

## **Wilton/Wing Co-op Rules and Procedures**

### **1. Co-op Board Composition**

- a. 2 Board members from each school.
- b. Wilton and Wing Superintendent's/athletic directors from each school.
- c. 2 meetings/year (fall/spring)

### **2. Administrative Duties**

- a. **Administration of Cooperative** – the Co-op Committee will make recommendations or decisions concerning the co-op rules and procedures.
- b. **Application process** –
  - i. Open positions (**Appendix A**) regarding the Wilton/Wing Co-op will be advertised at both schools.
  - ii. The schools will advertise internally and externally for a minimum of seven days or until the position is filled.
- c. **Establishing Salaries** – Coaches will be paid according to the co-op Salary Schedule (**Appendix A**).
- d. **Developing Eligibility/Training Rules** – The Co-op committee will develop, with the input of the athletic directors and coaches, a composite set of rules and procedures.
- e. **Quorum** – Will consist of two school board members from each school.
- f. **Voting** – Simple majority.

### **3. Hiring Coaches**

- a. Administrators and Athletic Directors from both schools will conduct interviews for head coaches and will come to a hiring consensus based on a simple majority.
- b. Head coaches will have input on all assistant coaches hired by the Athletic Directors.
- c. If teams are larger than 12 in participation numbers, an assistant coach may be hired.
- d. Coaches will be tentatively hired and paid only if there are sufficient numbers to have the activity.
- e. Coaches failing to attend all required NDHSAA meetings and workshops will be responsible for the fine levied by the NDHSAA to be paid by the coach.
- f. Volunteers will have to follow the same requirements as an assistant coach of the level they are coaching.

### **4. Team Membership**

- a. Junior high teams will consist of students in grades 7 and 8. In the event there are insufficient students for the sport in grades 7 and 8, students in grade 6 will be allowed to participate before grade 5 students.

- b. Elementary teams will consist of students in grades 5 and 6. In the event there are insufficient students for the sport in grades 5 and 6, students in grade 4 will be allowed to participate before grade 3 students.
- c. No students will be allowed to practice without a current physical examination.

**5. Practice Times and Location**

- a. Will be determined by AD's and coaches.

**6. Emergency/inclement weather**

- a. It is the coach's responsibility to inform AD's and AD's will then make sure parents are contacted at their respective school. AD's will be responsible for further communication and informing school administrators.

**7. Eligibility Rules**

- a. Academic Eligibility – It is NDHSAA policy that students must be passing a minimum of 20 hours of prepared work for the preceding semester of high school level work. Each school will abide by its strictest policy beyond the NDHSAA requirements.

**8. Training Rules** – Training rules will be addressed in the "code of conduct".

**9. Transportation Cost**

- a. The school providing the bus or van for the team transportation will be responsible for all fuel costs associated with transportation.
- b. Activity drivers will be paid by the co-op.
- c. Bus/van drivers will be included in all team meals or motel arrangements paid for by the co-op.

**10. Meals**

- a. Meals may be provided for team members on overnight trips only. This will be determined by Athletic Directors and Coaches and paid according to the state reimbursement rate.

**11. Individual School Expenses**

- a. After the Superintendents and Fiscal Agent determine a budget, both schools will review the numbers, determine the percentage of participation for each school, and determine the amount each school should pay into the Wilton-Wing Co-op.

**12. Uniforms and Equipment** (Appendix B)

- a. Coaches will be responsible for a written inventory of all equipment for their Activity. The Inventory of equipment will be checked by ADs at the conclusion of the Activity and before final salary is paid.
- b. The co-op will provide an adequate inventory of equipment.

**13. Ticket Prices** (Appendix C)

- a. **Game Prices** – Adults, Students, and double header prices for all activities grades 5-12 will be determined by the Co-op Committee.

- b. **Season Passes** – Senior Citizen (65 and over)/Veteran, Adult, Student, and Family passes to be sold at each school and the cost will be determined by the co-op committee.
- c. These prices are subject to change and will be set by the co-op committee at their spring meeting each school year.

