



WEST BLOOMFIELD

LAKERS

COACHES ATHLETIC HANDBOOK

MAY 2008

WEST BLOOMFIELD COACHES ATHLETIC HANDBOOK

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ATHLETIC HANDBOOK INTRODUCTION

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The interscholastic athletic program plays an integral role in the total education of student athletes in the West Bloomfield School District. Well over 45% of the student body participates on one of more of our athletic teams. The growth of the athletic program in the School District now allows us to offer 21 sports for boys and girls, with leadership provided from over 80 coaching positions.

This handbook will bring continuity and consistency by providing coaches with guidelines for their individual sports as well as the overall athletic program. The Athletic handbook was compiled by our Athletic Department with assistance from the Athletic Review Committee. We thank all those who contributed their time, experience and insight to help us make athletics the enjoyable and educational experience it should be.

NOTICE OF NONDISCRIMINATION

The West Bloomfield School District does not discriminate on the basis of race, color, national origin, sex, age, height, weight, religion, marital status, or disability in its programs and activities.

WEST BLOOMFIELD
LAKERS ATHLETIC DEPARTMENT

INTRODUCTION



ATHLETIC PHILOSOPHY

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West Bloomfield provides many types of educational experiences. Experience in athletics is an important part of our total education program. Athletic experience provides students with opportunities to acquire certain knowledge and skills not available in any other educational setting.

- Students, under the leadership of the coach, should establish goals, develop self confidence, and self discipline, acquire individual and team skills and have the opportunity to compete.
- Students should enjoy their participation in an athletic program. While there is a great deal of hard work and effort involved, the athletic experience should be a rewarding, satisfying, and positive experience.
- Students should develop the proper attitudes towards sportsmanship, fair play and team play, as well as respect for teammates and opponents alike. A victory tarnished by unsportsmanlike or unfair play is no victory at all. Coaches should set high standards for behavior and be a good example for their players.
- The primary objective of Middle School, Freshmen and Junior Varsity teams is participation and the development of skills—winning is secondary. If students have developed skills, winning will be a natural outcome of their development.
- Varsity competition places more emphasis on winning. The coach has the responsibility to judge a player's talents and abilities and to assign appropriate playing time and participation.
- Our focus is to include as many students as possible and cut students from a team only when absolutely necessary. Team cuts will be made in accordance with the Team Selection Policy on page 39.
- Our coaches must focus on assisting each of our student athletes to develop and grow into the best possible person, student, team member and athlete that he/she is capable of becoming.
- A goal of the athletic program is to promote a sense of solidarity and team spirit in which coaches, players, parents and fans all play a part in the success of each athletic event and in the total growth of the athlete.

PHILOSOPHY



COACHING PHILOSOPHY

FRESHMEN TEAM: The team is limited to 9th grade students. Activities are designed to complement the Junior Varsity and Varsity programs. Freshmen teams should accommodate as many participants as reasonable. Factors that help determine team size include facility space, number of members able to compete during contests and number of manageable during a practice situation. Freshmen coaches should remember the following:

- A major focus will be each athlete's participation in daily practices and in contests. Coaches should look for potential in each athlete.
- Continued emphasis should be on skill development and an introduction of more advanced concepts of team play.
- Young athletes should be introduced to the necessary conditioning, weight training, and dietary concerns that competitive athletics demand.

JUNIOR VARSITY TEAM: The team is composed primarily of 10th grade students. 11th graders may participate on a limited basis. On an individual basis, 9th graders may be placed on the Junior Varsity team with the approval of the Athletic Director. Activities of a Junior Varsity team are designed to prepare students for Varsity competition. Team size will be determined by facility space, competitive limits, reasonable practice situations and final approval of the Athletic Director. Junior Varsity coaches should remember the following:

- Recognizing a major transitional period, the program calls for a balance between participation and winning. The program will allow each athlete the opportunity to participate in both practice and contests.
- Effective coaches nurture student athletes in the area of self-improvement that includes positive attitude, skill enhancement and physical conditioning.
- The major focus continues to be the teaching of fundamentals to further develop the skill level of each participant.

VARSITY TEAM: The team is limited to the most qualified 10th, 11th and 12th graders. 9th graders may participate with parental and Athletic Director approval. Varsity team membership is achieved by possessing the appropriate skills, maturity, desire and motivation to play the sport. Varsity coaches should remember the following:

- Varsity competition places more emphasis on winning. Although winning is a point of emphasis, the program should never win at the expense of the rules governing play, good sportsmanship or team work. Varsity competition must never become "win at any cost."



- Individuals should make maximum contributions within the limits of their abilities.
- Coaches will judge a player's talent and ability and assign appropriate playing time and participation.
- Individuals must learn to recognize that team goals, achievement and progress supersede individual goals and desires.



OAKLAND ACTIVITIES ASSOCIATION CODE OF ETHICS AND SPORTSMANSHIP

PURPOSE: Code of ethics and sportsmanship for all schools to use as a guideline for conduct within the Oakland Activities Association.

1. All schools must develop a good rapport with each other. The value of positive public relations enhances the image of individual schools and the Oakland Activities Association.

2. As schools, your performance in the Oakland Activities Association is to be of the highest quality. Therefore you are expected to:

- Be good ambassadors between the schools and communities.
- Teach and practice true sportsmanship.
- Be humble in victor and courageous in defeat.
- Never publicly criticize other schools and their communities.

3. Each school must remember that it is important to the school and the community which it represents that their action and behavior at all times bring credit to the Oakland Activities Association.

4. It is the responsibility of each school to monitor the conduct of their athletes and fans.

5. Any complaints by a member school against another school should be followed up according to the procedure for the Resolution of Alleged Violation:

STEP ONE: When alleged violations have been identified, the athletic director of the grieving school will share pertinent information with the athletic director of the other school(s) involved in the grievance for the purpose of discussion and informal investigation. Said grievance shall be made no later than two (2) school days after the alleged incident, and resolution of the problem will be achieved within three (3) school days of the receipt of the grievance unless the athletic directors involved mutually agree to extend the time line. Every effort should be made to reconcile differences at this level.

STEP TWO: Following Step One, if the problem is unresolved, the principal of the grieving school will share pertinent information with the principal of the other schools(s) involved in the grievance for purpose of discussion and informal investigation. The grievance shall e made in writing by the principal of the school(s) involved. Said grievance shall be made no later than two (2) school days after being informed by the athletic director that the incident is not resolved. Every effort shall be made by the schools involved to resolve the situation. A three (3) school day limit shall be placed on said efforts unless an extension is agreed upon by the principals involved. Should the grievance be resolved, a letter describing the details of the resolution shall be sent to the principal of the grieving school.



STEP THREE: Following Step Two, if the problem is unresolved, the Sportsmanship and Ethics Committee will investigate the alleged violation. This committee will report, in writing within ten (10) school days a summary of the investigation, findings, recommendation to prevent further acts and a statement of disciplinary action, if any to:

- a) the effected schools
- b) the board of governors
- c) the athletic directors.

WEST BLOOMFIELD ETHICS AND SPORTSMANSHIP

In addition to enforcing the OAA Code of Ethics and Sportsmanship, the West Bloomfield Athletic Department:

- 1.** has zero tolerance for pejorative references to women, minorities or the disabled.
- 2.** prohibits inappropriate or offensive language by both athletes and coaches in all athletic activities.

