

LAMPHERE HIGH SCHOOL

COACHES HANDBOOK



LAMPHERE HIGH SCHOOL STATEMENT OF PHILOSOPHY

The Lamphere Board of Education believes individual students will benefit through opportunities to grow physically and intellectually through their experience in self-discipline and their contribution to team effort made possible through competitive inter-school sports activities.

The purpose of high school athletics is both educational and recreational. The athletic program should encourage participation by as many boys and girls as possible and should be carried on with the best of interest of the participants as the first consideration.

It is recognized that a well organized and well conducted athletic program is a potent factor in the morale of a high school student body and an important phase of good community/school relations.

OBJECTIVES OF PARTICIPATION

1. To develop sportsmanship.
2. To develop pride.
3. To learn to accept constructive criticism.
4. To broaden and develop strength of character.
5. To develop team concepts and positive attitudes.
6. To develop leadership.
7. To develop basic skills unique to each sport.
8. To encourage all coaches to play all athletes whenever possible, especially at freshmen and junior varsity levels.

PRE-SEASON RESPONSIBILITIES

1. **PRIVIT (<https://lamphererams-mi.e-ppe.com/index.jspa>) Physical, Consent & Insurance, Health History.**

Each potential team member must complete all items in the athletic program Privit; which includes uploading a current physical, and completing the Consent & Insurance and Health History online. Only one physical exam is required for an entire school year. COACHES NEED TO MAKE SURE ALL ATHLETES TRYING OUT HAVE A PHYSICAL BEFORE THEY MAY PARTICIPATE.

2. **Notification of Practice Dates, Times and Places**

Each coach shall make available to all prospective players the dates, times, and places of practices to be held.

This is especially important for FALL coaches as it is more difficult to communicate this information due to the summer break.

Each coach should try to notify the athletic director of his/her first practice date and time before the end of the school year in June.

3. Team Selection

Squad Reduction Policy: Responsibility

The choice of the membership of any athletic team will be determined by the coach of that team. Membership may be reviewed by the athletic director or other administrators as appropriate. There is no such thing as a final team cut. The athlete's membership on any team is always subject to proper behavior as outlined in specified team guidelines.

Lower level coaches shall follow the policies as established by the head coach of their program when selecting team members,

Prior to try-outs, the coach shall provide the following information to all candidates for the team and their parents:

- a. The cutting procedure including time lines, the specified try-out period and criteria used to select team members.
- b. The practice commitment required of each athlete who makes the team.

Try-out Procedure

When a squad cut becomes necessary, the process should include these important elements. Each athlete should:

- a. Have completed a minimum number of practices specified for the try-out period.
- b. Whenever possible, to compete in a scrimmage situation.
- c. Be at all try-outs or provide written permission to the coach in advance for missing the try-out period due to extenuating circumstances.
- d. If permission is granted for an alternative try-out, the athlete must go through a similar criteria process as other team members.

If an athlete is cut, the coach will inform him or her personally as to the reason for the cut and the skills or techniques that they can work on for the next season, such as strength, catching, shooting, etc. There will be no posting of lists.

Coaches should take the opportunity to discuss alternative possibilities for participation in the sport. If a coach foresees difficulties arising because of squad cuts, he or she will discuss the situation with the athletic director ahead of time.

4. Verification of master Athletic Eligibility List

Upon receiving physicals and information from Privit, the athletic director will make a master eligibility list for each team and return a copy to the coach.

The coach must check the eligibility list and make certain players participating are listed on the master eligibility list. If a student is not on the list and does participate, MHSAA rules declare the contest may have to be forfeited! Check carefully.

5. Code of Conduct Reviewed

Each coach shall review the school district's code of conduct to insure all members are aware of their responsibilities in order to participate and remain a team member. The coach should also make the team aware of penalties which may be imposed and the athlete's due process for relief of such penalties.

6. Player Equipment and Issue

All equipment issued to participants shall be recorded on an individual equipment record. This form may be modified to suit needs not listed.

