

# **Chesaning Union Schools**



## **Coaches Handbook**

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## **MISSION/BELIEF STATEMENT**

The interscholastic athletic programs at Chesaning Union Schools are a vital and integral part of the total education program. Research indicates a student involved in extra-curricular activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. The purpose of interscholastic athletics is to make a positive contribution to the development of the participants, spectators, school and community.

As an integral part of the educational process, the athletic program should always conform and support the objectives and standards of the school. **The total educational curriculum must take precedence to the athletic program as it is our primary goal to use athletics as another educational tool that results in student success.** Athletes should strive for educational excellence, playing excellence, and, as well, staying within the boundaries of good sportsmanship.

## **ATHLETIC DEPARTMENT OBJECTIVES**

1. To provide a positive image of school activities at Chesaning Union Schools.
2. To provide students with opportunities for physical, mental, and emotional development.
3. To experience team play by accepting his/her role on the team with loyalty, cooperation and fair play.
4. To create a desire to exceed and excel.
5. To practice self-discipline and emotional maturity while learning to make decisions under pressure.
6. To develop an understanding of the value of extracurricular activities in a balanced educational experience.
7. To demonstrate good sportsmanship at all times.
8. To develop leadership qualities and skills.

## **PURPOSE OF COACHES HANDBOOK**

To serve as a reference for the coaches, Athletic Department, and other school officials who need to be knowledgeable of procedures, policies, duties, and responsibilities as they relate to the interscholastic athletic program in the Chesaning Union School District.

To serve as a guide in the promotion of a well-planned program of interscholastic sports which subscribes to and promotes educational values, as expressed in the policies of the Chesaning Union School District.

To support Michigan High School Athletic Association rules and to fulfill the Federal Title IX guidelines.

## **CHESANING UNION SCHOOLS ACADEMIC ELIGIBILITY POLICY**

Regulations:

- The student must be enrolled in the high school or middle school he/she plans to represent in athletics. (HS & MS)
- The student can only be eligible for twelve trimesters the 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> trimesters must be consecutive.
- The previous trimester record for athletics will be based on the MHSAA handbook.
- The student must have passed 4 of 5 classes from the previous semester (66% rule) in order to be

eligible for participation based on MHSAA requirements.

- At the **high school**, students will have their grades checked weekly after the 3rd week of class to determine eligibility. Athletes who receive an “F” for any class are ineligible until grade is brought up to passing. Once grades are passing, they are eligible for participation in games. Athletes may still practice at the coach’s discretion. If a student’s grades are deemed poor it is highly recommended and is also the responsibility of the student-athlete and/or parents to schedule after school tutoring with teachers to receive additional assistance.
- The Middle School requires athletes to follow the same eligibility requirements as the high school. Athletes will have weekly eligibility checks from all instructors during the current semester. Students declared ineligible must practice with their teams unless excused by their coaches, but they will not dress for games until they meet minimum eligibility requirements.

### **CODE OF ETHICS FOR COACHES**

1. Remember that you are handling middle and high school students. Do not expect them to always react as adults. They participate in athletics because it is fun and they enjoy doing it. Do all that you can to encourage the enjoyment of the sport.
2. Coaches must maintain friendly relationships with each other. We are in close contact with each other and must attempt to assist each other as much as possible. No coach should criticize another coach. We are all criticized from time to time in the community and must work together to combat this. Defend the staff. Do not stand silent as this many times means agreement.
3. We must not attempt to influence a student to select one sport over another; the final choice is the student’s. If your opinion is requested, give it honestly, but emphasize that it is only an opinion. Despite the fact that it may cost you an athlete, tell that person truthfully what his or her chances will be and what his or her success may be another sport.
4. Athletes reflect the attitude of the coach. Be careful to exhibit those you want reflected of you. Good sportsmanship is a must!
5. Do not infringe upon another coach’s season or practice sessions. Do not influence an athlete to drop out of other sports to concentrate on one sport. This only causes pressure to be put on the athlete, coaches, and school teams.
6. Coaches are role models. Therefore, coaches should avoid wearing apparel or using equipment that advertises alcohol or the use of tobacco or other drugs.
7. Loyalty is an important item in all schools. Schools and the athletic departments will formulate policies. We may not always agree with all policies. However for us to be successful we must have loyalty. That means our differences of opinion must be reconciled in staff meetings.
8. Never encourage the use of performance enhancing drugs and report any use immediately to the athletic director.

### **EXPECTATIONS OF COACHES**

Coaches are role models for athletes in our interscholastic program and for the entire school community. The conduct of a coach is closely observed by students, staff, parents and the community. His/her character should be above standards in all areas. Verbal, mental or any type of physical abuse of athletes will not be tolerated. All coaches will be expected to:

- Be positive, enthusiastic, supportive, and maintain high standards of ethics, integrity, sportsmanship and leadership.
- Follow the policies and guidelines set forth by the Chesaning Union School District, the Michigan High School Athletic Association, and the Mid Michigan Activities Conference.

