

# TURTLE LAKE COACHES HANDBOOK



**Board Approved  
July 2025**

*The School District of Turtle Lake does not discriminate on the basis of sex, race, color, age, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.*

## **I. ADMINISTRATION**

#### A. Statement of Philosophy

The purpose of the Turtle Lake School District Athletic Coaches' Handbook is to assist, coordinate, and facilitate the efforts of all members of the Turtle Lake School District interscholastic athletic coaching staff toward the objectives of the athletic program. The following are indicated as major objectives in the interscholastic athletic program.

1. Interscholastic athletics shall be an integral part of the total school educational program. It shall strive to provide educational experiences not otherwise provided in the curriculum.
2. Interscholastic athletic opportunities shall be available to all students and should primarily benefit the students who participate directly in them.
3. Interscholastic athletic participants shall be provided maximum participation opportunities at the entry-level(s) of the competition.
4. Interscholastic athletic opportunities shall provide opportunities to develop, exemplify, and observe good sportsmanship.
5. Interscholastic athletics shall develop an awareness and realization in students that participation is a privilege with accompanying responsibilities.

#### B. Code of Ethics

It is the duty of all concerned with school activities:

1. To emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
2. To eliminate all possibilities that tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and hosts.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the team.
8. To encourage leadership, use of initiative, and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. To remember that an athletic contest is only a game, not a matter of life or death.

#### C. Administrative Organization

1. Board of Education. The Turtle Lake School District Board of Education sets the policy for the interscholastic and intramural programs for the school district.
2. Athletic Department. The Turtle Lake Athletic Department will set goals and objectives in accordance with the policies of the district.

#### D. Affiliations

1. WIAA
2. The Lakeland Conference Constitution is written and approved by the conference to govern the policies and procedures for each of our Lakeland Conference-affiliated sports.

3. The Dunn-St. Croix Conference Constitution is written and approved by the conference to govern the policies and procedures for each of our Dunn-St. Croix Conference affiliated sports.

## **II. PERSONNEL POLICIES**

### **A. Requirements for Coaching Employment**

Dedication to excellence requires that coaches and supervisors of the athletic program be recruited with the same care that goes into the recruitment of the academic, dramatic, forensic, and musical facilities of our district. Specifically, our effort will be to employ as coaches only those who have a mastery of the content of their fields, who are persons of admirable integrity on and off the field, and who are the kind of generous, warm people who genuinely like and understand young people.

### **B. Coaching Expectations and Responsibility**

1. Coaches are expected to conduct a program that fosters the achievement of the high goals of good sportsmanship, physical skills, high ethical standards, the inclination of respect for the body, and those attitudes that lead to life-long health habits.
2. The physical well-being of the athletes must be uppermost in the minds of the coaches.
3. Coaches must promote an atmosphere of humility in victory and grace in defeat.
4. The success of a program will not be judged on the won-lost record of a sport but on the advancement of the athletes as they progress through a season.
5. A coach shall require compliance with the rules of the game. Coaches will refrain from and prevent any effort to injure an opponent physically.
6. No coach shall ever induce or encourage an athlete to abandon one sport in favor of another sport offered at the same time, nor shall he/she discourage an athlete from playing another sport in another season.
7. Coaches may not require an athlete to participate in “free play” programs in the sport they coach.
8. Coaches will recognize the importance that out-of-school activities, family traditions, and other such obligations play in the lives of their athletes. Coaches will be mindful of “once-in-a-lifetime opportunities” and will be judicious and fair-minded when athletes and/or their families inquire about missing practices and or games in such circumstances.
9. The Athletic Code shall be rigorously and consistently enforced by all coaches, and violations shall not be condoned in any way, regardless of the win-loss record.
10. Coaches shall promote good sportsmanship by spectators at all athletic events.
11. Coaches will uphold the highest ethical standards by acting with honesty and fairness at all times. Coaches will not act in any way that undermines the integrity of the game or the spirit of fair play by excessively arguing/questioning the calls of officials.
12. Coaches will be role models for the athletes by demonstrating integrity, self-discipline, and good sportsmanship as well as communicating those same expectations for all athletes.