**14. Gate Receipts**

- a. Workers.
  - i. **Ticket Takers** – Amount set by the Co-op Committee annually.
  - ii. **Clock/books** – Amount set by the Co-op Committee Annually.
  - iii. **Line Judge/chain gang** – Amount set by the Co-op Committee Annually.
  - iv. **Refs** – Amount for Jr High and lower games set by the Co-op Committee Annually.

**15. Tournament Tickets and Conference Passes**

- a. These will be determined by Superintendents and Athletic Directors
- b. NDHSAA memberships will be purchased for all high school coaches and the AD's.

**16. Co-op Colors** – Purple, Black, and White

**17. Mascot** – Miners

**18. Logo** – Miner

**19. Co-op Song** – On Wisconsin

**20. Co-op Awards**

- a. One banquet and set of awards for the co-op to be hosted by both athletic directors.
- b. Lettering requirements (Appendix D)
  - i. Individuals must end the season in good standing in the activity.
  - ii. Athletes must meet the criteria set forth in the athletic lettering policy.

**21. Band**

- a. A Co-op band may perform at all varsity BB games and post season tournaments.

**22. Prom**

- a. The Co-op will work together to plan the Prom.
- b. If any class participates in a fundraiser for Prom, that class at both schools will participate as a joint effort to raise funds for Prom.
- c. Wing will transport the Wing Juniors one school day to help plan and one school day to help set up for prom.

**23. Fund Raising Projects**

- a. Individual schools will make decisions regarding fund raising projects during games played at their schools consistent with these rules.

**24. Coaches/Athletic Director's Evaluations (Appendix E-H)**

- a. All Co-op coaches will be evaluated by both AD's once after their season.
- b. Superintendents will evaluate Athletic Directors at the end of each year.
- c. The Superintendents will approve all non-renewals.

**25. PEP Rally**

- a. PEP Rallies will include Co-op schools and will allow time to return home to make bus routes.

**26. Grievance Procedure**

- a. Individuals must follow the chain of command with all concerns that involves the Co-op. Individuals are first asked to meet with the coach to attempt reconciliation. If after the meeting either party to the disagreement is not satisfied with the results, they may go to the district AD first, and then the superintendent. Every attempt should be made to reconcile at the level of complaint. Communication and understanding are necessary to resolve the conflict.

## APPENDIX A

### 27. Coop Pay Scale - Pay per week

<u>Activity</u>	<u>Avg # Weeks</u>	<u>0-5 Years</u>	<u>6-10 Years</u>	<u>11+ Years</u>
Head BBB Coach	14	\$270.00	\$310.00	\$360.00
Head GBB Coach	14	\$270.00	\$310.00	\$360.00
Head FB Coach	12	\$270.00	\$310.00	\$360.00
Head XC Coach	12	\$270.00	\$310.00	\$360.00
Head Volleyball Coach	13	\$270.00	\$310.00	\$360.00
Head Track Coach	11	\$270.00	\$310.00	\$360.00
Head Softball Coach	11	\$270.00	\$310.00	\$360.00
Head Baseball Coach	11	\$270.00	\$310.00	\$360.00
Head Golf Coach	9	\$270.00	\$310.00	\$360.00
Head Cheer Coach	14	\$120.00	\$160.00	\$210.00
Assistant BBB Coach	14	\$220.00	\$260.00	\$310.00
Assistant GBB Coach	14	\$220.00	\$260.00	\$310.00
Assistant FB Coach	12	\$220.00	\$260.00	\$310.00
Assistant XC Coach	12	\$220.00	\$260.00	\$310.00
Assistant Volleyball Coach	13	\$220.00	\$260.00	\$310.00
Assistant Track Coach	11	\$220.00	\$260.00	\$310.00
Assistant Softball Coach	11	\$220.00	\$260.00	\$310.00
Assistant Baseball Coach	11	\$220.00	\$260.00	\$310.00
Assistant Golf Coach	9	\$220.00	\$260.00	\$310.00
Jr High BBB Coach	10	\$185.00	\$225.00	\$275.00
Jr High GBB Coach	9	\$185.00	\$225.00	\$275.00
Jr High FB Coach	9	\$185.00	\$225.00	\$275.00
Jr High Volleyball Coach	9	\$185.00	\$225.00	\$275.00
Jr High Track Coach	10	\$185.00	\$225.00	\$275.00
Asst. Jr High BBB	10	\$110.00	\$150.00	\$200.00
Asst. Jr High GBB	9	\$110.00	\$150.00	\$200.00
Asst. Jr High VB	9	\$110.00	\$150.00	\$200.00
Elementary BBB Coach	6	\$140.00	\$180.00	\$230.00
Elementary GBB Coach	6	\$140.00	\$180.00	\$230.00
Elementary Volleyball Coach	6	\$140.00	\$180.00	\$230.00
Asst. Elem BBB	6	\$85.00	\$125.00	\$175.00
Asst. Elem GBB	6	\$85.00	\$125.00	\$175.00
Asst. Elem VB	6	\$85.00	\$125.00	\$175.00
<b>Annual Base</b>				

