

# Coaches Handbook

# Springport Public Schools

## 2023-2024



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# Introduction

This handbook is designed to provide a reference for all Springport Public School Coaches to assist you in meeting district expectations and fulfilling your coaching duties. This will have procedures and guidelines for coaches and volunteers to follow for effective running of the athletic program and continuity of the athletic department. All coaches are expected to read the handbook and sign the acknowledgement form. The form must be turned into the Athletic Department before your season begins. A successful athletic program can only be achieved through the full cooperation and open communication of the entire coaching staff.

## Athletic Philosophy

We at Springport Public Schools take pride in athletics as a continuance of the educational curriculum. Athletics are an important part of the school's program which provides experiences that will aid in the physical, mental, social and emotional growth of our young men and women.

Our athletic program is steered by the collaboration of the athletic director, coaches, and staff; thus we must be stewards for these student athletes. Our goal is to instill competitive, but healthy, competition to grow our students both on and off their respective fields.



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# Team Information

## Informational Meeting

### Fall Meeting

- Fall Sport meeting will fall under the first Thursday in August
- Parents and Students will receive digital copies of Athletic Handbook to go over

### Winter Meeting

- Winter Sport meeting will fall under the first Thursday in November
- Parents and Students will receive digital copies of Athletic Handbook.

### Spring Meeting

- Winter Sport meeting will fall under the first Thursday in March
- Parents and Students will receive digital copies of Athletic Handbook.

These dates are made based on MHSAA earliest start times for first practice of the year. The subject dates may change in the future. Time will be TBD.

Varsity Coaches:

**It is still required to hold your own respective team meeting.**

This does not need to include parents, but it will need to cover certain aspects of the upcoming season (Practices specifics, team communication platform, fundraiser events, etc., that pertain to your team).

Other meetings Varsity Coaches to look out for:

- Big 8 Pre and Post Season meetings
- MHSAA rule meetings (in person or online).

# Expectations and Responsibilities Cont.

## Head Coach Responsibilities

Head Coaches are responsible for the development of their program. This includes the input on the selection of assistant coaches, JV coaches, middle school coaches and helping out in the youth programs, the development of training programs, the monitoring of the progress of the program and development of appropriate strategies. Furthermore, coaches will need to abide to the following:

- Attend all Big 8 pre-season and postseason meetings along with district meetings
- Complete the MHSAA rules meeting (in person or online), if the head coach does not complete a rules meeting prior to the deadline, that coach shall be prohibited from coaching in that season's MHSAA tournament for the sport involved and shall not be present at the facility where the tournament is being held. An administrator of that school shall be present with supervisory capacity over the school's competitors.
- Attend a CAP (Coaches Advanced Placement) class when coaching a Varsity sport for the first time.
- CPR training-all head Varsity and JV coaches will need to be certified
- Evaluate all JV and assistant paid coaches and turn in evaluation to the athletic director
- Carry out the policies formulated by the Springport Board of Education, Superintendent and the Athletic Director
- Help in collecting of preseason paperwork
- Follow the code of conduct and eligibility requirements set forth by MHSAA.
- Inventory of equipment and uniform Inventory sheets must be turned in before the start of the season and within 2 weeks after the season ends
- Uniform issued sheet must be turned in after handing out the uniforms and all uniforms MUST be collected within 1 week of the end of the season
- Athletes that want their uniform at the end of the season for senior pictures must sign those out with the athletic office
- Help to maintain the playing field, locker room, practice facilities and equipment.
- Follow district/booster guidelines for purchasing of equipment and materials for your team—form is being worked on will attach when complete
- Help student athletes to maintain their grades and work with teachers if behavior of grade issues are brought to the coaches attention

# Expectations and Responsibilities

In order to effectively interact and ensure the best possible education for our students, it is essential that we identify our expectations for one another.

Therefore, I have outlined my expectations of you, as well as what you can expect from me. If, at any time, I do not uphold one or more of my expectations, communication should be made. My communication will be made as seen fit and at our post meeting for yearly evaluations.

