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## **FOREWARD**

The purpose of this handbook is to provide a reference for all Frankenmuth School District coaches to assist in the meeting of the basic expectations and fulfilling coaching duties.

Most of the items are well known by those who have been coaching for many years; however, it is important to ALL coaches to periodically read through this handbook as a review. Persons new to our coaching staff need to thoroughly digest the items in this handbook so as to prevent problems and misunderstandings from occurring.

This handbook is not all-inclusive, and even if it were, there would still be a need for good communications between the coaches and the athletic director. It is only through effective communication that good support can be maintained.

## **MISSION STATEMENT**

The mission of the Frankenmuth School District is to provide each student, to the fullest extent possible, a fund of knowledge, skills, positive attitudes, and ethical values with which to understand the world, gain productive employment, and successfully manage the changes the future will bring.

## **PHILOSOPHY**

The interscholastic athletic program of the Frankenmuth School District is a vital and integral part of the total education program. Its purpose is to make positive contributions to the development of the participants, spectators, school, and community.

## GOALS AND OBJECTIVES

1. To provide an organized and balanced program of interscholastic athletics for as many students as is possible, consistent with available facilities, personnel, and financial support; and to operate and manage these athletic activities in harmony with the Frankenmuth School District's Board of Education's policies, the Frankenmuth School District Athletic Department policies, and the Michigan High School Athletic Association Rules and Regulations.
2. To promote the common effort of the athletic program for the purpose of complimenting and enhancing the academic programs through the teaching staff, coaches, and administration.
3. To develop and maintain the highest level of sportsmanship; to develop proper attitudes toward winning and losing contests; and to encourage and develop respect for fellow competitors whether they be on the same team or on teams representing other schools.
4. To be concerned with the total development of the student; and to promote competitive activity as an internal part of the total education program.
5. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - a. Physical, mental, and emotional growth and development.
  - b. Acquisition and development of special skills in activities of each student's choice.
  - c. Team play with the development of loyalty, cooperation, fair play, and other desirable social traits.
  - d. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - e. Giving positive reinforcement.
  - f. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
  - g. Teaching the importance of making a commitment.

## COACH'S RESPONSIBILITIES

### PRE-SEASON RESPONSIBILITIES (prior to first contest)

#### **All Coaches:**

1. Make sure all necessary paper work is completed upon hiring; including completion of a background check.
2. Complete sexual harassment, blood borne pathogens and any other educational training as deemed necessary by the Frankenmuth School District.
3. Provide student-athletes and parents with a team information/policy sheet. (No rule or consequence may conflict with the Extra and Co-Curricular Student Code of Conduct.) This document must be approved by the A.D. prior to distribution. The Athletic Program will have a consistent attendance policy that all coaches and student-athletes need to adhere to. (See Page 15.)
4. Provide student-athletes with all necessary criteria for making the team if cuts are necessary. (See Page 12 for Squad Selection specifics.)
5. Meet with parents to discuss coaching philosophy, playing opportunities, etc.
6. Also inform your athletes of the following:
  - a. physical exam requirements (in before they may practice)
  - b. green medical history forms/GPA and digital image consent forms
  - c. practice schedules
  - d. length of practices
  - e. eligibility policies
  - f. MHSAA rules
  - g. contest schedules
  - h. additional equipment to be purchased by athlete
7. Turn into the A.D. and/or athletic secretary(s) by an established date, the following:
  - a. complete roster with grade, correct spelling and jersey number (when necessary)
  - b. all physical cards
  - c. requested bus departure times
8. Discuss with your athletes:
  - a. bus trips
    1. behavior
    2. food
    3. dress
    4. remove all valuables from bus during contest

- b. responsibility while visiting other schools
    - 1. hallways
    - 2. locker room
    - 3. locking clothes and valuables securely
  - c. contest conduct
    - 1. what is expected
    - 2. penalties for misconduct
  - d. locker room procedures
    - 1. rough housing and throwing of towels or other objects is not allowed in the locker room. Hazing of other athletes will not be tolerated.
    - 2. All showers must be turned off after showering. The last person to leave the shower room is expected to check all showers.
    - 3. All spiked or cleated shoes MUST be put on and taken off OUTSIDE the locker room. Excess mud should be removed outside. No cleats or spikes are ever allowed in any other part of the school building.
    - 4. Equipment must be removed from all sport lockers by the end of the third school day following the conclusion of each sport season.
    - 5. Normally, all athletes should make prior arrangements for transportation home after their schedule practice time and games. Let your athletes know at least a day in advance as to the ending time of practice.
9. Verify with the A.D. that your approved list of supplies has been ordered at least 60 days prior to start of season. A budget will be established between the A.D. and the Head Varsity Coach no later than the conclusion of the previous school year. Supplies will be ordered at appropriate time by the athletic director or coach with A.D. approval.
10. Verify inventory prior to distribution of all equipment and uniforms.
11. Attend seasonal meeting scheduled by the A.D.

**Varsity Head Coach:**

- 1. Meet with coaches on staff to discuss responsibilities, philosophies, etc.
- 2. Attend MHSAA rules meeting. (if necessary)
- 3. Establish policy for earning a varsity letter. (See Page 25 for Varsity Letter Criteria.)

**Sub-Varsity Coaches, Assistant Coaches, Middle School Coaches:**

- 1. Attend any meetings established by Varsity Head Coach.

## **SEASON-LONG RESPONSIBILITIES**

### **All Coaches:**

1. Communicate with your athletes on a team basis and individually discuss:
  - a. school role, behavior, and academic achievement
  - b. team goals and responsibilities
  - c. behavior outside of school
  - d. the "Extra and Co-Curricular Student Code of Conduct"
  
2. Locker room and gym area responsibilities:
  - a. All your athletes **MUST** be out of the locker room and gym area before you leave.
  - b. Check locker room for equipment, etc.
  - c. Store and lock up all equipment.
  - d. Make sure the outside door is secure.
  - e. If returning from a night away contest after normal custodial hours, shut off lights, turn on alarms, and secure all doors.
  - f. **Make sure athletes are out of the building before you leave. Do not give an athlete a ride home unless you have permission from the parents.**
  
3. Practices: (See Page 14.)
4. Transportation: (See Page 8.)
5. Communications: (See Page 23.)
6. Athletic Injuries: (See Page 22.)
7. Report to the A.D. and/or principal any discipline problems, injuries or concerns.
8. Report contest results to the appropriate person.
9. Attend any meetings called by the A.D.
10. Follow the established chain of command. Solve problems through the Athletic Director; not the Principal, Superintendent, or a Board of Education member.