Athletic Director w/Teaching		\$3,325.00	\$4,825.00	\$6,325.00
Athletic Director wo/Teaching	44	\$11,000.00	\$12,760.00	\$14,960.00
Assistant Athletic Director w/Teaching		\$2,280.00	\$2,780.00	\$3,280.00
Assistant Athletic Director wo/Teaching	44	\$5,720.00	\$7,480.00	\$9,680.00
Fiscal Agent		\$3280.00	\$4780.00	\$6280.00

The following to be paid on a per game basis:

Scorekeeper/Tickets/Timekeeper \$20.00

Officiating at the current NDHSAA rate

A head coach will not be paid less than an assistant coach. The head coach wage will be moved up to match the assistant wage only for the years this occurs.

The assistant coach will be paid \$500.00 for his/her time for extra C squad practices and games (or split between the two coaches if they both coach the C team for practices and games, and if there are enough high school players to create a C team or warrant an additional squad).

Girls' and boys' basketball coaches will be paid one week extra for Christmas Vacation. (This week has already been included in the weeks listed above). Post season weeks are not included in the weeks listed above. Any sport that begins before school in the fall (XC, Football, VB) will get paid an extra week (per week). Any sport that ends after graduation (softball, track) will get paid an extra week (per week). Post season weeks are not included in the weeks listed above for football, VB, Softball.

\*Schools will invoice the Wilton-Wing Coop for Athletic Director and Assistant Athletic Director prep periods for those positions held with a 100% teaching contract.

## **APPENDIX B**

### **Wilton Athletic Uniform Rotation**

2010 – GBB uniforms

2010 – JH reversibles

2011- BBB uniforms

2012 – volleyball tops

2014 – elementary VB T-shirts

2014 - Softball uniforms (new with the program starting up)

2015 – GBB uniforms (15 home and away) – ordered with BSN (\$4,000)

2016 – BBB uniforms (15 home and away) – ordered with UA (\$4,000)

2016 – volleyball uniform tops (ordered 15 with free money from GBB uniform kickback with BSN) also ordered 3 white liberoes (new rule on color)

2016 - JH Reversibles –ordered with BBB kickback money

2017- Softball uniform jerseys (20) - ordered through BSN (\$1800) 20 free hoodies for the girls with the order. 2019 added two generic jerseys in larger sizes

2019- elementary GBB reversible jerseys

2019 – elementary BBB reversible jerseys

2020 – GBB varsity uniforms (15) home and away.

2021 – VB uniforms

Uniforms will be on a 5-6 year wear rotation for girls' and boys' basketball, volleyball, and softball (at the AD's discretion). This is only a guideline for replacing. JH and elementary uniforms will not be replaced until needed

## **APPENDIX C**

### **TICKET PRICES**

#### **Game Prices**

Student(K-12)- \$4

Adult- \$6

Senior/Vet- \$5

#### **Season Pass**

Student(K-College)- \$40

Adult- \$50

Senior/Vet- \$30

Family- \$140



## **APPENDIX D**

### **Lettering Requirements**

1. Basketball players must play in 12 quarters of varsity basketball games (or any post season quarters)  
Volleyball players must play in 50% of available varsity sets (or any post season sets)  
Softball players - must play in 5 varsity games  
Cheerleading – must cheer for 85% of home games
2. Athletes must not have more than one un-excused absence.
3. Athletes (including stats and student managers) cannot have any team or NDHSAA suspensions on their (current sport) record.

