

Forest Area Community Schools Coaches Interscholastic Athletics Handbook 2015-16



This handbook has been prepared as a reference for all coaches, administrators, and Board of Education members to help assist everyone in the Forest Area School District in conducting a productive athletic program. It will also clearly define all the policies and procedures of the Forest Area Athletic Program as they pertain to conducting the program by the coaches and their staff.

All coaches should familiarize themselves thoroughly with the contents of this guide, the Student Athletic Handbook, Forest Area Board of Education policies pertaining to athletic programs, the Ski Valley Conference rules, as well as the Michigan High School Athletic Association (MHSAA) regulations pertaining to the sport that you have been hired to act in the capacity of coach. By having a better understanding of the policies and procedures that govern the interscholastic program in which you work you will become better informed as a coach and have a better understanding of your responsibilities as you perform the functions of your position at Forest Area. The Athletic Director's Secretary will have copies of each of the above referenced policies and or handbooks on file if you should need a replacement. A copy of each will be provided to you at this time for you records.

Purpose of the Program

The major purposes of the athletic programs at Forest Area Schools are to aid in the total educational process and to develop young people into good, sound citizens of the community. The coaches must realize that the interscholastic athletics have the potential of great value in student's overall education. Our goal is that athletics will positively influence the habits, skills, and attitudes of both participants and observers at athletic events. The building of the physical, mental, moral and social character will be stressed at all times. Members of the coaching shall demonstrate good sportsmanship at all times. The philosophy of good sportsmanship shall be incorporated into the team members as representatives of Forest Area Community Schools.

Philosophy of Coaching

The coach of an interscholastic team assumes a very responsible position in education. He/she has the rich opportunity to mold character of youth, to instill a strong sense of leadership, to guide their destinies in life situations, and to instruct them in the technique of his/her specialty and witness the results of his/her teaching. A coach is a teacher and the field/court is his/her classroom. The program practices and game activities should be conducted as such.

Because of the nature of the athletic activity, a quick and personal rapport is established through the cooperative effort of the coach and the player. Through this association and close relationship, the coach has a very unique and seldom attained relationship in the education process, a very effective personal guidance climate in which the coach can affect real leadership.

Coaches are the official representatives of the school in interscholastic athletic activities. They have the responsibility of guidance of their squads. It is the personal obligation of the coach to have a thorough knowledge of the policies and procedures of the athletic program, the Student Athletic Handbook, Forest Area Board of Education policies pertaining to athletic programs, the Ski Valley Conference rules, as well as the Michigan High School Athletic Association regulations pertaining to the sport you are currently coaching.

Lines of Responsibility

Athletic Supervision

All coaches and athletes will be under the supervision and direction of the Superintendent and Athletic Director.

Varsity Coach

The Varsity Coach will be completely responsible for the conduct of his/her sport at all levels. The Varsity Coach will supervise and direct all coaches in their part of the program and outline their duties. The Varsity Coach will have complete jurisdiction over all of the athletes in that sport and has the authority to actually step in and help run any of the teams at any of their practices or games if he/she so desires. The varsity coach shall be directly responsible to the Superintendent and Athletic Director for conducting their job responsibilities and evaluation purposes. Written evaluations shall be completed each season.

Head Coach

The Coach will be completely responsible for the conduct of his/her sport at their level of assignment. The Coach will supervise and direct all assistant coaches and outline their duties. The Coach will have jurisdiction over all of the athletes on their team and has authority over any assistant or volunteer coaches in their program. All coaches and volunteers working with students must have completed a criminal records check through the central administrative office prior to beginning their work with the students. The Coach shall be directly responsible to the Athletic Director for the conducting of their job responsibilities and evaluation purposes. Athletic Director shall complete a written evaluation of the coach after each season.

