

**SCHOOL DISTRICT  
OF  
MONDOVI**

**ACTIVITIES HANDBOOK**



**Mondovi Middle/High School (715)926-3656**

**[www.mondovi.k12.wi.us](http://www.mondovi.k12.wi.us)**

**“Home of the Buffaloes”**

## **PREFACE**

The Activity Handbook provides information resource for everyone involved in the School District of Mondovi activity program. The Activity Handbook was designed to define expectations, clarify procedures and contribute to the efficiency and management of the activities program. While every possible situation cannot be covered in a handbook, many of the situations which may arise in the activities program are addressed in this handbook.

The nature of the activities and sanctioning organizations under which programs are affiliated determine application of rules and regulations in this handbook. Activities function under the following structure:

### *National Federation of High School (NFHS)*

[www.nfhs.org](http://www.nfhs.org)

### *Wisconsin Interscholastic Athletic Association (WIAA)*

[www.wiaawi.org](http://www.wiaawi.org)

### *Dunn-St. Croix Conference*

<https://www.dunn-stcroixconference.org/g5-bin/client.cgi?G5genie=161>

### *School District of Mondovi*

[www.mondovi.k12.wi.us](http://www.mondovi.k12.wi.us)

## **AFFIRMATIVE ACTION STATEMENT**

Qualified applicants are considered for all positions, and employees are treated during employment without regard to race, color, religion, sex, national origin, age, marital or veteran status, handicap, arrest or conviction record, political affiliation and sexual orientation.

The School District of Mondovi insures the people it serves through educational programs, activities and employment transactions that persons may be served in an environment free from discrimination without preferential or disparate treatment regarding these factors. Reports of probable or alleged violation of this policy may be directed to the Superintendent of Schools.

## **PUPIL NONDISCRIMINATION POLICY**

### **P3122 Nondiscrimination & Equal Employment Opportunity**

It is the policy of the School District of Mondovi that no person may be denied admission to the public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental emotional or learning disability. In addition, reasonable accommodations will be provided for participation or attendance at school district programs and activities, when necessary, to assure full accessibility. (Title IV of Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and Wisconsin Statute 118.13 Pupil Nondiscrimination.)

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations or violations of the policy in the School District of Mondovi. Any questions concerning the district's pupil nondiscrimination policy and grievance procedure, or requests for information on reasonable accommodations, services, activities, and facilities that are accessible to individuals with impairments, should be directed to the Student Activities Director.

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## GOVERNING BODIES

### **N.F.H.S. Regulations**

Mondovi High School is a member of the National Federation of State High School Associations. The N.F.H.S. is the national service and administrative organization for five (5) different branches, which includes: the Music Association, Speech, Debate and Theatre Association, Spirit Association, Coaches' Association and Officials' Association.

### **W.I.A.A. Rules**

Mondovi High School is a member of the Wisconsin Interscholastic Athletic Association (W.I.A.A.). Therefore, we hold all participants in W.I.A.A. sanctioned events to eligibility requirements. Coaches must be familiar with those regulations and must ascertain that all students meet the requirements. All leaders of other activities must be familiar with and conform to any conference, regional, state or national regulations and rules that apply to them.

All coaches must be familiar with the rules and regulations pertaining to the association and the sport as set forth in the National Federation Rulebook. Coaches should also be knowledgeable on W.I.A.A. rule adaptations, which are provided to head coaches before the season. All coaches of W.I.A.A. teams are required to view a rules video for their sport and complete a rule examination.

### **DSC Bylaws**

Mondovi High School belongs to the **Dunn-St. Croix Conference (DSC)**. DSC bylaws do not supersede W.I.A.A. rules. See DSC constitution.

## DISTRICT MISSION STATEMENT

We believe that the four cornerstones of a successful life are character, work ethic, citizenship, and academic achievement. Our community, parents, staff, and students will work together to foster these cornerstones.

## ACTIVITIES DEPARTMENT MISSION STATEMENT AND PHILOSOPHY

### **Mission Statement**

The Athletic Department at Mondovi High School and Middle School dynamically supports the academic mission of the School District of Mondovi. The School District sets high expectations for its coaches and student-athletes. The district's Athletic Department will promote interscholastic athletics that provide lifelong learning experiences to student-athletes while enhancing their achievement of educational goals. Our goal is to teach the values of character, work ethic, citizenship and to help develop a healthy competitive attitude. It is our hope that through our athletic programs, participating student-athletes will adopt these 4 cornerstones of success and develop a positive winning attitude that will carry over into all aspects of their lives.

### **Objectives**

1. To develop the qualities of good sportsmanship, respect, responsibility and moral integrity within each student-athlete and help them adopt the 4 cornerstones of success.

2. To provide the opportunity to develop well rounded student-athletes through learning experiences that contribute to their physical, mental, emotional and social growth.
3. To provide each student-athlete with the opportunity to develop their individual skill and potential.
4. To provide the opportunity for each student-athlete to learn how to function as a member of a team.
5. To develop an appreciation of the value of physical fitness and conditioning within each student-athlete.
6. To teach the student-athlete to accept victory or defeat in a gracious manner.
7. To teach the student-athlete the value of hard work and commitment.
8. To provide opportunities for growth and development through athletic competition that will contribute to a successful adult life for each student-athlete.
9. To develop school spirit and a sense of school pride in each student-athlete.

### **Philosophy**

The School District of Mondovi's Activities Department considers participation in athletics to be an integral part of the overall educational experience. Athletics provide opportunities for physical, mental, emotional and social development and are an extension of the classroom. The competition in athletics is viewed as a valuable experience because it challenges each student-athlete to strive for excellence, discover their physical potential and to work cooperatively as a team. While winning is a natural goal in the pursuit of excellence, the principles of good sportsmanship and the enjoyment of competition take precedence at all times and enhance the educational value of all contests.

## **NFHS - THE CASE FOR HIGH SCHOOL ACTIVITIES**

### **Introduction**

The National Federation of State High School Associations (NFHS) and its member state associations champion interscholastic sports and performing arts activities because they promote citizenship and sportsmanship in the 11 million students who participate nationwide. Activity programs instill a sense of pride in school and community, teach lifelong lessons and skills of teamwork and self-discipline and facilitate the physical and emotional development of the nation's youth.

There is no better time than now to assert "The Case for High School Activities." Education and community leaders across America need the facts contained in this material documenting the benefits of participation in interscholastic sports, music, theatre, debate, and other activities, to provide support needed for these programs. These activities provide important developmental experiences that enrich a student's high school experience and entire life, and these programs must be protected and sustained.

1. **BETTER EDUCATIONAL OUTCOMES**
2. **ENHANCED SCHOOL ENGAGEMENT AND SENSE OF BELONGING**
3. **POSITIVE YOUTH DEVELOPMENT/LIFE SKILLS**
4. **HEALTHIER BEHAVIORS**
5. **POST HIGH SCHOOL POSITIVE RESULTS**
6. **DEVELOPING BETTER CITIZENS**
7. **SCHOOL AND COMMUNITY BENEFITS**
8. **FINAL THOUGHTS ABOUT THE CASE**

Schools are unique settings to provide athletic and performing arts activities, and education-based activities can maximize the benefits that can be gained through sports and performing arts activities. Since students spend much of their time at school, education-based activities may offer easier access to athletic and performing arts activities. This may be particularly true for students who have lesser resources to access, and afford to participate in, such activities. Education-based activities promote more positive attitudes toward school and increase school engagement, which can increase academic motivation and performance. Co-curricular activities are generally designed to support and work in concert with the academic goals of the schools. Education-based activities staff are trained to not only to teach students athletic or performing arts skills, but skills that help students do well in school and in life. Schools are centers of learning where teaching and learning are intentionally designed and implemented. If communities and societies want to be intentional about what students learn, make the most of athletic and performing arts activity participation as well as help promote academic learning in school, they need education-based co-curricular activities. Information derived from the National Federation of High Schools.