## APPENDIX D

### Wilton Wing Coop Co-Curricular Activities

#### Responsibilities and Expectations of Head Coaches / Advisor

**Function: To** plan, organize and implement an effective co-curricular activity program and to carry out the **philosophy and goals of the Wilton Wing Coop athletic program** and the regulations of the North Dakota High School Activities Association.

**Philosophy and Goals of the Wilton Wing Coop Athletic Department:** Wilton and Wing Public Schools consider participation in athletics to be an integral part of the overall educational experience. Athletics provides opportunities for physical, mental, emotional, and social development. It teaches valuable lessons that cannot be taught in the classroom. Our aim is to challenge our student athletes to strive for excellence, help them discover their physical limits, and require each student-athlete to work as a member of a team. We expect our student athletes to display good sportsmanship, conduct themselves ethically, and to play fair. While winning is a natural goal, enjoyment of competition should always take precedence. The Wilton and Wing Public Schools will strive to provide competent, well-qualified, and dedicated coaches to help guide our student athletes.

**Reports To:** Athletic Director

**Supervision:** In conjunction with the athletic director, the head coach advises, coordinates and supports a staff of high school assistants, and in some programs, junior high and elementary coaches.

#### **General Responsibilities:**

- Formulate goals and objectives for the coming season in accordance with your long-term vision for the program.
- Be informed of and follow all Wilton Wing Coop and NDHSAA regulations.
- Stay current with NDHSAA coaching certification program (beginning 2013) (required courses will be paid for by the school).
- Be a current member of NDHSCA (membership will be paid for by the school)
- Stay abreast with new trends and techniques in your sport or activity by attending workshops or conferences. (Summer coaches conference will be paid for by the school)
- Follow designated school procedures for ordering equipment, supplies, uniforms, etc.
- ALL purchases MUST be approved by the Athletic Director through a purchase order. This must be approved BEFORE ordering.
- Obtain permission by filing the appropriate form for conduction of a fundraiser or conducting a camp. (Forms are attached)
- Fundraiser profits are to be turned over to the business manager, via school secretary or AD, to be placed into your activities account.

- Collect money from participants before students are allowed to take items.
- Forms are available from athletic director. (Form attached)
- TEAM ONLY apparel may be purchased. NO other clothing orders will be allowed. Parent and fan clothing can be purchased through the store in the office or online orders.
- Work with athletic director regarding scheduling of contests, officials and transportation issues.
- DO NOT schedule an event without permission from the Athletic Director
- Make athletic director aware of facility and equipment needs per email (for verification reasons)
- Publicly support the entire Wilton Wing co-curricular activities program.
- Do not conduct open gyms etc. without the permission of the in-season athletes head coach.
- Support the three-sport athlete.

### **Pre • Season Responsibilities:**

- **Attend NDHSAA rules clinic and take the coaches' test (may all be online).** A \$50 fine will be issued to the school if this is not done in the allowed time frame. The coach will be responsible for paying the fine.
- Plan and hold parents meeting (in conjunction with the Athletic Director).
- Meet with all levels of your coaching staff to outline procedures and expectations.
- This includes the JH coach whom you will work with to outline your expectations
- Ensure that ALL participants have:
  - Current physical on file
  - Code of conduct/school activities/concussion form on file.
  - Student athletic fees paid
  - Impact testing completed
- Students cannot participate in a contest OR practice without the above completed.
- Hand out, to your participants, all WHS, NDHSAA and your team rules and regulations, and lettering requirements. You need to have these in writing for the parents and athletes to sign and return to you. These rules may need to be updated every year.
- **Coaches are to place schedules, rosters, pictures and cut lines on the NDHSAA website.** Any late fees will be assessed by the coach.
- **Make sure all documents and classes needed to drive the 14-passenger bus is current. This includes:**
  - Current physical
  - Bus driver class

- Arrange for as systematic issuance of equipment. And keep a record of it.
- Meet with the athletic director to make sure all paperwork is completed on time. The following must be turned in at the pre-season meeting:
- Pre-season expectation form (included)
- Your team rules
- Lettering policy