C. Job Descriptions: Activities Director

Qualifications	<ol style="list-style-type: none"><li>1. Shall be a school employee.</li><li>2. Be knowledgeable about W.I.A.A. and District policies.</li><li>3. Ability to communicate well with students, staff, and the community.</li><li>4. This individual must be a self-starter, motivated to meet the highest ethical standards.</li></ol>
Reports to:	6-12 Principal
Primary goal of the Activities Director:	The Activities Director's primary responsibility is to coordinate and manage the affairs of all co-curricular activities throughout the district.
Terms of Employment	12 months
<u>Position Requirements and Responsibilities</u>	
1. General Duties and Philosophies	<ol style="list-style-type: none"><li>1. Shall be responsible for all parts of the activities programming involving grades 6-12.</li><li>2. Shall be in charge of and make every effort to promote all activities and programs in grades 6-12.</li><li>3. Must have the philosophy that no individual part of the activities program is more important than any other and that none will be emphasized at the expense of another.</li><li>4. Shall make every effort to see to it that all head coaches, assistant coaches, advisors, etc., in the activities department follow the rules, regulations, and policies of the Turtle Lake School District, Lakeland Conference, and the W.I.A.A.</li><li>5. Shall ensure that all coaches and advisors, both paid and volunteer, undergo background checks before working with Turtle Lake School District students.</li><li>6. With the principal's help, shall post and interview for all coach openings, providing a fair and equal opportunity for all interested parties to apply.</li><li>7. Shall ensure that all coaches and advisors, both paid and volunteer, receive School Board approval before assignment in the Turtle Lake School District.</li></ol>
2. Eligibility of Athletes and Student Participants	<ol style="list-style-type: none"><li>1. Shall have eligibility forms filed as required by W.I.A.A. rules.</li><li>2. Shall be in charge of the distribution of the athletic handbook, the coach's handbook, and the Lakeland Conference Constitution to head coaches and will keep on file all activity code agreement cards returned by head coaches.</li></ol>
3. W.I.A.A.	<ol style="list-style-type: none"><li>1. Shall act as agent in matters concerning the W.I.A.A. and see to it that all regulations of the W.I.A.A. regarding inter-scholastic athletics are followed.</li><li>2. Shall attend the annual W.I.A.A. Athletic Director's Meeting as the District's representative.</li></ol>

3. Is in charge of all W.I.A.A. Tournaments held by the Turtle Lake School District.
4. Student Insurance Plan and Athletic Injuries
  1. Checks that all students participating in interscholastic athletics have had a physical exam and that their exam card is on file in the Activities Director's office.
  2. Is responsible for seeing that the school policies regarding athletic injuries are followed.
5. Equipment and Supplies
  1. Shall see that all head coaches and advisors take reasonable care of equipment and supplies assigned to them.
  2. Will work with the coaches and advisors and is responsible for both determining and purchasing equipment and supplies (i.e., athletic tape, ice packs, etc.) needed to support an adequate activities program.
  3. Will recommend all requisitions for all equipment, awards, and supplies pertaining to the athletic department.
  4. Will be responsible for overseeing the cleaning, repair, and storage of all athletic equipment.
6. Budget
  1. Work collaboratively with the administration to keep within budget parameters.
  2. Will make periodic checks during the course of the school year to see that the budget is in order.
  3. Must recommend all bills that are received pertaining to expenditures in the budget.
7. Athletic and Co-Curricular Facilities
  1. Ensure that coaches and advisors use facilities properly and that any related equipment is kept in a condition that will support the meets or games that take place on them.
  2. Will assist in the planning of future athletic and co-curricular facilities.
8. Home Meets or Games
  1. Will obtain all necessary personnel to administer contests. (scorers, timers, camera operators, scorebook operators, etc.)
  2. Will provide the visiting team with dressing accommodations and any other necessary considerations.
  3. Will check to see that all equipment necessary for the contest is in the proper place and in good working order.
  4. Should be in attendance whenever possible to oversee the administration of the contest, except for Middle School.
  5. Will see to it that the officials are paid.
9. Hiring of Officials
  1. Hires all non-conference varsity, junior varsity, and middle school officials and those for which Turtle Lake is the host school.
  2. Will submit vouchers for all officials to the administrative office. Officials will receive checks after being approved by the Board of Education.
10. Scheduling Co-Curricular Events
  1. Will schedule or supervise the scheduling of all meets, games, and activities for all co-curricular events.

2. Will prepare, send, and computerize all contracts pertaining to these scheduled events where necessary.
3. Is responsible for scheduling all co-curricular events on the school master schedule and calendar of events.
11. Transportation
  1. Will arrange for all transportation for all extra-curricular activities. This includes ordering buses when the size of the group dictates it.
12. Lakeland Conference
  1. Attends all-conference Activities Director's meetings and helps establish Turtle Lake's position and philosophy in the league's athletic program.
  2. Works with the coaches, advisors, and administrators in establishing that position and philosophy.
  3. Must keep abreast of all agendas, business, minutes, constitution, and bylaws of the conference.
  4. Will assume those duties of scheduling, hosting meets, and other responsibilities that are periodically assigned to each Activities Director of each school.
13. Records, Statistics, and Publicity
  1. Keeps an up-to-date file of all materials, forms, statistics, etc. pertaining to all aspects of the activities department.
  2. Cooperates with the news media in seeing that they get all information requested or necessary in publicizing the school's extra-curricular programs.
  3. See to the proper display of trophies.
  4. Compile the historical statistics.
14. Policies and Procedures
  1. Will be involved in establishing policies and procedures to be used in the efficient functioning of the activities department.
  2. Schedules meetings periodically with the activities department staff for review and discussion of the general problems involved.
  3. Works with the Principal, District Administrator, coaches, and advisors in establishing successful policies and procedures.
15. Supervisor of Coaches/Advisors
  1. The Principal, with input from the Activities Director, is responsible for providing a written evaluation of each head coach. Head coaches will be responsible for providing the Activities Director with a written evaluation for each assistant coach.
  2. The Principal, along with the Activities Director, shall meet with each head coach to review the written evaluation.
  3. The written evaluation may contain a dissenting coach's opinion. The report will be signed by the Principal and the coach.
  4. One copy of the signed report will be placed in the coach's personnel file.
- Evaluation
 

The principal will evaluate this individual before the end of June.