Assistant Coach

All Assistant Coaches in various sports will be under the direction of the Head Coach of that sport and will be expected to cooperate with him/her in all matters concerning their particular sports program operations. All Assistant Coaches will be responsible for carrying out the philosophies, policies, and the procedures of the Head Coach in practices, games, etc, as they apply to the athlete and the sport. All Assistant Coaches, whether designated Varsity, J.V., middle school, or volunteer will assist the Head Coach with any responsibilities pertaining to that particular sport as assigned. The Assistant Coach shall be directly responsible to the Head Coach for the conduct of their job responsibilities and evaluation purposes. The Head Coach shall complete written evaluations of the Assistant Coach after each season.

Varsity Coach-Job Description

The Varsity Coach is directly responsible to the Superintendent and Athletic Director and exercises responsibility for the entire program of his/her respective sport. The Varsity Coach will help structure and give direction to all levels (JV, Freshman, Middle School) of his/her sports program and act in the capacity as advisor to the High School Assistant Principal for that sport.

In carrying out the basic function of your position, the Varsity Coach will:

1. Evaluate the development and success of the program.
2. Keep abreast with the latest developments and modifications of the sport.
3. Establish good public relations with media, parents and community.
4. Report scores to appropriate newspapers and media as soon as possible.
5. Make recommendations for use and improvements of facilities.
6. Act as a supervisor of programs equipment and supplies.
7. Develop equipment request in consultations with assistant coaches.
8. Supervise all facets of inventory, re-order/replacement, issuance and retrieval of team equipment and uniforms.
9. Attend meetings regarding your sports program when required (Varsity Coaches must attend MHSAA rules meeting pertaining to their sport).
10. Show support and interest in all sports programs at Forest Area.
11. Support all decisions and policies in regards to our entire athletic programs.

12. Make recommendations to the Athletic Director for appointment of the coaching staff in your sport.
13. Provide leadership and direction to the coaching staff in your sport.
14. Be responsible for the development of the coaching staff.
15. Be responsible for the harmony and professional behavior of the coaching staff in your sport.
16. Be responsible for submitting roster to the Athletic Director's Secretary.
17. Assist in the selection of winners of athletic awards.
18. Insure that all participants on your team have completed physicals and insurance coverage and/or waivers of insurance signed by the parent or guardian **PRIOR** to participating in practices, scrimmages or game activities.
19. Complete year-end reports as required by the Athletic Director.

Head Coach-Job Description

The Head Coach is directly responsible to the Athletic Director and exercises responsibility for the entire program of his/her respective sport. The Head Coach will help structure and give direction to his/her program and be advisor to the Athletic Director for that sport.

In carrying out the basic functions of your position, the Head Coach will:

1. Evaluate the development and success of the program
2. Keep abreast with the latest developments and modifications of the sport.
3. Establish good public relations with media, parents, and community.
4. Report scores to appropriate newspapers and media as soon as possible.
5. Make recommendations for use and improvements of facilities.
6. Act as supervisor of program equipment and supplies
7. Develop equipment request in consultation with assistant coaches'
8. Supervise all facets of inventory, re-order/replacement, issuance and retrieval of team equipment and uniforms
9. Attend meetings regarding your sport program when required
10. Show interest and cooperation with other athletic programs.
11. Support all decisions and policies with regard to our entire athletic program.
12. Make recommendations to the Athletic Director for appointment of the coaching staff in your sport.
13. Provide leadership and direction to your assistant coaching staff.
14. Be responsible for the development of the coaching staff in your sport.
15. Be responsible for the harmony and professional behavior of the coaching staff in your sport.
16. Be responsible for submitting rosters to the Athletic Director's Secretary.
17. Assist in the selection of winners of athletic awards.
18. Insure that all participants on your team have completed physicals and insurance coverage and/or waivers of insurance signed by the parent or guardian **PRIOR** to participating in practices, scrimmages or game activities.
19. Complete year-end reports as required by the Athletic Director.