## **POST-SEASON RESPONSIBILITIES**

### **All Coaches:**

1. Schedule an exit meeting with A.D. within two weeks of conclusion of season.
2. Collect ALL uniforms and equipment. Make arrangements with the A.D. for storage. Notify A.D. and/or Varsity Head Coach of any shortages or damages.
3. All uniforms/equipment must be collected by the coach within two weeks of completion of season.
4. Discuss any scheduling concerns/requests during exit meeting. (high school only)
5. Turn in stats, scorebooks, seasonal results, new records, etc.
6. Turn in keys if you are not a Frankenmuth School District staff member or returning Varsity coach.
7. Complete self-evaluation to be discussed at exit meeting.
8. Complete MHSAA online official's ratings (for applicable sports.)

### **Varsity Head Coaches:**

1. Make a list of all equipment needing repair and supplies requested for next year. Submit this budget to the A.D. at exit meeting.
2. Attend TVC All-Conference meeting (for applicable sports.)
3. Evaluate all sub-varsity and assistant coaches (paid only) in your program. Middle School coaches will be evaluated by Athletic Director and/or his designee(s).
4. Meet with team members and potential team members for the next season about any post-season and summer activities.
5. Coordinate a Team Banquet within two weeks of the conclusion of your team' season. (See Page 21 for more information.)
6. Verify team roster with correct spellings, letter winners, participation winners, etc. at least one week prior to banquet.
7. Notify A.D. of any athletes who earn post-season awards from the TVC, media or coaching associations.
8. Provide the A.D. with a summer schedule for all activities associated with an athletic program. No activities may be scheduled during either week of summer hiatus. (See Page 18 on Summer Activities.)

### **Sub-Varsity Coaches:**

1. Submit any equipment/uniform needs to the Varsity Head Coach prior to his/her exit meeting with A.D.
2. Sub-Varsity Coaches are encouraged to hold team banquet at the conclusion of their season, but are not mandated.
3. Verify team roster for correct spellings and accuracy for those student-athletes earning participation certificates.

### **Middle School Coaches:**

1. Submit any equipment/uniform needs to A.D. or his/her designee.

### **OTHER COACHING RESPONSIBILITIES**

1. The Varsity Head Coach is responsible for the direction of all coaches within their sport (including middle school.) The Varsity Head Coach needs to clearly establish and communicate policies within his/her program to all subordinates. Sub-varsity coaches need to adhere to policies established by Varsity Head Coach. The A.D. will only get involved when proper communication channels have been established.
2. Follow all rules and regulations as prescribed by the MHSAA, school board, athletic department and TVC.
3. Enforce discipline and good sportsmanship at all times, and establish and oversee penalties in accordance with established team policy as well as Student and Extra Curricular and Co-Curricular Codes of Conduct.
4. Understand rules for academic eligibility and enforce them with team members.
5. Use office staff, bulletin board in A.D.'s outer office, team website, and telephone fan sheets to keep team and parents in good communication.
6. Provide a copy of any written materials that are sent or given to your athletes and/or parents (in season or out) to the athletic director. Obtain approval of such material prior to their distribution.
7. Perform other related duties assigned by Principal or the Athletic Director.
8. All high school coaches are expected to participate in F.A.A. fundraising activities.
9. All Varsity Head Coaches are required to participate in the voting for the Block and Rummel Scholarship Awards as well as any scholarship that pertains to their specific sport.

### **PROFESSIONAL EDUCATION**

1. Coaches are encouraged to attend coaching clinics and seminars. Although the entire costs of these programs cannot be covered through the budget, an amount is budgeted to help with the expenses. Requests for this should be made in the same manner as any other purchase.
2. Coaches are expected to be members of their respective coaching associations. The athletic department will cover the costs of such memberships. It is up to the coach to fill out all membership forms, requisition forms and submit them to the A.D. to be sent in to appropriate coaching association in a timely manner.
3. The MHSAA sponsors an educational program called Coaches Advancement Program (CAP). All coaches are urged to make plans to attend these workshops; in which there are six CAP sessions. The athletic department will cover the cost of these CAP workshops. See the athletic director for more information.
4. Newly hired coaches are required to complete CAP 1 and CAP 2 prior to beginning their 3rd season of coaching.
5. All coaches are encouraged to obtain CPR/First Aid Training and will be reimbursed by the athletic department for such education.



## MEETINGS

Coaches shall attend such meetings as are required including:

1. MHSAA rules meeting - annually (Head Coach).
2. TVC all-conference meetings and any special TVC meetings (Head Coach).
3. Any meetings called by the Principal or A.D.
4. Any meetings called by the Varsity Head Coach.

Practice schedules may have to be adjusted in order to comply.

## TRANSPORTATION

1. All transportation will be arranged for athletic teams through the athletic director. Bus transportation will be used in most cases. Other modes must be approved by the administration in advance.
2. Departure times will be assigned that keep any classroom absence to a minimum.
3. Athletes are required to ride with the team to and from the contest unless the Transportation Release Form has been submitted, approved, and presented to the coach in advance. Athletes will not be excused with siblings or friends. In case of an emergency involving the family, the coach should use his/her own discretion.
4. At no time can an athlete drive himself/herself to and from an away athletic contest.
5. Athletes must travel with the team by district transportation in order to compete in that days events; unless they have prior approval from district administration.
6. The coach will accompany the team to all contests and be responsible for the team's safe and proper behavior.
7. The coach should know the location of and directions to the facilities.
8. Prearrange any requests for stopping to eat or requiring the bus to stay on site. **(Eating on the bus is not to be permitted.)**
9. Should circumstances dictate that a bus be significantly late (accident, mechanical, etc.), the coach will call the Bridgeport State Police Post (989-777-3700) and ask that they notify a Frankenmuth Patrol car which can relay information to parents waiting at school.
10. Someone other than the team coach may supervise the bus ride only with the permission of the A.D.

## SCHEDULING CONTESTS

The athletic director or his designee will do scheduling and contracting. Non-conference varsity contests will be made with the consultation of the head coach. Any contest desired to be scheduled or changed by a coach **MUST** be approved by the athletic director in advance. No contest will be considered scheduled unless it is in the TVC schedule or a contract exists between two or more schools.