Coaches must both comply with these rules and enforce them among students. All violations of this policy shall be reported to the Athletic Director for appropriate discipline.



The three most important qualifications for an effective coach are:

1. Communication
2. Communication
3. Communication.

We must emphasize the importance of two-way communication between parents, athletes, coaches, athletic directors and principals. We must communicate while a problem is small; we cannot afford to wait until it becomes an emergency. We should have team meetings and one-to-one discussions with the individuals on our teams.

We need to provide more guidance by example and by expressing our concerns and opinions on team behavior in the classroom, at practice and during contests. Providing guidance by example includes coaches' language. Coaches will not use profanity during practices or games. Whether it is directed at a player, an official, a situation or the sky, profanity has no place in our athletic program.

In the end, we need to do the things that will *prevent* problems from developing. We need to take care of little problems before they become full-blown and we need to take a look at how we might best deal with major problems. Example: if athletes are not going to play because of disciplinary reasons, it is best not to have them dressed for the game. If they dress and sit on the bench, anyone—including the athletes—might come to the conclusion that it is possible they will play.

KNOWING OUR LIMITATIONS

Coaches are not all-powerful. Sometimes it seems that coaches try to solve all problems alone. Although this effort is commendable, it cannot be done. Head coaches, athletic directors and principals must be kept informed of potential problems. If everyone knows what is taking place, then there can be no surprises. We all need an understanding of what is happening to avoid a situation where the athlete and the parents become frustrated and emotional. The earlier everyone is informed, the easier it will be to avoid, minimize or deal with problems.

Coaches are not all-knowing. We can and should help each other. Coaches of different levels and of different sports should work with other coaches. We, too, are a *team*. The principal, the athletic director and the people in the athletic office are ready and willing to do everything possible to help make this a positive experience for the student.

WORKING TOGETHER

A positive experience does not mean the athlete or coach is right or wrong; nor does it mean that everyone will be happy. Decisions can be made through a one-to-one talk with the athlete and a follow-up call to the parents. At other times we may need to call the head coach or the athletic director to provide current information about our decisions.



No one operates in a vacuum. Everything we do, no matter how insignificant it seems to us, affects everyone else. We must take the time to ask for help, and to help each other, even if it means staying late after practice or making a phone call at home on the weekend.

BEFORE STUDENTS TRY OUT FOR TEAMS

The decision to try out for an athletic team can be a daunting one for a student. If a sport cannot accommodate all applicants, the coach must communicate to all students and their families that sports are competitive and no individual student can be guaranteed a place on any team or guaranteed a minimum amount of contest participation. Students and families must understand that trying out for a team carries certain physical and emotional risks. Our job is to minimize both as best we can although some of each will remain.

THE PARENT MEETING

One important part of our athletic program is the pre-season meeting with parents and athletes. As early as possible we must communicate the following to the parents:

- The different expectations and procedures between intramural and intramural athletic programs
- Clear expectations for athletes regarding team policies and rules
- Identification of areas where parent involvement and support is necessary
- The appropriate behaviors for athletes, coaches and parents.

On the Freshmen and Junior Varsity levels, we must communicate that one important function is to develop the athletes, some of whom will advance to the Varsity level. To this end, more athletes should receive playing time at these levels because we do not know who is going to stay with the program and still be here for their junior and senior years. We need more athletes involved at these levels. We need more, not necessarily equal, playing time for a greater number of athletes. On the Varsity level, both parents and athletes should be aware that the goal is to compete at the highest level through the combined talents and skills of the players and coaches involved.

Coaches should also discuss the significance of *teamwork* and each player's role in achieving it. Students should be encouraged to come to the coach with any problems or concerns. No student should be punished for doing so. Coaches should also review parent responsibilities and etiquette and how to address concerns through the appropriate chain of communication, starting with the student and the coach.

The meeting with parents is the best opportunity we have to emphasize the need for cooperation in many areas—be it signed paperwork and completed physical and information forms or putting up with odd practice hours, different practice locations, transportation, and late-night dinners. Coaches could use an audio or video tape recorder to record the meeting. Not only does it serve as a good reference for future decisions, it helps us become better coaches because we are more aware of what we are doing and why we are doing it.



THE INDIVIDUAL CONFERENCE

When we meet with parents, coaches must keep a professional attitude and act in a professional manner. Coaches must not perceive these meetings as a confrontation or a reason to “get even” or “show the parents and the athletes who is boss.” This meeting must not become a shouting match. Our purpose is to help our athletes have positive experiences. A parent conference can be directed toward this goal if we keep in mind one key fact: coaches and parents have a common goal of what is best for the athlete and team.

Coaches must try to go the extra mile to help an athlete. Once all avenues have been exhausted, we may have to suggest to the athlete and the parent, “Maybe this sport is not for you.” We want to continue to encourage students to try as many sports as possible. As the students become juniors and seniors, it is only natural that they will select those sports they must enjoy.

SUPPORT YOUR TOTAL SCHOOL ATHLETIC PROGRAM

You are encouraged to attend practices and games during your off season. Encourage your athletes to participate in other sports. Show the athletes on other teams how much you care. You do make a difference.

QUESTIONS, COMMENTS AND SUGGESTIONS ARE WELCOME

Coaches are encouraged to ask questions and share ideas with the Athletic Director.



5 WAYS TO PLACE YOURSELF IN LEGAL JEOPARDY

1. FAILURE TO PROPERLY CONDITION A PLAYER.

Make sure your athletes are in excellent physical condition to participate. To physically condition your players generally and specifically for your sport is basic common sense as well as a legal necessity.

2. FAILURE TO PROPERLY SUPERVISE THE ACTIVITY

Always be present and actively supervise your athletes. The failure to be present is the reason most often cited for litigation against coaches. If situations arise that may involve the use of force, always use the most prudent and reasonable approach in restraining athletes.

3. FAILURE TO OFFER PROPER AND SAFE EQUIPMENT AND FACILITIES

Make sure all equipment and facilities are safe. Check and re-check everything used by our athletes on a regular basis. Let nothing go to chance. Immediately report any discrepancies or safety hazards. Place the safety and welfare of your athletes above all else.

4. FAILURE TO GIVE PROPER INSTRUCTIONS

It is your responsibility to make sure your athletes are taught the basic fundamentals and rules for your sport. Teach the appropriate techniques in a progressive manner. You must teach not only what to do, but also what not to do. For example, football players must be taught not to use their helmet as a weapon by butting, ramming, or spearing an opponent.

5. FAILURE TO WARN

Failure to explain to athletes the potential dangers of the sport they are playing is the most neglected aspect of any safety program. It is most important to explain to your players why they need to be in good condition and why they must learn the proper skills and techniques of the sport. You must warn and remind your athletes of the potential injury problems of your sport as often as possible.

MIDDLE SCHOOL VISITS

During the spring season of each year, coaches are expected to give a presentation at each middle school regarding their athletic program. They should present the try out expectations as well as the date, time and location of their specific try out.