### **SEASONAL LISTING OF ATHLETICS AND ACTIVITIES**

<b><u>Entire School Year</u></b>	<b><u>Fall</u></b>	<b><u>Winter</u></b>
Art Club (9-12) FBLA (9-12) FCCLA (9-12) FFA (grades 6-12) History Club (9-12) National Honor Society (9-12) Science Club (9-12) Spanish Club (9-12) Student Council (6-12)	Cross-Country (6-12) Dance (9-12) Equestrian (9-12) Football (7-12) Musical/Play (9-12) Tennis (9-12) Volleyball (7-12)	Academic Decathlon (9-12) Basketball (7-12) Dance (6-12) Forensics (6-12) Hockey – Co-op (9-12) Wrestling (6-12)
<b><u>Spring</u></b> Baseball (9-12) Destination Imagination (6-12) Golf (7-12) Softball (9-12) Track (6-12) Trap Shooting Club (9-12)		

### **STUDENT ATHLETE PARTICIPATION STANDARDS**

#### **Awards**

All activities participants, Grades 9-12, starting and finishing an activity season shall receive recognition for their involvement in that specific activity.

Varsity participants and athletes are given special awards such as Letter Certificates, Letters, trophies, plaques, or medallions for outstanding achievement in specific sport or activities. In addition, one senior male and one senior female athlete will be selected to represent Mondovi High School as the Dunn-St Croix and WIAA Scholar Athlete each year. The awards are presented at each activities awards program, which occur at the end of each season, and are organized by the Head Coach, with assistance from the Activities Department. All varsity coaches will present Letters to athletes who qualify and also award the following special awards:

\*Not all awards are given each year\*

Cross Country	Lowest Point Total (MVP); Most Improved Time; State Participant Plaque; Top 7 Finisher on Team for at least 50% of total races run throughout season.
Equestrian	None
Football	Golden Helmet (Team MVP); Offensive MVP; Defensive MVP; Outstanding Lineman; Most Improved Player
Tennis	Most Improved; Racket; Most Wins; Top Singles; Top Doubles
Volleyball	Best Setter, Best Hitter, Best Blocker, Best Defensive Player; Most Improved; Hustle Award; MVP; Golden Attitude Award; Captains Pins
Basketball	Top Scorer; Top Rebounder; Assists; Defensive Award; Hustle Award; MVP; Captains Pins.
Winter Dance	Most Valuable Dancer (MVP), Leadership Award, Most Improved Veteran, Most Improved Rookie, Educational Excellence, Best Facials/Energy, Best Technique(s)
Wrestling	Most Take Downs; Most Pins; MVP; Captains Pins
Baseball	Outstanding Player Awards – 4; “Stan” Award
Golf	Medalist; MVP; Most Improved; Captains Pins; Jason Christenson Award
Softball	Slugger Award; Golden Glove; Best All-Around; Sunshine Award; Most Improved; Hustle Award
Track (Boys & Girls)	Most Valuable; Most Improved; Rookie of the Year; Buffalo Leadership; Most Valuable Field Athlete (Possibly not each year)

### **Eligibility**

Coaches will be responsible for the following procedures as they relate to eligibility:

1. Coaches will be responsible for knowing and enforcing the Wisconsin Interscholastic Athletic Association (WIAA) rules of eligibility and the Mondovi Athletic/Activities Code rules of eligibility.
2. Athletes will not be allowed to practice until:
  - A. The proper WIAA Card (physical examination or alternate year athletic permit card) is turned in and verified as completed properly with the current physical date.
  - B. A Mondovi High School District Athletic Emergency Information Card is completed.

- C. The athlete and at least one legal guardian have attended an athletic/activities code meeting. Any student participating in non-athletic activities need only attend the code meeting with a legal guardian.
  - D. A signed Mondovi High School athletic/activities code and WIAA eligibility forms are submitted.
  - E. A signed medical information release form is submitted.
  - F. A signed concussion agreement is submitted.
  - G. Registration and forms will be submitted electronically. A link for this can be found on the school website.
  - H. They are determined to be academically eligible.
3. Home Schooled and/or Open Enrolled Out Students:
- A. Home-based Private Education (home school) student who resides in the school district and meets the state law definition of Home-based Private Education student. The law states: "(3g) HOME-BASED PRIVATE EDUCATION PROGRAM. "Home-based private educational program" means a program of educational instruction provided to a child by the child's parent or guardian or by a person designated by the parent or guardian. An instructional program provided to more than one family unit does not constitute a home-based private educational program."
  - B. The student must meet the required rules on the same basis and to the same extent that all other full-time students at the school must provide: In addition they must prove they reside in the district and present DPI form PI-1206. A Middle School Student that is Open Enrolled Out to a virtual school that is greater than 50 miles from Mondovi may participate in extra-curricular activities. Exceptions may be brought to the Board.
  - C. Application can be found in the [Appendix](#)
4. Coaches will be responsible for:
- A. Working with the Activities Department in verifying the completion and turn-in of physical/alternate year card, emergency information card, attendance at an athletic code meeting, signed athletic code, signed WIAA eligibility form, release of medical information form, concussion agreement form and academic eligibility.
  - B. Submitting a roster of eligible players which includes name, height (if required), weight (if required), position, grade and assigned number where applicable to the Activities Department at least one week prior to the first competition of a respective sport season. Coaches will report any roster changes to the Activities Department during the season.
  - C. Submitting program information as necessary and appropriate to that sport as requested by the Activities Department.
  - D. Carry the Emergency Information Cards in the team first aid kit, and keep the kit with the team at all times.
5. The coach will be responsible for verifying the initial and continuing eligibility of athletes. Student grades will be checked following the 1<sup>st</sup> five weeks of each semester (mid-quarter grading period). Students with any failing grades will have one week to bring all grades to passing. Any failing grades at that point will result in a minimum one week event or game suspension. From the 5<sup>th</sup> week on, weekly grade checks will be made each Monday of the semester – any extra-curricular participant with a failing grade in any class will be suspended from participation for a minimum of one week until the following week's grade check). Students receiving a failing 2<sup>nd</sup> quarter grade will be ineligible for 15 days. If a student is passing all classes at the end of the 15 day period, they will regain eligibility and be subject to the weekly grade check.
6. If there is any question as to the eligibility of an athlete, the Activities Director and the student's principal will make a final decision on the case.

7. Coaches will hold a parent meeting prior to the first contest to explain the WIAA, Mondovi School District, and team rules and to answer all questions concerning their sport.
8. All coaches are expected to support and enforce the WIAA rules of eligibility and the Mondovi Athletic Code rules of eligibility.
9. All coaches need to watch the concussion video and turn a completed coaches' concussion form in to the Activities Department.
10. All coaches must watch the WIAA Rules Video and write the exam for each sport they coach every year.

### **Lettering Criteria**

#### **Cross Country**

Generally, the top five (5) runners will earn a letter. However, this is assuming all expectations are followed. If there are a large number of participants, runners #6 and #7 may also letter. Missing meets may influence whether or not a runner letters. In any meet that a runner does not run as a varsity competitor, he/she will score the number of points the last place competitor would have scored. Missing a practice may also influence whether or not an individual earns a letter.

To earn a letter, a runner must start the season with the rest of the team. He/She must also finish the season and hand in any clothing items issued to him/her.

If a runner is suspended for any reason, he/she may forfeit the opportunity to earn a letter.

Coaches may award a letter to a runner not meeting the criteria listed in #1 above, i.e., a Senior in good standing.

#### **Equestrian**

Equestrian team lettering criteria will be disseminated at the beginning of every season.

#### **Football**

Must be in good athletic and academic standing (complete the season and be eligible academically)

Attend all practices, games, and other team functions unless excused by a coach, parent, or doctor

Participate on offense or defense at the varsity level in no less than 3 games (excluding running clock situations) injured players may receive a letter if in the opinion of the head coach he would have participated enough if he had not been injured and also served the team in some capacity while injured.

