

### ATHLETIC and ACTIVITIES ACADEMIC ELIGIBILITY

In order to be academically eligible to participate in athletics and activities at Whitefish Bay High School, a student must qualify as a full time student under the DPI requirement (receives 100% programming from the high school and meets all obligations and responsibilities as other students, without exception). Students must also meet academic standards as defined below.

**Interim Grade Check** - Grades will be checked at the 6, 9, 12, 15 and 18 week points of each semester. Any student who has an F will be ineligible to compete/perform. This may be resolved immediately if the student can provide the Activities Director evidence that they are passing all of their classes (no F's). The Activities Director will then notify the coach that the student is eligible. Incomplete grades are counted as "failing" when determining eligibility, but may be reconsidered once work is completed.

**Semester Grade Posting** - In addition, a GPA will be calculated at the end of each semester as an additional factor when determining eligibility. A student will be deemed ineligible if they fail a class or if their GPA is below a 2.0 at the end of a semester grading period. If ineligible, students will be unable to compete/perform in co-curricular events for a minimum of 15 school days per the WIAA. Following that mandatory wait period, students must provide evidence that they are meeting academic standards (no F's) to regain eligibility. If a student receives a failing grade or has a GPA below a 2.0 following the second semester grade-reporting period "the maximum ineligibility period shall be the lesser of: a) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport; or b) one third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction)."

During any period of ineligibility, students may be allowed to practice or rehearse, but cannot dress for or participate in competitions/performances. Grades will be reviewed and evaluated by the Activities Director as soon as they are available following the close of a grading period.

Grade Check Dates	Grade Requirements	Consequence	How is Eligibility Regained?
<b>Interim Grade Checks</b> (6,9,12,15 weeks)	No F's	May NOT compete, but may practice	Demonstrate to AD passing ALL classes
<b>First Semester Grade</b>	No F's	Unable to	After minimum wait

<b>Posting</b>	<b>&amp; GPA at least 2.0</b>	compete/perform for minimum 15 days, but may practice	period, demonstrate to AD passing ALL classes
<b>Second Semester Grade Posting</b>	<b>No F's &amp; GPA at least 2.0</b>	Unable to compete/perform, but may practice	Lesser of: a) 21 days of first competition or b) 1/3 of max. games/meets

## **ABSENCES and SUSPENSION**

- A student will not be permitted to practice or compete/perform if he/she is suspended from school.
- A student who has reached the threshold of 3 days with at least 1 period of unexcused absence will not be able to participate in practice/competition/performance on any future day in which they are gone for more than 3 periods(excused or unexcused).

## **HAZING**

- Any type of act which is a condition of initiation or admission into, or affiliation with an organization, club or team, regardless of the student's willingness to participate, that includes asking or forcing a student to break a law or school rule, or take part in an act which involves misuse of school equipment, or holds the potential to cause physical harm to the student or other students is hazing.
- Students who engage in hazing will be subject to consequences that may include suspension, police referral and a recommendation for expulsion

## **CONDUCT RULES APPLICABLE TO WHITEFISH BAY HIGH SCHOOL STUDENTS**

1. The student shall not violate School Board Policy 443.4 related to Alcohol, Tobacco & Other Drug use. Specifically:
  - The student shall not possess, use, buy or sell unauthorized drugs, including street drugs and performance enhancing substances.
  - The student shall not possess, smoke or use tobacco of any kind. This includes electronic cigarettes and similar products.
  - The student shall not possess, supply or drink alcoholic beverages.
2. The student shall not act in a manner on or off the school grounds that reflects discredit on the student or the school. An out of school suspension may be considered as a violation.
3. For athletes, all WIAA eligibility and code of conduct expectations apply.

## **DISCIPLINE**

In the event of a violation of the Activities Code by a Whitefish Bay student, the following discipline set out

below shall apply. However, the Activities Director may modify the application of this discipline on a case-by-case basis. In addition, if the offense includes use of alcoholic beverages or drugs, a mandatory referral to the Whitefish Bay Student AODA Coordinator will be made.

### ***First Offense***

The student will be suspended from competition for a minimum of one performance/competition. The specific penalty will be determined by the Activities Director. The penalty will be of a nature so that a violation of the Activities Code will result in comparable punishment as a first time violator of the Athletic Code. The Athletic Code punishment is 20% of total competitions.

### ***Second Offense***

The student will be suspended from competition for a minimum of two performances/competitions. The specific penalty will be determined by the Activities Director. The penalty will be of a nature so that a violation of the Activities Code will result in comparable punishment as a second time violator of the Athletic Code. The Athletic Code punishment is 50% of total competitions.

***Third/Subsequent Offense*** A student who commits a third/subsequent violation shall be suspended from performance/competition for a period of twelve (12) months from the discipline date. During such period, the student shall not be permitted to participate in any Whitefish Bay High School Activities covered by this Code.