### Head Coach

#### A. General

1. Education-Degree: B.A. or B.S. degree with teaching certificate preferred.

2. Qualifications-Previous head coaching experience is desirable.
3. Possesses the ability to: Communicate with others; motivate staff and students, provide the initiative for program development; make decisions related to program operation; demonstrate an interest in and aptitude for performing the responsibilities of the position.
4. Working relationships: Reports to the Activities Director; supervises other coaching personnel of identified sport; consults with the Activities Director; responsible for student-athletes; evaluation by the School Principal.

#### B. Specific Responsibilities

##### Basic function:

1. To provide a program that operates within the educational philosophy of the School District, to instruct all participating students in the skills of each activity, to encourage an appreciation for all values of discipline and sportsmanship, and to increase the level of self-esteem.
2. To instruct individuals in the fundamentals and skills of the activity that are necessary for achievement in the specific sport.
3. To organize the program in a manner that best utilizes the skills of the staff.
4. To be knowledgeable in the areas of health and safety and to stay current by participating in appropriate classes, clinics, and workshops.
5. To plan and schedule a regular program of practice during the season.
6. To plan, schedule, and oversee optional activities during the off-season, including coaching contact days, league play, and weight training/conditioning sessions.
7. To communicate with students, staff, parents, community, and the media in a manner appropriate and conducive to the total program.
8. To make recommendations to the Activities Director for purposes of scheduling non-conference contests as needed or appropriate.
9. To conduct a coach/athlete/parent meeting before the first scheduled competition. Agenda items to include: Practice and competition schedules, attendance requirements, team and conference award criteria and procedures, lettering requirements, athlete and parent behavioral expectations, and a review of parent-to-coach communication expectations. Coaches will contact any parents who are absent to make up the meeting in person or via phone call.
10. To exhibit knowledge and skills of the specific activity, which demonstrates competence in the sport. I.e., WIAA coaches test.
11. To enforce sportsmanship behavior at all times and implement the guidelines for discipline as provided by the District Discipline Policy.
12. To recommend the purchase of equipment, supplies, and uniforms as requested.
13. To support all other school activities.
14. To maintain and complete all necessary attendance, insurance forms, inventory records, and similar paperwork as required.
15. To maintain the safety conditions of the facility or area at all times when the student participants are present.
16. To coordinate all levels of the specific sports program, a head coach should meet with middle school and booster level coaches to establish a philosophy of the program.
17. To evaluate all assistant-level high school coaches.

18. Provide input to the Principal and Activities Director for middle school evaluations
19. Terms of employment: Length of the season as identified on the individual letter of assignment; planning outside of the season, pre-season organization activities are to be arranged through the Activities Director; salary will be determined by the Board of Education; extra season tournament duties include those play-offs, tournaments, or unexpected events which may extend the regular season.
20. Compile statistics for all contests as may be appropriate. The summary should include wins and losses, the number of participants, and outstanding accomplishments.
21. Compile and submit a list of athletes who successfully completed the sports season. Determine which athletes are award winners and the specific awards to be given.
22. Collect, inventory, and arrange to clean and repair all equipment. Assess the necessary fines and file a list with the school secretary.
23. Store all equipment in the areas assigned by the Activities Director.
24. Compile and submit to the Activities Director's initial equipment needs list.
25. Assist, participate, and attend awards programs as deemed appropriate.
26. To uphold the highest ethical standards by acting with honesty and fairness at all times. Does not act in any way that undermines the integrity of the game or the spirit of fair play by excessively arguing/questioning the calls of officials.
27. To be a role model for the athletes by demonstrating integrity, self-discipline, and good sportsmanship, as well as communicating those same expectations for all athletes.

#### Assistant Coach

##### A. General

1. Education-Degree: Teaching certificate preferred.
2. Qualifications: Other coaching experience is desirable in the specific sport.
3. Possesses the ability to: Communicate with others; motivate staff and students; provide the initiative for program development; make decisions related to program operation; demonstrate an interest in and aptitude for the responsibilities of the position.
4. Working relationships: reports to the Head Coach.
5. Evaluation by the Head Coach.

##### B. Specific Responsibilities

1. Work under the direction of the Head Coach in implementing the plan for, and teaching the skills of, the particular sport.
2. Become more knowledgeable in the areas of health and safety by participating in appropriate classes, clinics, and workshops.
3. Strive to know each participant as an individual.
4. Work to achieve the objectives of the district as outlined in administrative regulations and the Student Activity Code.
5. Make a persistent and conscious effort to keep current as to the appropriate coaching methodologies, and to implement these techniques with all the sport participants.