#### **Tennis (Girls)**

Play in over one-half (1/2) of the varsity matches. Make the tournament team by the end of the regular season.

#### **Volleyball**

Must have played in the number of sets equal to the number of varsity contests scheduled or Coach's discretion. Seniors have no set requirements, but must have played four complete years of volleyball. Example: 15 varsity matches/tourneys/quads scheduled, 15 sets must be played.

#### **Basketball**

Boys & Girls:

The player participates in 75% of the halves that the varsity team plays in the year. This would equal 33 halves in a typical 22-game season.

The player is named to the varsity roster and participates in 95% of the practices at the varsity level in the given year. This generally gives the player two (2) absences per year from practice.

The player is of senior standing and has participated in the basketball program all four years of high school.

The Head Coach reserves the right to letter any player that is named to the varsity roster at any point in the year and proves himself to be worthy of letter consideration. The Head Coach also reserves the right to letter any individual participating at the varsity level that demonstrates outstanding characteristics in the areas of citizenship, leadership, and school pride.

### **Winter Dance**

A dancer must meet ALL of the following criteria:

1. Must attend all practices, performances, competitions, fundraisers, and any other team functions unless excused by a coach, parent, or doctor.
2. Must work hard to show improvement in skills and performances.
3. Must maintain a positive attitude toward teammates and coaches at all times.
4. Must not have any performance suspensions for any reason (academic, rule violation, unexcused absences, or athletic code violations).

A dancer must also meet one of the following criteria:

1. Compete at a varsity level in at least 50% of competition routines.
2. Be an alternate who has attended 100% of competitions with the team and has been in the dance program for at least three seasons.
3. The Head Coach reserves the right to letter any dancer that proves themselves to be worthy of letter consideration. This could be in relation to demonstrating characteristics in the areas of citizenship, leadership, and school pride.

### **Wrestling**

Wrestle in a minimum of 10 matches at the varsity level. All Seniors' letter.

### **Baseball**

The player participates in 75% of the defensive innings that the varsity team plays in the given year. This would equal 105 innings in a typical 20-game season.

The player is named to the varsity roster and participates in 95% of the practices at the varsity level in the given year. This generally gives the player one (1) absence per year from practice.

The player averages one plate appearance per game of the given year. This would equal 20 plate appearances in a typical 20-game season.

The player appears as a pitcher in at least 50% of the games throughout the course of the year. This would equal 10 appearances in a typical 20-game season.

The player averages 20% of the varsity innings pitched in a given year. This would equal 28 innings pitched in a typical 20-game season.

The player earns a save in at least 40% of the team's wins in a given year.

The player averages scoring a run in 70% of the games played throughout the course of the season. This would equal 14 runs in a 20-game season.

The Head Coach reserves the right to letter any player that is named to the varsity roster at any point in the year and proves himself to be worthy of letter consideration. The Head Coach also reserves the right to letter any individual participating at the varsity level that demonstrates outstanding characteristics in the areas of citizenship, leadership, and school pride.

### **Golf**

An athlete must play four varsity matches. The 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> men are often rotated to varsity, so a letter may be given to the 7<sup>th</sup> man.

### **Softball**

An underclassman athlete must play a number of innings equivalent to the number of varsity games (i.e. 20 games = 20 innings). Seniors have no innings requirement, but the athlete must be on the varsity team for the entire season.

### **Track**

Must meet 2 of the 4 following criteria:

1. Score 15 points
2. Place individually at conference (top 3 in a relay)
3. Place individually at regionals
4. Qualify for sectionals

Student-athletes who are on the bubble but have a great attitude and work ethic, are coachable and a team player may still letter.

### **Managers**

A student must manage two (2) years in the same sport to earn a manager letter.

### **Academic Decathlon**

Present at a majority of all practices held and competing in all scheduled events the team qualifies for.

### **FBLA**

Either qualifies for State FBLA or at least 3 years participation.

### **Mondovi High School Trap**

Mondovi High School, in conjunction with the Wisconsin State High School Clay Target League, has developed an Independent Provider Extracurricular Lettering Program for shooting sports. The requirements set forth in this policy are meant to be an equivalent to other varsity lettering requirements for this high school's sports.

#### Objectives of the Program

1. To offer high school athletic status to shooting sport student athletes.
2. To recognize the accomplishments and time commitment of shooting sport student athletes with a varsity letter award to those who meet the requirements as defined by the high school. Official high school athletic recognition is important to college applicants.

#### Qualifications and Requirements for Lettering

To be eligible for the Independent Provider Extra Curricular Lettering Program, the shooting sport student athlete must meet the following criteria:

#### Administration

1. Athlete must be a student of Mondovi High School in grades 9-12.
2. Home schooled athletes in this school district are also eligible.

3. Athlete must abide by Mondovi High School and Wisconsin State High School Clay Target League activity requirements. Athlete must adhere to all school district rules, policies and requirements concerning student activities including, but not limited to, attendance, conduct, scholastic standing and other eligibility requirements.
4. Athlete must submit all necessary documentation and associated fees to the school's Lettering Coordinator by to be determined.

#### Performance

1. Athlete must average 20 points or more per round in competition play at the end of the season.
2. Athlete must not miss any competition weeks during the season.
3. Athlete may participate in the State Tournament.

#### Suggested Presentation of Awards

Award letters, shooting sport patch and bars, will be awarded to the qualifying recipients at a date to later be determined. In addition participating students will be invited to be included in the clay target team photo for the school's yearbook.

#### **FFA**

A member must participate in the Fruit Sale and at least 2 other activities.

#### **High School Forensics**

As a member of the Mondovi Forensics team, you have the opportunity to earn a letter. You must be an active member of the Mondovi Forensics team and compete in tournaments to earn points. In order to be considered for a letter, you must earn a total of **60** points in one season. All points must be earned within the current season for which you are looking to letter. Each new season, your points for lettering restart. One Speech & Debate season lasts from November through May.

#### How to earn points

1. 1pt. for each meeting attended
2. 1pt. for each practice attended (minimum of one practice per week for 15 min.)
3. Points will be award for tournament scores (average of scoring rounds)
  - Average Score of 1-5 - 1pt
  - Average Score of 6-10 - 2pts
  - Average Score of 11-15 - 3pts
  - Average Score of 16-20 - 4pts
  - Average Score of 21-25 - 5pts
4. Qualify for Districts - 5pts
5. Qualify for State - 10 pts
6. State Tournament Score
  - Critics Choice Award 25 - 5pts
  - All State Award 23-24 - 4pts
  - Finalist Award 20-22 - 3pts
  - Achievement Award 5-19 - 2pts

#### **Mondovi High School Bands**

Band Lettering and Recognition Requirements:

Any Band student wishing to Letter in Band must receive an "A" for all of the grading periods that they are enrolled in the course. Perfect attendance is also required for all major concert performances.

### **Mondovi High School Band - Lettering Policy**

Students will receive points based on their involvement in an assortment of band activities, both required and optional. Students need 175 points to letter. Below is the list of points associated with the various activities throughout the school year.

#### **Years in High School Band -**

- 1 - 25 points
- 2 - 40 points
- 3 - 50 points
- 4 - 100 points

**Mondovi Friendship Days Parade** – 20 points

**Jazz Lab Ensemble** – During WIN Period (Monday’s and Wednesday’s) – 50 points

**Pep Band** - (We require a minimum of 10 events) - 5 points per event

**Dunn/St. Croix Honor Band Participation** - 10 points

**WSMA All-State Audition** - 40 points

**Pit for the Musical** - 20 points

#### **Solo/Ensemble Contest -**

- 5 points per event (20 point maximum)
- 10 points per event that advances to the State Level.