## PURCHASING

1. Purchasing of supplies, awards, equipment, etc. is the responsibility of the athletic director.
2. Coaches will be involved in establishing the budget for their sport. Expenditures beyond the budget will not be allowed except in rare and unexpected circumstances.
3. A completed Requisition Form MUST be submitted to the athletic director for approval before any orders are placed by the **athletic director**.
4. All purchases must be accompanied by a District Purchase Order number.
5. Ordering by telephone will only be allowed in an emergency and after #3 is completed. The fax machine or internet could be used to speed the process.
6. When purchasing items for resale (PRIDE shirts, etc.), the coach may use one of the following procedures. A) Follow the procedures used above; the team's internal high school account may be used for such purchases or the A.D.'s tournament account may be used if the sport does not have a team account. It is the responsibility of the coach to collect all money from players. Remember, sales tax must be included. Prices for resale items must reflect the actual cost of the items. Checks must be made out to **Frankenmuth School District**. B) The coach may take on the responsibility of paying for the resale items out of his/her personal funds and then be personally reimbursed by the players. In either case it is recommended that the coach collect the money in advance. Coaches must also keep an accurate ledger of collected monies and provide receipts for all such transactions. Receipt books may be obtained in the main office.

## FUNDRAISERS

1. All fund raising activities must be approved by the high school Assistant Principal at least one month in advance.
2. An accepted need of the funds must be clearly stated. Fundraisers for the purpose of having money to "get things" or "to do stuff" will not be approved.
3. Since the school district and the Frankenmuth Athletic Association provide sufficient funding for the athletic program, fund raising activities are not encouraged.
4. Fundraisers must avoid any solicitation of local business, unless there is approval from the Superintendent.

### TEAM ACCOUNTS

1. Any Varsity coach may establish and maintain a team account which must be operated through the high school's main internal account. Money generated during the school year should be used for the benefits of that year's student-athletes. Year-end balances should not exceed \$500.
2. Team accounts may be used for the following purposes:
  - a. Purchases of equipment that the regular athletic budget will not support.
  - b. Incentives for student-athletes (i.e. 100% participation award, snacks, etc.)  
Remember to abide by all MHSAA regulations in this regard.
  - c. Purchase of resale items. A balanced ledger must exist at the conclusion of a resale opportunity. (i.e. collect as much money from your athletes as goes out to vendor.)
  - d. Reimbursement of coaching staff expenditures, mileage, labor etc.
  - e. Other purchases as deemed important by the A.D.
  - f. Camps or clinics for team and/or members. Check with specific MHSAA guidelines.
  - g. Rewards for volunteer coaches (such as staff shirts.)
  - h. Equipment, materials, etc. necessary in order to conduct a camp, clinic or league.
  - i. All expenditures should benefit the student-athletes in some manner.
3. Team accounts may generate money in any of the following methods:
  - a. District approved fund raisers.
  - b. Money collected from student-athletes for resale items.
  - c. Youth clinics, camps, leagues.
  - d. Admissions for school sponsored tournaments (with approval of A.D. only)
  - e. Concessions (when the F.A.A. concedes the opportunity)
  - f. Any other method approved by the A.D.
4. Management of account:
  - a. It is the responsibility of the Varsity Head Coach to know exactly how much money is in his/her program's internal account and to maintain a positive balance.
  - b. Only the Varsity Head Coach will be allowed to submit requisitions for the A.D.'s approval.
  - c. The Varsity Head Coach should be sensitive to the needs of the entire program and not just the Varsity team.

## **FRANKENMUTH ATHLETIC ASSOCIATION**

1. A purpose of the Frankenmuth Athletic Association is to provide items for the athletic program that are considered as supplemental to the normally budgeted materials. Another is to provide recognition to the athletes and coaches of our sports program.
2. If a coach desires some special equipment, the request with detailed information must be processed through the athletic director, normally in the early spring for the following season.
3. If an urgent need develops during the season, requests can be made through the athletic director for immediate consideration.
4. Typical F.A.A. Requests:
  - a. Items that are considered more of a luxury than a necessity.
  - b. Warm-ups (Varsity only; old varsity ones are passed down to sub-varsity levels. Requests for Warm-ups should not occur more than every five years.)
  - c. Team dinners for those who qualify for at least a second round of the MHSAA post-season; except for football who must only qualify for the first round. The F.A.A. will cover up to \$10 for every athlete and coach who are participating during that round of the post-season. This will occur only one time, no matter how far the team advances.
5. Coaches must refrain from making requests or discussing needs with F.A.A. members, regardless of whether he/she was approached by an F.A.A. member.

## SQUAD SELECTION

### 1. Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Frankenmuth High School, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, equipment, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the program. No cuts shall ever occur at the middle school level. A and B squads will be kept whenever possible to maximize participation.

### 2. Cutting policies

#### A. Responsibility

1. Choosing members of the squad is the sole responsibility of the coaches of those squads.
2. Before cutting anyone, communicate with the administration as to the number of players you desire to keep. This should be done prior to try-outs.
3. Lower level coaches shall take into consideration the policies as established by the head varsity coach in that particular program when selecting final team rosters.
4. Prior to try-outs, the coach shall provide the following information to the A.D. and all candidates for the team:
  - a. extent of try-out period
  - b. criteria used to select the team
  - c. number to be selected
  - d. practice commitment if they make the team
  - e. game commitments

#### B. Procedure

1. When a squad cut becomes necessary, the process should include the following important elements.

Each candidate should:

  - a. Have had the opportunity to complete a minimum of five practice sessions (unless approval for fewer sessions is given by the A.D.)
  - b. Be personally informed of the cut by the coach and the reason for that action.
2. Cut lists (or lists that indicate who made it) are not to be posted.
3. Coaches will discuss alternative possibilities for participation in the sport, or other areas in the athletic program (manager, statistician, intramurals, etc.)
4. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the A.D.