Participants are responsible for the care and security of this equipment and should be made aware of any special care needed. Participants are to be reminded that equipment and uniforms are not to be used for personal use, and clothing is not to be worn in public, except in special situations such as pep rallies and the day of the contest. Participants should also be made aware of fair-market replacement costs for each piece of equipment. If not certain, contact the athletic director for price. Remind athletes that cost to replace one item is very expensive so care should be taken.

7. Parent Meetings

Each coach is encouraged to have a pre-season meeting for the parents of all participants. At this meeting, the coach should discuss the following items:

- a. Game and practice schedules
- b. Code of conduct
- c. Transportation rules
- d. Awards requirements
- e. Equipment responsibilities
- f. Sportsmanship and crowd behavior
- g. Athletic department phone number/website
- h. School supplementary insurance
- i. Team rules (submitted to athletic director prior to distribution)

This is just a partial list of ideas. Coaches may discuss whatever other items they feel are necessary.

It is also the best time to get to know the parents and develop a rapport so they know and understand you as a person and not just as a distant figure who is unapproachable. ***POSITIVE PARENT RELATIONS HELP ELIMINATE POTENTIAL PROBLEMS.***

8. Practice During Vacation Periods

Practices during vacation periods are often necessary to maintain fitness. To achieve this, coaches are encouraged to practice often enough for a team to remain physically fit.

However, school district policy dictates that practices cannot be made mandatory for athletes, nor can penalties be imposed upon an athlete who misses practices during these periods.

While most athletes will recognize the need for “staying in shape” and will attend practices voluntarily and regularly, some may be required to attend family vacations or trips.

The coach must recognize the parents’ decision to leave during a vacation period as the final authority.

9. Fundraising

Any fundraising projects must be approved by the athletic director. The funds raised must be deposited in a school regulated account and not in an outside financial institution. Distribution of funds will be done through the athletic director.

10. Rules Meetings

Mandatory state rules meetings are held each year online and the head coach is required to complete them. The penalty for non-completion is the team will not be allowed to participate in the state tournament for that sport. You will receive dates for the rules meetings in June.

11. Emergency Information

A coach will find emergency information in Privit on each athlete. This emergency information gives authorization for a student to receive emergency medical first aid if a parent is unavailable.

12. Criteria for Receiving an Award

Each head coach shall have on file, in the athletic office, the written criteria established for an athlete to receive an athletic award at each level (i.e. Varsity, JV, or freshmen).

The criteria may be changed prior to the beginning of the season, but it is important that each athlete and parent know the pre-requirements for receiving an award. This should be explained to the team and to the parents.

13. Use of Trainers

Before the start of a season, the coach is advised to meet with the trainer and discuss proper warm-up techniques, stretching exercises, and care of injuries particular to that sport.

Make the most of your trainer and refer athletes to him/her that are in need of assistance. The athletic director will notify coaches when the trainer is available.

In case of injury, either during practice and/or contest, the trainer shall have final authority in determining whether or not the athlete may continue.

14. Return to Participation from a Serious Illness and/or Injury

Athletes who are out of school or sports because of an injury or serious illness and must visit a doctor, MAY NOT participate in practice and/or competition without written permission from the athlete’s doctor. The note must be turned into the athletic director who will keep the original on file and give a

copy to the coach so they are aware that the athlete can return. DO NOT let an athlete tell you the doctor said it is permissible to return and thus put yourself in jeopardy.

15. First Aid Supplies

Each team has a medical first aid kit. This kit will be stocked for the coach at the beginning of the season by the trainer. As supplies are depleted, new supplies may be obtained from the trainer/athletic director.

At the end of the season the coach should return all unused first aid supplies to the trainer/athletic director for re-distribution. New supplies will then be issued the next sport season.

IN-SEASON RESPONSIBILITIES

1. Lockers and Locks

Each athlete is to be assigned a locker in one of the designated team rooms. Locks may be picked up from the coaches and given to the players, if necessary. The coach is advised to assign each locker by number and to record the combination of the lock given. A copy of this list is to be filed in the athletic office.

Remind athletes that **only** team members are to use the team room. "Friends" are not permitted to share an athlete's locker.