- Communicate regularly with parents, media and other interested spectators.
- Maintain up-to-date knowledge of the rules, skills, strategies and safety precautions of the sport and communicate them effectively to athletes and their parents.
- Provide a safe practice environment.
- Organize properly planned activities.
- Know emergency procedures and basic first aid for injuries common to your sport.
- Keep the facility clean, picked-up and locked at all times, including coaches' offices and locker rooms.
- Supervise athletes at all times (i.e. before, during, after practices and contests in all facilities, including the weight room).
- Work together with all coaches within a program regarding try-out process and procedures.
- Understand how his/her sport fits into the total athletic effort of the Chesaning Union School District
- Demonstrate knowledge and understanding of fundamentals in his/her field of specialization.
- Demonstrate the ability to relate to and deal with different people (i.e. students, parents, faculty and administrators).

Failure to follow rules and regulations may result in disciplinary action up to and including immediate dismissal from coaching.

### **VARSIITY HEAD COACH**

Under direction of the Athletic Department, the Varsity head coach:

- Will be responsible for developing his/her entire program K-12 (youth programs).
- Will be responsible for providing feedback to his/her entire program.
- Will develop and distribute guidelines for his/her entire program which will include: chronology of the sport skill development, participation and playing time, disciplinary regulations, practice and contest schedules, and awards for 9<sup>th</sup> grade through varsity levels.
- Will hold youth and high school summer development camps.
- Will attend yearly MHSAA rules meetings, conference coaches meetings, and pass on pertinent information to coaches involved with your program.
- Willingness to participate in the MHSAA Coaches Advancement Program (CAP) through at least Level 2.
- Will develop a professional growth program for his/her coaching staff, this should include involvement in a State Association for the sport.
- Will work to develop a strong infrastructure, through a variety of resources.

### **SUB-VARSIITY COACHES**

Under the direction of the Varsity head coach, the sub-varsity coaches will:

- Assist in the development of the entire program.
- Are expected to be assistant coaches to the Varsity head coach in all areas.
- Submit inventory and equipment to the Varsity head coach at the end of the season.
- Scout as needed
- Assist the Varsity head coach in organizing and running a summer program

### **RESPONSIBILITIES OF ALL MS and VARSITY COACHES**

All coaches will be expected to complete and return the following checklists to the athletic office by the deadline indicated on each form.

## **PRE-SEASON**

### **The following must be completed prior to your first practice.**

- Hold a pre-season meeting with potential candidates to discuss the following:
  - Starting dates and times
  - Parent meeting schedule (This will be done as an athletic department at the seasons parent meeting.)
  - Try-out criteria and time periods
  - Last day to begin practice
  - Equipment needed
  - Tryout qualifications
  - Practice schedule
- Supply the athletic office with a list of students that are trying out. Confirm eligibility status of all athletes with the athletic office.
- Provide the athletic office with a copy of your practice schedule, and your team/program guidelines.
- All HS athletes trying out for your sport must provide a try out card to you at their first practice, if they do not have a try out card that athlete does not practice until they issue you a tryout card. MS athletes will supply you with a completed physical form if they do not already have one on file with the athletic office.
- Be involved and active with the Sports Boosters, you are required to attend meetings, and recruit parents to help volunteer in the concession booths throughout the athletic seasons.
- Inventory all of your equipment and provide a copy to the athletic office.
- Provide the athletic office with criteria for determining your team.
- Attend all coaches meetings. Including the preseason coaches meeting with the Athletic Director.

## **IN-SEASON**

### **The following must be completed throughout the remainder of your season.**

- Verify with the athletic office at the end of each day you have a scheduled athletic event to determine if all athletes can participate.
- Stay up-to-date on athlete academic eligibility. Coaches are expected to contact the athletes' parents when an athlete is listed on the weekly eligibility report.
- Report scores and game summaries using your team webpage on the Big Teams site.
- Complete an injury report form and submit it to the athletic office when appropriate.
- Report all disciplinary actions to the athletic office.
- Being involved with the Sports Boosters, this means recruiting parent volunteers to help with concessions for other sports.
- Submit copies of any correspondence with parents or players to the athletic office.
- Submit any student announcements to the athletic office for approval.
- Inform the athletic office of all practices that will occur over a vacation period.
- Attend all coaches meetings.
- Plan a night in which the seniors and their parents will be recognized.
- Be involved with the middle school and youth programs.