LOCKER ROOM ASSIGNMENTS

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FALL BOYS:

Boys Varsity Locker Room

Varsity Football

Boys Phys Ed Locker Room (Wide Lockers)

J.V. Football

Freshmen Football

Middle School Football

Boys Locker Room "B"

Cross Country

Boys soccer

Boys Tennis

FALL GIRLS:

Girls Varsity Locker Room

Girls Volleyball

Girls Sideline Cheer

Cross Country

Girls Golf

Girls Phys Ed Locker Room

Girls Varsity Poms Dance

Girls JV Poms Dance

Girls Swim Locker Room

Girls Varsity Swimming

WINTER BOYS:

Boys Varsity Locker Room

Boys Varsity Basketball

Boys Varsity Wrestling

Boys Phys Ed Locker Room (Wide Lockers)

Boys JV Basketball

Boys Freshmen Basketball

Boys Ski

Novice Wrestling

WINTER GIRLS:

Girls Varsity Locker Room

Girls Varsity Basketball

Girls JV Basketball

Girls Freshmen Basketball

Girls Varsity Competitive Cheer

Girls JV Competitive Cheer

Girls Ski

LOCKER ROOM



Girls Phys Ed Locker Room
Girls Varsity Poms and Dance
Girls JV Poms and Dance

SPRING BOYS:

Boys Varsity Locker Room
Boys Varsity Baseball
Boys Varsity Lacrosse
Boys Varsity Golf

Boys Phys Ed Locker Room
Boys Freshmen Baseball
Boys JV Baseball
Boys Freshmen Golf
Boys JV Golf

Locker Room "B"
Boys Track (Varsity and Novice)

SPRING GIRLS :

Girls Varsity Locker Room
Girls Varsity Softball
Girls Varsity Tennis
Girls Varsity Soccer
Girls Varsity Track

Girls Phys Ed Locker Room
Girls Freshmen and JV Softball
Girls Freshmen and JV Soccer
Girls Freshmen and JV Tennis
Girls Freshmen and JV Track

It is expected that concluding your season all lockers will be cleaned and vacated for the next scheduled team to occupy.

LOCKER ROOM



Each coach has certain duties and responsibilities which shall be completed prior to and at the beginning of a sport's season. These duties include:

1. ATTEND ALL ANNUAL CACHES MEETINGS:

- * MHSAA Rules meetings
- *OAA Pre-season meetings
- *WBHS Pre Season Coaches meeting

2. TREATMENT PERMISSION FORM (WHITE CARD) AND PHYSICAL EXAMINATION, PARENT AND STUDENT APPROVAL FORM (BLUE CARD):

Before any athlete is allowed to participate in any form of practice (on or after your official start date) he/she must turn both of the following items into the athletic office:

- **WHITE CARD**—An athlete must have a new white card **each** season he/she tries out for a sport. These cards will be redistributed to the coaches after rosters have been submitted. These cards should be in the possession of the coach at all times.
- **BLUE CARD**—The West Bloomfield physical examination card must be completed by a doctor for the current school year. Only one physical examination is required for an entire school year as long as it is dated after April 15 of the previous school year. Also included on this card is insurance information, parent and student approval. Parent/Guardian and the student must sign acknowledging that they give their approval for participation in athletics and that they understand there is a risk of serious personal injury associated with that participation. Parents must indicate whether or not they have hospitalization insurance for athletic injuries. Coaches must inform the Athletic Director **immediately** if a student athlete wants to participate in a sport and does not carry health insurance.

Encourage your athletes to turn in these cards well in advance of your first day of practice. When both of these cards have been turned in, a permission to participate form will be given to the coach. This will be signed by the Athletic Trainer, Certified (A.T.C.) or the Athletic Office only. Forms will be given to the players or placed in the training room. **No one is to participate in any try out, practice session or contest if the coach does not have this form.**

MIDDLE SCHOOL SPORTS: All athletic physical forms will be kept at the high school. Coaches must verify that all forms have been completed and turned in to the A.T.C. Coaches must also submit a list of anticipated athletes. The trainer will check the list and return it to the coach noting which athletes are missing physicals. If athletes are not on the list and come out for the sport later, the coach should call the trainer to verify that the physical forms are completed. At the end of each season the trainer will send a list of all middle school athletes with physicals on file. It will be the responsibility of the coach to be certain that a white card is on file for each athlete tray out for the team. Again, a new **white** card must be submitted for each new season.



3. DISTRIBUTION OF STUDENT HANDBOOK, ATHLETIC COD OF CONDUCT, SUPPLEMENTAL TEAM RULES AND REGULATIONS:

Distribute to each athletic participant a copy of the above and your team rules and regulations including criteria for earning an athletic award. The Athletic Code of Conduct and team rules are to be read and signed by athletes and their parents/guardians at the start of the sport season.

4. DISCUSSION OF TEAM RULES, REGULATIONS AND REQUIREMENTS:

Conduct a meeting for all athletic participants no later than Friday of the first week of regular practice sessions for the purpose of reviewing the Athletic Code of Conduct for student athletes, supplemental team rules and regulations, rules specific to the sport, eligibility rules as outlined by the MHSAA, the criteria for earning an award letter and care of uniforms and equipment.

5. MHSAA RULES AND REGULATIONS:

Review MHSAA Handbook rules and regulations and the National Federation Rule Book for your sport. High School Varsity coaches will attend MHSAA rules meeting conducted for head coaches per the timeline in the MHSAA Bulletin.

6. PRACTICE AND CONTEST SCHEDULES:

Distribute to each athletic participant a schedule of dates and times of all practices and contests. Indicate approximate times contests and practices will be completed and when buses will return to school from away contests.

7. PRACTICE PLANS IN WRITING:

All coaches are required to develop and submit written daily practice plans to the Athletic Director. These plans should demonstrate how the skills of individual athletes on the team will be developed throughout the season.

8. SAFETY INSPECTION OF FACILITIES:

Inspect all program equipment and facilities for any safety hazards prior to the first day of practice. Any problem area should be reported immediately in writing to the Athletic Director.

9. ELIGIBILITY LISTS AND REQUIRED FORMS:

Submit a list of all athletic participants to the building Athletic Director for the master eligibility list at least two weeks prior to the first regularly scheduled contest. Also be certain that the athletic trainer has all blue cards and white cards on file. The Athletic Department is responsible for keeping them on file until the participant reaches the age of 21.

10. ISSUE EQUIPMENT TO PARTICIPANTS:

Record all uniforms and equipment issued to participants. Athletic participants are responsible for the care, security and use of uniforms and equipment issued to them. Inform all athletes they shall be responsible to make restitution for lost or misused uniforms or equipment.



11. SELECTION OF TEAM MEMBERS

Selection of team members must be consistent with the district Team Selection Policy. Plan on carrying the maximum number of participants possible for your sport. When the number of participants trying out for a team exceeds what is practical and player reductions are necessary, it is most important that each candidate receives a fair try out. Cutting students from athletic teams is a very difficult and disappointing practice. The pain of being cut can be eased to some extent when students feel that the try out was fair and the coach took adequate time to evaluate their talent. All cuts must be approved by the Athletic Director in advance. Refer to the Team Selection Policy.

12. PROGRAM COORDINATION:

High school head coaches shall provide leadership and direction to their program and shall establish a system and style of play for all levels of their sport within the district.

13. PRACTICE DURING VACATION PERIODS:

As a general rule, practices shall not be scheduled on weekend, holidays or other time that custodial staff are not on duty. Any deviation from this rule must be with the approval of the Athletic Director. Practices and/or try outs during vacations, Sundays and holidays are optional for players. If the coach is notified in advance, an athlete must not be disciplined if he/she misses such a practice. A coach is never required to play and athlete who is not ready and in appropriate physical or technical condition irrespective of the cause.