### **Mondovi High School Choir:**

1. Attending a minimum of 2 outside of school music performances in the past school year – 2 points
2. Performing in outside of school venues such as church choir, community chorus, community musical theatre production, etc. in the past school year – 2 points
3. Taking private voice lessons on a regular basis – 2 points
4. Auditioning for the musical at school or elsewhere in the past school year – 1 point
5. Being in the school musical theatre production in the past school year - 2 points
6. Auditioning for the WSMA middle or high level honors choir in the past year school year - 1 point
7. Being in the WSMA middle or high level honors choir in the past school year - 2 points
8. Singing in the District solo and ensemble festival (double if you did a solo and an ensemble) in this school year - 2 points
9. Singing in the State solo and ensemble festival (double if you did a solo and an ensemble) in this school year - 2 points
10. Singing the National Anthem at 1 or 2 Mondovi events this school year - 1 point
11. Singing the National Anthem at 3 or more Mondovi events this school year - 2 points
12. Attending a music camp or workshop (including a summer music camp) since June of last year - 2 points
13. Community service types of activities such as singing for a retirement center, caroling, etc., within the last school year - 2 points
14. Assisting the director with various necessary tasks such as setting up/moving risers, picking out music, filing music, etc. within the last school year - 2 points
15. Attended and participated in the Fall Choral Concert this year - 1 point
16. Attended and participated in the Holiday Concert this year - 1 point

17. Attended and participated in the Spring Choral Concert this year - 1 point
18. Attended and participated (or will be attending/participating) in the Pops Concert - 1 point
19. Baccalaureate last year - 1 point
20. Graduation last year - 1 point
21. Performing at Dorian festival this year. 2 points
22. Singing at DSC honor's choir this year – 2 points
23. Assisting the music department with various necessary tasks such as setting up/moving risers, picking out music, filing music, etc. this year – 2 points

To earn a letter you need at least 20 points.

#### **Adapted Athletes:**

Mondovi High School students who participate in adapted athletic programs that are not offered by the Mondovi School District have an opportunity to earn a Mondovi Athletic Letter for the sports they participate in. The following criteria must be met:

1. Finish the season in good standing.
2. Participate in at least 50% of the scheduled contests.

The award will be presented by the athlete's coach at their team's end-of-season awards ceremony. It is the athlete's responsibility to request the athletic letter and provide documentation from their coach that they have met the lettering criteria.

#### **Transportation**

Students must use school-provided transportation to and from all events. A student may return with his/her parent/guardian or other parent/guardian by mutual agreement between the coach and the parent/guardian. See [Appendix](#) for form. If someone other than the parent/guardian is going to take the student from the event, the parent/guardian must provide a signed note stating who is allowed to take the child and the signed note must be signed/approved by the Middle/High School Principal in advance of the event. The adult providing transportation from an event must physically give a note to the coach and sign the student out. When transportation is available through the District, participating students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal. No other students are allowed to be driven to a school-sponsored activity by the approved student without a note from parents granting permission and approved by the principal. See [Appendix](#).

## FACILITIES AND SCHEDULES

#### **Baseball and Softball Field**

During the Baseball and Softball seasons, the Head Coaches of these sports are to:

1. Consult with the Maintenance Supervisor or his/her designee to determine when the fields should be ready for the first outdoor practice based on weather conditions.
2. Provide the Maintenance Supervisor or his/her designee with an accurate schedule of games and practices, including schedule revisions as they occur.
3. Provide the Maintenance Supervisor or his/her designee with a schedule of times when the fields will not be needed.
4. Provide the Grounds and Special Assignment employee with information and proper instruction on how to properly line and mark the fields according to WIAA regulations.
5. Ensure that participants and other students are not going on the tennis courts or the track with baseball or softball cleats/spikes or any other hard shoes, skates, roller blades, etc.

6. Hand rake to close holes, ruts, etc., by home plate, on the pitcher's rubber/mound area, bases, and other high-traffic areas and properly compact pitcher's mound/rubber areas after each game and/or practice. Spray the home plate and pitcher's mound/rubber areas with water after raking and compacting.

If it is more time efficient and effective, and with the agreement of the Maintenance Supervisor and the Grounds and Special Assignment employees, the Head Coach may provide the information required in items #1 through #4 directly to the Grounds and Special Assignment employee. The Activities Director and/or the Activities Secretary, if the Head Coach is in agreement, may also be the person(s) assigned to provide the information required in items #1 through #4 to the Maintenance Supervisor or his/her designee or to the Grounds and Special Assignment employee.

### **Facilities**

All requests to use any school district facilities must be submitted to the Activities Department via the [on-line facilities request](#) link.

There may be additional fees and custodial fees for certain facilities and event types.

Each coach who uses the coaches' dressing room is responsible for leaving it in a neat and orderly condition.

Equipment rooms must be locked at all times. No one but coaches or their designees should be permitted to use the rooms where supplies are stored.

Prior to departing from practices or games, the coach in charge is responsible for checking locker rooms and other areas used. Towels and supplies must be accounted for.

### **Locker Room Policy**

In addition to the development of our athletes and enjoyment of our athletic programs, the safety and protection of our participants is central to the Activities Department's goals. We have created this policy as a means to help protect our participants from physical abuse, sexual abuse and other types of misconduct, including emotional abuse, bullying, threats, harassment and hazing. To help prevent abuse or misconduct from occurring in our locker rooms, [we have adopted the following locker room policy. This policy is designed to maintain personal privacy as well as to reduce the risk of misconduct in locker rooms.

At Mondovi Middle/High School there are four locker rooms available for our program's use. Each of the locker rooms has its own restroom and shower area. Some teams in our program may also occasionally or regularly travel to play games at other arenas, and those locker rooms, rest rooms and shower facilities will vary from location to location.

Each Coach must monitor their team while using the locker room. Cell phones and recording devices are prohibited by state law. Once all athletes have left the locker room the coach must be sure it is left in a neat and orderly fashion and turn off lights before they leave.

### **Weight room policy**

The Weight Room must be reserved by coaches and/or the Strength Coach for school sponsored activities. Outside individuals and/or groups may reserve the weight room as well when not being used for school groups or classes, before or after the school day. Requests can be made on our Facility Scheduler (link). The Weight Room must be supervised at all times and individuals cannot use the Weight Room alone. There must be at least two people present at all times for safety reasons.

### **Unmanned Aerial Vehicle (Drone) Policy**

The use of unmanned aerial vehicles (“UAV”), also known as drones, is prohibited for any purpose by any persons at Mondovi Public Schools athletic venues. Game management shall refuse admission or entry to anyone attempting to use a UAV; and if necessary, game management shall remove anyone attempting to use a UAV and/or confiscate the UAV until the event has been completed.

For purposes of this policy, a UAV is any aircraft without a human pilot aboard the device.

### **Family/Community Time**

“Family/Community Time and School Curricular and Extra Curricular Activities,” outlines the rules regarding Wednesday and Sunday activities. The rules, which are listed below, apply to all school-sponsored activities:

1. On Wednesdays, all students at the middle/ high school level involved in school-sponsored activities will be out of the school building/off the school site by not later than 6:00 p.m. Any morning activities must be at a reasonable hour.
2. On Sundays, there will be no school-sponsored activities on school sites or in school buildings before noon. **Any school-sponsored activities/programs for students at school buildings or school sites on Sunday afternoons and evenings must have the prior approval of the respective building principal.**
3. The only exceptions to the above restrictions are activities/events scheduled by the Athletic/Extra Curricular Conference(s) that the District is a member of, a state or national organization (such as the WIAA, FFA, etc.) in which the District is affiliated with locally, and an outside presentation by an individual or organization of major essence that cannot be scheduled at another time that has a significant impact on a large number of students. **The above exceptions must be approved by the respective building principal and the Superintendent.**

### **Access and Security Requirements**

District Office staff will issue building access to coaches via a fob. The Activities Department will issue equipment storage keys.

Equipment rooms must be locked at all times. No one but coaches or their designees should be permitted to use the rooms where supplies are stored.

Keys and/or fobs should not be entrusted to students outside of those authorized by the coach. All coaches should use extreme discretion in this matter. If managers are entrusted with a coach’s key and/or fob, they must be impressed with the magnitude of the responsibility. **The coach is ultimately responsible for any lost items or damages.**

If keys or a fob to an athletic area are lost, it should be reported to the Activities Director and the Superintendent immediately.