6. Assist the Head Coach with the inventory, issuing, and collection of all equipment.
7. Assist the Head Coach with the collection of all required district paperwork.
8. Carry out all duties and responsibilities as determined by the Head Coach.  
Example: scouting
9. To uphold the highest ethical standards by acting with honesty and fairness at all times. Does not act in any way that undermines the integrity of the game or the spirit of fair play by excessively arguing/questioning the calls of officials.
10. To be a role model for the athletes by demonstrating integrity, self-discipline, and good sportsmanship, as well as communicating those same expectations for all athletes.

### Middle School Coach

#### A. General

1. Education-Degree: Teaching certificate preferred.
2. Qualifications: Other coaching experience is desirable in the specific sport.
3. Possesses the ability to: Communicate with others; motivate staff and students; provide the initiative for program development; demonstrate an interest in and aptitude for the responsibilities of the position.
4. Working relationships: reports to the Principal
5. Evaluation by the Principal.

#### B. Specific Responsibilities

1. Work under the direction of the head coach in implementing the plan for, and teaching the skills of the particular sport.
2. To plan and schedule a regular program of practice during the season and those optional activities during the off-season, which may include information on summertime activities.
3. Become more knowledgeable in the areas of health and safety by participating in appropriate classes, clinics, and workshops.
4. Strive to know each participant as an individual.
5. Work to achieve the objectives of the district as outlined in administrative regulations and the Student Activity Code.
6. Make a persistent and conscious effort to keep current as to the appropriate coaching methodologies, and to implement these techniques with all the sport participants.
7. To maintain and complete all necessary attendance, insurance forms, inventory records, and similar paperwork as required.
8. To maintain the safety conditions of the facility or area at all times when the student participants are present.
9. To enforce sportsmanship behavior at all times, and implement the guidelines for discipline as provided in the District's Discipline policy.
10. To conduct a coach/athlete/parent meeting before the first scheduled competition. Agenda items to include: practice and competition schedules, attendance requirements, athlete and parent behavioral expectations, and a review of parent-to-coach communication expectations. Coaches will contact any parents who are absent to make up the meeting in person or via phone call.

11. Keep a record of the team record and scores.
12. Terms of employment: Length of the season as identified on the individual letter of assignment; planning outside of season; planning sessions will be called when deemed necessary by the head coach; Salary will be determined by the Board of Education; extra season tournament duties include play-offs, tournaments, or unexpected events which may extend the season.
13. To uphold the highest ethical standards by acting with honesty and fairness at all times. Does not act in any way that undermines the integrity of the game or the spirit of fair play by excessively arguing/questioning the calls of officials.
14. To be a role model for the athletes by demonstrating integrity, self-discipline, and good sportsmanship, as well as communicating those same expectations for all athletes.

**D. End-of-Season Obligations**

1. Each coach is responsible for keeping team records and scores.
2. A list of letter winners and participants will be kept on file in the Activities Director's Office. It is the coach's responsibility to turn these in at the announced time.

### **III. FINANCIAL POLICIES**

**A. Annual Budget**

1. Each Head Coach will be asked to submit a list of their needs for the following year by June 15<sup>th</sup>.
2. The budget will be prepared by the Activities Director.
3. The final budget requests will be presented to the Principal for approval.

**B. Purchasing**

1. Coaches will make recommendations for purchases to the Activities Director.
2. All purchases must be authorized by the Activities Director.
3. All purchases must be submitted to the Activities Director and approved by the Principal.

**C. Transportation Policies**

1. Head coaches will submit bus requests to the transportation director.

### **IV. GENERAL ATHLETIC POLICIES**

- Scheduling of events will be done by the Activities Director with the aid of the Head Coach.
- The athlete's welfare is a primary concern when talking to the press. Emphasize the positive and show good sportsmanship by complimenting the other team.
- All officials for contests will be hired by the Activities Director or Conference Commissioner.
- Supervision of the locker rooms and facilities is the responsibility of ALL COACHES. Coaches should not leave until their athletes are out of the locker room. This applies to practice and games (home or away).
- Practice sessions should be conducted at an appropriate time and for a reasonable length.

- The Turtle Lake Booster Club is the official Booster Club and provides numerous functions for the improvement of our program. They deserve our support.
- Coaches and athletes must adhere to the following guidelines regarding communication:
  1. Coaches are prohibited from communicating with athletes via text messaging or social media platforms such as Snapchat, Instagram, Facebook, or similar applications for both personal and professional matters. Text message platforms include SMS (Short Message Service) and instant message applications.
  2. Coaches may communicate with athletes through team/group chat platforms, where conversations are visible to all members and monitored by other coaches or staff members. The Activities Director shall be included as a member in all team/group chats.
  3. Coaches must maintain a professional tone and avoid any communication that could be interpreted as inappropriate or suggestive.
  4. Coaches must report any concerns or suspicions of inappropriate communication from athletes immediately to the appropriate staff member or administrator.
  5. Coaches may, in emergencies or urgent matters, use text messaging or social media to communicate with athletes, provided it is necessary and appropriate.

### **NINE LEGAL DUTIES OF A COACH**

Properly Plan the Activity.

Provide Proper Instruction.

Provide a Safe Physical Environment.