Each coach has specific responsibilities which shall be carried out while the season is in progress. These duties include:

1. DAILY PRACTICE SESSIONS:

Plan, organize and conduct team practices each regular school day from the first official date of practice until the last regularly scheduled contest. Cancel practice only because of special school functions, inclement weather or illness of the coach. Limit practice sessions, as a general rule, to two hours. This could vary with certain sports and the time of the season.

2. SUNDAY OR VACATION PRACTICES:

To use West Bloomfield's facilities when a custodian is not scheduled to be present:

- All Sunday and/or vacation practices must be approved by the Athletic Director.
- All coaches involved must agree on a time and notify the athletic trainer in writing. The time reserved represents time in the building and the coach is responsible to conclude practice so as to clear the building as scheduled.
- The entrance to be used is the door by the weight room.
- The head Varsity coach must be present at the practice and must remain until the building is vacated.
- Students may not, for any reason, go beyond the athletic area. Alarms may be set off if anyone goes into the main area of the building.
- The key is to be signed out on Friday and returned through the mail slot in the Athletic Office.
- Please review fire and emergency exits and procedures with all team members and coaches.

3. SUPERVISION OF ATHLETES:

Understand that the rules and regulations of the MHSAA and the West Bloomfield School District place full responsibility for the conduct of a school team on the coach. You are responsible for the conduct of your athletes in the locker rooms, in the practice areas, during the playing of a contest and while traveling to and from athletic events. Be physically present during the entire period of practice or play. At no time may a coach leave the practice area and place responsibility for the team on a student. The coach must be the last person to leave the building. Lock all doors of the locker room, gymnasium, pool, storage rooms and related areas appropriate to your sport.

4. SUPPLIES AND EQUIPMENT SECURITY:

Be sure that all supplies and equipment related to your sport are secured in the appropriate storage area when each contest or practice session is completed.

5. BUILDING AND FACILITY SECURITY:

Lock all doors of the locker room, gymnasium, pool, storage rooms and related areas appropriate to your sport. Again, be certain that all participants have left before you secure and leave the facility.



6. REPORTING ATHLETIC INJURIES:

Report athletic injuries on the district Injury/Accident Report form within 24 hours of the time of the injury. Reportable injuries shall include:

- Those requiring treatment by a doctor or at a hospital/medical center
- Those where the athletic trainer or coach recommends observation and follow-up care or treatment
- Those requiring the participant to be withheld from one or more practice sessions or contests.

The accident forms are available in the Athletic Office or from the athletic trainer (high school level) and shall be submitted to the Athletic Director. The importance of reporting athletic injuries and maintaining records cannot be overstated. This will allow us to notify appropriate agencies for liability protection for you and the district in the event that litigation results because of the injury. Athletic injury forms must be kept on file until the participant reaches the age of 21.

7. CONTACTING PARENTS IN CASE OF INJURIES:

Contact a parent or guardian in the event of any reportable athletic injury in cooperation with the athletic trainer. Make personal contact immediately with the parent or guardian of any participant who requires hospital or doctor's treatment. Be sure to include information about the possible nature of the injury and the location where the athlete was taken.

8. IN CASE OF TRANSPORTATION ACCIDENT:

- All parents must be contacted.
- The Athletic Director must be notified.
- A district Injury/Accident Report must be completed within 24 hours.

9. BEFORE THE INJURED ATHLETE RETURNS TO PARTICIPATION:

In an injury requires hospital/medical treatment, written approval must be obtained from both a parent and the athlete's physician before the athlete participates in a practice or contest. If the athlete has received a serious injury in the preceding season or has recurring problem due to previous injury, the Athletic Director reserves the right to withhold the athlete from participation until the problem has been evaluated by a physician.

10. ATHLETIC TRAINING AND FIRST AID:

Understand that the athletic trainer is a valuable aid to the high school athletic program. However, in no case shall an athletic trainer or coach perform duties that are restricted to the medical profession. First aid, limited to the immediate care of an injury until medical help can be obtained, is an accepted and important responsibility of the coach and trainer. The use of a massage, hot and cold applications, special exercise and other similar modalities are also accepted. However, the supplying of medicines or use of a therapeutic substance or device not medically prescribed is outside the province of either the coach or the trainer. Care beyond immediate first aid or directed aid shall be left to the physician. All athletic staff should have training or course work in CPR and the care of prevention of athletic injuries.



11. DISTRIBUTION AND COLLECTION OF GAME UNIFORMS:

Develop and implement a procedure for distribution and collection of game uniforms, where applicable, before and after each contest. The procedure and practice must include storing the uniforms in a secure area.

12. SUPERVISION AT AWAY CONTESTS:

Be certain that all participants are on the bus prior to returning to West Bloomfield from an away contest. All participants shall return with the team on the bus unless arrangements are made between the Athletic Director and parents/guardians for the participant to leave with them. You are responsible to travel with and to supervise your team participants while they are on the bus. All student athletes must return on the bus unless they give the coach a note signed by the Athletic Director.

13. MASTER ELIGIBILITY LIST:

Report any additions to the team roster immediately to the Athletic Director to be added to the Master Eligibility List. An athlete shall not participate in an athletic contest until his/her name is recorded on the Master Eligibility List.

14. ARRANGEMENTS FOR TOURNAMENTS AND INVITATIONALS:

Work in cooperation with the Athletic Director to meet timelines in completing arrangements for participating in state tournaments, count meets, league tournaments and invitationals. This includes requests for expenses, entry fees, transportation, etc.

15. SPORTS PUBLICITY (HIGH SCHOOL):

Head coaches are responsible to report all home game scores to local papers:

- Detroit Free Press (313)222-6661
- Detroit News (800) 678-6400 x 2262
- Oakland Press (248) 745-4775
- Eccentric Observer (248) 901-2573 (Bill)
- Spinal Column (248) 360-6397 x 703 (John)

16. ENFORCEMENT OF ATHLETIC CODE OF CONDUCT AND TEAM RULES:

Enforce Athletic Code of Conduct and team rules in a consistent, uniform manner. All infractions of rules resulting in disciplinary action shall be reported immediately to the Athletic Director.

17. ACADEMIC ELIGIBILITY:

Work closely with the Athletic Director to insure that all athletes are meeting academic standards. West Bloomfield high School enforces the MHSAA academic requirement of maintaining passing grades in a minimum of four classes.



Each coach has certain duties and responsibilities which shall be completed at the close of a sports season. These duties include:

1. COLLECTION OF UNIFORMS AND EQUIPMENT:

Collect all school owned uniforms and equipment issued to each athletic participant at the end of the season as soon as possible after the last scheduled contest. Collect from the athletic participant the current replacement cost for missing uniforms and equipment and submit to the Athletic Director. The Athletic Department will furnish current prices upon request. Delinquent students are to be reported to the Athletic Director. They will not be allowed to participate in athletics until the obligations is met.

2. INVENTORY OF SUPPLIES, UNIFORMS, AND EQUIPMENT:

Conduct a complete inventory of all supplies, uniforms and equipment for your sport. Prepare two copies of the inventory on the forms supplied and submit one copy to the building Athletic Director within two weeks of the last scheduled contest. Check that all program supplies, uniforms and equipment are cleaned and stored in a secure area. The inventory forms will be in your end-of-season folder.