## Athletic Director

- Professionalism
- Positive support with parent and player concerns
- Coaching support through higher learning
- Effective communication with myself adhering to a 48 hour policy
- Effective collaboration to hosting events, tournaments, and fundraising
- Pre-season 1-on-1 meetings, yearly evaluations, and additional support for other coaches
- Monthly newsletters highlighting events and player recognition
- Setting up yearly athletic fundraising for our general fund
- Supporting club activities and pursuing varsity participation, if possible
- Attending various away games for all teams.
- Social media presence through Facebook and Twitter

## Head Coaches Expectations

- Professional attitude toward parents, players and other coaches
- Good role model, someone who pushes our students to improve as student athletes
- Utilize professional development time effectively to improve teaching and learning in your sport
- Communication with all parents, athletes, and stakeholders
- Minor issues within your program will be done through Varsity coach; if needs support then there will be AD intervention
- Correspondence must be returned within 48 hours
- Always act in the best interest of our students
- Always do your job to the best of your ability
- Take care of equipment and organize uniforms as if you purchased them. Collect all equipment and notify me of completion and issues.
- Take advantage of opportunities to share your thoughts and ideas, and be an active member of the school community and the overall athletic department.
- Be a visible member of the community at school events.
- Develop a positive team chemistry where all teammates are valued and respected for their contributions to the team and program

# Expectations and Responsibilities Cont.

## Head Coach Responsibilities cont.

- Help maintain discipline during practice and sporting events and report discipline issues where it is required to the athletic director's office.
- Have a parent meeting at the beginning of the season and set up a line of communication with parents and explain expectations of you as a coach and their student as your athlete
- If a parent requests a meeting make sure you have another coach or adult there with you for the meeting. Request that the athlete be there, if needed. Use the 24 hour rule for after games/competitions
- Coaches should not talk about other student athletes if they are meeting with parents of another player
- Ride the bus to each contest or designate a responsible adult to ride, if no one is available please follow the bus to the event
- Evaluate game officials
- Establish rules and expectations for your program and turn in a copy of those to the athletic department before your season begins
- Promote and market your program
- Update Record books and career stats and turn into the Athletic office at the end of your season
- Follow all off season and in season rules set out by the MHSAA-see MHSAA coaches guidebook
- Develop and provide opportunities for out of season training, skill development and team building for those not playing another sport
- Help organize and carry out youth programs, including summer camps
- Facility Use form must be completed and submitted to the athletic office for any out of season activities (except for summer activities)
- Be on time for practice and games. Make sure the AD is aware of significant personnel problems that may interrupt coaching ability
- Coaches will coach all of their games if a personal reason prevents the coach from being at a contest they will communicate to the athletic director in advance who will be taking their spot and they will have proper training
- Carry yourself in a professional manner in and out of season. A lot of eyes are on you, please be aware of that
- Varsity coaches are to communicate with coaches, players, and athletic director the movement of players to different levels in their program up or down throughout the season

# Expectations and Responsibilities Cont.

## Head Coach Responsibilities cont.

- Rosters are to be sent to the AD when you have your team decided. This needs to be within 5 days and if there are changes in the roster please communicate that information so that it is consistently up to date.
- Coaches should arrive a minimum of 15 minutes before practice to be ready at the start of practice
- Coaches should arrive a minimum of 1 hour before a game to make sure things are ready for the game
- At the end of practice, coaches should walk the locker room and make sure everything is picked up
- Dress Professionally. Dress appropriate for your sport. Different sports have certain traditions for dress for their coaches. You are representing Springport Schools when coaching and you should be a positive role model for our student athletes. Practice attire should be appropriate as well.
- Professional attitude and coaching demeanor We all know that competition and coaching can be a very passionate endeavor. All coaches should keep the big picture in mind and set a positive example for their athletes and students watching.
- Support all fundraisers that our sports boosters organize and help run to provide money for our athletic teams. (Cash draw, raffles, concession stand workers, etc)
- Help in filling of concession workers or workers for events that may be needed by the athletic department or the sports boosters
- If you are requesting money from the boosters you are expected to attend the meeting to answer any questions they may have
- Have a plan for mass team communication in case of inclement weather or emergencies
- Communicate early and effectively with parents, trainer and other coaches about players' health and well-being.
- Follow all guidelines for students' health and recovery set forth by the athletic trainer. If there are any questions about the students ability to participate please contact our athletic trainer first.
- Work cooperatively with junior varsity, middle school, and youth coaches on the direction of the overall program
- NO sharing or allowing students to borrow your keys for any access