Any time a Mondovi athletic team plays away from home and uses a locker room; the coach should make every effort to secure the area. Coaches will be responsible for supervising their respective teams while using another school’s facilities.

**After returning to school from away activities, a coach (or an assistant coach) must remain on site and supervise the students until every student has left the building and has a ride home.**

**Exterior doors should NEVER be propped open and left unattended.**

### **Practice Sessions**

During the conference season, all practice schedules and use of facilities will be coordinated through the Activities Department.

Coaches are responsible for their respective facilities and equipment during the time of their designated practice times. **Coaches should be the first to arrive and last to leave each session.**

**Practice on Sundays and legal holidays will not be permitted unless the Activities Director and the students' principal give special approval. If approval is given, attendance for the athlete will be optional. When practices are held on Saturdays and during school vacation periods, athletes who must be absent for reasons beyond their control should not be penalized.**

The normal length of time for a practice session should be about two (2) hours and will not exceed two and one-half (2 ½) hours. **Coaches planning practice sessions which exceed two and one-half (2 ½) hours, must secure prior approval of the Activities Director and the students' Principal.** Special attention should be given to weather conditions, particularly extremes of heat and cold, and to the special needs of athletes participating under these conditions to avoid heat exhaustion, dehydration, frost bite, etc. Also, it is expected that coaches conducting outdoor practices will move practice indoors when thunder is heard, lightning is observed, or the severe weather warning sirens sound.

If there is a late start to the school day due to weather conditions or emergency situations, activities scheduled before school starts will be cancelled. If school is closed or has an early release due to weather conditions or emergency situations, all after school activities including practices will be cancelled.

If an athlete is unable to participate in practice due to injuries, absences, etc., the coach will determine what team obligations will be met during the time period of non-participation.

### **Scheduling Athletic Events**

All Mondovi High School interscholastic conference athletic schedules will be coordinated by the Activities Director with the Dunn-St. Croix Conference Commissioner.

All non-conference contests for each sport will be coordinated by the Head Coach and the Activities Director

### **Sport Seasons**

The regulations of the WIAA will govern the length of all sport seasons. A sport season ends when a team is eliminated from further competition (e.g., conference, regional, sectional, or state tournament).

In the event there is a team involved in a tournament competition which overlaps the start of new sport seasons, practice and facilities-use schedules will be mutually agreed upon by the head coaches involved. In the event of any conflicts, the building principal and the Activities Director will resolve the issue.

Athletes have an obligation to finish an existing sport season before starting a new sport season. Coaches of pending sport seasons must make allowances for equity for athletes who have not yet completed a prior sport season.

Athletes may start practice for a second sport while they are engaged in a sport in progress only with mutual consent of the coaches involved. However, an athlete shall not compete in an upcoming sport until his/her team is eliminated from the WIAA tournament or play-off.

Any athlete who chooses to participate in two different sports in the same season must have approval of both head coaches and the Activities Director. A specific plan will be made dealing with the athlete's responsibilities to each respective program.

A "sign-up" meeting for the upcoming sport season may be held prior to the start of a season. These meetings should not conflict with those sports that are in season. This meeting will enable the coaches to give a brief overview of the upcoming season, explain what appropriate materials (i.e. WIAA cards, schedules, medical release forms, athletic codes, concussion agreement forms, etc.) are needed, and get a list of potential participants.

## PROGRAM MANAGEMENT

### Coaching

[Coaches Code of Ethics -National Federation Interscholastic Coaches Association](#)

Nine Legal Duties of a Coach from the National Federation Interscholastic Coaches Association

1. Properly plan the activity.
2. Provide proper instruction and keep adequate records.
3. Provide safe physical environments.
4. Provide adequate and properly fitted equipment.
5. Match participants with consideration to ability and physical development.
6. Evaluate athletes for injury or incapacity.
7. Supervise the activity closely.
8. Warn of inherent dangers and risks of activity.
9. Provide appropriate emergency assistance.

First Aid / CPR / AED Certification

Coaches of all levels are encouraged to be certified in First Aid / CPR / AED, however only paid coaches at the high school level are required to get and maintain their certification.

Coaches' /Team Rules

All MHS Athletes are expected to follow NFHS, WIAA, DSC and Mondovi High School rules, regulations and by-laws. In addition, coaches have the authority to make special "Team Rules" for their program in addition to the NFHS, WIAA, DSC and MHS rules. Coaches also reserve the right to discipline their athletes for any team rule violation and/or any behavior not covered in the team rules that they feel needs to be addressed.

[Coaching Job Description](#)

[Coaching Pay Scale](#)

### Coaches Not Licensed to Teach

All 9-12 athletic coaches, both paid and volunteer, who are not licensed to teach or do not meet W.I.A.A. criteria are required to complete the “Fundamentals of Coaching” and “First Aid, Health and Safety for Coaches” on-line courses. The courses are offered on the NFHS Website (NFHSLearn.com). Coaches must complete the coursework prior to the start of their second season of coaching. In this day of increasing concern about liability, certification offers a secondary benefit generally unavailable through alternative measures. Nationally recognized professional certification is not a guarantee against litigation, but provides a significant tool for successfully defending a lawsuit.

### Volunteer Coaches

The Board of Education of the School District of Mondovi recognizes that there are members of the community that have an interest in serving as volunteer assistants in district athletic or other co-curricular activity programs. The Board also recognizes that it can be advantageous to district athletic coaches and activity advisors to use volunteer assistants for particular assignments. Therefore, volunteer coaches/advisors may be utilized in the district as needed in accordance with established administrative procedures.

No person may be involved in district athletic or other co-curricular activity programs as a volunteer coach or advisor without the appointment of the Activities Director and final approval by the Superintendent. Volunteer coaches/advisors shall serve at the discretion of the district and may be removed from the position by the Board of Education at any time. A signed and approved [volunteer agreement form](#) must be on file in the District Office before volunteers are allowed to work with our student athletes.

Volunteer coaches/advisors shall be expected to abide by all District policies, rules and regulations applicable to their particular volunteer assignment, as well as all W.I.A.A and Dunn-St. Croix Conference regulations/rules. Volunteer Coaches can be put on a written improvement plan if deemed necessary by the Student Activities Director. A coach who does not adhere to (meet the expectations of) the improvement plan may be removed from coaching.

### **Award Programs**

Award programs are scheduled and organized by the coaching staff of each specific sport. End-of-Season Parent Survey forms will be available at the awards program. Each survey will be numbered and stamped. Completed surveys will be placed in a locked box that will be given to the Activities Director for inspection.

### **Budget**

The Head Coach will be responsible for preparing and submitting budget requisitions to the Activities Director for the next sports season.

The District Office will distribute all necessary budget forms. Completed requisitions should be submitted for:

1. Supplies
2. Equipment (additional, replacement, new)
3. Apparel (uniforms, warm-ups)
4. Awards, letters, plaques
5. Entry fees, rental fees, green fees
6. Video equipment
7. Clinics (registration, meals, travel, lodging)
8. State Tournaments (tickets, meals, travel, lodging)

### **Equipment Issuance – Inventory**

Budgeting for equipment and supplies will be done by the Activities Director. The purchase, distribution, and inventory of equipment and supplies for each sport will be coordinated through the Activities Secretary.

Coaches are responsible for approving payments for supplies and equipment.

Coaches will be responsible for keeping an equipment inventory card and for issuing equipment to the players on their squad.

Coaches are also responsible for:

1. Determining that equipment is working properly at all times.
2. The return and care of equipment after games.
3. Collecting all equipment issued to an athlete at the end of the season.

The Activities Director should be notified if an athlete fails to turn in or account for any part of his/her equipment or uniform. The student will not be allowed to draw supplies for a new sport until the missing item(s) is (are) returned or the student has paid for the replacement of the items.

Equipment shall be worn as directed by the coach.