Assistant Coach Duties and Responsibilities

1. Support the Head Coach in conducting the athletic program of that particular sport and the total athletic program.
2. Be loyal to the Head Coach and the team. The assistant coach may have to give up some of his own beliefs regarding team strategy, etc.
3. Attend staff meetings when called by the Head Coach and all staff meetings when required.
4. Assist with the scouting of games as directed by the Head Coach.
5. Assume any duties assigned him/her by the Head Coach pertaining to the overall athletic program of the particular sport. Some of the duties may be, but not limited to: Conducting portions of practice drills, handling equipment, gathering team required paperwork, working with student managers, scouting, public relations, statistics, etc...
6. In the absence of the Head Coach, he/she shall assume all responsibilities herein designated as those of the Head Coach.

Volunteer Coaches

The rules and guidelines below are not meant to discourage volunteers to help with a particular sports program, but rather to set forth an understanding of what is expected of volunteers. It is expected that the Varsity coach /Head Coach will discuss his/her program and the rules and guidelines with each volunteer prior to the particular season the volunteer is helping to coach.

1. All volunteer coaches must be approved by the Board of Education.
2. The volunteer coach is to be under the immediate supervision of the Head coach.
3. Volunteer coaches are **NOT** expected to be left solely responsible for athletes in a practice, scrimmage or game situation.
4. Volunteer coaches are to work on tasks directed by the coach.
5. First-aid should not be performed by the volunteer coach unless they have had first aid training

At all levels of coaching the coach responsible for the team shall bring the use of volunteers to the attention of the Athletic Director/Athletic Director's Secretary to insure proper criminal records checks are conducted, appropriate training is provided to the volunteer and the volunteer is aware of the expectations the school has of them and their role as a volunteer.

Coaching Responsibilities

Pre-season Responsibilities:

Planning – Coaches plans are developed just as thoroughly as those for the classroom. The entire season should be outlined before the season begins and a copy of the season's plans provided to the Athletic Director.

Pre-season planning should include:

1. Knowing what equipment and supplies are available.
2. Seeing that equipment is in proper condition.
3. Outline of practice and game situations for the upcoming season. This would include any use of playbooks and scheduling needs.
4. Knowing and understanding the schedule. Desired changes need to be brought to the Athletic Director as soon as possible. (IE. Scrimmages, tournament entries, etc.)
5. Pre-season publicity in the school newsletter, local papers and other media is welcomed. Discuss deadlines with the Athletic Director.
6. Organizational meetings with the entire staff of each program.
7. Pre-season mandatory meetings are to be held with athletes and/or parents of athletes. Preseason meetings should be used to pass pertinent information regarding the sport to coaches, athletes, and parents. When this meeting is scheduled is should be announced a minimum of one week in advance, well planed, and be informative for all concerned.

(Conduct of preseason meeting agenda)

- A. Distribute all necessary paper work and review all items you feel are necessary. Emphasize that all forms must be signed and returned before a candidate can begin try-outs or practice.
- B. Make careful check that each candidate has had a physical and that the physical is valid. A coach should never let a student athlete play or practice without a physical. Failure to follow-up on this requirement for proper paperwork to be completed by student athletes prior to practice, scrimmage or game activities relative to insurance and/or physicals, could lead to disciplinary action up to and including discharge of the coach.
- C. Announce the practice schedule. Try to follow the practice schedule as close as possible (changes can often complicate the parents schedule).
- D. Place in writing your rules and standards for athletes at the preseason meeting with athletes and parents so that each athlete and parent will know what is expected of them. Distribute written copies of team rules and standards to all members of the team, their parents, and to the Athletic Director.
- E. Let each athlete and parent know what needs to be accomplished to earn that sport's award of recognition as appropriate.
- F. Establish a phone tree for calling athletes and/or parents.
- G. Conduct all other appropriate business you feel necessary.
- H. Open lines of communication between your players and parents. This meeting could be an important beginning to your season.

8. It is the responsibility of the coach in charge of a particular sport to see that all their athletes have turned in all their required paper work. No student athlete may practice or play until he/she has been cleared by the appropriate school office. Failure to follow-up on this requirement for proper paperwork to be completed by student athletes prior to practice, scrimmage, or game activities relative to insurance and/or physicals, could lead to disciplinary action up to and including discharge of the coach.