### **In-Season Responsibilities:**

- Assume responsibility for care of equipment and keep athletic director informed if facility work is needed (via email for verification reasons).
- **Football** coach is responsible for preparing and maintaining football field for home games. **Softball** coach is responsible for preparing and maintaining softball fields for home games. An extra week's pay is given for these duties (provided they are being properly taken care of by the head coach)
- Email rosters to athletic director as soon as possible so that the rosters can be put in regional drobox.
- Assume supervisory control over all phases of your activity- including, but not limited to before and after practices and contests. The coach should be the first person at the practice facility and the last person to leave if there are students on the premises. DO NOT leave ANY student athlete unattended at the school or school facility (ex. Football or softball field, track) The coach should be the last person out of the locker room at home games AND away games (to check the locker room for items left behind)
- Hold students to high academic standards.
- Keep informed of ineligible players (emailed to coaches through power school if the coach works in the school system) (emailed to coach by athletic director if the coach does not work in the school system)
- Hold students to high behavioral standards, including dress code.
- Locker room etiquette at away games is a must
- NO jeans or caps please
- Team apparel can be a choice of attire as long as the whole team is wearing it.
- Maximize the contributions of your assistant coaches.
- Teach and develop the fundamental skills necessary for achievement in the activity
- Make certain that your students are properly supervised:
- Locker room
- Practice area
- Game area
- Busses and road trips

- Promote sportsmanship and apply discipline in a firm and positive manner.
- Prepare a well-organized practice schedule
- Safety (facility, techniques, weather)
- Fundamentals
- Team
- Enthusiasm
- Develop a plan to give your team the best chance of success vs. each specific opponent.
- Conduct yourself in an ethical manner at all times
- Strive to be more positive than negative in your coaching.
- Refrain from abusive or foul language, whether directed to a player, official or in general.
- Technical fouls are highly frowned upon. IF a coach persistently gets technical fouls for unsportsmanlike behaviors, they will be put on an improvement plan. The improvement plan will include, but not limited to, taking the NFHS course dealing with appropriate behaviors. This course will be paid for by the coach.
- Arrange to have game results reported to the media and include stats (AD does this after home games). Use Twitter to send games results to NDHSAA. Deal closely with the Leader News so that our Wilton Wing programs are getting well deserved coverage.
- Work with athletic director to provide tournament directors the needed information according to the appropriate timeline.
- Keep faculty informed of when and who will be missing class for early dismissal.
- Get a list of all athletes out to the faculty so they know who will be leaving at dismissal
- If an athlete leaves your team, be sure to collect all uniforms and equipment from them.
- At away contests, in the event that parents are to check their athletes out to take them home with them, make sure that parents have an eye-to-eye contact with the head coach and sign the athlete out using the proper form (enclosed). Some coaches choose to have the parent sign the book. This is a great idea. This is very important for liability concerns.

### **Post Season Responsibilities:**

- Collect and inventory all uniforms and equipment. (Forms included)
- Report any equipment damaged or not returned to the athletic director.
- Clean and store all equipment and uniforms.
- Clean coaches' office, training room and practice area.
- Complete evaluations of all (JV and C squad) coaches in your program.
- Please be aware that sub varsity season will end before your season concludes.

The evaluations of those coaches will be needed before your season ends.

- Schedule an exit meeting with the athletic director within two weeks of the conclusion of your season. You will need to bring:
  - A completed season summary form (Include recommendations for next year's schedule and officials)
  - Completed inventory (uniforms and equipment)
  - List of letter winners and award winners
  - Stats book
  - Summary of year end team and individual stats (used for Wilton School record keeping).
  - iPad, camera, tripod, etc. issued from the school
- Paycheck will be issued **AFTER** the exit meeting and all the necessary paperwork is completed.
  - Apply for a team scholar award.
- Inform the Athletic Director of this award and they will apply for it. AD does this already.

### **TERMS OF EMPLOYMENT**

- Annual Appointment. Work agreements are issued in the spring of the year.
- Salary to be established by the Wilton Wing Coop board.