## **OUT OF SEASON/POST-SEASON**

### **The following must be done at the completion of your season and throughout the off-season.**

- Complete a post-season meeting within 30 days of the last contest with the Athletic Director to review program needs, check in equipment from all levels, discuss staff evaluations and plan your schedule for next year. **Varsity Head Coach**

- Submit end-of-season report to the athletic office.
- Attend the **Mid Michigan Activities Conference** end of season meeting.
- Schedule off season conditioning programs for athletes and encourage their participation and use of the weight room.
- Set dates, times, and schedules for summer programs.
- Attend state coaches association conferences and clinics for professional development.
- Be involved with the Sports Boosters. This is the time where you should attend meetings to see all that the Boosters do for our athletes.
- Stay current with state coaches associations for your sport.
- **Remain involved with the Chesaning Athletic Program – support other coaches/teams.**

### **PARENT MEETING**

The athletic office will schedule a parent meeting before the season for all team members in the program. The meeting is designed to communicate with parents and team members. Coaches should provide handouts (review any handouts with the Athletic Director). The following topics will be discussed at the general meeting:

- Extra-curricular conflict policy
- Transportation policy
- Attendance policy
- Athletic Code (Specifics, Duration, Signature required by both parent and student)
- Communication process to voice concerns or questions
- Big Teams Fan Account/Access to the Athletics Website

The following topics will be discussed when individual teams break out into separate sessions with parents:

- Team rules, behavior expectations and penalties
- How to earn a letter in your sport
- School equipment policy
- Urge parents to join the athletic boosters
- Coaching philosophy
- Playing time philosophy
- Practice and transportation schedules should be available

### **PRACTICE SESSIONS**

A draft of the season's practice schedule must be submitted to the Athletic Director for discussion before it is distributed to the athletes and their families. Coaches should inform athletes, parents and the athletic office of a change in the schedule as soon as possible. All in-season sports have priority when it comes to facility usage such as the gym, practice field, weight room or classroom. Any additional use of athletic facilities must be scheduled through the athletic office. These facilities must be signed out in advance by the coach.

Practices must be well planned and supervised at all times. At no time will a practice be scheduled **without a coach present**. Athletes must not be in the practice facility setting up equipment or practicing without a coach present. Team practices, formal or informal, required or optional will not be scheduled on Sundays or holidays without **prior** approval from the athletic department.

Coaches are responsible for everything that takes place at practice including:



- Providing a safe and appropriate environment.
- Proper warm-up and stretching is administered.
- Designing a variety of experiences which build skills and technique for your sport.
- Teamwork and team building.
- Provide an opportunity for all team members to participate.

When a coach is using a facility, the following rules need to be observed:

Never open the area and leave it unattended.

Never allow students who are not on your team to use the facility unless they are accompanied by a coach.

Always lock the doors and turn off the lights before leaving the facility.

Do not allow cleats/spikes to be worn in the school.

Coaches must remain with their teams **before and after** practice or have a responsible adult (volunteer or assistant coach) with their team. The person in charge must remain until **all** of the athletes are out of the facility.

### **RESTRICTED PRACTICE DAYS**

#### **Weekend and Holiday practice:**

All practices are to be held on school days if at all possible. Saturday and Sunday/holiday practices will be permitted only:

Varsity level teams upon permission of the principal or athletic director.

When a varsity contest has been scheduled the following day.

When a tournament or play-off contest falls on the following day.

Sunday practices must be approved by the principal or athletic director and may not be considered mandatory. If permission to conduct a Sunday or special holiday practice is granted, the total length of the practice session may not exceed two hours. The entire session of Sundays must be conducted between 2:00 and 8:00pm.

#### **Vacation Policy/Practices:**

The Chesaning staff believes that family vacations are an important part of everyone's life. Any students participating in athletics may go on a family vacation if the following considerations for the coaches are made:

- Notification must be made prior to the season if possible.
- At least two weeks notification should be given if pre-season notification is not possible. A discussion between the athlete's parents and coach regarding possible liabilities for the returning athlete should be held.

"Non-Family" vacations are not encouraged. We are trying to teach commitment to the athletes. Because each situation is different in how it affects the team, it will be left to the coach's discretion concerning dismissal or loss of playing time.

Practices held on vacation days such as over Thanksgiving, Christmas, and spring break shall be scheduled earlier in the day, taking into consideration the family commitments of the majority of the team members. All practices should be concluded by 6:00pm. Coaches should have practice schedules printed and given to athletes prior to vacation as well as the individual team rules concerning practices missed

during a vacation and the consequences of missing practices. These team rules must be approved by the athletic director prior to the vacation practices.

### **Early dismissal from school or emergency closing:**

In the event of a scheduled early dismissal of school, practices may be held at the time scheduled, only provided that the coach is available. Normally, staff members are required to attend meetings or fill professional development requirements.

Emergency weather conditions may result in early dismissal or school closing. No practices are allowed on early dismissal days without approval of the Athletic Director. In the event that school is closed, practice will not be allowed unless it is approved by the Athletic Director. The same is in effect for athletic contests.