REQUIRED PAPERWORK FOR A STUDENT ATHLETE

- A. Completed Physical card
 - B. Emergency consent form properly filled out and signed
 - C. School athletic insurance or insurance waiver completed
 - D. Current Athletic Handbook
 - E. MHSAA Concussion Waiver
9. The Head coach shall be responsible for having the following items available at all practices, scrimmages or game activities:
 - A. The emergency consent forms for all athletes on the team
 - B. A phone list for parent contact
 - C. A fully equipped first aid kit available on hand of the site of the practice, scrimmage or game activity.
 10. Selection of student managers – These people are important to the program and should be responsible students. Signed parental consent for an individual to act as student managers is preferred to allow parents to be aware of their child’s activities.

Season Responsibilities

Supervision – Each coach is responsible for the supervision of his/her athletes at all times. Locker room and weight room supervision is mandatory and should not be neglected. You are responsible for the conduct of your team members at all times:

1. While they are using athletic facilities and equipment in our school as well as in the schools that we visit.
2. In school while waiting for practice to start, (in the case of a late practice), or while waiting to leave for home. Coaches may not leave until all student-athletes have left the school building. Students are not to be left unattended outside waiting for rides.
3. While riding the bus to and from contest. Athletes are expected to ride the bus both to and from a contest. The only exception to this rule is when a parent requests to have their son/daughter ride home with them. Such requests are completed by signing their child out with the coach. All athletes must ride the bus to the contest unless arrangements have been made through the appropriate school office. At no time may an athlete ride home from an away contest with another student driver or friend that is not a family member.
4. Have a coach or representative of the schools we visit, inspect the locker room before and after we use them if at all possible.
5. It is also highly suggested that a coach or an adult representative of the team inspect the bus for cleanliness or damage before their team members board

for away trips and upon return to Forest Area prior to departure from the bus.

Injuries – If an injury appears to need immediate medical attention, the coach or a prearranged designated responsible person is to arrange for medical attention and call the parents. All injuries that require medical attention must be reported to the school. All accident reports must be returned ASAP to the Athletic Director or Athletic Director's Secretary. All student athletes that have suffered an injury that has required medical attention must obtain written permission from the attending physician stating the student is physically capable of resuming practice or competition.

Roster – Each coach is responsible for an alphabetized roster of the players and managers under the supervision. The squad list is due one week after the first practice session to the Athletic Director's Secretary. The coach is responsible for keeping the Secretary updated as to additions and subtractions to this list.

Issuing equipment – Each coach is responsible for issuing equipment. No coach is to issue equipment without proper authorization from the Head Coach. A format for verification of the equipment issued and for equipment returned should be developed by each program. This format shall include, as a minimum, player identification by name and number (or identifying indicators) of equipment placed in the athlete's care. The athlete shall sign the form as a means of receipt for the equipment/uniform issued.

Publicity and Press Releases – The Head Coach is responsible for notifying the proper media regarding the results of the contest. This notification should include the Record Eagle and the Leader-Kalkaskian newspapers, as well as the local CBS, NBC, and Fox TV station affiliates. In post-game or periods of extreme tension be very careful in statements to reporters. You might be very surprised to read, "What you said". Never make disparaging remarks about officials or opposing teams to the "press".

Characteristics of a Good Coach

A coach must realize that he/she is in the public "spotlight" more often than many other members of our staff. Consequently, a coach must project an image that will exemplify everything positive that the Forest Area athletic program stands for.

- A. Coach – Player relationships – Ability to gain respect of players, to control their actions, and to communicate with the team.
- B. Coach-Staff Relationships – Ability to get along and to work cooperatively with fellow coaches and other staff members in carrying out the responsibilities as a coach.
- C. Coach-Parent Relationships – Ability to properly meet and work with parents. (Even those making complaints about your abilities).
- D. Public Relations – Ability to develop good relationships in the community and with the news media.
- E. Proper Bench Conduct – Ability to control one's self, emotions and actions, in order to set a positive example for players and the public.