### **EVALUATION**

- Evaluated by both the Wilton and Wing Athletic Directors (with consultation of the Superintendents if needed).
- Evaluates the assistant coach

Revised 8-17-21

## APPENDIX D

### **Responsibilities and Expectations of Wilton Wing Coop High School Varsity Assistants:**

1. **Reports To:** head coach and athletic director. Your loyalty, cooperation, and support, as well as your coaching ability are essential to any successful program.
2. **Supervises:** athletes, student managers and stats
3. **Basic Functions:**
  - To provide leadership and supervision of your sport
  - To carry out the philosophy of our entire athletic program.
  - To be responsible for a segment of the team as assigned by the head varsity coach. And to follow the goals and objectives brought forth by the head varsity coach
4. **Philosophy of the Wilton Wing Coop Athletic Programs:** Wilton and Wing Public Schools consider participation in athletics to be an integral part of the overall educational experience. Athletics provides opportunities for physical, mental, emotional, and social development. It teaches valuable lessons that cannot be taught in the classroom. Our aim is to challenge our student athletes to strive for excellence, help them discover their physical limits, and require each student-athlete to work as a member of a team. We expect our student athletes to display good sportsmanship, conduct themselves ethically, and to play fair. While winning is a natural goal, enjoyment of competition should always take precedence. The Wilton and Wing Public Schools will strive to provide competent, well-qualified, and dedicated coaches to help guide our student athletes.
5. **General Responsibilities:**
  - Stay abreast of new developments in your sport through books, magazines, clinics, internet, etc.
  - Wilton Wing Coop will pay for assistant coaches to attend summer conference in the state of North Dakota.
  - Wilton Wing Coop will pay for assistant coach to be a member of the NDHSCA.
  - Wilton Wing Coop will pay for assistant coach to become certified through the NDHSAA (NFHS)
  - Keep coaching certification updated. Outdated certification will result in a \$50.00 fine for the NDHSAA. (See attached requirements).
  - Inform the athletic director with certification updates.

- Be knowledgeable of state and school rules and regulations (all school rules and regulations can be found in the student code of conduct and the sport specific head coaches team rules).
- Assist the head coach and athletic director as needed.

#### **6. Pre-Season Responsibilities:**

- Assist with setup of practice areas (football or softball for example).
- Assist with issuance of player equipment.

#### **7. In-Season Responsibilities:**

- Assist in the care of equipment and facilities.
- Report to the head coach of any needed repairs of equipment or facilities.
- Assume supervisory role in practices and locker rooms (along with head coach). You or the head coach are the last person to leave the gym or field on practice and games days.
- Come to practice with your area of responsibility well planned.
- Apply discipline in a firm and positive manner.
- Report any training rule infractions to the head coach.
- Emphasize safety.
- Assist your head coach in formulating a game plan that will give our athletes a chance to be successful.
- Conduct yourself in an ethical manner at practices and games.
- Assist in the reporting of game results to the media. The head coach may ask you to Tweet game results to NDHSAA.
- Publicly support your head coach and our entire athletic program and school.
- Speak your mind on ideas concerning all aspects of our program in the privacy of the coach's office. If you have issues with the head coach that cannot be resolved, meet with the athletic director.
- Use the Athletic Scheduler App/website to your advantage.

#### **8. Post-Season Responsibilities:**

- Assist with the collection of all player equipment, especially sub varsity uniforms.
- Assist with the cleaning, storing, and inventory of all equipment.
- Assist with the cleaning of practice areas, locker rooms, and training room.
- Make recommendations to your head coach on award winners, facility improvement and equipment needs for next season.
- Attend awards night for your team.



- Turn in an evaluation of your head coach and athletic director regarding the season.
- Turn in your school key, unless it has already been determined that you will be working with the athletes during off season and summer months. If you keep your key, you are not to give it to any other person for use.
- Schedule an exit meeting with the head coach and athletic director as soon as your season and duties end. Bring to meeting:
  - Evaluation of head coach
  - Evaluation of athletic director
  - Sign your evaluation given by the head coach and athletic director
  - School keys (if not returning)
- Paycheck will be issued following the exit meeting.

#### **9. Terms of Employment:**

- Annual appointment. Contracts will be issued at the same time as all other Wilton staff.
- Salary to be established and set by the Wilton Wing Coop Board.

#### **10. Evaluation:**

- Evaluated by the head coach and athletic director.