3. REQUEST FOR SUPPLIES AND EQUIPMENT:

Submit a request for supplies, uniforms and equipment for the following year to the Athletic Director. When requesting new uniforms and equipment, it is important to include make, style and quantity.

4. END OF SEASON REPORTS

Prepare and submit a roster of athletic award winners as well as the end of season team statistical report to the athletic director within two weeks after the last scheduled contest. These forms will be in your end of season folder. Theses statistics are needed by the Athletic Office and the yearbook staff.

5. EVALUATION OF OFFICIALS:

High school head coaches should complete the officials' evaluation forms supplied by the MHSAA and the league, where applicable, and submit them to the building director within two weeks of the last scheduled contest.

6. PROGRAM IMPROVEMENT:

High school head coaches should conduct meetings with all coaches of the same sport to evaluate the past season and to plan for the next season. Where applicable, head coaches should make arrangements and conduct sports orientations, clinics, etc. with feeder schools for improved program coordination.

7. EVALUATION:

Meet with Athletic Director for evaluation of program and plan of action for the next season.



8. PRESENTATION OF ATHLETIC AWARDS:

Make arrangements, in cooperation with the Athletic Directory, to present athletic awards to program participants. The awards presentations are held in the evening with parents in attendance and shall take place within one month after the last scheduled contest. The district provides a chenille varsity letter, certificates and pins. The philosophy of West Bloomfield is to give as many Varsity letters as possible while maintaining the quality of the program. Each coach must outline requirements for earning varsity letters and have them approved by the athletic Director. Be certain all awards presented are within the \$15.00 limit established by the MHSAA.

9. SCHOLARSHIP ASSISTANCE:

High school head coaches should assist graduating senior athletic participants every way possible in obtaining scholarships, grants or other financial aid and in pursuing the opportunity to participate in athletics at the college level.

10. COACHING EVALUATIONS:

Coaches are evaluated yearly in the West Bloomfield School District. The evaluation includes four main areas:

- Are you able to teach the fundamental skills of the sport to all of you athletes?
- How did you develop the abilities of each team member?
- Are you able to organize your time, practice and energy to accomplish the district and team goals?
- Did you get along effectively with students, peers and parents?

In addition, Varsity coaches will be evaluated on the effective supervision and coordination of the total program (Freshmen, Junior Varsity and Varsity).

S=SATISFACTORY N.I.=NEEDS IMPROVEMENT U=UNSATISFACTORY

A. ATHLETIC PHILOSOPHY

- Ability to reflect and articulate the goals and philosophy of West Bloomfield Schools and the Athletic Department.
- Contribution toward the goals of the Athletic Department.
- Ability to make every athlete's experience a positive one.
- Development of West Bloomfield students to their fullest potential.
- General attitude toward students, other coaches and school administration.

B. ADMINISTRATIVE PERFORMANCE

- Ability to organize, inspire and manage students and staff.
- Ability to anticipate problems, define solutions and suggest improvements.
- Ability to meet deadlines.

C. INTERPERSONAL RELATIONS

- Relationship with students, athletes, parents and others within the school community.
- Relationships with coaches and staff.
- Relationships with teachers and school administration.

D. PUBLIC RELATIONS

- Leadership in building, sustaining and promoting interest in the Department of Athletics and/or particular program.
- Relations with media.
- Relations with booster group.

E. SPORT KNOWLEDGE

- Level of understanding of fundamental skills required by sport.
- Level of understand of technical aspects of sport (e.g. individual or team strategies).
- Ability to evaluate/incorporate recent trends in your particular sport and athletics in general.

F. TEACHING AND PRACTICE ORGANIZATION

- Utilization of sound teaching principles.
- General organization of teaching progression incorporated during practice sessions.
- Written practice plans.
- Teaching fundamental skills.
- Developing the ability of individual athletes.
- Enforcement of student safety factors.
- Ability to handle discipline problems as they occur.
- Ability to sustain athletes' motivation for practices.



G. TEAM PERFORMANCE

- Improvement demonstrated by athletes and team.
- Quality of competitive spirit and sportsmanship demonstrated by athletes/team during competition
- Quality of game/meet plans and ability of athletes to carry out such plans.
- Ability to analyze game situations, develop and communicate needed adjustments to players during time-outs and half time. Ability to adjust plans as needed.
- Coaching demeanor before, during and after contest.
- Overall performance of team.

H. TOTAL PROGRAM

- Effective coordination of Freshmen, Junior Varsity and Varsity programs.

I. PROFESSIONAL RELATIONSHIPS

- Level of participation and contribution to league/area coaching groups.

Comments / Suggestions for Improvement:

COACHING DUTIES ARE VOLUNTARY AND NON-TENURE

RECOMMENDATION: Re-hire _____ Re-hire with guidelines _____ Dismiss _____

Signature of Athletic Director or Supervisor

Signature of Coach

Date

Date



ATHLETIC COACHES' CHECK LIST

PRE-SEASON: To be completed before the first day of practice.

- Ask all who did not attend WB schools last year.....
- Confirm participant's Blue Card and White Card are on file.....
- Distribute team selection hand out with dates, criteria, location, time, team size, eligibility, skill assessment sheet, "cut" meeting time, place and procedure.....
- Check field, court, practice fields, scoreboards, and PA systems.....
- Identify and submit game workers' names to Athletic Director (scorekeeper, announcer, timer, chain gag, etc.).....
- Schedule parent meeting and prepare Parent and Athlete booklet.....
- Publish practice schedule.....
- Attend MHSAA rules meeting.....
- Check game and transportation schedule.....
- Prepare equipment handout and collection procedure.....
- Schedule parent night and senior recognition game dates.....
- File copies in Athletic Office of:
 - Social Security Card.....
 - Current TB Test.....
 - P.A.C.E. Certification.....
 - Current CPR card.....
- Perform other assignments as determined by the Athletic Director.....



IN-SEASON: To be completed immediately after team selection.

- Collect White cards and keep on hand at all times.....
- Submit accurate Eligibility List one week before first contest.....
- At a parent meeting, distribute and review Parent and Athlete booklet (rules, practice schedule, awards criteria, equipment and uniform responsibility, replacement costs, Athletic Code of Conduct).....
- Collect form from parents acknowledging receipt of team rules.....
- Prepare written practice plans.....
- Distribute team picture information.....
- Submit game roster (number, name, grade, etc.) to Athletic Director.....
- Prepare and submit pronunciation guide to game announcer.....
- Distribute team picture information.....
- Prepare other assignments as determined by the Athletic Director.....



POST-SEASON: To be completed immediately following last contest.

- File season record, awards list and statistical information.....
- Collect and inventory equipment and uniforms.....
- Store supplies.....
- Submit next year's order.....
- Submit written practice plans and records.....
- Complete coaches' evaluation.....
- Complete officials' rating.....
- Return keys.....
- Perform other assignments as determined by the Athletic Director.....



The following pages contain all forms necessary for a student to participate in athletics. Included are:

- An introductory letter
- Treatment Permission form (White Card)
- Physical Examination, Parent and Student Approval form (Blue Card)
- Financial Responsibility form
- Athletic Code of Conduct

Please take the time to review each and every form, especially those required a parent's signature. Without these forms students may not participate in try outs, practice or contests—**No Exceptions**.