# Expectations and Responsibilities Cont.

## Assistant Coach Responsibilities

- Complete the MHSAA Requirements
- Enforce school rules, regulations and policies
- Assist head coach in carrying out the responsibilities of the team
- Attend all practice sessions and contests regularly
- Carry yourself in a professional manner in and out of season. A lot of eyes are on you, please be aware of that
- Assist in the handing out of equipment and collecting of paperwork at beginning of the season and collecting equipment at the end of the season
- Assist in taking care of all equipment and in keeping the facilities clean
- Emphasize safety precautions and be aware of best training and injury procedures and communicate with the athletic trainer
- Help in keeping the building safe and secure at all times
- NO sharing of keys or allowing of students to borrow your keys for access at any time
- Provide head coach with information needed in making game reports and press releases
- Assist the head coach in any way that you can
- Help to walk the locker room and practice area to make sure all items have been picked up and taken care of
- Make sure all athletes have a ride home before you leave from practice
- Have a list of your team member's phone numbers in case you need to communicate with the team for the head coach
- Assist in all out of season activities if rules allow

# Expectations and Responsibilities Cont.

## Middle School Coach Responsibilities

- Enforce school rules, regulations and policies
- Do not issue any school uniform or equipment to a student or permit them to participate in any practice until the athlete has a physical card on file in the office
- Conduct all practices
- Keep roster up to date during season and communicate any changes to the athletic director
- Instruct team members that uniforms are to be worn for games only, unless otherwise instructed
- Walk the locker room and practice area to make sure that all items have been picked up and are taken care of
- Ride the bus with the team to contests unless prior arrangements have been made with the athletic director
- Communicate with the athletic trainer any athlete that has been injured and not allow them to practice or play in a game until they are released by the athletic trainer
- Have a list of your team member's phone numbers in case you need to contact them outside of practice
- Make sure all your athletes have left after practice before you leave
- Encourage your athletes to attend events of the High School to help gain knowledge of the sport they are playing
- NO sharing or allowing students to borrow your keys for any access

## Responsibilities for our Student-Athletes

- Be a leader and a good role model
- Encourage all of our athletes to excel in the classroom as well as in athletics
- Do not leave athletes unsupervised
- Strive to develop qualities, in our athletes, of sportsmanship and fair play
- No athlete may practice nor play without a physical.
- Follow MHSAA and Springport Schools procedures for return to play following an injury
- Encourage and promote healthy living practices, including hygiene and proper apparel
- Advise athletes to lock up their belongings (we are not responsible for anything that is stolen or misplaced as a joke)
- Safety is a big concern for everyone. If you see anything suspicious, report it immediately to an administrator.

# Athletic Department Policies

## Keys

- Keys are issued to head coaches of teams in all areas where they need access. Key requests will be made by the athletic director and can be picked up from the athletic office.
- Do not lose your keys or let students or other adults use your keys to access the school buildings or facilities.
- Any keys that are lost should be reported immediately to the athletic director or central office.

## Transportation

Springport Schools provides bus transportation whenever possible for all athletic events.

- Student athletes are expected to ride to every contest on the bus. If the student can not leave when the scheduled bus time is then communication must be made with the athletic office to make other accommodations.
- Students **MUST** check out after the game with the coach or a designee of the coach. The parent/guardian must be at the game and sign the student athlete out.
- Coaches can fill out mileage reimbursement either monthly, or at the end of the season. Please see Jenny Dysert, if you have questions.