5. Avoid cutting a single player from any team.
  6. Every effort should be made to avoid cutting seniors who have been in the program for the previous three years **and are in good standing.**
  7. Be prepared to justify cutting a candidate to him/her and their parents if approached.
  8. Evaluation forms will be developed and used by coaches when making cuts. The evaluation forms do not necessarily have to be shared with the athlete or parent, but can be very effective.
3. Placing student-athletes out of level.
- A. Freshman or Sophomore to Varsity (or Freshman to Junior Varsity)
    1. Must have AD approval first
    2. Must then have approval of player and parents with proper form filled out and turned into Athletic Director (See Appendix F.)
    3. **It is important to field the most competitive teams possible at the Varsity level; that may necessitate the promotion of underclassmen to that level of play. Coaches should have tenable reasons for such promotion, and although no guarantee of allotted playing time will be made, it is expected that the promoted underclassmen will receive significant playing time during the season to justify the promotion. Coaches will complete the "Student-Athlete Playing Out of Class" form and have the necessary discussion(s) warranted within.**
    4. Players are not to be moved up for a game or two and then returned to a lower level, except for the purpose of keeping adequate numbers at a particular level.
    5. Great care is to be used to prevent athletes from being promoted too quickly and then be faced with having them by-passed in succeeding years by the next sensational prospect. Also, not cutting a Junior or Senior in order to move a lower classman up should be given significant consideration.
  - B. Juniors playing at the Junior Varsity level.
    1. In rare occasions a Junior may be allowed to play on the Junior Varsity with the AD's, player's and parents' approval.
    2. This should only be done when the numbers on the Junior Varsity warrant more participation for safety or competitive reasons.
    3. No sophomore or freshman should ever be cut or lose his/her position for a junior.
    4. A senior may never play below the Varsity level unless he/she is a foreign exchange student who lacks the ability or understanding to participate at the Varsity level.

## PRACTICES

1. Remember athletes are STUDENTS first. Limit practice times and durations to allow adequate time for study.
2. No practice (required or optional) shall start prior to 7:30 a.m. without the approval of the athletic director.
3. Practices longer than 150 minutes (90 minutes for Middle School), excluding dressing and showering, will not be scheduled.
4. At no time are the athletes to practice unsupervised.
5. No coach is to leave after practice until all players have departed for home.
6. The practice area must be policed and secured upon the coach leaving.
7. Student-athletes are to take all needed items (books, coats, etc.) to their athletic lockers and avoid reentering the school area after 4:15 p.m.
8. When we have a home contest in the gym, the floor MUST be cleared a minimum of 45 minutes before game time. Locker rooms and gym must be cleared a minimum of 30 minutes before game time.
9. If a coach of a sport that shares facilities cancels practice or reduces the scheduled time duration, the athletic director must be advised in advance so that facility usage can be adjusted for everyone's advantage.
10. Student-athletes with excused school absences will not be penalized for missing practices or contest (i.e. game suspensions, extra punitive drills, etc.).
11. Athletes in season cannot "practice" another school sport without prior approval from the athletic director. If conflicts occur, approval shall be withdrawn.
12. Practice on weekends and other non-school days
  - a. Sunday practices are strongly discouraged by our Board of Education and administration; however, circumstances sometimes will warrant exception. Prior approval must be received from the principal or athletic director before Sunday practices can be scheduled.
  - b. Building security becomes the coach's responsibility.
    1. Remember, if you open it, lock it when you leave unless another team is using it. Let the other coach know it is his responsibility to secure ALL doors.
    2. Clear non-school day practices with the athletic director so that conflicts with other programs do not occur.
    3. No staff members can bring in a group of people to let them use the facilities without prior approval. Let's avoid conflicts.
  - c. Administration approval is necessary for REQUIRED team practices during non-school days. This must be done a minimum of one week in advance.
  - d. Practice on snow days or inclement weather (See Page 16.)
13. Practice during inclement weather.
  - a. Coaches are to use good judgment when practicing outdoors during inclement weather.
  - b. Under no circumstance shall a coach practice while lightning is visible. A coach shall seek immediate shelter for his/her team and use appropriate judgment on returning to practice.

14. Student-Athletes are expected to attend all practices and games that are scheduled within the school week. No practice on school cancelled days, weekends or vacations can be made mandatory; although student-athletes are discouraged from missing such practices unless they have valid reasons for missing such as family, religious, academic or extra-curricular obligations.

A coach may excuse an absence for any reason that he/she deems appropriate and are encouraged to do so at the lower levels for such things as driver's training, religious functions, family commitments, etc. A coach must excuse the following reasons for absence:

- a. Illness
- b. Doctor/dentist/specialist appointments
- c. School related extra-curricular activities (i.e. school play, Venner concert, Debate competition, Band trip, etc.)
- d. Funerals
- e. Family related emergencies
- f. Court ordered parental visitation
- g. Any other reason deemed appropriate by a high school administrator.

Only after a third excused absence may a coach suspend a student-athlete from participating in a contest. Every excused absence after that may result in a one game suspension. This is not intended to be a form of punishment, but is intended to be fair to those who have been to all practices. Playing time is always at the coaches' discretion, and he/she may use attendance as a reason for limiting playing time out of fairness, safety, etc.

Unexcused absences should not be tolerated by any coach. The following consequences will be used when dealing with unexcused absences.

- a) 1<sup>st</sup> Unexcused Absence: Student/athlete will miss up to 1 contest date.
- b) 2<sup>nd</sup> Unexcused Absence: Student/athlete will miss up to 3 contest dates. Coach must make contact with parent(s) explaining situation. This may be in the form of a letter, e-mail, phone or personal contact. In the contact the parent/student must be informed that any more unexcused absences may result in removal from team.
- c) 3<sup>rd</sup> Unexcused Absence: Student/athlete will miss up to the remainder of his/her season and may be officially removed from the team.
- d) 4<sup>th</sup> Unexcused Absence: Student/athlete will miss the rest of the season and will be officially removed from the team. (Officially removed from team, means they will not earn a Varsity Letter or Participation certificate and should not be allowed to attend any post season functions.)

Any absence may be deemed unexcused if the student/athlete does not follow proper procedures in notifying the coach of an absence. In emergency situations, proper notification will be waived.



## **INCLEMENT WEATHER DAYS (SNOW DAYS)**

In the event that school is cancelled due to inclement weather for the Frankenmuth School District; the following procedures will be adhered to:

### **Contests:**

1. All sub-varsity contests (home or away, including middle school) will be cancelled unless they are connected to a varsity contest. (example: JV/Varsity basketball.)
2. No decision will be made on a varsity contest until at least 12:00 p.m., but no later than 2:00 p.m.
3. Every effort will be made to compete in MHSAA scheduled events.
4. In the event that cancellations impact the schedule, all scheduled conference events will take priority in being rescheduled over non-conference events.

### **Practices:**

1. Any practice that does take place must be voluntary.
2. All Middle School and Freshman practices are cancelled.
3. No practice may be scheduled prior to 3:00 p.m. on snow days.
4. If a teams' game is cancelled due to an FSD school cancellation, the team is not allowed to practice in the place of the game.

The Superintendent has final say in all cancellations of contests and practices. Bus Drivers have discretion to return a bus home if he/she concludes that the roads are too dangerous to travel.

In the event that severe weather comes during the course of a school day, all attempts will be made to make a decision on whether to play or practice by 2:00 p.m. However, a decision may be made at any time; including after bus departure. A decision may also be made at any time to shorten or cancel a practice at the discretion of the A.D., Principal or Superintendent.