- F. Proper Conduct with Officials – Ability to maintain a good rapport while keeping officiating in its proper perspective in the game.

Related Coaching Responsibilities

- A. Participate in league meetings.
- B. Participate in staff meetings.
- C. Participate in Athletic Boosters.
- D. Show loyalty to school, administration, and fellow coaches.
- E. All coaching courses should be finished in a timely manner.
 - i. MHSAA rules meetings
 - ii. CAP Training (levels 1+2)
 - iii. Blood borne pathogens training

End of Season Reports

No Later than two weeks after the conclusion of each sports season the coach responsible for the team's activities will submit to the Athletic Director a report to include:

1. Season Record – Won-lost, standing in the conference, post season play results.
2. Scores – Include scores of all games.
3. Squad Roster – Complete roster of all athletes and managers
4. Banquet - time and date.
5. Awards - any special awards MVP, Spirit awards, etc..
6. School Records – Note team or individual records set.
7. Budget Request – New equipment, equipment repair, supplies, on properly completed requisitions.
8. Requisitions are to be prepared by the Head Coach for their program and submitted to the Athletic Director.
9. Summary – Include here whether or not you intend to coach the succeeding season, recommendations for change or revision to improve your program, ideas, and suggestions for handbook rule modifications.
10. MHSAA officials rating forms are to be input online at this time.

Requirements for working with Student Athletes

- All coaches, assistants or volunteers must have a criminal records check before they will be allowed to work with students in any capacity (the three form packet can be picked up either at Central Office or from the Athletic Director/Athletic Director's Secretary).
- All coaches must complete the blood borne pathogens training.
- All coaches must complete CAP training (levels one and two)
- Varsity coaches must attend rules meetings pertaining to their sport yearly. The MHSAA sponsors several rule meetings at different dates and locations before

each sport season. Contact the Athletic Director/Athletic Director's Secretary or check out the MHSAA web site for a list of meeting times and locations.

Coaches Evaluations

All Coaches will be evaluated by the Athletic Director. All assistant coaches will be evaluated by the Head Coach of that Program.

Expectations of all Coaches

Once you have been accepted by Forest Area Schools to take on the rewarding job of developing our student athletes you are expected to follow all rules and regulations that pertain to the athletic program as well as those that pertain to the educational process. It is expected that you will follow the regulations and/or guidelines laid out for you in this manual. It is expected that you will complete the season in a professional manner. If the Superintendent accepts a medical emergency or other acceptable reason for not completing your duties, an exception will be made. Such emergency stoppages or release from your responsibilities as a coach must be prearranged with the Athletic Director, if possible. Your request will then be reviewed to determine if the reasons you are leaving have merit.

Examples:

1. Family emergencies
2. Relocation (job or military related moves etc.)
3. Medical reasons with doctor statement indicating you cannot complete your duties.

Failure to comply with the directives of this Coaches Handbook will result in disciplinary action being taken against you that could lead up to and include discharge from your present position.

Any discharge from any coaching position, as a result of failure to comply with this Coaches Handbook, will be reflected in any future considerations for continuing other athletic positions you currently hold, or may apply for, within Forest Area Athletic Programs.

Failure to complete any coaching assignment will result in pro-ration or total loss of any compensation agreed to as a result of your being placed in any assigned athletic position.

**FOREST AREA COMMUNITY
SCHOOLS COACHES HANDBOOK
2015-16**

Your signature below represents your understanding and agreement with the expectations that Forest Area Board of Education has for individuals agreeing to work within our athletic programs.

Coach Signature

Printed Name

Dated

Positions currently assigned as coach: (2015-16 school year)

_____ (name of sport)

_____ (name of sport)

_____ (name of sport)

_____ (name of sport)