## Facility Use

- Coaches are to make sure the facilities are secure at the end of each practice and doors are shut to the outside. Be sure that you are the last to leave the locker room and facility after all activities.
- Coaches are to make sure the facilities are cleaned and equipment is stored in their area. This includes the locker room. Every Friday night the locker room will be completely cleaned and anything left will be taken out and disposed of.
- Off season workouts need to be communicated to the athletic director so it can be placed on the main schedule along with a facility use form filled out
- **NO** cleats are to be worn in the building
- Athletes are to be kept in the appropriate areas and not wandering around the building
- Help in the setup and the take down of equipment before and after contests

# Athletic Department Policies cont.

## Weightroom

- All student athletes MUST be under the supervision of a coach or an instructor at all times
- Work out shorts, shirt and proper shoes are required in the weight room
- Lifters must have a partner. Have a spotter present when doing heavy free bar exercises
- Do not remove weight equipment from its designated area. Replace weights on racks IMMEDIATELY after use
- NO gum or food allowed in the weight room
- NO horseplay or profanity
- The weight room is for lifting, not for socializing. Do not distract others from their lifting.
- Equipment is to be treated properly. Any equipment that is broken must be reported immediately
- The weight room is expected to be kept clean and trash free
- At the conclusion of lifting the coach in charge needs to do a sweep of the room to make sure all debris has been disposed of correctly and all weights are re-racked
- Sanitize equipment when done using for the next person

## Fundraising

- Each sports program will need to participate or hold a fundraising event. It is also highly encourage that teams do there best to help out the community by volunteering.
- All purchases by the athletic department must be approved by the Athletic Director prior to purchase and follow all purchasing procedures
- Any fundraising activities by the athletic department, or teams within the athletic program MUST be approved in advance by the Athletic Director and a form must be filled out and submitted. All fundraising funds and monies collected should be receipted and deposited within 24 hours.
- Funds that you collect from your fundraiser will go into your activity account and when you complete the fundraiser an updated amount of what is in your account will be given to you
- A deposit envelope will need to be filled out and sealed with signature of person depositing the money along the seal of the envelope (Envelopes are in the athletic office)

\*Forms at the end of this document

**Coaches: Through Flash sales and working concessions. There are some opportunities to raise additional money. Any team that works concessions will get a \$100 added to their activity account.**

# Athletic Department Policies cont.

## Snow Day Procedures

If school is called off during the school day

- NO team practices, activities or events unless approved by the school administration. If approval is granted, activities MAY NOT be mandatory

If school is called off before the start of the school day

- Middle School teams will NOT practice
- JV and Varsity team practices will be determined by 1:00 pm by the athletic director, building principal and superintendent.

Administration has the option of canceling practices at any time based on inclement weather

## Dual Sport Participation

- The athlete will declare a primary sport and a secondary sport for that season and will submit the dual sport participation form with all signatures by the end of the first week of practice
- A contest will always take precedence over practice in the other sport
- A league contest will always take precedence over a non-league contest
- If league contests are scheduled on the same day, the athlete will participate in the primary sport
- MHSAA tournament events will take precedence over any other sport until the completion of the tournament.
- Athletes may not quit the preferred sport after the declaration and subsequently switch to the other sport during the current season without the consent of both coaches.
- Monday through Friday, the athlete cannot participate in two different school sport competitions on the same day. The only exception is for conference meets for both sports or state tournament play. On Saturdays, athletes may participate in both preferred and non-preferred sports as long as they meet MHSAA guidelines. Athlete will NOT be allowed to drive themselves from one contest to the other
- The athlete needs to constantly communicate with both coaches and must give a schedule of planned events/practices to both coaches of what they are able to attend
- Athletes will need to work out a practice plan if they are not able to attend both teams practice each day

# Athletic Department Policies cont.

## Volunteers

Any person that will be with the kids that is not paid MUST fill out a volunteer background form and turn in a copy of their driver's license to the athletic office.

## Coaching Evaluations

Coaching evaluations for Varsity coaches will be done every competitive season. 1st part of the evaluation will be done by the Athletic Director. The criteria are based on the following:

- Knowledge of Sport
- Leadership and Communication
- Player Development
- Game Management
- Sportsmanship and Ethical Conduct
- Parent and Community Engagement

There are sub categories of these topics and questions about the evaluation. These topics can be discussed on how to perform or conduct at a satisfactory level. The scale is 1-4, 1 being unsatisfactory and 4 being excellent. The score to achieve is an overall 3.

There will also be a peer evaluation which will be anonymous, and a self evaluation that will be done post season. This will also be considered when doing end of the year evaluations.