## OFF-SEASON ACTIVITIES

### During School Year

1. **Conditioning/Weight Training**
  - a. Weight room must be scheduled through the A.D.
  - b. In-season coaches have first priority after 5:00 p.m.
  - c. Open-Lift is scheduled every school day from 3:15 to 5:00 p.m. Off-season coaches are encourage to use this time, but must understand that this is the peak time for the weight room's use. In-season coaches may use the weight room during this time only if space is available.
  - d. Only paid coaches/staff are allowed to supervise the weight room. Volunteer coaches may be allowed to supervise with the AD's approval.
  - e. In-season athletes may not lift with another coach/team without the AD's approval.
2. **Skills Sessions**
  - a. Coaches may work with athletes during the off-season to work on specific skills. Coaches must be aware of all MHSAA rules in regards to skill sessions.
  - b. In-season athletes may not work on skills with out-of season coaches without approval from the A.D.
  - c. Only the high school may be used unscheduled. However, it is strongly recommended that a coach does schedule the gym for skill sessions. Any previously scheduled event has priority over unscheduled use.
  - d. List Elementary and Rittmueller Middle School must be reserved by filling out the proper paper work at least 24 hours in advance.
  - e. The high school or Rittmueller gym and/or balcony may never be used for skill sessions when a contest is going on. When one half of the high school gym is being used by an in-season team for practice, a coach holding skills sessions must have the in-season coaches' permission to use the other half of the gym. An off-season coach should never use a portion of a practice area that is in use.

3. **Open-Gym**
  - a. Open-gyms may be scheduled whenever one or both areas of the high school gym are available. They must be scheduled through the A.D. Rittmueller and List may be scheduled for open-gyms through the completion of proper paper work.
  - b. Open-gyms must be made public through either the daily bulletin and/or bulletin board outside of the A.D.'s office. No FHS student shall be denied the opportunity to participate in an open-gym. No non-FHS students shall be allowed to participate in an open-gym in FSD facilities without the A.D.'s approval. 7<sup>th</sup> and 8<sup>th</sup> grade students will only be allowed to participate in high school sponsored open-gyms if every EFR student is afforded the same opportunity.
  - c. According to MHSAA guidelines, open-gyms must be diverse in activity. For this reason, open-gyms may not be publicized as "volleyball open-gym or boys' basketball open-gym." Also, even if only one activity is going on during an open-gym, a student may elect to participate in a different athletic endeavor as long as it does not pose a potential danger.
  - d. Student-athletes may use the high school gym when they have supervision from a coach or staff member. However, once a coach agrees to open the gym for one or more student-athletes then this becomes an open-gym situation. The coach must follow all open-gym rules.
  - e. Coaches must follow all other MHSAA rules that apply to open-gyms; especially the rule that forbids direct or indirect coaching.

### **Summer Activities**

Coaches must realize that our student-athletes are already pulled in many different directions during the summer; family, friends, jobs and multiple sports. For this reason coaches are expected to adhere to the following:

1. **Post your summer schedule requests on the calendar in the AD office by Memorial Day. Any conflicts with another sport will be resolved with the most immediate sport having the first choice of events and alternating choices thereafter. Any deviation from the schedule requires prior approval of the AD.**
2. **On weekends, only special events that have been approved by the Athletic Director are permitted.**
3. **Go out of your way to communicate to your team members that MHSAA rules state that all summer activities must be voluntary and they are not required to participate in all that is offered.**

5. **Scheduling:**
- a. A schedule of all summer activities must be given to each athlete by the end of the school year.
  - b. It is up to the Head Varsity Coach to coordinate all the summer activities of his/her program.
  - c. No activities may be scheduled partially or in entirety during the two weeks of summer hiatus. These two weeks are generally scheduled around the 4<sup>th</sup> of July and the first week of August. "Captain or Senior" organized practices are not to take place during the summer hiatus. Coaches are not to encourage either directly or indirectly such activities. If a coach is made aware of such an activity it is his/her responsibility to put an end to it.
  - d. All potential student-athletes must be notified of all summer activities prior to the end of the school year. No FHS student (or entering student) interested in participating in summer activities may be excluded.
  - e. Coaches should keep a roster of all interested student-athletes and have an efficient method of communicating any changes or cancellations in the summer schedule.
  - f. All FSD facilities must be scheduled through the A.D.
  - g. All coaches must know and adhere to all MHSAA policies in regards to summer participation of athletes in his/her sport.
6. **District Responsibilities for Summer Activities:**
- a. The district holds no liability in any summer activity that is scheduled off campus.
  - b. The district may not provide any type of transportation for summer activities.
  - c. School uniforms may not be used for any summer camps or leagues.

## **YOUTH CLINICS/CAMPS/LEAGUES SPONSORED BY VARSITY HEAD COACHES**

Coaches may sponsor youth clinics, camps or leagues for those in grades K-8. Coaches may charge an admission to participate in these events. Coaches may not sponsor the same for those in grades 9-12 unless, there is no participation fee or the participation fee does not exceed the cost of basic expenses.

All clinics, camps and leagues must be organized through both the Frankenmuth Community Education department and the Athletic Department. Community Ed. will be responsible for publicizing the event and collecting all participation fees. The Athletic Department will be responsible for purchasing any and all materials necessary to conduct the event, as well as scheduling all FSD facilities needed.

Upon completion of the event, Community Ed. Will disperse the money generated from participation fees in the following manner:

1. Community Ed. Will keep 10% of all revenue or \$100 (whichever is more) for administrative fees.
2. The Athletic Department will be reimbursed for any costs incurred.
3. Any workers (including coaches) may be compensated for their services with prior arrangements being made through Community Ed.
4. All remaining money will go into internal high school account for the sport sponsoring the clinic, camp or league.

## **SPORTSMANSHIP**

Frankenmuth High School has a long established reputation of good sportsmanship. We will continue to earn this recognition. The use of profanity by coaches or players will not be tolerated, nor will any unsportsmanlike acts of behavior. Frankenmuth athletic teams will conduct themselves properly at home or on the road in a manner that will bring pride to our school and community.

## AWARDS

### **Junior Varsity, Freshman, and Middle School Teams:**

All athletes completing the season will be awarded a school athletic certificate for each sport in which they participate and finish the season in good standing.

### **Varsity Teams:**

All athletes completing the season and qualifying for a varsity award will receive one actual varsity letter during their high school years. For every season they earn varsity letter status, the student-athlete will receive an appropriate school athletic certificate and symbol medal pin.