2. Daily Practice Schedule

Coaches should make each athlete aware of the daily practice schedule with both starting and ending times. As some teams practice at different times each day it may be wise to furnish athletes with a weekly schedule so they can always check on practice times. It is important to remember – especially with younger teams – that many athletes are picked up by parents. If you have an ending time of 5:00 pm, don't practice until 5:30 and leave parents sitting in the parking lot.

3. Release from Class for Athletes

As a rule, students will not be excused from school for athletic contests. However, there will be situations when students will need to be excused because of tournaments or league commitments. In these cases the coach should submit to the athletic director a list of students to be excused at least five (5) school days prior to the event. This time will allow the athlete to obtain assignments.

4. Reporting Athletic Injuries

All athletic injuries must be reported to the athletic director and an accident report must be filled out by the coach. DO NOT put yourself in jeopardy by failing to fill out an accident report.

The coach should make personal contact with the parent(s) or guardian in case of an injury as a matter of courtesy and concern. Coaches are reminded that if in doubt about an injury call 911.

If an injury is to such an extent that it requires immediate emergency medical attention, the coach will immediately suspend practice/game and see to the health and welfare of the injured player.

5. Suspension of Student

It is the policy of the school that a student/athlete MAY NOT participate in practice and/or competition during a school suspension.

6. Conduct of Athletes on Buses

The following will NOT be tolerated:

- a. Smoking, vaping, drinking, using tobacco or snuff, eating and spitting.
- b. Loud, boisterous, disruptive behavior on the bus.
- c. Hands, arms, and head outside the bus.
- d. Throwing objects inside or outside the bus.
- e. Disobeying the bus driver's directions.

Check seat area for all personal and school property before exiting the bus, and be sure to put all trash in the wastebasket at the front of the bus.

7. Transportation

Coaches will check the bus schedule to insure a bus has been scheduled for events on the correct date and time. School transportation will be provided and used for all contests and practices away from school during the week. In most circumstances the bus will be one way only. Exceptions to this is distance of the away school. Please see the Limited Transportation Pamphlet for a list of one way schools and further information.

There will no longer be school transportation provided for weekend competitions/contests. There are exceptions to this and are listed in the Limited Transportation Pamphlet.

The following rules also apply to bus transportation:

- a. No underage children allowed on busses.
- b. No bus runs will be made unless a coach or sponsor accompanies the team.
- c. When a bus is carrying more than one team, the coach will inform the driver where each stop is to be made.
- d. No metal cleats are to be worn on the school bus.

8. Tornado Watches, Warnings, Sever Weather

If at any time a tornado warning is issued (a tornado has be sighted) for the location at which you are playing/practicing, play is to be suspended immediately.

Teams should not be on the road during a tornado warning. If you haven't left your site yet, stay until the warning is over. If the warning is in effect for an extended period of time (over 1 hour) you may return home.

During a tornado watch, (conditions are favorable) you may continue to play/practice.

During severe weather conditions, you may continue to play/practice as conditions permit as long as there is no lightning in the area. Once lightning is in the area, suspend play at once and do not continue until there has been no lightning for approximately 30 minutes.

9. Reporting of Contest Results

Each varsity coach is responsible for notifying the athletic office and media of the results of their respective contests. In most instances at the varsity level, the coach of the home team will do this.

It is recommended that coaches submit a short victory article to be read during the announcements the following day.

10. Team Pictures

The athletic director will schedule team pictures with a photographer for each team. The coach will insure that all players are properly dressed in game uniforms and be available at the time indicated.

Envelopes for the purchase of team pictures should be given to each athlete prior to their scheduled picture time.

11. Coaches Mail/eMail

All mail and correspondence relating to each sport will be put in your respective mailboxes. Each coach will be given a Lamphere email address. You should check your mailbox AND your email on a regular basis.

12. Supervision of Athletes

When a practice/game is over, coaches are to remain in the locker room until ALL athletes have left. Under no circumstances should a coach leave the area before all athletes are gone for the day.

Lock all doors of the locker room, gymnasium, pool, storage rooms, gates to the stadium field, and related areas appropriate to your sport. The coach (not a manager, captain or team member) is always the last one to leave.