It is especially important that you understand what is required and the reason behind it so that you may better explain it to parents when questions arise. If you do not know the answer, refer the parent to the Athletic Director. Total comprehension is essential for us to continue to run a quality program.



PARENT INFORMATION

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WEST BLOOMFIELD SCHOOL DISTRICT ATHLETIC INFORMATION AND FORMS

To Parents and Students:

The enclosed packed contains information and forms necessary for participation in West Bloomfield athletic programs.

Included you will find:

- An introductory letter
- Treatment Permission form (White Card)
- Physical Examination, Parent and Student Approval form (Blue Card)
- Financial Responsibility form
- Athletic Code of Conduct

Please familiarize yourself with your rights, responsibilities and privileges. Our entire athletic staff seeks to make your experience in athletics as safe and rewarding as possible. To achieve our goal, parent involvement, cooperation and communication are essential ingredients of the total athletic and educational process.

After completing the information, be sure to sign on all necessary lines. If you have questions, you may contact the coach or Athletic Director.

Best wishes for a happy and successful season.

Sincerely,

Dewayne Jones
Athletic Director

INFO AND FORMS

WEST BLOOMFIELD
LAKERS ATHLETIC DEPARTMENT



EMERGENCY MEDICAL TREATMENT PERMISSION FORM

Dear Parents:

Every year the West Bloomfield School District requests that parents complete information for each student on the White card entitled **Treatment Permission Form**. Although this card is seldom used, it is invaluable when a parent must be contacted.

At times it is difficult or impossible to reach a parent. Hospitals have the legal right to “save a life or limb,” so no child’s life is in danger when a parent cannot be contacted. However, unnecessary delay can occur in less than critical cases. This can happen since some hospitals feel the obligation to wait until a parent is present before initiating treatment. In some cases, even the presence of a relative other than the parent will not suffice, and the child must wait until the parent can be located.

Although some physicians absolutely insist on direct parental permission, local hospitals may, in some cases, be willing to proceed in the absence of a parent if a signed and witnessed authorization is available “to take such action and give such treatment as they deem advisable for your child’s comfort and well-being.” if you wish to have such permission on file, please sign and have witnessed the attached form then return it to the Athletic Office.

Sincerely,

Dewayne Jones
Athletic Director



PAY TO PARTICIPATE

In 2002, the West Bloomfield Schools Board of Education adopted a Pay to Participate program for athletes. Coaches are expected to:

- Issue Pay to Participate form to athletes
- Collect all fees
- Complete form for issuance to the athletic office
- Deliver form and fees at one time to the athletic office

*** Contact the athletic office if there are any questions***

TRANSPORTATION POLICY

I understand that all participants shall ride the district provided transportation to and from athletic contests. All student athletes must return on the bus unless arrangements are made between the Athletic Director and the parents/guardians for the participant to leave with them. Under these circumstance the student athlete must present a note, signed by parents and the Athletic Director, to the coach before they leave for an away contest.

In the event of no district provided return transportation, parents are expected to provide return transportation. Alternative return transportation must be approved by the parent ant Athletic Director, and writing permission given to the coach.

EQUIPMENT–FINANCIAL RESPONSIBILITY

Athletes in the West Bloomfield School District are responsible for athletic equipment issued to them by the Athletic Department. This equipment is to be worn only for practice or competition in the sport for which it was issued. It is not to be worn at other times unless authorized by the coach. This equipment represents a large expenditure by the Athletic Department and is to be returned to the coach within one week of completion of the sport season. If equipment is stolen, lost or not returned, I will be help responsible for the replacement cost of the equipment.

SIGNATURES



1. SUSPENSION AND DISMISSAL OF ATHLETES:

All violations of the Student Code of Conduct will take precedence over other Athletic Department policies and procedures for dismissal and suspension of athletes. Athletes in the locker room, on the field and at contests are subject to both the Athletic Code of Conduct and the district Student Code of Conduct.

2. SUSPENSION:

Is defined as exclusion of an athlete from competing in interscholastic contests for a specific period of time, terminating at the end of the specified period or upon the fulfillment of a certain set of conditions.

- Students suspended from school are ineligible to practice or play for the duration for the suspension.
- Section IV-D of the Student Code of Conduct, *Off-Campus Conduct*, also applies to the athletic program.
- Based on the discretion of the school administration, an athletic suspension only may be imposed.

Athletes may be suspended from an athletic team for the following reasons:

- A) Violation of training rules use of tobacco, alcoholic beverages or drugs.
- B) Insubordination on the part of an athlete toward a coach.
- C) Unexcused absences from practice or contest.
- D) Horseplay that could cause injury to themselves or teammates.
- E) Destruction or loss of athletic equipment and/or school property.

FIRST VIOLATION of (a) above will result in referral to the Student Service Center and a suspension of 10% of the season

FIRST VIOLATION of (b), (c), and (d) above may result in either suspension or a warning from the coach and notification of parents.

FIRST VIOLATION of (e) above will result in automatic suspension from the athletic program with readmittance to be determined by the Athletic Director, principal and coach.

SECOND VIOLATION of (a), (b), (c), and (d) above will result in automatic suspension.

3. DISMISSAL:

Is defined as the "permanent" exclusion of an athlete from the team.

Students can be dismissed from athletic teams for one calendar year for the following reasons:

- A) Third violation of (a), (b), (c), and (d) sections under the suspension policy.
- B) Degree of violation of section (e) of suspension policy as determined by the Athletic Director, principal and coach.



4. APPEALS

The right to appeal on the part of this parents and athletes will be initiated through the Athletic Director.

5. HEARING AND APPEAL PROCEDURES FOR SUSPENSION AND DISMISSALS:

- The coach will notify the Athletic Director.
- The coach will inform the athlete of violation.
- The coach will notify the parents.
- The Athletic Director will notify the principal and assistant principal.
- The coach, Athletic Director, parents and athlete will meet for re-admittance to the team.



ATHLETIC CODE OF CONDUCT

This application to compete in Interscholastic Athletics is entirely voluntary on my part and is made with the understanding that I have not violated the eligibility rules of the Michigan High School Athletic Association. I will follow all rules and regulations set down by my coach and the athletic department. (See following pages)

As a representative of my school, I will conduct myself in an exemplary manner at all times. Athletes are expected to be outstanding citizens and to demonstrate good judgment and to show respect for themselves, their teammates, coaches, school personnel, officials and member so the opposing team. I understand that violation of the previously mentioned rules and regulations or conduct unbecoming a team member may lead to disciplinary action. (See following pages)

If you have any questions or concerns, please contact your child's coach or the Athletic Director at (248) 539-2580.

We have read and understand the above statements and by our signatures indicate our willingness to abide by them.

Student _____ Date _____

Parent/Guardian _____ Date _____

SIGNATURES



SUBSTANCE ABUSE CONTRACT

PARENT/ATHLETE SUBSTANCE ABUSE CONTRACT

The use and abuse of alcohol or drugs is a major problem in our society. We feel that intervention should involve both education and disciplinary action. Should a West Bloomfield High School student athlete become involved with alcohol or drugs, the following will occur:

FIRST OFFENSE

1. The athlete will be suspended from playing in 10% of season competitions
2. The athlete will enroll and participate in the West Bloomfield High School chemical awareness class.
3. The athlete will continue mandatory attendance at all practices and games during the suspension period.
4. The athlete will remain on the First Offense lever for any additional sport season for the remainder of the school year.