### **Senior Award:**

A plaque will be presented each year to all seniors who compete on an athletic team and qualify for a varsity award during their senior year. This award will contain the athlete's name and all the varsity sports in which they lettered during their high school career.

## BANQUETS

### 1. Responsibilities:

- a. The Varsity Head Coach shall be responsible for coordinating the post-season team banquet at the end of his/her season. The coach may choose to work with a parents group in planning the awards ceremony.
- b. The date of the team banquet must be cleared with the A.D. in order to avoid scheduling conflicts.
- c. District Administration should be extended a written invitation to attend the ceremonies.
- d. Athletic department funds will not be expended for awards banquets other than for authorized school awards.

### 2. Format:

- a. Encouraged to be on campus rather than at local restaurants in order to keep costs down.
- b. If it is held at a restaurant, it must be held in Frankenmuth and every effort should be made to keep the costs to a minimum.
- c. No alcoholic beverages are to be served.
- d. Not to be held in private residence.
- e. Coaches and parents may elect to meet for awards presentation only.
- f. Coaches may have no part in mock awards; and they must not have any place in the team banquet.

## **LIABILITY**

1. In place of the parent, the coach must act in relation to the student as a reasonably prudent and careful parent would under the circumstances.
2. There can be no liability for injury unless negligence can be shown.
3. Definition of negligence: It is gauged by the ability to anticipate danger. If such foresight is reasonable, failure to seek precautions to prevent the danger is negligence.
4. As a coach, be sure to inform athletes of dangers: teach the athletes methods and the precautions necessary to prevent injuries, and make certain they are followed.
5. Keep medical history/release forms in your possession during all practices and contests.

## **ATHLETIC INJURY PROCEDURES**

1. Coaches may treat minor injuries as best as possible if the trainer is not available.
2. Injuries of a more serious nature are to be handled by trained medical personnel.
3. If you are unsure what to do, it is best to do nothing other than call for professional help.
4. Do not move a student-athlete who cannot move him/herself.
5. Call the parents or other family members, or call emergency personnel. If an athlete is hospitalized during a game, follow-up with a visit or call as soon as possible after the contest.
6. No student is to be given ANY internal medication by the coaches.
7. All athletic injuries requiring significant medical attention should be reported to the athletic director the next morning at the latest; please use school accident report form.
8. Be certain that every injury is properly taken care of and that injured players are not to be returned to play until sanctioned by the trainer or if under a physician's care, by written notice of the doctor.
9. The Athletic Trainer's judgment on the severity of an injury, method of treatment and/or time of return to athletic participation must be respected. Only the judgment of a certified physician or chiropractor may supersede that of the Athletic Trainer.

## COMMUNICATIONS

Reporting the contest results is the responsibility of the head coach of the particular team.

A varsity coach will:

1. Contact athletic director and athletic secretary (next morning)
2. Write (or e-mail) brief bulletin announcement (next morning)  
lcramer@frankenmuth.k12.mi.us
3. Call Saginaw News (night of contest)
4. Contact Frankenmuth News (on or before Monday)
5. Contact Tuscola Advertiser (on or before Monday)

|                           |          |                           |
|---------------------------|----------|---------------------------|
| Saginaw News              | 776-9768 | fax 752-3115              |
| Frankenmuth News          | 652-3246 | fax 652-3247              |
| Tuscola County Advertiser | 673-3181 | fax 673-5662 800-821-7653 |

Varsity basketball and football in addition on the night of the contest will call:

1. TV 5 989-755-8191
2. TV 12 989-790-3854
3. TV 25 810-687-9600

A coach of a non-varsity team will:

1. contact the athletic director and athletic secretary (next morning)
2. write (or e-mail) bulletin announcement with score (next morning)  
lcramer@frankenmuth.k12.mi.us
3. contact Frankenmuth News (on or before Mondays)

Although scores are important to the media, emphasis should be placed on TEAM statistics, skill development, and TEAM play as much as possible, especially in non-varsity contests.



## VOLUNTEER COACHES AND HELPERS

No athletic department could survive without the efforts of volunteers. Frankenmuth is no different. Each coach is encouraged to have volunteers assist them in the development of his/her team. There are some key things to remember.

1. Be careful when having parents as volunteer coaches. Parents often have a tough time separating coaching duties from parental duties.
2. Volunteer coaches need to know up front exactly what their duties are.
3. Volunteer coaches should not have the same responsibilities as paid coaches.
4. Volunteer coaches are expected to abide by the same Code of Conduct as paid coaches.
5. It is the responsibility of the paid coach to select and remove people from volunteer coaching positions.
6. Coaches should limit the number of volunteer coaches on their staff. (Too many cooks in the kitchen!)
7. No one under 18 or still in high school should be used as a volunteer coach.
8. Volunteer coaches must be good with students.

All volunteer coaches are required to have a background check conducted before he/she is allowed to work with student-athletes. The cost of the background check will be compensated by the school district. A volunteer coach is defined as someone who has regular contact with student-athletes and is given important responsibilities such as assisting in the development of strategy, playing rotation, skill development, etc. A volunteer coach may direct a practice, contest, and/or supervise bus trips with the permission of the A.D.

Not everyone who helps a coach out has to be designated as a volunteer coach. Others may be designated as volunteer helpers. A volunteer helper is defined as someone who does not have regular contact with student-athletes and does not have an active role in any decision making. A volunteer helper will not have to have a background check performed and may be younger than 18 and still in high school. However, he/she cannot be left alone with student-athletes, ride the bus with the team, or lead a drill without direct supervision of the paid coach.

## SELECTION OF TEAM CAPTAINS

The selection of team captains is totally at the discretion of the coach. However, some things to keep in mind:

1. The purpose of a team captain is to provide leadership from peers.
2. Character must be a major factor in the decision making; student-athletes need a captain who will be a good role model as a citizen as well as an athlete. It is strongly recommended that student-athletes who receive Category A Code of Conduct violations not be selected as captains unless it can be proven that the violation is not an accurate reflection of the character of the student-athlete.
3. Sub-varsity programs are encouraged to provide multiple opportunities for student-athletes to show leadership. If the sport requires a captain(s) to be used during a contest, it is best to give this opportunity to more than just a select few.