## **LOCKER ROOM USAGE**

Each coach is responsible for supervision of their athletes when they are in the locker room. The locker room should be kept clean following your exit from the facilities as well as the lights being turned off.

### Locker Room Rules

- Keys should not be given to athletes to open the facilities.
- **All athletes will dress in the locker room.**
- Stress that all lockers must be **locked** and that the school is not responsible for lost or stolen items.
- **Cell phones may NOT be used in the locker rooms.**
- The locker room should be empty when you leave and the doors are to be locked.
- The locker room should be locked at all times during practice time.
- The locker room should be kept orderly at all times. Leave it cleaner than you found it!

## **EQUIPMENT CARE**

Each coach is responsible for the safe use and care of their own equipment. Make sure that all athletes learn a sense of caring for the equipment. Discourage misuse of equipment.

- All equipment needs to be inventoried prior to the beginning of the season. This will help you to determine what equipment was not returned.
- All equipment should be properly stored in the appropriate areas.
- Equipment should be kept in proper working order so that it is safe.
- No uniforms or school issued equipment should be worn except for athletic contests or with administrative approval. This is to help reduce the wear and tear on uniforms and make them last longer.

## **GAMES**

Each coach should set an example of proper behavior and reaction. They are responsible for the behavior of their athletes, other coaches, and any people who are connected to the team. Care should be made to explain and model good sportsmanship to each person involved in the program.

Do not “ride” an official for a bad call. If you need to discuss a call do so in a calm, controlled, professional manner. Your reactions to officials and situations will be observed and modeled by your team, the fans and the public in general.

Maintain a professional demeanor whenever you are in a position of being observed by others.

## MANDATORY MEETINGS

A Varsity head coach **must** attend the Mid Michigan Activities Conference Post Season meeting and the MHSAA Rules meetings. All assistant coaches must also view the MHSAA Rules Meeting.

All Coaches are required to attend the Chesaning Athletic Department Coaches Meetings. If you are a staff member of the Chesaning Union School District, all practices are to be scheduled around staff and departmental meetings. When, on occasion, this is not possible, please make arrangements with your building principal well in advance for approval to miss a building staff meeting and to arrange for a meeting to go over the meeting material.

## TRANSPORTATION

On regular school days, all team members must travel and return from away contests with the team, except with **prior** approval of the coach and athletic office (Appendix #5). A travel release form must be completed prior to the date of the contest. If a request to ride home with the parent is granted, the coach must meet with the parent before allowing the parent's child to leave. Athletes may not ride with anyone other than their parent or guardian.

## COMMUNICATION

Communication is always important within any system. It is important the athletic department is informed before problems arise. It is important communications be done in writing when at all possible. The following communications need to be shared with the athletic office: student announcements, handouts, fundraisers, etc. prior to general distribution.

## WEIGHT ROOM RULES OF CONDUCT/SAFETY

- Weight work-outs must be conducted with a coach or supervisor present.
- Athletes are not to be in the weight room unsupervised.
- Shirts/shoes must be worn at all times. Hats are not allowed.
- Athletes must be on an approved program.
- Athletes should follow their workout. We want this to be a fun and productive time, however this is not a place of social gathering. Other people also need to use the facility.
- Loitering is not allowed in the weight room area.
- Music should be played at a moderate volume – if allowed.
- Use weight belts for safety – especially with lifts involving the lower back.
- All weights must be put back on weight racks after workout! Turn out the lights! **Lock the door!**

## DEALING WITH A TEAM

### TRY-OUTS

Students who join a team after the first official practice (date set by coach, which cannot be earlier than the MHSAA beginning date) must practice with the team for at least two (2) weeks before being allowed to participate in an athletic contest. Students who participate in a fall or winter sport with an extended season (districts, regionals, etc.) will be able to participate in winter or spring seasons as soon as the previous season ends. This conflict must be communicated to the coach of the new sport prior to the beginning of the season.

Coaches are encouraged to finalize their rosters and submit them to the athletic office within two (2) weeks of the official start date. Students who wish to participate or try-out in these sports after the first official practice date must make arrangements with the coach and athletic director.

Coaches who have to limit the number of athletes who can participate in their program must provide a well-planned, written record, structured and unbiased try-out schedule which allows each athlete the opportunity to do their best. Athletes, parents and the athletic office should be informed of the skills and the process of evaluation going into the try-out. Athletes must be given a minimum try-out of at least 2 days. Participation in out-of-season conditioning programs and summer camps should not be utilized in determining whether a person makes the team. The goal is to encourage multi-sport athletes.

### **CUTTING PLAYERS**

A timeline must be established and followed for the try-out period. The coach has the responsibility to explain to the athlete, if asked, why they were not selected as well as ways to improve. THE CONCERN FOR THE ATHLETE'S FEELINGS IS VERY IMPORTANT IN THIS PROCESS. DO NOT PUBLICLY IDENTIFY THOSE WHO DID NOT MAKE THE TEAM.