Provide Adequate and Proper Equipment

Match Your Athletes.

Evaluate Athletes for Injuries OR Incapacity.

Supervise the Activity Closely.

Warn of Inherent Risk.

Provide Appropriate Emergency Assistance.

### **REGULAR SEASON DUTIES**

#### **A. Practice Sessions**

1. During the conference season, all practice schedules and use of facilities will be coordinated and approved by the Activities Director.
2. Coaches are responsible for their respective facilities and equipment during the time of their designated practice times. Coaches and managers should be the first to arrive and the last to leave each session.
3. Practices on Sundays are legal. Holidays will not be permitted unless special approval is given by the Activities Director. 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 punished.
4. The normal length of time for a practice session should be about two hours and will not exceed two and a half hours. Coaches planning practice sessions, which exceed two and a half hours, must secure the proper approval of the Activities Director.

5. If an athlete is prevented from participating (e.g. injuries, absences, etc), the coach will determine what team obligations will be met during the time of non-participation.

#### B. Scrimmages

1. Inter-school scrimmages may be arranged by the head coach of each sport and must be approved by the Athletic Director.
2. Scrimmages are to be scheduled with no loss of school time, and WIAA regulations concerning scrimmages must be followed by all coaches.

#### C. Emergency Procedures-Injuries

1. A complete first-aid kit should be available at every practice and every game.
2. All athletes are required to complete an Emergency Information Card before the issuance of equipment for the first practice session of that respective sport. All cards will be carried in the first aid kit of each squad.
3. Athletes may have injuries, and each coach needs to understand first aid techniques and procedures. Just as important as knowing what to do, coaches should know equally well what not to do. The following guidelines are offered to assist in an emergency injury situation:
  - a. Check the athlete and, if possible, identify the area and extent of the injury.
  - b. Administer the necessary immediate emergency first aid.
  - c. Contact parents and, if further treatment is deemed necessary, continue under their direction. If parents cannot be contacted, the coach should use discretion in determining further emergency treatment.
  - d. If it is necessary to call the police for the assistance of summoning an ambulance, make the necessary contacts:
  - e. Turtle Lake Police Department 986-2241
  - f. Emergency 911
  - g. Complete and file in duplicate the Turtle Lake School District Accident Report Form. This form should be submitted as soon as practical to the school's health aide, who will forward a copy to the Athletic Director.

#### D. Sports Seasons

1. The regulations of the WIAA and the bylaws of the Lakeland Conference will govern the length of all sports seasons. A sports season ends when a team is eliminated from further competition (e.g., Conference, Regional, Sectional, and State).
2. If there are sports involved in tournament competitions, which overlap the start of new sports seasons, practice schedules and appropriate space facilities will be mutually agreed upon by the head coaches involved. In the event of any conflicts, the Building Principal and Activities Director will resolve the issue.
3. Athletes have an obligation to finish an existing sports season before trying out for a new sports season. Coaches of pending sports seasons must make allowances for equity in tryouts for athletes who have not yet completed a prior sports season.

4. Athletes may start practicing for a second sport while they are engaged in a sport in progress, only with the 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.
5. A “sign-up” meeting for the upcoming sports season may be held before the start of the 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, distribute appropriate materials (i.e., WIAA cards, schedules, waivers, athletic code, etc.), and get a list of potential candidates.

#### E. Tournament Procedures

With competition in State meets comes responsibilities such as additional planning and work. The following information is provided as an overview and a framework to follow if teams participate in State competitions.

1. Personnel
  - a. All members of the coaching staff will be allowed to attend.
  - b. Squad size as determined by the WIAA standard for each sport.
  - c. The total number of attendees at a state tournament, including coaches, participants, and support personnel, will be determined by the Head Coach, Activities Director, and Principal.
2. Transportation- Plans and requests for transportation will be initiated by the coach and approved by the Activities Director
  - a. Buses will be used for team transportation.
  - b. Students will not drive school-owned or personal vehicles under any circumstances.
3. Housing- Housing plans will be discussed, coordinated, and approved by the Activities Director well in advance of the meeting.
  - a. Supervision of teams in motels is extremely important. The WIAA requires one adult to be with the team in the motel at all times.
  - b. Coaches should assign rooms to team members. A room assignment list will be provided to the Activities Director and the Motel.
  - c. The coach should obtain a spare room key for all motel rooms assigned to squad members.
  - d. Curfew times should be established for team members to be in their rooms. Coaches have the responsibility to see that their team members are not disruptive to other teams staying in the same motel or to other guests in the motel.
  - e. Team members should not be allowed to roam around at night in the city where the meeting is held. Having squad members together as much as possible is a good idea.
  - f. Any extra room charges will be paid for by the student-athlete at check-out (i.e., food purchases, phone calls, movie rentals, etc).
  - g. Emphasize to team members that damage in motels will be paid for by those people responsible.
4. Meals- Before attending a State meet, the coach and Activities Director will develop procedures for providing meals for the team members.