SECOND OFFENSE

1. The athlete will be removed from the team.
2. The athlete will forfeit all awards earned during the duration of current season.
3. The athlete will not be allowed to attend the end of season banquet.
4. Further participation in athletics may be conditioned upon professional evaluation and follow through at parental expense.

I understand the Athletic Department substance abuse contract.

Student _____ Date _____

Parent/Guardian _____ Date _____



STUDENT ATHLETE ELIGIBILITY

- A student must maintain a 1.7 grade point average (C-), or better, each card marking and also pass five classes to participate in athletics.
- If the athlete has a card marking GPA between 1.7 and 1.9, the student will be put on academic probation.
- Probation requires that students must attend the athletic study table and/or tutoring available after school twice a week and submit weekly progress reports to remain eligible.
- At the end of each card marking, the student must achieve a grade point average of at least a 1.7 to remain eligible.
- If a student's card marking GPA falls below a 1.7, they are ineligible the following card marking (ten weeks).
- If the student raises his/her GPA up to as least a 2.0, they will be exempt from mandatory participation in study table or tutoring.
- If the student's GPA is between a 1.7 and 2.0, they must continue with the mandatory study table and tutoring interventions the entire marking period.



WALL OF FAME

The Laker Wall of Fame is reserved for first team All State Athletes only. These athletes must be recognized by major media outlets or a Michigan High School Coaches Association.

AT THE NEXT LEVEL

Any athlete that concludes his career at WBHS and competes in athletics in college or beyond is eligible to be recognized on this board. Names will remain on this board for the duration that the athlete participates. Please notify the Athletic Office of athletes in your program that attain this recognition.



VOLUNTEER COACHING POLICY

1. A counter coach is a person from the community approved by the Athletic Director or assistant principal.
2. Volunteer coaches can be assigned to assist school district coaches in providing instructional services to students.
3. Volunteer coaches can not be assigned to relieve coaches of their responsibilities or to change the overall pupil-teach-coach ration.
4. Volunteers shall work only under direct supervision of the designate head coach, assistant coach, Athletic Director or principal.
5. Volunteers must abide by and enforce all school and team regulations regardless of whether or not they personally support them.
6. Volunteers are not authorized to make personnel decisions such as cuts.
7. Volunteers are not to deal directly with parent concerns and should refer all contacts by parents to the head coach, Athletic Director principal.
8. Volunteers are not covered under Worker's Compensation.
9. Volunteers shall not treat injuries, except emergency first-aid or prescribed rehabilitation programs.
10. A volunteer is personally responsible for his actions. Inappropriate conduct may result in the individuals being asked to discontinue his relationship with the program.
11. A volunteer shall not drive a personal vehicle to transport students. If an exception is necessary, prior approval of the Athletic Director is required.
12. A volunteer shall not discipline students.

Name _____ Sport _____

Home Address _____

Home Phone _____

Work Address _____

Work Phone _____

Occupation/Employer _____

Education: High School _____

College _____

Sports Experience _____

Current proof of negative TB test _____

I have read the above policy, understand and agree to abide by the requirements.

Signature _____ Date _____

Approved Principal _____ Date _____

Approved Athletic Director _____ Date _____

VOLUNTEERS



SEVERE WEATHER POLICY

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OAKLAND ACTIVATES ASSOCIATION SEVERE WEATHER POLICY

In the event of a severe weather warning or tornado watch/warning prior to the departure of athletic teams, all contests will be postponed to another day.

Administrator of opposing schools involved will contact one another when they are aware of a severe weather warning or a tornado watch warning in their geographic areas.

If a severe weather warning or tornado watch/warning should occur when athletic teams are already at the site of the event, the contest will be delayed for a time not to exceed one hour. If the severe weather warning or tornado watch/warning continues longer, the contest will be postponed.

If the contests is underway, it will be delayed for a time not to exceed one hour. If the contest cannot be continued, it will be rescheduled on a mutually agreed date and the contest will begin at the place or point where play was suspended, unless both schools agree that the score or situation is such that a winner can be declared without continuing the contest. Local district policy supersedes league policy and MHSAA rules will prevail.

If lightning is observed, all activities must be suspended immediately or canceled until it is safe to return.

SEVERE WEATHER



EMERGENCY PROCEDURE

In case of serious injury, illness or medical emergency, aid will be provided to the injured or sick student or staff member:

IDENTIFICATION OF SERIOUS INJURY OR ILLNESS DURING AN ATHLETIC PROGRAM:

- Determine seriousness of injury/illness/ If a physician or first-aid person is present, he/she may assist in this process.
- Call 911. Say: "Send an ambulance to..." Based on determination of emergency personnel, the injured party may be taken to the hospital.
- Immediately contact parents or family of the injured/ill person.
- Within six hours of the incident, the coach/sponsor shall notify the Athletic Director or, if Athletic Director is unavailable, an appropriate administrator.
- Within twenty four hours, the coach/sponsor shall submit to the Athletic Director an Athletic Injury Form on the incident.
- Any injury to students or adults occurring on school district property (or during an approved activity at another location) and requiring hospital treatment shall be immediately reported to the Athletic Director.
- Coaches can release an injured student to emergency personnel or a parent upon receipt of written authorization.



TEAM SELECTION POLICY

On the first day of tryouts, the first statement by the coach, to the team shall be:

“Who here did not attend West Bloomfield Schools last year?”

Any student that did not attend our schools the previous year must be sent immediately to the athletic office. They are not to participate in practices or contests until clearance by the athletic office.

TEAM TRYOUT AND SELECTION POLICY

In accordance with our athletic philosophy, we hope to see participation by as many students as possible while maintaining the integrity of the sport. In programs where the facility or team size cannot reasonably accommodate all the students who wish to be members, team cuts may be made. The following procedures must be followed:

- The criteria for team membership, date(s) when cuts will be made and approximate number to be selected must be communicated **in writing** to the Athletic Director and students prior to try outs.
- Student cuts are to be considered only after the approved tryout period as determined by the coach and the Athletic Director.
- Coaches should stress that being a member of a team in the past does not guarantee making the team again,
- Seniors who have participated in the sport for at least two years will be given every consideration in terms of team selection. Prior to cutting any senior, the coach will confer with the Athletic Director.
- Selection for a Varsity team does not guarantee playing time in contests. However, a coach shall counsel a student in advance if minimal playing time is expected.
- After cuts have been determined, the coach will meet with each student privately and individually to discuss the criteria for selection.
- Further options for the student's continued participation in the athletic program will be defined during the conferences.
- Team Selection or 'Cut' lists *cannot be posted*.



FALL SPORTS

Our athletic guidelines work to ensure maximum participation by all students. West Bloomfield Schools offer many non-team selected (no-cut) sports. However, when facilities and team integrity are jeopardized, selection (cuts) must be made.

Fall sports have been a major source of concern. Concern centers primarily on the eligibility of students returning after tryouts have started. The MHSAA sets the start date for all sports. We may not start before the set date, we may begin anytime thereafter. All WBHS teams begin tryouts on the date set by the MHSAA. Tryouts take place over a three day period with adherence to our Team Selection Guidelines.