## **APPLICABILITY OF ACTIVITY CODE RULES**

1. The rules and code of conduct described above shall be in effect at all times on a 12- month basis for Whitefish Bay students, whether school is in session or not. Accordingly, a student who violates a rule while school is not in session shall be treated on an identical basis as a student who violates a rule while school is in session. Notwithstanding, Whitefish Bay High School shall not be required to wait to begin the discipline process until school is in session.
2. Any violation of the Activities Code will be presumed to apply to the activity in which the student has had previous participation or has shown intent to participate in.

## **PROCEDURES APPLICABLE TO ACTIVITIES CODE VIOLATIONS**

1. Any student reported for a violation on any eligibility rules shall have due process under the following guidelines:
2. Information obtained by the school that indicates a student is in violation of the Code of Conduct will be referred to the Activities Director. (The Activities Director may dismiss violation claims based on his/her investigation of reported facts).
3. The Activities Director shall inform the student of the violation within a reasonable period of time after the offense has been reported.
4. If there is a code violation, the student's parent(s) or guardian(s) will be informed by phone call and in writing.

## APPEAL PROCEDURE

This process outlines the process a student should follow in the event they feel the alleged offense did not occur or the proper due process procedures were not followed. The appeal procedure outlined hereafter is the process a student athlete/participant and their parent(s)/guardian(s) are to follow in appealing decisions relating to an activities code suspension.

1. An athlete/participant and/or their parent(s)/guardian(s) may formally appeal the finding of ineligibility in writing to the Principal (or designated administrator) within five (5) calendar days from the date of the written notification of ineligibility.
2. The date for the appeal hearing shall be set by the Principal to take place within five (5) calendar days from the date of the appeal request. At the written request of the student athlete/participant or their parent(s)/guardian(s), the minimum time can be waived. The student participant will remain suspended under the issued consequence until the appeal is considered by the appeal committee.
3. The Principal shall form an appeal committee consisting of one school or district administrator (who was not involved in the investigation) to serve as committee chair, two coaches who are not in season and two activity advisors.
4. At the time of the hearing, the following will occur:
  - a. A charge will be given to the appeal committee: The purpose of this committee is to determine if the student athlete/participant did or did not violate the Activities Code. If the committee determines that a violation has occurred, the consequences will be enforced in accordance with the language of the policy.
  - b. The Activities Director and the student and parent(s)/guardian(s) will each have 15 minutes to share their information. Students may also bring a representative should they so choose. The student will provide both written and verbal rationale for the appeal. The administrator who rendered the original decision (the Activities Director) for the issuance of the consequence will provide written and verbal rationale for the consequence issued. The appeals committee will hear the arguments made by the student and consider the information provided by the administrator.
  - c. The family and Activities Director will then leave to allow the appeal committee to discuss.
  - d. Each member of the appeal committee will have one vote. Majority vote will determine the outcome. No vote/outcome can supersede or contradict the rules/code as issued by the WIAA.
  - e. A summary of the committee's decision shall be put in writing by the administrator on the team and given to the principal. The principal will notify the student/parent(s)/guardian(s) by phone of the decision immediately following the hearing and a copy of the proceedings will be mailed to the student athlete/participant and his/her parent(s)/guardian(s) within seven (7) calendar days.
5. The findings of the appeal committee are final.
6. No appeal shall delay the starting date of an athlete's/co-curricular participant's ineligibility period.

## TRAVEL, TRIP CONDUCT AND APPEARANCE

***\* Whitefish Bay School District may allow students and families to transport themselves to events in place of using a bus. Families would be required to fill out a waiver if the district decides to go this route.***

1. Students participating in activities will use the mode of transportation provided by the school unless special pre-arrangements are made in writing and approved by the Activities Director or his designee.
2. Buses/vans will leave at pre-designated times. Students who miss the bus/van will not be allowed to participate in that particular event (unless covered by #1 above).
3. All students are expected to conduct themselves in a manner that reflects positively on



Whitefish Bay High School at all times.

4. Every student is expected to return on the Bus/van. However, if the student has another commitment, he/she may request to leave early by picking up, filling out, and returning a signed parent release form provided by the advisor.
5. Appropriate attire, as dictated by the advisor, will be worn when traveling to events.

### **OVERNIGHT TRAVEL**

All school rules and all rules stated in the Activity Code are in effect for the entirety of an overnight trip. Any violations of the Code of Conduct regarding the possession, supply or use of unauthorized drugs, tobacco products or alcohol will result in the students being removed from all group activities. A parent/guardian will be required to pick-up their student as soon as possible. If travel was by air, the student will be sent home on the first available flight with the full cost being paid by the parent/guardian.”

### **EFFECTIVE DATE**

This Activities Code is in effect beginning August 1, 2023. Whitefish Bay High School reserves the right to implement a revised Activities Code on an annual basis. It is the student’s responsibility to make themselves aware of any changes. **Copies of the revised Activities Code will be available on the high school website.**