13. Conduct of Coaches

Coaches shall conduct themselves at all times in a professional manner. Remember, you are representing the Lamphere Schools. As such, the Lamphere Schools do not permit any coach to use abusive language, physical force, or tobacco in any form, while performing his or her duties as a coach. Violators may be subject to immediate dismissal. Also, bear in mind the MHSAA conduct for coaches and the penalties for coaches.

14. Enforcement of Code of Conduct

Enforce the “Code of Conduct for Student Athletes” in a consistent manner. Report all infractions to the athletic director immediately.

15. Absence from School on Day of Contest and Practice

If a student is absent from school for the entire day due to illness they may NOT participate in a contest or practice that day. If a student signs in during the day, they must be present the last three hours of the day in order to participate in any event.

Absences not related to illness (i.e. funerals, doctor or dentist appointments, pre-arranged absences) shall not restrict the athlete from participating that day as long as a doctor/dentist note is brought back to school and turned into the main office.

16. Incidents of a Serious Nature

If a serious incident occurs (i.e. altercation between players and coaches, coaches and officials, serious injury) the coach will notify the athletic director immediately. The coach will notify the athletic director of less serious incidents the following morning.

POST-SEASON RESPONSIBILITIES

1. Collection of Equipment and Uniforms from Participants

Collect all school equipment and uniforms as soon as possible after the last scheduled contest of the season. Participants shall return the same number piece(s) of equipment issued at the beginning of the season. The participant will be charged replacement cost for any equipment not turned in. A list of athletes not turning in any items will be given to the athletic director.

2. Uniform Cleaning

Athletes are responsible for the cleaning of their uniforms prior to turning them in.

3. Inventory and Storage of Equipment

Each coach should conduct a complete inventory of all equipment assigned to their team/sport and return a completed inventory form to the athletic director. After any laundering or repair work, equipment should be placed into each team/sports assigned storage area.

4. Budget Request

A request of purchase of needed supplies and equipment for the following year is to be submitted to the athletic director by each coach. Please note a description is essential in order to purchase correct colors, sizes, models, etc. The athletic director will do his best to honor all requests but budget constraints may dictate whether or not a request is granted.

5. End of Season Report

In order to receive your coaches' pay on time, each coach should fill out both the end of the season report and a post-season checklist and submit to the athletic director within two weeks of the conclusion of the season. In addition, school records for your sport should be updated and turned in.

Special awards for MVP, All League, All Area, Academic, etc. should be turned in as soon as possible³ in order to prepare awards for the end of the season sports banquet.

All teams will have two (2) medals supplied to them from the LABC. Each team shall select and MVP or a Most Outstanding Player. All MVP (varsity) and Most Outstanding (JV, Freshmen) awards should be voted on by team members. All other awards criteria can be set up by the coach of perspective sport.

6. Rating Form for Officials

Varsity coaches are required by the MHSAA to rate officials at the end of a sport season. These ratings are done online on the MHSAA website. The athletic director will remind coaches if they do not complete the ratings in a timely manner.

Failure to rate officials causes a school to be placed on probation for one year.

7. Presentation of Athletic Awards (Sports Banquet)

At the end of each sport season, athletic awards will be presented to all athletes who completed the sport season. These award presentations are usually held in the evenings and all athletes and parents are invited to attend.

It is the responsibility of each coach to submit a list of award winners to the athletic director and the type of award to be received. Each coach is required to attend and present their awards to their team members.

Additionally, varsity coaches may be required to attend league and county meetings for selection of all-league or all-area teams.

Some sports teams may wish to have a "special dinner" or event such as a "potluck". In order to do this the coach must obtain approval from the athletic director and fill out a building permit form. If such an event is held, it will be at no cost to the school district.

8. Coach's Evaluation

At the end of a sport season each coach will be evaluated in the following manner:

- A. Head coach evaluation done by the athletic director

These evaluations will become part of each coach's permanent record. Concerns and disagreements with an evaluation should be discussed with the athletic director.

9. Summary of Forms to be returned to the Athletic Director

- a. Awards list (individual) to include special awards
- b. List of individual athletes who did not turn in equipment
- c. Inventory sheet/equipment cleaned and stored
- d. Budget request with all information

GENERAL INFORMATION

1. First Aid and CPR/AED

Every coach, regardless of level, should have basic first aid and CPR training.