- a. The Activities Director will communicate meal allowances with the head coach.
  - b. Determine where the meals will be eaten.
  - c. Will special pre-game and pre-meet meals be needed?
  - d. If possible, have all team members eat each meal together.
- 5. Clothes- The coach should emphasize that all members of the team are representing the Turtle Lake School District and that we expect the athletes to respectfully present themselves.
  - a. It should be determined in advance how much luggage each person may take.
  - b. The coach should talk to team members regarding the amount and type of clothes to bring to a state meet.
- 6. Conduct- The conduct of all team members is expected to be above reproach at all times when in attendance at a State meet.
  - a. The Turtle Lake School District has a tradition of pride and class. It is desired that all participants involved conduct themselves in a manner that will uphold this tradition.
  - b. Any conduct that would violate W.I.A.A. rules or Turtle Lake School District rules may result in the athlete being returned to Turtle Lake. If such action is necessary, contact must be made with the Activities Director or other school officials, who will contact the parent.

### **TOURNAMENT PROCEDURES CHECKLIST**

- A. Fill out and return all information to the WIAA tournament host by the deadline date.
- B. Confirm lodging, transportation, and meal reservations with the Activities Director.
- C. Arrange for substitute teachers through the Building Principal.
- D. Inform parents and athletes of the procedures, times, etc., for the tournament series.
- E. Plan for supervision of your team throughout the tournament series.
  - a. Lodging: The coach should have a key for each room. The coach should also establish room assignments. Coaches should not leave the team unsupervised at any time.
  - b. Meals: A per diem will be given to the coaches and athletes who are participating in the tournament.
  - c. Transportation: Coaches may have to pick up or return cars or vice versa. Do not let students drive under any circumstances.
  - d. Discipline: If any athlete violates the team, school, or state rules during a tournament, they are ineligible to compete for the remainder of the tournament series. The coach should attempt to call the Activities Director to determine the immediate solution to the ineligibility.
    - a. Call parents and inform them of the discipline.
    - b. If the team is staying for another day, ask the parents to come and pick up their son/daughter.
    - c. Documentation of discipline will take place as soon as possible after the team and coach return.
    - d. Return all receipts and extra money to the financial secretary in the District Office.

## **CHECKLIST FOR COACHES**

The athletic department requires each athletic team to meet specific expectations and follow athletic policies approved by the Board. To ensure uniformity, each coach, or coaches associated with one team, should meet the following minimum standards.

### **PRESEASON PROCEDURES**

- WIAA permits one preseason meeting between coaches and athletes per team.
- Confirm the eligibility of each athlete before they start practice (academic).
- Conduct a mandatory meeting with athletes and their parents to discuss:
- Team rules – to include excused vs unexcused absences
- Turtle Lake School District rules – Activity Code, transportation expectations
- WIAA rules – review eligibility
- Safety rules
- lettering requirements and criteria, and selection process for all-conference awards and
- distribute forms as indicated by the Principal and/or Activities Director, as well as a practice/game calendar for the season

### **FIRST DAY OF PRACTICE**

- Eligibility forms needed before practicing (MUST have to practice):
- WIAA Physical Card or Alternate Year Card
- Insurance waiver form
- Parent and Athlete Concussion Acknowledgement Form

### **BEFORE THE FIRST GAME**

- Eligibility forms needed before the first game:
- Parents and Student Agreement (activity code sign-off).
- Emergency Card (kept in first aid kit at all times for the duration of the season, then turned in to the Activities Director for distribution to the next sport's first aid kit).
- WIAA Eligibility Form
- Check the list of paid fees before the first game with the designated secretary.

### **DURING THE SEASON**

- Emphasize your team rules and training rules weekly.
- Alert the Activities Director, designated secretary, and/or media of any roster changes.
- Keep an accurate record of all equipment checked out.
- Check Kobussen's weekly email before all trips to confirm departure times.
- Supervise the behavior of your team at home and away contests.
- Consult the Activities Director if you wish to call off any practice.
- Fill out an injury report for each injury and file it with the school secretary.
- Keep the Activities Director informed of any problems occurring on your team.
- Attend all Athletic Department meetings.

### **END-OF-SEASON PROCEDURES**

- Collect all equipment, locks, uniforms, etc.

- All washable materials should be turned in clean.
- Store all equipment in the space provided for your sport.
- Fill out fine cards for lost equipment and turn them in to the office.
- Fill out and return the post-season packet to the Activities Director.
- Arrange for certificates and awards at the athletic banquets and programs.
- Be prepared to present awards at the athletic banquets and programs.
- Compile statistics for all contests as may be appropriate to the sport. The summary should include wins and losses, the number of participants, and outstanding accomplishments to keep historical statistics.
- Store all equipment in the areas assigned by the Activities Director.
- Evaluate (head coach only) assistant coach(es) using the evaluation tool provided.
- Meet with the Principal and Activities Director for a post-season evaluation review as scheduled by the Principal.

### **END-OF-SEASON INFORMATION** **(POSTSEASON)**

Coaches will provide the Activities Director with a written summary of their respective sports season. It shall include individual statistics that should be given to each player.