(Revised 5-3-21)

## APPENDIX D

### Wilton Wing Coop Junior High Coaches Duties and Responsibilities:

1. **Reports To: Athletic** director and head varsity coach. Your loyalty, cooperation, and support, as well as your coaching ability are essential to any successful program.
2. **Supervises: athletes**, student managers and stats
3. **Basic Functions:**
  - To provide leadership and supervision of your sport
  - To carry out the philosophy of our entire athletic program.
  - To be responsible for the junior high segment of Wilton Wing Coop. And to follow the goals and objectives brought forth by the head varsity coach.
4. **Philosophy of the Wilton Public School Athletic Programs:** Wilton Wing coop considers participation in athletics to be an integral part of the overall educational experience. Athletics provides opportunities for physical, mental, emotional, and social development. It teaches valuable lessons that cannot be taught in the classroom. Our aim is to challenge our student athletes to strive for excellence, help them discover their physical limits, and require each student-athlete to work as a member of a team. We expect our student athletes to display good sportsmanship, conduct themselves ethically, and to play fair. While winning is a natural goal, enjoyment of competition should always take precedence. The Wilton Wing Coop will strive to provide competent, well-qualified, and dedicated coaches to help guide our student athletes.
5. **General Responsibilities:**
  - Stay abreast of new developments in your sport through books, magazines, clinics, internet, etc.

- Wilton Wing Coop will pay for junior high coach to be a member of the NDHSCA.
- Wilton Wing Coop will pay for junior high coach to become certified through the NDHSAA (NFHS)
- Keep coaching certification updated. Inform athletic director with updates.
- Be knowledgeable of state, district, and school rules and regulations (all school rules and regulations can be found in the student code of conduct and the sport specific head varsity coaches team rules).
- Make athletes and parents aware of your specific team rules through a letter and require a parent signature for return verification.
- Assist the head varsity coach and athletic director as needed.

#### **6. Pre-Season Responsibilities:**

- Assist with setup of practice areas (football or softball for example).
- Issue player equipment and uniforms in an organized manner.
- Set a date for team and individual pictures as soon as possible.
- Make sure that ALL athletes have turned in their physical, code of conduct, and athletic fees. If ANY of the above are not turned in, athletes are NOT allowed to practice. (See attached sheet)
- Work with the athletic director and athletic trainer to make sure that baseline impact testing is completed (this is regarding football and softball only).

#### **7. In-Season Responsibilities:**

- Assist in care of equipment and facilities.
- Report to athletic director of any needed repairs of equipment or facilities.
- Assume supervisory role in practices and locker rooms. YOU are the last person to leave the gym or field on practice and games days.
- Come to practice with your schedule well planned.
- Apply discipline in a firm and positive manner.
- Report any training rule infractions to the athletic director.
- Emphasize safety.
- Formulating a game plan that will give our athletes a chance to be successful.
- Conduct yourself in an ethical manner at practices and games.

- Alert faculty at least one day prior to when your athletes will miss class time.
- Publicly support your head varsity coach and our entire athletic program and school.
- Speak your mind on ideas concerning all aspects of our program in the privacy of the athletic director's office.
- Have parents sign their athlete out if not riding home on the bus. (See attached sheet)
- Check the weekly eligibility of your athletes. If you do not work in the school system, the athletic director will inform you.
- Keep in close contact with the athletic director from Wing regarding any changes in schedule throughout the season.
- Use the Activity Scheduler App/website to your advantage.

#### **8. Post-Season Responsibilities:**

- Collect all player equipment and uniforms in a timely manner.
- Inventory all equipment and uniform (see attached sheet).
- Make recommendations to your athletic director regarding any facility improvement and equipment needs for next season.
- Schedule an exit meeting with the athletic director as soon as all paperwork is completed. Paperwork to bring to the meeting includes:
  - Inventory of equipment and uniforms
  - Recommendations for facility and/or equipment needs
  - School key (if not a district employee)
  - Evaluation will need to be signed
- Paycheck will be issued following the exit meeting.

#### **9. Terms of Employment:**

- Annual appointment. Work agreements will be issued in the spring of each year.
- Salary to be established and set by the Wilton Wing Coop Board.