### **CHANGING SPORTS**

Prior to cuts, any athlete has the right to try-out for any team but must be aware that they will not be given special extension to the cut dates.

Teams that do not cut may be willing to accept athletes who have tried out for another team but were cut. This will allow students some flexibility in choosing sports.

Athletes will not be able to change to a sport that has made their cut. (The exception to this would be new students to the building.)

### **TEAM ADVANCEMENT**

The intent of advancing an athlete to a level beyond that at which he/she would normally play (9<sup>th</sup> grade athletes on the freshmen level, 10<sup>th</sup> grade athletes on the junior varsity level and 11<sup>th</sup> and 12<sup>th</sup> grade athletes on the varsity level) is to provide an exceptionally talented athlete an opportunity to enhance his/her experience and skill development, as well as contribute to the team by participating at a higher level.

The following Team Advancement Guidelines must be adhered to in Grade 9 through 12:

- The Varsity head coach is responsible for making the initial recommendation regarding who should be considered for team advancement in the program.
- The proposed team advancement must be discussed with the Athletic Director, the Varsity head coach and the parent(s) prior to any discussion of the opportunity with the athlete. Academic progress, emotional maturity, and peer relationships as well as athletic ability, should be considered as part of these discussions.
- Serious consideration should be given to the effect the advancement will have on the team the athlete may move to and the team the athlete may leave. Providing an enhanced experience for the exceptional athlete should be weighed carefully against the contributions and commitment to the program demonstrated by players at the higher levels.
- The team advancement decision must be assessed regularly by the coach, the Athletic Department, the athlete and the parent(s), and the placement decision may be reversed, if necessary.
- If an athlete is advanced for a second time during the same season, permanent placement at the higher level will continue until the end of the season.

## **LEAVING A TEAM**

An athlete desiring to drop from a team within the first two weeks of practice shall notify the coach immediately to obtain a release without penalty. The coach is required to notify the athletic office of said release within three working days.

An athlete desiring to drop from the team after the first two weeks of practice or after team selection has been made may be subject to a penalty during the next season in which the athlete participates. A meeting between the athlete, the coach and the Athletic Director will be held to decide the validity of a release or penalty.

## **PROBLEMS**

Remember to correct or discipline only observable behavior. When dealing with a problem refer to observed actions or behaviors that are inappropriate.

Try to handle individual problems in private. Do not hold personal discussions in the presence of others.

Do not betray the confidence of others by discussing those matters with other team members, parents, coaches, etc. who are not involved. Maintain confidentiality.

## **PARENTS**

Establish and maintain communication with the parents of your athletes. Establish and explain to them the appropriate times and places that they can contact you. Be open to their input and concerns.

If you have a problem with a parent, always refer to observable actions and behaviors in trying to correct an inappropriate situation.

Try to work the problems out between you, the parents, and the athlete when appropriate.

If the problem is not resolved, report it to the athletic director as soon as possible.

## **MEDIA**

Each Varsity head coach is responsible to utilize the Big Teams website to send game results to the following media outlets: (MHSAA, M-Live.com, Tri-County Citizen, Argus Press and Saginaw News).

Sub-varsity coaches are responsible for submitting results to the Tri-County Citizen using the Big Teams Website.

It is important if talking to the media to keep your comments positive when discussing individual athletes and team goals. Specific negative comments should not be shared with the media at any time.

Working with the media can greatly enhance our school image and that of your team and sport. Do your best to help the reporter understand your sport and your team. Many times the reporters assigned to high school athletics are beginners. Help them establish positive information that can make their reports interesting.

Note:

The ethics in media dictates that if you use the statement “off the record . . .”, the reporter cannot use that as a quote. Explain yourself to the reporter and help them write an interesting and positive report.

Remember if you refuse to talk to a reporter they can write their own impression of your team and the contest which may not be as you or the school would like.

### **INTERNET/SOCIAL MEDIA**

Coaches and players should refrain from posting on the internet or social media any information that is not directly related to team schedule or items as would be in a newsletter. Utilization of social media can be used to communicate with coaches, players, parents and community members. Remember to always use it in a positive manner.

### **TRAINERS/DOCTORS/MEDICAL REPORTS**

It is the head coach's responsibility to confirm that all athletes receive proper medical care if injured. All coaches should be aware if the athlete is seeing a doctor for sports related injuries. **Coaches should not prescribe or administer any care beyond first aid.**

#### Specific Information

- Medical exams are required for each athlete prior to them trying out for all teams. This form is covered in the pre-season information.
- If an athlete visits a doctor, a written evaluation should be returned to the coach. This report should include the nature of the injury, the limitations for the athlete and the **PLAN FOR THE IMPROVEMENT**. If the student returns without the report, he/she should not be allowed to participate.
- All head coaches should be informed by the doctor of any physical ailment the athlete has that may cause problems, such as asthma or other chronic ailments.
- No athlete who visits a doctor will be allowed to participate unless they are released in writing from the doctor.
- Under **no circumstances** may a coach dispense prescription or over the counter **medications** of any kind to an athlete; this includes **aspirin**.