## EARNING A VARSITY LETTER

The purpose of awarding Varsity Letters is to recognize the efforts, sportsmanship and teamwork of each individual on the team; regardless of skill of ability. Every student-athlete has a value to his/her team. However, earning a Varsity Letter should be considered a privilege and honor and not be trivialized. Some sports, such as golf, cross country, wrestling and track do not have Junior Varsity squads and therefore everyone who is involved in the sport is on the Varsity roster, whereas in the other sports there is a sub-varsity level for underclassmen to participate on. For this reason, it is important to establish certain guidelines for the earning of a Varsity Letter, especially for underclassmen.

1. Coaches of the following team sports shall award a varsity letter to all student-athletes who have finished the season in good standing and have competed at the varsity level for at least half of the season: **Baseball, Boys' Basketball, Boys' Soccer, Football, Girls' Basketball, Girls' Soccer, Girls' Tennis, Softball and Volleyball.**
  - a. A student-athlete must have good attendance, a positive attitude and be a team player in order to be considered in good standing.
2. Coaches of the following sports shall award a varsity letter based on the following criteria: **Boys' Cross Country, Boys' Golf, Boys' Tennis, Boys' Track, Girls' Cross Country, Girls' Track and Wrestling.**
  - a. A senior student-athlete who has been in the program for all four years will earn a Varsity Letter, regardless of performance as long as he/she is in good standing (see 1.a above.)

- b. A Junior student-athlete (or non-four year Senior) may earn a Varsity Letter based on Varsity level participation. It is up to the coach to determine the level of participation and communicate it to all team members before the season begins.

Example: In Boys' Golf, in order to earn a letter you must have participated in at least four Varsity matches.

- c. A freshman or sophomore student-athlete will earn a Varsity Letter based on the Coaches discretion. The coach must communicate to the student-athlete prior to the season beginning what the requirements are for earning a Varsity Letter. Coaches are encouraged to use participation based requirements rather than performance based requirements.

### DUAL SPORT ATHLETES

A dual sport athlete is defined as a student-athlete who participates in two sports simultaneously during the same season. An example would be a member of the Girls' Basketball team in the fall also running on the Cross Country team. It is the policy of the district to discourage dual sport participation rather than to promote it. In Frankenmuth we want as many of our students participating in sports in a meaningful way. However, from time to time there may be a student-athlete who benefits from dual sport participation. It is for the benefit of the student-athlete and not the program that dual sport participation is allowed. The following criteria have been established to protect individuals and coaches when a dual sport athlete is being used:

1. Any coach may decline to allow a dual sport athlete if he/she believes that missed practice time would hinder the integrity of the sport or if limited participation would hinder the effectiveness of team morale. A coach may not decline participation because he/she believes it will effect the student-athletes' ability to perform at his/her best.
2. A student-athlete who wishes to participate as a dual sport athlete must fill out the appropriate paper work with all necessary signatures before he/she will be allowed to participate (See Appendix E.)
3. A student-athlete must declare a primary sport and a secondary sport. Dual sport athletes will be allowed to participate in practices and games in both sports. A ratio of three primary to two secondary will be used unless an alternate agreement is reached between both coaches and the student-athlete. Preference will be given to all MHSAA and Conference games. For this reason it is very important that all parameters of the arrangement are established before the season begins and submitted to the Athletic Director in writing.
4. A dual sport athlete must practice a minimum of two hours a week in the secondary sport; this may be with or without supervision. (I.e. A student-athlete, who runs cross country, could put in their time on their own during the weekend.)

5. Varsity sports will be the primary sport.
6. Any remaining conflicts will be resolved by the Athletic Director.

### **COACHES' CODE OF CONDUCT**

1. A coach, because of the very nature of the assignment, may be in a more favorable position to teach concepts that make for effective daily living than any other member of the school staff. Consciously or unconsciously, every player uses the coach as a figure for identification. Therefore, every coach should:
  - a. Recognize the value and influence of such individual attributes as character, personality, and integrity.
  - b. Strive to be an outstanding, positive leader.
  - c. Strive to be an outstanding, positive teacher.
  - d. Be impartial in expressing in public the merits of a player and in discussing in private the shortcomings of a player.
  - e. Guard actions and speech so as to never encourage or incite unsportsmanlike conduct on the part of the players or fans.
  - f. Instill within the players a respect for opponents and officials and not condone any unsportsmanlike behavior (but encourage positive sportsmanship actions) during a contest regardless of the outcome.
  - g. Use language befitting an educator.
  - h. Be loyal to fellow staff coaches, school, conference, and community.
  - i. Avoid the use of tobacco during practice and games.
2. If a coach commits any act, or failure to act, which in the opinion of the principal and athletic director constitutes a serious breach of ethics or good sportsmanship, the coach may be reprimanded and/or suspended from coaching for such a period of time as the Superintendent, or his designee, may determine. Such actions include, but are not limited to, the following:
  - a. Pulls a team from the playing area as a protest against an official or the official's calls, or for any other reason. This can result in serious consequences for the coach and school from the MHSAA.
  - b. Physically attacks or verbally abuses an official, coach, player, school staff member, media personnel, or administrative personnel on or off the playing area.
  - c. Uses an ineligible player.
  - d. Uses a disqualified player.
3. Seasons are well defined by the MHSAA. Coaches wishing to practice or meet with team members (one or more) must abide by the MHSAA regulations in addition to obtaining advanced approval from the athletic director.

## **ATHLETIC COACHES' EVALUATION PROCESS**

The basic purpose of an evaluation is for improving the instruction and experiences an athlete receives. Other purposes are as follows:

1. To afford an opportunity to identify, recognize, and praise good coaching.
2. To provide an opportunity to identify potential leadership within our system.
3. To create a climate to achieve individual improvement through job targets.
4. To provide information necessary to make an objective assessment of the
5. To identify those factors that interferes with a coach's overall contribution to the athletic program.
6. To assure that quality coaching is a responsibility shared by the entire coaching staff and the athletic director.

The following steps are to be observed in the evaluation of each coach:

1. Proper forms to be completed and submitted to the athletic director by the evaluators (listed below) within two weeks of the season end.
2. Discussion between coach and evaluator (to include summary by athletic director where applicable) within three weeks of completion of season.
3. Evaluations of assistant coaches will be filed by the head coach in the athletic director's office within the three week time frame.
4. A coach may write a rebuttal to the evaluation to be included with the written evaluation.