In addition to the item named above, an appropriate coach shall:

1. Collect, inventory, and arrange to clean and repair all equipment. Assess the necessary fines and file a list with the school secretary.
2. Compile and submit to the Activities Director's initial equipment needs list.
3. Assist, participate, and attend awards programs as deemed appropriate.

### **EQUIPMENT ISSUANCE-INVENTORY**

1. The purchase, distribution, and inventory of equipment and supplies for each sport will be coordinated through the Athletic Director's office.
2. Coaches will be responsible for keeping an equipment sheet and for issuing the equipment to the players of their squad on and off-season.
3. Coaches are also responsible for such items as:
  - a. Determining that the equipment is working properly at all times.
  - b. The return and care of equipment after games.
  - c. Collecting all equipment issued to an athlete at the end of the season. Failure to do so may result in charges levied at replacement cost prices to the student.
  - d. If an athlete failed to turn in or account for any part of his/her equipment, he/she will not be allowed to draw supplies for a new sport.
  - e. Equipment shall be worn as directed by the coach.

### **CLINICS AND WORKSHOPS**

The procedures for attendance at coaching clinics and workshops are as follows:

1. All coaches are encouraged to attend clinics and workshops relative to their respective areas of coaching responsibilities.
2. Requests for clinic attendance must be presented in writing by the Head Coach to the Activities Director before the clinic.
3. Coaches will be reimbursed for attendance following the established policies and limitations as dictated by the athletic budget.



- a. Paid sub
- b. Workshop fees
- c. One paid hotel room, one day
- d. Two professional days per year
- e. Coaches will be permitted, according to district policy, to attend respective state tournaments even if their respective teams are not competing. All requests and arrangements will be coordinated through the Activities Director.
  - i. Varsity coaches
    - Paid substitutes
    - Tickets
    - \$100.00 stipend
    - School van if available
  - i. Assistant (JV) coaches
    - Paid substitutes
    - Tickets

### **POSTPONING AND CANCELLING ATHLETIC EVENTS**

Any time there is to be a postponement or cancellation, the following procedure should be used. The respective coach and Activities Director will determine if the contest or meet should be held. The decision to postpone an afternoon game or meet should be made before 2:00 p.m. so proper notification can be given to the visiting school.

### **OFFICIALS**

1. Officials for all JV and Varsity interscholastic events must be fully 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 complete, within 72 hours of each contest, the WIAA evaluation (ref ranking) of the officials who worked said contest.
4. Head coaches may work with assistant varsity coaches in evaluating officials.
5. Final decisions on the hiring of 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. Teams should not start a contest unless the officially recognized number of WIAA-registered officials is available to work the contest.

### **PUBLIC RELATIONS-NEWS RELEASES**

In cases of controversial issues involving athletics, the Activities Director and Principal will jointly determine appropriate news releases.

Coaches are to make available to the news media scores, statistics, or any news-worthy updates to the following media.

The Turtle Lake Times: [halcopress@yahoo.com](mailto:halcopress@yahoo.com)  
 Turtle Lake School Media Director Addie Koenig [socialmedia@turtlelake.k12.wi.us](mailto:socialmedia@turtlelake.k12.wi.us)

### **KEYS**

1. The district secretaries will issue keys to the coaches.
2. Keys should not be entrusted to students outside of those authorized by the coach.
3. If keys to an athletic area are lost, they should be reported to the Principal and Activities Director immediately.

### **GENERAL HOUSEKEEPING**

1. Each coach who uses the coaches' dressing room is responsible for leaving it in a neat and orderly condition
2. 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.
3. If managers are entrusted with a coach's key, they must be impressed with the magnitude of the responsibility. The coach is ultimately responsible for anything that might happen.
4. Before departing from practices or games, the Head Coach is responsible for checking locker rooms and other areas used. Towels and supplies must be accounted for.
5. Any time a Turtle Lake athletic team plays away from home and uses a locker room, the respective coach should make every effort to secure the area.
6. Coaches will be responsible for supervising their respective teams while using the visiting facilities.

### **CARE OF EQUIPMENT**

Team members are to be held accountable for any loss or abuse of equipment. Any equipment lost by an athlete must be paid for by the athlete. Any loss of equipment should be reported to the head coach immediately. Players are not to exchange equipment. If necessary, any changes should be taken care of through the Head Coach. Coaches will be responsible for the equipment used by their athletes. Mats, video equipment, screens, apparatus, etc. are to be returned to the proper place of storage.

### **GUIDELINES FOR ADDITIONAL COACH**

The numbers below are when consideration will be taken by the administration to hire an additional coach.

Basketball	High School 21	Middle School 24
Volleyball	High School 25	Middle School 24
Wrestling	High School 18	Middle School 35
Football	High School 35	Middle School 35
Golf	High School 5 – Part-time coach	
Track	High School 36	Middle School 36
Baseball/Softball	If there are enough players for two teams, we will hire a JV coach.	

### **LONGEVITY**

Starting in 2022, coaches will be paid a longevity payment of 7% for every five years in the same sport.