A CPR/AED course can be taken online for under \$20 at www.cpraedcourse.com. You must take the Adult CPR/AED course.

2. Ways to Place Yourself in Legal Jeopardy

Be aware of the five major ways coaches may place themselves in legal jeopardy:

- a. Failure to properly condition a player. Make sure your athletes are in excellent physical condition to participate. To physically condition your players generally and specifically for your sport is basic common sense and a legal necessity.
- b. Failure to properly supervise the activity. Always be present and actively supervise your athletes. The failure to be present is the most often cited reason for litigation against coaches. If situations arise that may involve the use of force, always use the most prudent and reasonable action approach in restraining athletes.
- c. Failure to offer proper and safe equipment and facilities. Make sure your equipment and facilities are safe. Check and re-check everything used by our athletes.
- d. Failure to give proper instructions. It is your responsibility to make sure your athletes are taught the basic fundamentals and rules for your sport. Teach the appropriate techniques in a progressive manner. You must not only teach what to do, but also what not to do. For example, football players must be taught to not use their helmets as a weapon by butting, ramming, or spearing an opponent.
- e. Failure to warn. Failure to explain to young athletes the potential dangers of the sport they are playing is the most neglected aspect of any safety program. It is most important to explain to your players why they must learn the proper skills and techniques of the sport. You must warn and remind your athletes of the potential injury problem of your sport as often as possible.

In short, a coach must condition, supervise, offer proper equipment and facilities, teach the skills of the sport in a progressive and proper manner, and warn of the potential risk of injury associated with the sport. Anything short of this places you and the school district in legal jeopardy.

3. Contest Management Personnel (Athletic Workers)

The athletic director shall obtain qualified personnel to work at all home athletic contests.

4. Game Officials

The athletic director shall be responsible for hiring all officials. Recommendations by coaches can be submitted to the athletic director for consideration.

5. Behavior Towards Officials During Contest

Coaches are expected to display good sportsmanship at all times toward game officials, regardless of the situation. Use of abusive language or gestures will not be tolerated. This type of behavior could lead to termination of our coaching contract.

6. Salary/Reasonable Assurance of Work

Coaches will be paid according to the Master Contract between the Lamphere Schools and Lamphere Federation of Teachers.

Half salary will be paid halfway through the season and the balance at the end of season after you have turned in ALL your equipment, end of year reports, etc.

Coaches are not eligible for Unemployment compensation during the off season. Unless you receive specific written notice otherwise, you have "reasonable assurance" of the same or similar work the next season.

7. Purchase Orders/Tournaments

Coaches may not purchase items with school district money, which they intend to use for the season, without the athletic directors permission. The item will be ordered only by the athletic director who will issue a purchase order. Any purchase without the athletic director issuing a purchase order will be the sole responsibility of the individual coach.

Also, coaches are reminded not to commit to tournaments without first checking with the athletic director to see if funds are available. Any contract the athletic office receives that does not have the athletic directors' approval will be denied.

SIMPLE MONEY RULES FOR COACHES

1. When collecting from parents of athletes, ask for any payments to be made by check or money order whenever possible.
2. Issue a receipt for any cash payments and keep a copy of the receipt.
3. Deposit – do not store cash – get it to the office safe with a receipt so the athletic office can deposit it into the school bank.
4. Always have a witness when counting cash and have a written tally sheet or deposit slip.
5. Only place orders for items with prior approval of the administration. Only purchase with a purchase order, unless given permission by the athletic director to order directly.
6. If you advance funds for anything, get a receipt in order to get reimbursement. Approval should be sought in advance from the athletic director.
7. Maintain strict accountability of all cash incoming and outgoing. Do not operate your own petty cash operation.
8. Only use district funds, district credit cards and purchase orders for district expenses, never for personal items.
9. You may be responsible for funds collected by parents for team related matters. Be sure the same accountability and reporting practices are followed. Be sure all district and athletic department policies are adhered to by parents and volunteers.