### **Music Policy**

Coaches are responsible for monitoring all music used for performances and warm-ups. All music must be in good taste and have no references to alcohol, drugs or have any sexual innuendos.

### **Checklist for Coaches**

The Athletic Department requires each athletic team to meet specific expectations and follow athletic policies approved by the Board of Education. To insure uniformity, every coach at all levels and in all sports should meet the following minimal standards. This will improve the consistency of communication to athletes, parents, and the public. It is expected that each coach will follow these requirements:

1. Organize and conduct all scheduled practices, meetings, scrimmages, and contests.
2. Direct the supervision and use of the physical facility during practice sessions including the locker room, the towel room, the equipment room, the training room, the weight room, the coaches' room, and the facility where the practice is occurring. These areas are to be cleaned up and secured after practice.
3. Follow WIAA rules for out-of-season contact.
4. Meet with the parents and athletes prior to the beginning of the season to discuss WIAA, team, and safety rules; introduce assistant coaches; outline specific program information, coaching philosophy, and coach's expectations for athletes; and distribute practice and game schedules (Grades 9-12).
5. Provide the Activities Department with a copy of the rules, policies, handbooks, etc. handed out to students and/or parents in your program.
6. Establish that all required forms (see "Eligibility, pages 2-3) have been submitted and student and parent/guardian have attended an Athletic Code meeting before allowing an athlete to practice.
7. Check the academic eligibility of each athlete before they start practice. Student grades will be checked following the 1<sup>st</sup> five weeks of each quarter (mid-quarter grading period). Students with any failing grades will have one week to bring all grades to passing. Any failing grades at that point will result in a minimum one week event or game suspension. From the 5<sup>th</sup> week on, weekly grade checks will be made each Monday of the quarter – any extra-curricular participant with a failing grade in any class will be suspended from participation for a minimum of one week until the following week's grade check.

8. Turn in a pre-season roster with names alphabetized as soon as possible to the Activities Department. Report any changes in the initial roster to the Activities Department as the season progresses.
9. Select, define responsibilities for, and supervise student managers.
10. Assist with scouting assignments.
11. Inform the media of competition results (Grades 9-12).
12. Notify all teachers of departure times that result in loss of school time prior to the day of the event.
13. Supervise the behavior of your team at home and away contests.
14. Notify the Activities Director and the office of the students' principal if you cancel practice.
15. Remind the athletes of appropriate safety procedures and techniques throughout the sport season.
16. Have access to a first aid kit, the student's Emergency Information Card, and each athlete's medical information release form at all times. If an athlete sustains an injury that requires medical attention, fill out an injury report and send it to the High School Secretary.
17. Keep an accurate record of all equipment checked out, and collect all equipment, locks, uniforms, etc., when the season is completed. When collecting items, coaches are to:
  - A. Require that all washable materials be turned in clean,
  - B. Make arrangements for dry cleaning, if necessary, with the Activities Secretary,
  - C. Collect, inventory, and make arrangements to clean and repair all equipment,
  - D. Store all equipment in an organized manner in the space provided for your sport,
  - E. Inform MS/HS Secretary of any missing equipment and/or uniforms.
18. Provide the Activities Department with information needed for certificates and awards at the end of your season. Be organized and well prepared to present the awards at your athletic awards program (Grades 9-12)
19. Distribute the End-of-Season Parent Survey (Grades 9-12).
20. Be sure all season stats are put on WISSPORTS.net (if applicable).
21. Submit budget requests to the Activities Director by the deadline specified each year (Head Coaches only).
22. Initiate requests for field or floor maintenance and necessary custodial assistance (Head Coaches only).
23. Attend all Athletic Department meetings.
24. Attend Conference meetings, WIAA Rules meetings, etc. (Head Coaches only).
25. Attend clinics, workshops, or demonstrations to enhance knowledge of sport and coaching skills.
26. Keep the Activities Director informed of any problems occurring on your team.

### **Clinics and Workshops**

The Head Coach will be allowed to attend one school-day clinic each year in his/her sport. Non-head and middle school coaches will be allowed to attend one clinic on non-school days. HS non-head coaches will be allowed the option of attending one clinic each year on a non-school day in their respective sport(s) OR attending one school day clinic each year in their respective sport(s) in lieu of attending the State Tournament for their respective sport if they are eligible for State Tournament attendance. The District will pay registration, travel, meals and up to the state rate for rooms. The maximum reimbursement rates are shown on the Meal and Lodging Allowances in the [Appendix](#).

### **Emergency Procedures**

A complete first aid kit should be available at every practice and every game. It is also essential to have splints and blankets in a convenient, accessible location.

All athletes are required to complete an Emergency Information Card and submit a signed medical information release form prior to the first practice session of that respective sport. All cards will be carried in the first aid kit of each squad.

Athletes do suffer injuries, and it is essential for each coach to understand first aid techniques and procedures. Coaches are expected to be able to exercise appropriate emergency action in the event of injuries. Efforts should be made to immediately notify parents if an athlete sustains an injury which requires medical attention or observation, and an Accident Report form must be filled out and sent to the HS Office. Coaches should also notify the Activities Director of any serious injuries.

### **Emergency Action Plan**

These emergency procedures are applicable at the following locations in the School District of Mondovi: Football Stadium, Baseball, Softball, and Track Fields, Gymnasiums, and areas immediately adjacent to these venues.

This emergency action plan should be followed by administrators, coaches, student assistants, and other school personnel in the event of a medical or other emergency situation.

### **Medical Emergencies**

A medical emergency is an incident whereby the athlete or other student's life may be in danger, or he/she risks permanent impairment. It is important in these situations that coordination between the administration, sports staff and first responders be effective.

The highest person in the chain of command at the athletic contest or other school-sponsored activity who is present at the scene will become the designated person in charge, or incident commander. That person will be responsible for deciding whether or not to call 9-1-1, sending for an AED, and instructing others how they may be of help in administering first aid until EMS arrives. The incident Commander will also send runners (when available) to the appropriate entrance of the school to direct emergency vehicles to the incident's location. The victim's parents will also be contacted by a designated staff person.

### **Other Emergency Situations**

#### Inclement Weather Procedures

In the case of inclement weather at an outside athletic event, (i.e.; thunderstorms, lightning, hail, tornado), it will be under the direct discretion of the game officials, on duty event administrator, or coaches to determine whether or not the practice/game fields should be evacuated and players instructed to seek shelter inside the school or locker rooms. In the event that large numbers of spectators are present, the on duty event administrator should announce via the PA system something like: "May I have your attention. We have been notified by the game officials that all sports activity will cease until weather conditions have cleared up. All spectators are advised to seek appropriate shelter, whether in your cars or the school gymnasium. Thank you for your cooperation."

In the case of severe weather during an event inside the school (i.e. tornado, windstorm), the on-site administrator will make a similar announcement instructing the audience to seek shelter in designated safety areas within the school.

#### Fire Emergencies

If a fire breaks out inside the school during an activity, the fire alarm should be activated and everyone should leave the building at the nearest exit. The on-site administrator will call 9-1-1 and provide additional information to the responding fire and police officials.

#### Hazardous Material Incident

When a chemical spill or hazardous material incident occurs inside a building during an activity, the on-site administrator should be notified. He/she will then determine if the situation calls for stopping the activity, calling 9-1-1 and/or evacuation of the building.

### Active Shooter/Violent Intruder

In any violent situation, all persons must quickly determine the most reasonable way to protect their own life. Remember that athletes, students, fans, and visitors are likely to follow the lead of coaches, faculty, and staff members during an active shooter/violent intruder event. School staff at Mondovi has been trained in the A.L.I.C.E procedure, which is an acronym for five steps (Alert, Lockdown, Inform, Counter, Evacuate); a person can utilize to increase their chances of surviving a surprise attack by an active shooter. All students in the School District of Mondovi have participated in A.L.I.C.E. practice drills throughout the school year.