**TURTLE LAKE SCHOOL DISTRICT ATHLETIC DEPARTMENT**

**POST-SEASON INFORMATION PACKET**

**SCHOOL YEAR**\_\_\_\_\_

Sport: \_\_\_\_\_

Coach: \_\_\_\_\_

Please provide this information within one week after your season ends. This report provides much of the information needed to supply awards and certificates for our banquets. Coordination and cooperation will speed up the organization necessary for a successful athletic program.

**TURTLE LAKE SCHOOL DISTRICT ATHLETIC DEPARTMENT**  
**NUMERAL AND LETTER WINNERS**

SPORT \_\_\_\_\_ YEAR \_\_\_\_\_ COACH \_\_\_\_\_

(Please list the names alphabetically and write yes or no under letters and numerals)

Seniors	Letter	Numerals	Juniors	Letter	Numerals

Sophomores	Letter	Numerals	Freshmen	Letter	Numerals

## **TURTLE LAKE SCHOOL DISTRICT ATHLETIC DEPARTMENT**

### **END-OF-SEASON PROCEDURES**

- Collect, inventory, and arranged equipment for next season. (Equipment should be clean and in good repair.)
- Assess and collect necessary fines for lost equipment. (Compile a list of lost equipment...plus fines.)
- Compile an awards list for your team.
- Store all equipment in assigned areas.
- Assist, participate, and attend all awards programs as appropriate to your sport.

### **USE APPROPRIATE FORMS FOR INFORMATION**

Team results (records)  
Participation and Awards  
Inventory (equipment return)

**TURTLE LAKE SCHOOL DISTRICT ATHLETIC DEPARTMENT**

**END-OF-SEASON CHECKLIST**

Year: \_\_\_\_\_

Sport \_\_\_\_\_

Objective of Sport:

\_\_\_\_\_  
\_\_\_\_\_

Head Coach: \_\_\_\_\_

Assistants: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Season Records: \_\_\_\_\_

1. Team Honors: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. Individual honors:

Captain(s): \_\_\_\_\_

\_\_\_\_\_

Most Improved: \_\_\_\_\_

Most Valuable: \_\_\_\_\_

All Conference: \_\_\_\_\_

\_\_\_\_\_

All District: \_\_\_\_\_

---

---

All State: \_\_\_\_\_

- 3. State Tournament Competition
  - a. Regional-Sectional-State (Records & Opponent)

- 4. Fund Raising Report: (if applicable)
  - a. Type
  - b. Total Raised
  - c. Purpose

- 5. Recommendations
  - a. Administrative
  - b. Facilities
  - c. Equipment
  - d. Safety
  - e. Other

- 6. Check List-please check off all items that have been turned in

- a. Coaches Report \_\_\_\_\_
- b. Roster \_\_\_\_\_
- c. Budget \_\_\_\_\_
- d. Schedule \_\_\_\_\_
- e. Facility Use \_\_\_\_\_
- f. Inventory \_\_\_\_\_
- g. Transportation \_\_\_\_\_

(If ordered transportation for tournaments in advance did you cancel?)

# TURTLE LAKE SCHOOL DISTRICT ATHLETIC DEPARTMENT

## END-OF-SEASON INFORMATION

**TEAM RESULTS: YEAR** \_\_\_\_\_

SPORT: \_\_\_\_\_ COACH \_\_\_\_\_

Team Record: Conference      Win \_\_\_\_ Loss \_\_\_\_ Place \_\_\_\_

Reg. Or Sect.    Win \_\_\_\_ Loss \_\_\_\_ Place \_\_\_\_

State                      Win \_\_\_\_ Loss \_\_\_\_ Place \_\_\_\_

## INDIVIDUAL CONTEST RESULTS

[illegible]



# TURTLE LAKE SCHOOL DISTRICT ATHLETIC DEPARTMENT

## ATHLETIC INVENTORY

SPORT \_\_\_\_\_ COACH \_\_\_\_\_ DATE \_\_\_\_\_

[illegible]

I, the undersigned parent/guardian, am taking my child with me after the game indicated. I take full responsibility for my child's actions after the game and release the School District of Turtle Lake from any present or further liability.

## SPORT

**STUDENT**

**PARENT/GUADIAN**

**DATE**

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## COACH ACKNOWLEDGMENT

2025-2026

***To be signed and returned to the Activities Director of the Turtle Lake School District.***

*I hereby acknowledge that it is my responsibility to access the Turtle Lake School District's Coaches Handbook. My signature below indicates that I agree to read the Coach's Handbook and abide by the standards, policies, and procedures defined or referenced in that document. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this Coach's Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that this Coach's Handbook does not constitute an employment contract or alter my status as an at-will employee. I understand that nothing in this Coach's Handbook is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). I also accept responsibility for contacting my supervisor if I have any questions, concerns, or need further explanation. My signature on this form is an acknowledgment that I agree that I am legally responsible for any fines or fees charged to the school District incurred by me (an example may be a traffic citation, e.g., a parking ticket, received as a result of my operation of a District motor vehicle). If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this Handbook, the contract shall govern concerning that issue.*

---

Printed Name

---

Signature

---

Date