### **OFFICIALS**

Be aware that the officials at your contests are professionals who are trying to maintain fairness in the contest. Coaches must familiarize themselves with the policy of the Chesaning Union School District and the MHSAA in dealing with an official. Maintain a professional demeanor whenever you are in the position of being observed by others.

### **SCRIMMAGES AND 4 PERSON PRACTICE RULE**

- Scrimmages are defined as practice sessions involving a Chesaning team with at least one other school, organization, or group (including alumni games).
- Coaches are responsible to schedule all scrimmages with the assistance of the athletic director.
- Coaches must notify the athletic director of all scrimmages, home and away.
- Scrimmages must follow school, league, and MHSAA rules.
- During the school year and outside of a specific sport's defined season, only 3 players may work with a coach or coaches of that sport at any one time without limitations of equipment used and instruction given (4 students if the coaching does not involve practice or competition with students or others not enrolled in that school district).
- During the school year and outside of a specific sport's defined season, any number of athletes may participate in "conditioning" activities that are restricted. No sport specific coaching may occur nor can any equipment such as balls, nets, starting blocks, pads, dummies, bases, etc. be

used. Generic equipment such as cones, weights, jump ropes, and other fitness apparatuses are permitted.

- It is a MHSAA violation of the 3 (4)-person practice rule for a boy to practice with the girls team of his school and for a girl to practice with the boys team of her school in those sports where there are both boy and girl teams, exceptions are in cross country and track and field. If a boy or girl participates in a practice of the other gender, the practice must be called a scrimmage, which would count as one of the allowed scrimmages for the year.

### **OUT OF SEASON LIMITATIONS**

A coach may coach a maximum of 4 (four) students in their sport at any one time from the same school in grades 7 through 12, from Monday the week of Aug. 8 through the Sunday after Memorial Day is observed. During the summer, informal football activities can be with a coach and a maximum of seven players.

Out of season activities may never include the following:

- The use of school transportation.
- The use of school issued warm-ups or uniforms.
- Payment with school district funds of entry fees for teams or individuals to camps or competition unless those funds were generated through school approved activities of booster clubs, school teams, student groups, and community, civic or service groups and are not provided to athletes on the basis of athletic ability or potential.
- Coaches may not require practices outside of the defined MHSAA season for the sport.
- “Open gyms” are allowed if they are open to all students and offer a variety of activities and are not organized programs of instruction.
- Conditioning programs are permitted if they do not involve equipment which is specific to interscholastic sports.

### **OPEN GYMS**

School-sponsored “open-gyms” or “after school” activities are permitted in the school district’s facilities out of season if they are voluntary and not part of the team selection process and adhere to these principles:

- Open to all students.
- Student conducted-students choose from offered activities. Any coach of a sport under MHSAA jurisdiction who is present shall not coach, instruct, critique, direct, evaluate or participate in a sport he/she coaches.
- Recreational emphasis-not an organized program of instruction and/or competition. There must not be any organized drills, practice structure and no instruction regarding offensive or defensive schemes by any person, including team captains and parents.

### **POSTPONEMENTS/CANCELLATIONS**

Postponements and cancellations are the responsibility of the athletic office. If a coach is postponing practice, they are to immediately notify the athletic office and have an announcement made in school to inform the students. *Coaches should check with the athletic office on poor weather days for decisions on cancellations. The decision to cancel is the responsibility of the host school. Decisions are usually not made before 1:00 p.m.* When school is closed due to weather, the decision about whether practices or games will be held will be made by 1:00 p.m.

## **WEATHER WATCH AND WARNING PROCEDURES**

- After-school activities will be canceled whenever tornado “warnings” are in effect. If an “all clear” is announced two hours prior to the starting time of the activity, it will meet as scheduled.
- Safety areas for students and employees have been designated in all buildings.
- Employees will remain on duty until regular leaving time or until the end of the emergency, whichever is later.
- If facilities are currently being used by a non-school or school related organization, they will follow appropriate safety procedures including proceeding to the designated safety area until an all clear signal has been issued.

## **COMPLAINT PROCEDURE AND GUIDELINES PARENTS AND ATHLETES**

Unfortunately, complaints do occur in the coaching profession. Most are mere misunderstandings. They are usually resolved with communication between the two individuals involved. However, there are times when the complaint cannot be resolved at this level. Then, the complaining party should begin Step #2 in the process. Keep in mind when going through the process, whether the complaint is small or large, the mediation process is very important and will be handled in a manner which treats the individual with fairness and concern. No coach shall treat an athlete differently as a result of a parent’s complaint, opinion, or action.