## Athletic Booster

You will always be asked as coaches to use your \$500 from the general fund before making a purchase request. Each activity account receives \$500 that has to be held in the athletic general fund that is not shown in the respective activity account. To purchase items, there will need AD approval to communicate with Jenny to purchase said item(s). If you choose to buy something out of pocket, we encourage that you do not because the \$500 will not be reimbursed fully, due to tax.

Once you use all of \$500 dollars you then should dip into your activity account. Your activity account is solely made up through fundraising efforts. You then can take your purchase requests with the Athletic Boosters for an agreement to be made.

Coach



Athletic Director



Athletic Booster

# Athletic Trainer and Medical Policies

## Coach Responsibilities to Trainer

- Make sure that all athletes have a current (after April 15th) sports physical on file before participating in any sports activities.
- Report and/or direct athletes to report all injuries to Athletic Trainer (ankle sprain, hamstring strain, sick, concussion symptoms, etc)
- Do Not Allow injured athletes to participate in practice or game unless 1 or more of the following occurs:
- Athlete's injury/illness has been assessed by Athletic Trainer and referred to physician
- Physician diagnosed/treated athlete and given appropriate Return to Play clearance note
- Physician referred injured athlete to Physical Therapy
- Physical Therapist completes session and gives appropriate Return to Play clearance note
- Athlete completes Home Exercise Program/Rehab with Athletic Trainer and is cleared
- All Clearances from Doctor/Physician/Physical Therapists must be in letter form and given directly to Athletic Trainer (Kelly Lane) or Athletic Director prior to participation of practices or events.
- Failure to comply will result in coaches being liable for negligence.
- Athletes will not be allowed to participate in any capacity until proper forms or communication has taken place with Athletic Trainer (Kelly Lane).

\*MyChart communication between HFH physicians and Athletic Trainer is acceptable.

**"Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional." - MHSAA Handbook**

# Uniform and Equipment

## Uniform Policy

Uniforms will be purchased respected sports team's budget. This may be subject to change in case of extreme emergencies where the general athletic budget may help with certain expenses. (Overdue renewal, lost or stolen items, and anything deemed necessary by the Athletic Director).

Jersey or uniform will be renewed **every three** years or a new jersey/uniform collection will be added in rotation. This can be overridden by Varsity coaches request and after an inspection of gear by the Athletic Director. There will be a budget meeting held and it will be determined how much needs to be accounted for each year of three years to purchase new gear. That money, will not be able to be touched by any means by the coach.

Acceptable colors can be white, black, grey, and our Springport Blue.

All new uniforms will be purchased for the Varsity sport, then the previous varsity gear will be in rotation for the JV, and this cycle will continue.

Middle School sports will also be renewed every three years and the rotations of previous gear will be handed down from the 8th grade to 7th grade.

Previous gear that is not being used in storage may be used at the discretion of the coach or the Athletic Director. Communication of the use of out of circulation jerseys/uniforms will be made between Varsity coach and Athletic Director.

## Equipment Policy

Purchase of athletic equipment that pertain to a sport during athletic competition must be made purchased by the student-athlete or the team's athletic budget. Coaches will have the autonomy required that will need to be worn (brand, color, etc.).

Equipment that is wanted for practice or is not required during athletic competition will need to be purchased through teams athletic budget. How this money is obtained to make the purchase (fundraisers, events, donation, or any other means) need to be communicated or approved by the Athletic Director.



# Practice and Competition Procedure

## Practice Procedure

All practices WILL have a outlined plan each day of what is to be drilled. The Athletic Director has the ability to request document with no notice. If not shown, or provided that will be used for coaching evaluations.

If you do not have a practice template, and template can be provided for you.

A coach should be there prior to practice at least 15 minutes, and should stay after to make sure student-athletes have rides or a reason for staying after before a coach leaves before they themselves leave the facility.

Coaches must have all necessary paper work of student athletes on file prior to first practice. (Sign agreement, physical, and any other medical records)

If a practice needs to be cancelled due personal reasons that needs to be communicated with all stakeholders, including AD on reason for cancellation.

If practices times need to be switched, both parties of team should have mutual consent and then inform AD of the switch.

## Competition Procedure

Coaches should be at home game an hour prior to game time. At away games you will be 45 minutes prior to game time to ensure a reasonable warm up. Middle school events at least 30 minutes prior to game time.