Head Coaches will be evaluated by:

1. Self
2. Athletic Director
3. Each assistant, J.V., Freshman, and Middle School coach (as requested)

Assistant Coaches will be evaluated by:

1. Self
2. Head Coach
3. Athletic Director

All paid coaches will be evaluated annually by the Athletic Director or his designee. The evaluation will be formally completed and mailed to each coach after a post-season exit meeting between the coach and the athletic director. The evaluation will be in narrative form and made up of three parts. In part one, the A.D. will inform the coach of noticed areas of strength. In part two, the A.D. will notify the coach of job targets, or areas of improvement. In part three, the A.D. will notify the coach of recommended employment for the next school year. When a coach is recommended for contract renewal it may come with specific and/or general criteria. After receiving a copy of the evaluation, the coach has one week to return a signed copy of the evaluation acknowledging that he/she has received the evaluation. At this time the coach may make any rebuttals to the evaluation on the form. Those coaches who receive recommendations for contract renewal with certain stipulations will meet with the A.D. to discuss such stipulations.

## Frankenmuth Athletics Dual Sport Athlete Form

It is not the policy of the Frankenmuth School District to promote dual sport participation among our student-athletes. We strongly believe that we should give as many students as possible the best experiences in high school athletics as possible. However, if a student-athlete and his/her parents believe that participating in multiple sports is in the student-athletes best interests than the following contract needs to be signed by the student, the parent(s), and both the primary and secondary sports' coaches.

It is hereby agreed that \_\_\_\_\_, a student-athlete at Frankenmuth High School will be allowed to participate in two sports during the \_\_\_\_\_ season of the \_\_\_\_\_ school year. The student-athlete agrees to declare a 'primary' sport and a 'secondary' sport. The athlete will practice in a 3:2 ratio with the greater time spent on the primary sport. Preference in participation will be given to MHSAA and Conference events. Every effort should be made before the season begins to work out a practice/game schedule between the two sports and the student-athlete. The student-athlete agrees to commit to a minimum of two hours of practice per week to the 'secondary' sport. This practice time may be unsupervised in many cases. The Athletic Director will make the final decision in any unresolved issues.

STUDENT-ATHLETE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRIMARY SPORT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

SECONDARY SPORT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Comments:

# FRANKENMUTH ATHLETICS

## STUDENT-ATHLETE PLAYING OUT OF LEVEL FORM

The Frankenmuth School District strongly believes that every effort should be made for student-athletes to participate with their same grade peers. However, occasionally a student-athlete's abilities, skills and maturity warrant that he/she participates at a different level than that of his same grade peers.

It is hereby agreed that \_\_\_\_\_, a student-athlete at Frankenmuth High School, will participate out of level for \_\_\_\_\_. The student-athlete and his/her parent(s) understand that no specific amount of playing time can be guaranteed, however the student-athlete should expect to receive significant playing time during the season as communicated between the student-athlete, the parent(s) and coach prior to signing this contract. A coach may not move a player down a level, for any reason, once this contract is signed unless the student-athlete and his/her parents agree to such a move. The student-athlete and/or his/her parents may request for the student-athlete to be moved down a level at any time. Significant consideration should be given by all parties involved before making this decision.

ATHLETE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
COACH SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**SOME THINGS TO THINK ABOUT FOR COACHES**  
(taken from "Youth Sports Guide for Coaches and Parents")

1. In many instances, winning becomes more important for the coaches than it does for the players.
2. Winning will take care of itself within the limits of the players' talents if the coach helps them develop their athletic abilities.
3. While happy players don't always win, they never need to lose.
4. Your players will learn as much from what you do as from what you say.
5. Successful coaches are those who can help each player achieve his or her potential.
6. The toughest part of coaching is getting what you want to teach across to the kids, gaining their respect, and making them feel glad they played for you.
7. As a coach, you are trying to increase certain desired behaviors on the part of your players and decrease undesirable behaviors.
8. Reward effort as much as you do results.
9. Players have complete control over how much effort they make; they have only limited control over the outcome of their efforts.
10. Encouragement can become contagious and aid in building team unity.
11. If you manage things right, mistakes can provide a golden opportunity to provide corrective instruction.
12. Use a positive approach to instruction, rather than punishment in any form.
13. Fear of failure can be an athlete's worst enemy.
14. Many of coach's problems involve maintaining discipline during practices.
15. Kids who have a hand in formulating rules evidence more of a commitment to live by them.
16. A coach should emphasize the good things that will happen if you do it right rather than focus on the bad things that will occur if you don't.
17. A coach should constantly ask him/herself what has been communicated to the players and whether the communications effective.

(Appendix G)



18. The coach should recognize that variations must be included in training sessions if motivation is to remain high.
19. The coach must provide cues for the players to adjust their behavior and should not assume the athletes can adjust to verbal cues alone ---SHOW THEM.
20. All players must be encouraged to think, analyze, and problem solve so as to anticipate and make correct decision during competition.
21. Coaches should praise, encourage, and look for good in spite of losses in competition.
22. Rewards may change the source of motivation from playing for enjoyment and wanting to develop sport skills to looking forward to some prize as an outcome of victory.
23. Feelings play a great role in how we learn and perform.
24. The coach should select conditioning activities as closely related to the sport as possible.
25. If a young man or woman simply doesn't have the raw materials with which to work, no amount of coaching will make him/her an outstanding athlete.
26. When a coach is a positive and confident individual, the athletes are likely to take on those characteristics.
27. Athletes should leave practice sessions with feelings of pride, rather than shame.
28. The coach must emphasize the positive rather than the negative aspects of each individual's performance.
29. Those athletes who believe they are talented will often perform as if they are a self-fulfilling prophecy.
30. What athletes believe about themselves is often more important than the ability each individual actually has.
31. An abundance of criticism will cause an athlete to lose confidence in his/her ability and therefore lower his/her aspirations.
32. It is critical that the coach find ways to make all athletes feel good about themselves.
33. The outcome of any sport contest may be influenced to varying degrees by good or bad "breaks."

34. Good and bad breaks will, by the law of averages, eventually even out.
35. Bad luck accounts for many losses, but wins are usually because we work harder!
36. The over-anxious athlete will not usually react in the appropriate manner.
37. The relaxed athlete is most likely the prepared and fully confident athlete.
38. The coach should recognize when athletes become bored and increase the complexity and difficulty of tasks to be practiced.
39. In practice, emphasis should be placed on improvement and enjoyment.
40. The young athlete, for various reasons, is usually trying to do his best.
41. One word of encouragement is more beneficial than a lecture filled with criticism.
42. Coaching kids offers the opportunity for many enjoyable memories that one can cherish forever.
43. The coach should help parents realize that a sad look in their face when a child losses or performs poorly can be very damaging to the athlete.
44. When athletes feel positive about themselves, they will be motivated toward lifetime involvement in sports.