When a complaint is brought to any level of the administration, it shall be processed in the following manner:

- Step 1 The individual with the complaint shall be directed to discuss their concern with whomever they have a complaint.
- Step 2 If the complaint is not satisfactorily resolved, the complaint shall be investigated by the athletic director.
- Step 3 If the complaint is not satisfactorily resolved, at Athletic Director’s level, the complaint shall be investigated by the building principal or their designee.
- Step 4 If the complaint is not satisfactorily resolved at this level, the superintendent of schools or designee may hear the complaint and take whatever action is determined to be prudent.

## **COACHES AND STAFF**

When a coach or staff member wishes to express a complaint about the Athletic Administration the same procedure should be followed as above beginning with Step 1. The same progression should be followed if the complaint is not satisfactorily resolved.

## **FUNDRAISING**

Fundraising can put a huge stress on the parents of the athlete as well as the community. Coaches are reminded that there are a large number of teams and programs that wish to fundraise using the same customer base. As a result the following guidelines are to be followed:

- Each program/team is allowed to conduct two (2) fundraisers per school year.
- All fundraisers must be approved by the Athletic Director.
- Coaches need to fill out the fundraiser request form and turn it into the Athletic Office for approval before the fundraiser can begin. All fundraisers for the upcoming year should be planned and turned in prior to the end of the previous school year.
- All funds that are generated are to be saved in an internal account through the Athletic Office.



- All expenditures from the internal account will be monitored and approved by the Athletic Director.

### **CHESANING SPORTS BOOSTERS**

All varsity head coaches are to attend at least three Chesaning Sports Boosters meetings or events per calendar year. All coaches are encouraged to attend and understand the role and objectives of the Sports Boosters. Meetings are held on the third Wednesday of each month at 7:00 p.m. in Room 401 at the high school.

### **CHESANING HIGH SCHOOL AWARD REQUIREMENTS**

Varsity awards are given to those athletes who meet the requirements designated by each sport. (Requirements to earn a varsity letter are determined by the Varsity head coach of each sport, are communicated to all athletes in writing, and must be on file in the athletic office.) A list of award winners must be given to athletic office before the athletic banquet so that awards can be ordered.

- The freshman, junior varsity, and varsity athletic award certificate shall be white, orange and black in color.
- An athlete shall not receive more than one varsity chenille letter award during his/her school career. Certificates shall be presented to each athlete should he/she earn more than one award.
- The school reserves the right to recall, for just cause, any athletic award granted. It also reserves the right to request that students remove improperly worn letter awards.
- The varsity athletic team award shall be a full block “C” six inches high and orange and black in color. Inserts will be provided for multiple letter winners.
- Conference champions may receive an award.
- Coaches may give team awards along with all conference, all state, and special recognition awards.

### **AWARDS BANQUET POLICY**

At the end of each season, each program/team is required to arrange and execute a gathering to celebrate the season and the athletes. Varsity coaches are required to have an Awards Banquet in which parents are invited. Sub-varsity teams may arrange a gathering such as a “pizza party” to hand out awards. However, it is encouraged that high school teams have a program banquet whenever possible.

#### **Responsibilities:**

- The head coach of each sport shall be responsible for coordinating the awards format for his/her program at the end of each season.
- The coach may choose to work with a support group, booster club, or a parents’ group in planning the awards ceremony.
- The dates of all awards presentations must be cleared with the Athletic Office first. Please make every effort to schedule a date early to avoid conflict.
- It is recommended that each program plans their banquet two weeks prior to the conclusion of the season.
- Athletic department funds will not be expended for awards banquets other than authorized school awards.

#### **Formats:**

- Catered banquet at school site.
- Dinner banquet at a local restaurant.
- Potluck dessert banquet.

- Not to be held in private homes. (This may be approved with prior approval of the administration)
- No alcoholic beverages are to be served.
- Coaches and parents may determine to meet for awards presentation only.

### ALL-STATE AWARDS

All state selections are completed by coaches in some sports. It is important to join respective associations that will ensure Chesaning athletes gain individual state recognition. It is the responsibility of each Varsity head coach to join associations and encourage assistants to join and attend all-district selection meetings.

### STATE TOURNAMENT AND TRIPS

Competing in a state meet should be considered the highlight of an athlete's career. Everything should be done to provide the athlete with an environment most conducive for an outstanding performance. It is the coach's responsibility to complete and turn in on time all necessary entry forms and paperwork before the scheduled trip. All expenses must be approved by the Athletic Director and missed school time must be approved by the principal in advance of the trip.