Coaches you may be responsible for setting up for home athletic competition. Prior to event communication should mutual between AD and coach to ensure who is on hand to help setup/tear down before and after athletic events.

Players and coaches should show sportsmanship to opposing coaches and athletes, and including officials.

Questions about calls and officiating should be done in an appropriate manner. There is zero tolerance for screaming or yelling at officials, players, or coaches. Players should celebrate each other and teams success. "Towel waivers." Students are held to same standard. If there is a problem with officiating, this should be addressed with AD after 24 hours.

Towel waivers are people who celebrate an individual or team success. Hence waiving a towel, or cheering for teammates.

# Media and Public Relations

## Media Interactions

- Designate a point of contact: Appoint a specific coach or staff member as the official media contact for the team. This ensures a consistent and controlled flow of information (Most likely HC).
- Respectful and professional behavior: Coaches should always demonstrate professionalism and respect when interacting with media representatives, regardless of the circumstances.
- Honesty and accuracy: Coaches should provide honest and accurate information to the media. Avoid speculation, rumors, or exaggeration.
- No comment policy: Coaches should be aware of their limitations and refrain from commenting on certain topics, such as ongoing investigations or matters beyond their expertise.

## Interviews

- Preparation: Prior to interviews, coaches should gather relevant information and be well-prepared to provide thoughtful responses.
- Stay on message: Coaches should focus on key messages and topics related to their team's performance, goals, and sportsmanship.
- Positive representation: Coaches should speak positively about their athletes, school, and the sport itself. Highlight accomplishments, values, and community involvement.
- Be concise and clear: Coaches should communicate in a clear and concise manner, avoiding jargon or technical terms that may be difficult for the general public to understand.
- Personal opinions: Remember coaches that you need to differentiate between personal opinions and official team or school positions. You should make it clear when you are expressing own views.

# Media and Public Relations cont.

## Social Media Usage

- The school will use an official Facebook and Twitter account to relay highlights, updates, and information to the followers of these accounts. This will be the official account of the athletic department. Updates should be texted or email to the AD to provide updates in somewhat real time to help followers feel up to date.
- Coaches can have their own social media accounts or pages if they choose too. It is however, not mandatory.
- Coaches: posts should be professional, avoid controversial topics, and maintain confidentiality.
- Your own personal or team accounts need to still adhere to all school policies.
- Promote positive engagement. It is encouraged to interact with fans and supporters, in a respectful manner.
- Avoid public criticism, including athletes, officials, other teams, or any other stakeholders. Address those concerns with AD privately.
- Before making any official announcements or statements, this should be communicated with AD to ensure accuracy, consistency, and alignment with school policies.
- Please obtain appropriate permission if sharing personal information or images.

# Academic Support

## Study Halls

If students are waiting on campus before practice, or athletic competition, it is encouraged that coaches support a designated place for students to hang out and find support. Coaches should be in collaboration with students teachers to ensure that kids have passing grades or have completed missing work.

Academic reports from the Athletic Director will be communicated to athletes, parents, and coaches of any failing grades, which include the Athletic Handbook policy of two "D's" equaling and "F."

Coaches have the discretion to sit out players of practice and athletic competition due to "poor grades." However, this should be communicated with Athletic Director prior for decision to made by the coach to make sure there is a cohesiveness to the reasoning and support.

## Academic Recognition

Every month coaches will highlight athletes in the program that should deserve recognition for athletic achievement; this can also include team academic excellence during month of competition, or a athlete academic achievement.

## Flexibility and Accommodations

Be mindful of athletes' academic obligations when scheduling practices, games, and team events. Provide flexibility and accommodations when necessary to ensure athletes can attend classes, complete assignments, and prepare for exams.

# Safety and Emergency Procedures

## Athletic Trainer Training

It is possible that you may receive additional training on concussion management, hydration and heat illness prevention, equipment and facilities safety, transportations safety, safety training and certifications, and any Covid Protocols during certain times of the year.

## CPR and AED Trained

This certification is mandatory to have up to date every two years. If you are already provided training through different employer, then proof of certification should be emailed to Athletic Director. As of right now all Varsity and Sub Varsity head coaches are required to have this done by the MHSAA. However, our school district will enforce that all MS Head coaches to have this certification to ensure that there is always one person who is CPR and AED trained.