### Mass Casualty Incident

In any mass casualty event, 9-1-1 should immediately be called. When scene is safe, the on-site administrator should become the Incident Commander and take charge of the emergency and instruct staff members to administer first aid if possible. Upon arrival of Fire/EMS and/or Police, the Incident Commander will transfer command to the police begin to manage school-related issues such as setting up the student recovery areas in order to release students to their parents following District protocol.

### **Evaluations**

1. The Activities Director or a Principal will evaluate Head Coaches.
2. The Activities Director/Principal will schedule a meeting with the Head Coach within a timely manner after the end of the sport's season to review the Head Coach's evaluation. Both the evaluator and the Head Coach will sign the evaluation.
3. Head Coach may write a response or add to the evaluation if he/she feels it is in error or incomplete improvement plan..

### **Fund-Raisers and Resale Activities**

The following procedures are to be followed:

1. Before any fund-raiser/resale activity is conducted, a Fund-raising/Resale Request form must be completed and submitted to the Activities Director and/or Building Principal and the Superintendent. All fund-raising and resale activities must be **pre-approved** by the Superintendent **prior to** any items being ordered or any activity being initiated. Following this procedure will ensure that clubs/organizations do not compete against each other by selling the same items at the same time and also prevent several fund-raisers from occurring simultaneously. Purchase orders will not be prepared for fund-raising or resale items without a signed Fund-raising/Resale Request form.
2. When team/club clothing is provided to team/club members at cost (or with a minimal markup to cover costs associated with providing the clothing to team/club members who cannot afford to buy the item), the activity is considered a resale, not a fund-raiser.
3. **A purchase order must be prepared** for any fund-raising or resale product/item **before** it is ordered or purchased. This means: **NO ITEMS ARE TO BE OBTAINED OR ORDERED FROM A VENDOR WITHOUT A PURCHASE ORDER NUMBER.** Purchase orders will not be prepared retroactively for items that have already been purchased or ordered. Any invoice (bill) that cannot be paired with a district purchase order **WILL NOT BE PAID** by the District. Any advisor/coach ordering items without District Office approval will be personally responsible for paying the bill for the items.
4. Money collected from fund-raising or resale activities is to be turned in to the District Office the day it is received. If money will be collected after school hours, prior arrangements are to be made with District Office personnel to have the money placed in the

school safe or for the advisor/coach to deposit the money in the District's night deposit box. Money is not to be left overnight in a classroom or office or retained by the advisor/coach.

5. It is the responsibility of the advisor/coach to make sure that accurate, up-to-date financial records are maintained for his/her club/team. A folder for each club/team has been set up and handed out at the beginning of the year to keep track of those records.

### **Officials**

1. Officials for all interscholastic athletic contests must be duly registered with the WIAA.
2. The head coach may make recommendations to the Activities Director for the hiring of officials.
3. All varsity head coaches will submit, at the conclusion of the season, a WIAA evaluation of all officials who have worked at contests during the season.
4. Head coaches may work with assistant varsity coaches in evaluating junior varsity, sophomore, and scrimmage officials.
5. Final decisions on hiring officials will be made by the Activities Director.
6. The Activities Director or the meet/game manager should provide accommodations and welcome all officials.
7. In cases when the Activities Director or game manager is not in attendance at athletic contests, the Head Coach may be asked to look after the welfare of the officials.
8. Teams should not start a contest unless the officially recognized numbers of WIAA registered officials are available to work the contest.

### **Public Relations – News Releases**

A list of area media contacts will be made available, and each Head Coach will be responsible for distributing scores and statistical information. Head coaches are asked to supply the local paper, The Mondovi Herald, with weekly updates concerning their area of athletics.

In cases of controversial issues involving athletics, the District Administrator, after discussion with the Activities Director and Principal, will determine appropriate news releases.

### **Scouting**

All coaches within the specific sport may be expected to scout for the varsity team. Other school personnel, or laymen, may volunteer to scout if approved by the Head Coach. The Head Coach shall work out the scouting schedule with his/her assistants. Scouts will be paid only for the number of games and amount stated in the Master Contract. Scouts will not be paid for mileage.

### **State Tournament Policy for Coaches**

#### When students are participating:

When a team or individual(s) has qualified for State Tournament competition, the high school coaching staff will, and managers may attend the state tournament event with the athletes. The coaches will supervise, instruct, and coordinate team activities during the state tournament event. The school and/or the WIAA will provide transportation, tickets, substitutes, meals, and lodging for the participating athletes and their coaches.

#### **When students are not participating:**

**Coaches will not take athletes to the state tournament. If any athletes want to attend the state tournament, they can buy tickets on their own and attend the tournament with parents.**

Two high school coaches from each sport may attend the state tournament each year. The Head Coach attends every year, and the other coaches will be on a rotational roster, except for football. In football, the Head Coach attends every year along with two other high school football coaches. The Head Coach may

select one coach and the other football coaches will be placed on a rotational roster, or the head coach may place all football coaches on a rotational basis. The school district will provide a school vehicle, substitute, tickets, and up to the state rate for one night's lodging. **See information on coaching clinics in lieu of attending state tournaments.**

#### **Tournament Procedures Checklist**

1. Fill out and return all information to the WIAA tournament host by the indicated deadline date.
2. After making the necessary lodging, transportation and meal reservations, confirm with the Activities Department. If the motel accepts purchase orders, one will be completed by the District Office. The purchase order and the district's tax exempt number will be faxed to the hotel by the District Office; a copy of the purchase order will be given to the Head Coach.
3. Arrange for substitute teachers through the building principal.
4. Inform parents and athletes of the procedures, time, etc. for the tournament series.
5. Plan for supervision of your team throughout the tournament series:

#### Lodging:

1. Coach should have emergency access to each room (supervise as needed).
2. Coach should establish room assignments.
3. Coach should not leave the team unsupervised at any time.
4. Coach should check each room before checking out.

#### Meals:

A meal allowance is provided by the district. The form requesting meal-allowance money for student athlete must be completed and submitted to the District Office prior to the day of departure.

#### Transportation:

1. Coach may have to pick up and return vans.
2. Students are not allowed to drive under any circumstances.

#### Discipline:

If an athlete violates team rules, the Athletic Code, or WIAA rules during a tournament, they are ineligible to compete for the remainder of the tournament series. The Head Coach should attempt to call the Activities Director to determine the immediate solution to the ineligibility.

Any reimbursement requests should be forwarded to the Activities Department. Reimbursement forms can be obtained from the District Office.

Coaches are responsible for monitoring all music used for performances and warm-ups. All music must be in good taste and have no references to alcohol, drugs or have any sexual innuendoes.

#### **Sportsmanship**

The activities department aims to develop a positive reputation in the area of school and community sportsmanship. As a member of the Dunn-St. Croix Conference, Mondovi High School has worked to be on the leading edge of promotion of sportsmanship. (Please review the following suggestions for future consideration).

1. Spectators represent the school and community the same as an athlete.
2. The good name of the school is more valuable than any game won by unfair play.
3. Accept decisions of officials as final.

4. Recognize and show appreciation of fine play and good sportsmanship on the part of the opponents.
5. Advocate that spectators or participants who continually demonstrate poor sportsmanship be dismissed from the activities program and future events.

### **Athletic Training Services**

The School District of Mondovi has entered into an agreement with Mayo Clinic to provide athletic training services including coverage at a majority of contests. Trainers will make 2 weekly visits to the school to evaluate new injuries. The days and times often change from year to year but will be posted on the door to the Ice Room in the Large Gym. The type and degree of sports medicine coverage for an athletic event may vary, based on the sport or activity, the setting and the type of training or competition, and scheduling.

### **ImPACT Concussion Study**

All grade 6–12 athletes who participate in athletics will have the opportunity to participate in the ImPACT Concussion Study Program. A baseline concussion test will be offered each spring. Baseline testing will be done every other year with follow up tests being done on an as needed basis.