Per Team Selection Guidelines, coaches of teams that select athletes (cut) must communicate in writing to the Athletic Director how many students will be kept. This must occur prior to the cuts.

Upon primary Fall tryouts, approximately three fourths of that stated number of students will be kept after a tryout period of 3-4 days.

Students not selected at primary tryout and students that may arrive late from summer obligations may participate in a second tryout two weeks after the official date as set by MHSAA.

The second tryout will take place for a maximum of two days only. This last and final tryout will make up one fourth of the selected team.

RETURN FROM INJURY

The West Bloomfield School District holds the safety and well being of each student/athlete in high regard. This remains our number 'one' priority.

Athletics by its very nature sometimes put athletes at risk for injury. We all work to ensure that these possibilities are kept to a minimum, however injuries do occur. Before participating, all students must submit an up to date physical (blue card) and emergency information (white card).

When a doctor deems it necessary to remove a student from participation, the student may only return via a written doctor's permission in consultation with the WBHS athletic trainer.

Players must return one (1) week prior to state tournament competition to be eligible to participate. Participation in state tournaments will be determined by practice performance as determined by the coaching staff.



IN SEASON ATHLETES

Athletes that are participating in a season where tryouts and contests are being conducted are to practice, workout, compete etc. with that team that is in season only. The athlete is not to work out, practice, condition etc. with any other team during the engaged season. Coaches are expected to adhere to this guideline and encourage these multiple sport athletes to remain with engaged sport throughout its duration.

Should an athlete quit, is dismiss or otherwise leave the presently engaged team, will not be permitted to begin activities with any other team until prior sport has concluded its season.

SUMMER PARTICIPATION

Coaches are encourage to organize summer activities when and where possible. Coaches are also encouraged to not overlap workouts.

In the event this is not possible, athletes reserve the opportunity to select the program of his/her choice. This selection is made without penalty from alternative programs.



WEIGHT ROOM RULES

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- A supervisor or coach must be present when students are in the weight room.
- During open weight room times, all students enrolled in that building may use the room as long as they follow rules for safety and cooperative sharing of weights and machines.
- Coaches may use the weight room with their team during open times, but must share the facility with all students present during the open time, Coaches must remain with their team throughout the workout.
- Coaches who wish to schedule special times to work with the team alone may schedule such times, provided it does not conflict with open times. Coaches must remain with their team throughout the workout. Times should be scheduled in the Athletic Office.
- If two or more coaches wish to reserve the weight room at the same time the first reservation has priority but the weight room may be shared through mutual agreement.
- A weight room supervisor or coach may restrict the use of the weight room at any time for violation of safe practices.

WEIGHT ROOM



WEST BLOOMFIELD SCHOOL DISTRICT POOL RULES

- No use of pool without proper supervision on deck.
- A shower must be taken before entering pool.
- No running, pushing or shoving on pool deck.
- No glass containers.
- No food on deck. Coaches may approve beverages in safe containers.
- No diving into shallow water.
- One diver on board at a time.
- Once bouncy only on diving board.
- When the diving area is open the area shall be cleared of all other swimmers before use of the boards is permitted.
- No swimming under or in front of the diving boards.
- No loitering in the showers or locker rooms.
- Swimmers must be able to swim a length of the pool before swimming in the deep end of the pool.
- Pool temperature should be between 80 and 82 degrees. Air temperature should be 4 to 6 degrees above water temperature.



DUAL SPORT PARTICIPATION

- Athletes who wish to participate in two sports in a single season must declare their primary sport.
- In the event that both sports have a contest on the same day, the athlete will participate in the primary sport.
- The head coach from each sport must approve the athlete's participation in dual sports.

Athlete _____

Primary Sport _____

Secondary Sport _____

Athlete's Signature _____

Parent's Signature _____

Primary Coach's Signature _____

Secondary Coach's Signature _____

Athletic Director's Signature _____

Date _____

DUAL SPORT



After attendance at an athletic clinic has been approved, the following procedures must be followed:

1. No subs will be provided by the Athletic Department for coaches who are full-time employees. An employee may elect to use a personal business day allotted by current contract.
2. These approved expenses will be reimbursed:
 - clinic fees
 - meals
 - lodging (one night, preferable double occupancy)
 - mileage (if more than one coach is attending the clinic, coaches will car pool to a maximum of four per car).

Coaches will pay their own expenses and will be reimbursed when original receipts for fees, meals, lodging and mileage are submitted to the Athletic Director.

Note: All School District personnel, when attending functions in conjunction with supplemental contracts, are governed by the same procedure.

PROCEDURE FOR REQUESTING EXPENSES FOR LEAGUE MEETS OR STATE TOURNAMENTS:

Coaches will receive a check for approved expenses in advance of the meet, usually a day before leaving for the meet.

1. Coaches must request funds through the Athletic Director well in advance, when possible.
2. Allowable expenses:
 - meals
 - lodging (double occupancy when possible)
 - mileage (if more than one coach is involved, coaches will car pool to a maximum of four per car)

Receipts must be turned in to the Athletic Director for lodging expenses. All other expenses must be documented—for example, number of miles driven, number of meals, cost per meal, etc.



WEST BLOOMFIELD HIGH SCHOOL ATHLETIC DEPARTMENT

QUALIFYING TEAM/INDIVIDUALS FOR MHSAA STATE FINALS

The following guidelines/policies were put into place to accommodate team/individuals that qualify for MHSAA State Finals.

Overnight Stay:

If an overnight stay is necessary, it must be approved by the building Athletic Director.

- Depending on distance and start time of meet, WBSD will pay the following for hotel accommodations.

Four (4) athletes per room

Two (2) coaches per room

Maximum of **\$90.00** per room paid by WBSD.

If a team chooses to have less than four (4) in a room and the cost of the rooms are more than \$90.00 per night, the team will be responsible for the difference. This money **MUST** be collected and turned into the athletic department before a check will be issued for the hotel rooms.

- Meal allowance for participants and coaches **\$12.00 per day**.
- It is the coaches' responsibility to make hotel reservations. **FIRST**—it must be approved by the building Athletic Director. The Athletic Director will determine if an overnight stay is necessary. Coaches must place reservations under their name.
- An itinerary must be completed and given to the Athletic Director before departure.
- If you stayed overnight, a copy of the hotel bill must be returned showing a **zero (\$0) balance**.
- Meal receipts must be returned. These receipts should add up to the total amount of the check you were issued for meals. **If you do not have receipts that total the check amount, you are responsible for the difference.**
- Paperwork is due one (1) week after the State Final(s) event.

LAKER FAN CLUB/FUNDRAISING

The Laker Fan Club serves as the booster club for all athletic. Funds are generated by concession sales and other fundraising activities. Teams have the opportunity to petition the Laker Fan Club to help pay for equipment that will augment their programs. In addition, the Laker Fan Club has purchased many items that benefit all, and has paid for coaches, invitationals, etc.

Caches will be required to assist the athletic office in the staffing of parents and athletes in the concession stand.

All individuals program fundraising ventures must be approved by the athletic office. Fundraising guidelines and accounting worksheet must be returned upon completion of fundraiser. All funds raised by individual programs are used for that program only.