Fall coaches will have a mid September deadline, winter coaches will have mid December deadline, and spring Coaches will have a mid April deadline to complete CPR and AED training. These deadlines correspond with the rules meeting.

If you are looking to renew certificate or acquire you will have to go in person to Henry Ford to require training. There are no longer having trained professionals come to the school to provide training. Certifications MUST be done in-person.

# Sportsmanship Awards and Recognition

## Monthly Recognition

Coaches for programs should highlight a male and female athlete of the month for both high school and middle school athletics. This will then be shared with community members in monthly newsletter. Please provide a small write up on why this student athlete was chosen for this award.

## End of Season Banquet

Teams should hold an end of season banquet and will also gain support from Athletic Director to help setup event. There should be no awards of monetary value that exceed \$25 dollars. However, certificates, trophies, or other prizes that cost below that amount or acceptable. If unsure, please contact AD.

## Senior Banquet

There will be a senior banquet at the end of the athletic year in the spring. This will also include a male and female athlete of year that is a senior. This event will be organized by the Athletic Director. Senior are still expected to go to their respective team banquet.

# Athletic Documents



## Springport Sports Funding Request

1) All requests shall be submitted to the Athletic Director for review at least 1 week before the Sports Boosters meeting. The Athletic Director will determine if the request should be considered a district athletic department budget item or if the request needs to be presented to the Sports Boosters.

2) Once the request has been decided on what account the funds will come from the following will take place:

- Athletic department budget item :The athletic director will make sure a quote is in hand then place the request for a purchase order and when the purchase order is approved will place the order. When an order comes in the coach will be notified and will sign that it was received and in good condition.
- Sports Booster request: The athletic director will forward the request to the booster officers and ask that it be placed on the agenda at the next meeting and inform coach to attend the meeting

### ACTIVITY ACCOUNT

If your purchase is coming from your sports activity account, please make sure that you have a copy of your receipt or quote and that you have enough funds to cover it. You are responsible for covering the receipt with the funds in your account. We are not able to reimburse for sales tax.

### Sports Booster Information

1. The requesting coach or representatives should make every effort to attend the Sports Booster meeting when the request is being submitted in order to answer any questions that may arise from the request.
2. Most requests will be acted on during the meeting at which the request was presented. The coach making the request will be notified by the Athletic Director of the results. Depending on the nature of the request however, a final decision may not be made until the following Sports Booster meeting or longer.
3. To be considered, all requests submitted to the Sports Booster Club must include the following:
  - a. Funding request form filled out completely
  - b. Quote (if applicable)
  - c. The approved request will be returned to the Athletic Director to place the order.



Springport Sports  
Funding Request Form

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Item(s) Requested: \_\_\_\_\_

Cost of Item(s) Requested: \_\_\_\_\_

Reason for Need of Item(s): \_\_\_\_\_

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

Reason for seeking booster support(if applicable): \_\_\_\_\_

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

Other Sports to Share/Use Item: \_\_\_\_\_

# Athletes to benefit: \_\_\_\_\_

Please provide any additional information you feel would be beneficial in helping us determine

your request: \_\_\_\_\_

\_\_\_\_\_





Springport Sports  
Activity Account Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Activity

Account (Sport) Requesting: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Vendor Purchased From: \_\_\_\_\_

Total Amount: \_\_\_\_\_ (Tax will not be reimbursed)

Description of item(s) purchased: \_\_\_\_\_

\_\_\_\_\_

Purchase Order(Check)/Reimbursed:

Check to Vendor Listed

Reimburse: \_\_\_\_\_

\*\*\*receipts MUST be attached to request

\*\*IF FUNDS ARE NOT AVAILABLE IN YOUR ACCOUNT, YOU ARE RESPONSIBLE TO  
COVER THE REMAINING BALANCE.

SIGNATURE: \_\_\_\_\_

I acknowledge that I have been given a copy of the coaches handbook for Springport Schools along with the Coaches Guidebook from MHSAA.

I will follow the guidelines set forth in the coaches handbooks to the best of my ability and be a positive role model for not only my student athletes but all student athletes.

Coach's Name: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Athletic Director's Signature: \_\_\_\_\_