#### **10. Evaluation:**

- Evaluated by both Wilton and Wing athletic directors.

## APPENDIX E

# *Athletic Director Evaluation*

Please respond to the items below, be candid and honest without being negative and harsh. I would appreciate you returning the form via email or put it in my box. I intend to use the information below to assist myself in doing a better job for you and the students and communities of Wilton and Wing High Schools next year. If these issues bring up other things that you would like to discuss one on one, please make an appointment with me. I am hopeful that you will feel free to sign your name so I can give each of you more direct feedback on specific issues. Thanks for taking the time to do this. I appreciate it. Please comment only on those areas that you are aware of or that we have worked together on, for all else put N/A (not applicable).

<i>Area</i>	Great (5)	Good (4)	Average (3)	Below average (2)	Needs Improvement (1)	N/A (0)	<i>Comments</i>
1. Eligibility issues							
2. Facility leadership/vision							
3. NDHSAA issues/information							
4. Athletic/Academic issues							
5. Facility maintenance							
6. Recruitment of coaches							
7. Set up/ game management							
8. Game management/workers							
9. Crowd control at games/events							
10. Hiring of officials							
11. Scheduling games/contests							

12. Relationship to custodians							
13. Rescheduling games/contests							
14. Managing playoffs or tournament information							
15. Representing WHS to district and/or region							
16. Assist with out of school groups using the facilities							
17. Managing facilities usage between school groups							
18. Relationship with PE department							
19. Liaison to Wing administration and community							
20. Liaison to Booster Club							
21. Liaison to Wilton community							
22. Dealing with the media							
23. Master schedules for school use							
24. Training rules/consequences							
25. Monitoring academic achievement of athletic teams							
26. Award winners for WHS athletics							
27. Forms/Athletic eligibility							
28. Coaches meetings/workshops							
29. Communication skills with coaches, parents, students							

30. Relationship with the athletic trainer							
31. Athletic budget management							
32. Athletic supplies/repair of equipment							
33. Relationship to Wilton/Wing administration							
<b>Area</b>	Great (5)	Good (4)	Average (3)	Below average (2)	Needs Improvement (1)	N/A (0)	<i>Comments</i>
34. Supervision of home and away games							
35. Management of coaches fundraising efforts							
36. Management of coaches exit meeting							
37. Management of coach's inventory and summary sheets							
38. Other:							
39. Other:							

The above list is the pieces of the job description for the Athletic Director position. Past this description, did you get what you needed from the Athletic Director this year as a staff member?

In your experience what was the greatest strength of your Athletic Director this year?

What would be an area or two that you would like to see the Athletic Director grow in to become more effective for you, your colleagues and your school community?

Do you have “unfinished business”/issues problems that you want to discuss as the year ends and the new year begins?

Thanks again for taking the time to fill out this information. It is my desire to become a more effective athletic administrator each year. Please return to my mailbox or via email.

Name \_\_\_\_\_



## APPENDIX E

# *Assistant Athletic Director Evaluation*

<i>Area</i>	Great (5)	Good (4)	Average (3)	Below average (2)	Needs Improvement (1)	N/A (0)	<i>Comments</i>
1. Attends awards banquets for each season.							
2. Attends all Wing events and 50% of home events in Wilton							
3. Assists in evaluations of coaches							
4. Schedule, organize, and provide all transportation to and from Wing							
5. Communication with Athletic Director in Wilton							
6. Ensure all Wing athletes have physicals turned in							
7. Attend Coop Meetings							
8. Inventory and order all athletic supplies for Wing							
9. Attend fall Administrator's meeting							
10. Attend AD Conference in fall or spring							
11. Scheduling games/contests							

The above list is the pieces of the job description for the Assistant Athletic Director position. Past this description, did you get what you needed from the Athletic Director this year as a staff member?

In your experience what was the greatest strength of your Assistant Athletic Director this year?

What would be an area or two that you would like to see the Assistant Athletic Director grow in to become more effective for you, your colleagues and your school community?

Do you have “unfinished business”/issues/problems that you want to discuss as the year ends and the new year begins?

Name \_\_\_\_\_

## **APPENDIX E**