### **Concussion Return to Play**

Current recommendations are for a stepwise return to play program. In order to resume activity, the athlete must be symptom free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations for 1-2 days. Finally, the athlete must have clearance from an appropriate health care provider.

The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a prolonged or different return to activity program and should be managed by a physician that has experience in treating concussion.

The following program allows for one step per 24 hours. The program allows for a gradual increase in heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their healthcare provider before progressing to the next level.

**STEP ONE: About 15 minutes of light aerobic exercise at a slow to medium pace. This allows for increased heart rate.**

**STEP TWO: More strenuous sport-specific exercise (running, sprinting, skating) without any equipment or contact. This allows for more complex movement and agility.**

**STEP THREE: Begin non-contact drills in full uniform. May also begin progressive resistance training. This allows for increased coordination and thinking during exertion.**

**STEP FOUR: Following medical clearance, full practice with contact. This helps restore confidence and allows coaching staff to fully assess athlete.**

**STEP FIVE: Full game clearance**

### **Procedure for Adding an Activity**

Recommendations for adding a school sponsored activity program may be forwarded to the Activities Director. The official form for requesting to add an activity can be in the [Appendix](#). A representative of the interest group may be asked to present a proposal to the Principal, Superintendent and Activities Director. Recommendations supported by the Superintendent will be forwarded to the Board of Education.

<b>DIVISION OF DUTIES FOR ATHLETICS OR ACTIVITIES</b>
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The Activities Director, the Activities Secretary, the building principals, the Superintendent, and coaches shall be responsible for the interscholastic athletic program (6-12) of the Mondovi School District.

**Superintendent**

1. Hire activity program coaches and advisors and approve volunteers with assistance from Activities Director, principals and head coaches.
2. Approve all athletic and co-curricular fund-raising requests and purchase orders.
3. Approve athletic and co-curricular budgets as prepared by the Activities Director.
4. Create a Supervisors schedule for all scheduled home athletic and co-curricular events.

**Activities Director**

1. Supervise and evaluate all coaches, advisors (with the principal), and athletic and co-curricular programs.
2. Serve as the liaison between youth feeder programs and the school district. Attend meetings as needed.
3. Monitor status of academic eligibility (grades) for students participating in athletic and co-curricular activities.
4. Assist building principals and coaches in the enforcement of WIAA rules and regulations and the District's activities code.
5. Assist building principals and advisors in the enforcement of the District's code of conduct.
6. Conduct annual pre-season meeting regarding the District's Athletic/Activities Code with athletes and parents.
7. Monitor/oversee on-line activity registration. Follow-up with participant's registrations after coaches have given their roster.
8. Conduct necessary meetings of coaches for purposes of discussing expectations, polices, administrative rules, and/or relevant WIAA material.
9. Conduct meetings of the Athletic/Activities Board for purposes of reviewing the District's Athletic/Activities Code and all rules regarding eligibility to participate in District sponsored athletic and co-curricular programs.
10. Assist the building principals by acting as the liaison between the WIAA and the school district and between the conference and the school. Attendance at necessary WIAA and conference meetings is expected.
11. Approve athletic coaches' gym/facility use requests and all athletic facility scheduler including MAA and community requests.
12. Supervise the development and publishing of activities schedules.
13. Draft correspondence as needed.
14. Make decisions regarding cancellation of events due to weather or facility issues.
15. Serve as point of contact for student, coach, and parent concerns and problems.
16. Investigate written reports in cooperation with district administration of alleged Activity Code or Code of Conduct violations and determine appropriate course of action as defined in district policy, administrative rule, and the Activity Code.
17. Schedule officials.

**Activities Assistant(s)**

1. Coordinate correspondence with Activities Director.
2. Schedule all workers for home athletic contests per district policies and/or administrative rules. This includes, but is not limited to, crowd control personnel, timers, scorekeepers, scoreboard/clock operators, ticket sellers, announcers, line judges, etc.
3. Prepare payment vouchers for officials.
4. Review Extra Curricular Payment Voucher for workers.
5. Complete all purchase orders for athletic or co-curricular equipment, supplies, etc., check in equipment and supplies, and obtain approval from coach/advisor to pay invoice.
6. Collect team rosters from varsity coaches and prepare and print event programs. Enter and update all roster information on rSchool today for other school's access.
7. Prepare programs for all games including Invitational and Conference events hosted by the district.
8. Assist with annual pre-season Athletic/Activities Code meetings.
9. Maintain sport participation and award records for each student athlete.
10. Assist Head Coach with organizing awards program including preparation of End-of-Season Parent Survey forms, certificates, pins, chenille letters and ordering of special awards.
11. Coordinate weight room schedule.
12. Assist with rescheduling of cancelled events including, but not limited to, communicating with affected schools and officials and changes to transportation.
13. Collect fund-raising request forms and submit to Superintendent for approval.
14. Monitor and reconcile Fund 60 activity records.
15. Process Fund 60 payment vouchers and prepare checks.
16. Request entry fees and monitor that they are received.
17. Coordinate with Activities Director in preparing postings for all coaching and advisor positions.
18. Issue, collect, and maintain records for equipment storage keys.
19. Coordinate the scheduling of all school facilities and maintain district calendar.
20. Maintain/update the marquee sign.
21. Prepare meal money requests for students participating in athletics or extra-curricular sectional and state level events.

**Finance Office**

1. Collect deposits for fundraiser/resale activities.
2. Prepares cash boxes for events.

**Varsity Head Coach**

The varsity head coaches will report to the Activities Director and the building principal and will provide leadership and direction to the specific sport program as it exists in grades 6-12. They will be involved in the selection of coaches and will be primarily responsible for developing, defining, and delegating specific duties to them. It is essential that they present themselves as role models for student athletes in terms of exemplary appearance, character, and sportsmanship. See Head Coach Job Description in the [Appendix](#).

**Junior Varsity, C-Team, and Middle School Coaches**

The junior varsity and C-Team coaches will report to the Head Coach of their sport. They will provide leadership and direction to their level of the sport program. They should follow a program of sport development and progression established by the Head Coach and assist in any area the Head Coach deems necessary. It is essential that they present themselves as role models for student athletes in terms of exemplary appearance, character, and sportsmanship.

## Summary Listing of Activities Program Contacts

Budgets - Activities Director

Evaluation of Head Coach - Activities Director

Fundraiser/Resale Activities - Superintendent approval; purchase orders and record keeping through Activities Department, deposits to District Office.

Hiring of coaches/assistant coaches and approval of volunteers: Superintendent/HS/MS Principals/Activities Director with Head Coach recommendations and assistance. **A job application must be on file for each coach. Reminder: all non-staff coaches need to be approved annually. Once approved, volunteer coaches are eligible to volunteer for 5 years.**

Preparation of purchase orders - District Office

Scheduling of games, practices, facility use, transportation, officials coordination - Activities Director and Activities Assistant(s)

Scheduling of event workers - Activities Assistant(s)

Supervision/game management - Principals, Activities Director, or assigned game managers.

## APPENDIX

### Forms

[Deposits \(for fundraising and resale activities\)](#)  
[Fund 60 Check Request Voucher](#)  
[End-of-Season Parent Survey](#)  
[Evaluation \(Head Coach\)](#)  
[Fund-Raising/Resale Request](#)  
[Parent Transportation Release](#)  
[Reimbursements non meals/lodging](#)  
[Meal/Lodging Reimbursement Form](#)  
[Student Meal Money Request From](#)  
[Bus Transportation Request](#)  
[Permission to Ride Home with Parents](#)  
[Application for Participation in Interscholastic Athletics or Extracurricular Activities for Home-Based Private Education Students](#)  
[Volunteer Agreement](#)

### Handouts

[Student Activities Code](#)  
[Thunder/Lightening Protocol](#)  
[Meal and Lodging Allowances](#)  
[Popcorn Popper Use](#)  
[Estimated Probability of Competing in Athletics Beyond the High School Interscholastic Level](#)

*Updated August 2018*  
*Revised October 2018*  
*Revised January 2020*