- Trip **must** be discussed with the Athletic Director as soon as it becomes apparent that an overnight stay will be necessary.
- A budget will be established containing hotel and food cost.
- Each coach is responsible for securing hotel rooms and submitting a check request.
- Transportation is to be set-up with the Athletic Office.
- Itinerary and list of student-athletes going must be written and turned into the Athletic Office as soon as possible.
- **The district approved overnight trip packet must be completed, signed by the coach and athletic director, and approved by the school board prior to any trip that requires an overnight stay.**

### INJURIES/ACCIDENTS

- Coaches should show sound judgment in treatment of injuries and should become professionally competent enough to show such judgment. Coaches should continually update their personal knowledge in the areas of first aid and athletic training. This can be done through workshops, the American Red Cross, and working with the school's athletic trainer.
- **A coach will not diagnose or treat beyond normal first aid.**
- In the event of injury, coaches may initiate contact with the athletic trainer and the athlete's parents.
- Stay with the athlete until the athletic trainer and/or parent takes over.
- The participant's doctor, the team doctor, or athletic trainer will determine when an athlete may resume practice, at what intensity, and when he/she may return to competition.
- Fill out all necessary forms to report injuries/accidents within 24 hours and submit immediately to the athletic office. **Always put it in writing!**
- Coaches should follow up on injuries with parents immediately and notify the athletic office of serious injuries. Make every effort to visit athletes in the hospital or call at home to show your concern for them and their parents.
- All head coaches must warn each athlete of the possibility of injury while participating in a particular sport.
- If the injury occurs outside of school and an outside doctor is consulted, no athlete will be allowed to participate until they are released in writing from that doctor.

## NCAA ELIGIBILITY RULES

Student athletes planning to participate in Division I or II college athletics must apply for certification from the NCAA Clearinghouse before graduation from high school. As a coach, you are responsible to help your athletes through this process and monitor their progress. Application forms are available online at [www.ncaa.org](http://www.ncaa.org). Mouse over Student-Athletes, and then click on NCAA Eligibility Center.

### BUDGET

- All purchases **must be authorized** by the Athletic Department. The Athletic Department will process all purchase orders and order items well in advance of the start of the season. When the purchase is received, the coach is responsible to check for imperfections or missing items, and should notify the Athletic Department if there is a problem.
- **Coaches who make unauthorized purchases will be held personally responsible for payment of the purchase.**
- Coaches are **required** to do an inventory of equipment and uniforms at the conclusion of each season, this will help aid in preparing your individual budgets.
- Any items purchased with budget money is the property of the Chesaning Union School District and are not to be given to any athlete without the Athletic Office's permission.

### ACTIVITY ACCOUNTS

All athletic activity accounts are the responsibility of the Athletic Department. All deposits and payments must be done in the athletic office.

### CAMPS

Having a summer camp is a great way for a coach to build a feeder system for a program. All camps will be scheduled through the Athletic Department. Camps can be used to augment your activity accounts.

### FORFEITURES, VIOLATIONS AND EJECTIONS

Accidental, intentional or other use of ineligible players shall result in forfeiture of all games in which the ineligible players participated.

If a team is removed from competition in protest, the contest is forfeited to the opponent and the coach and principal of the removed team must appear before the Executive Committee of the MHSAA. NEVER leave a playing venue in protest.

If the coach is ejected from the contest and an assistant coach or assigned school representative is not available to continue as the coach, the event is forfeited to the opponent.

When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school from at least the next day of competition for that team.

When a coach is disqualified during a contest for unsportsmanlike conduct, that coach shall be prohibited by his/her school from coaching or attending at least the next day of competition for that team.

Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified three or more times for unsportsmanlike conduct, and any player or coach who is ejected for spitting or intentionally and aggressively physically contacting an official at any time during

that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

#### **VOLUNTEER & NON-STAFF COACHES**

All volunteer and non-staff coaches must be approved by the Athletic Director and complete all paperwork and approvals before they begin work with the team. The volunteer/non-staff coach must complete all required paperwork at the Human Resources Office. Please contact the Athletic Director for more information regarding this process.

## NOTICE OF NONDISCRIMINATION

The Chesaning Union School District prohibits discrimination based on religion, race, color, veteran status, age, pregnancy, national origin, sex (including sexual orientation and transgender identity), height, weight, marital or family status, disability, genetic information, ancestry, or any other legally protected category in its programs, services, activities, or employment.

The following people have been designated to serve as the District's Compliance Officers (Civil Rights Coordinators) to handle inquiries or complaints regarding the District's policy of nondiscrimination:

Melinda Soule, Middle School Principal  
Chesaning Union Schools  
431 N. Fourth Street  
Chesaning, MI 48616  
989.845.7040

Paula Peterson, Finance Director  
Chesaning Union Schools  
850 N. Fourth Street  
Chesaning, MI 48616  
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