

Hudsonville High School Coaches Handbook

Expectations of the Coach

Hudsonville High School has the following expectations of its coaches. The coach will...

- Develop an understanding of the role of interscholastic athletics and communicate it to players, parents and the public.
- Develop up-to-date knowledge of the rules, strategies, safety precautions and skills of the sport and communicate them to players, parents and public.
- Develop, communicate, and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition and at other appropriate times.
- Develop fair, unprejudiced relationships with all squad members.
- Allow athletes to prove themselves anew each season and not base team selections on previous seasons or out-of-season activities.
- Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
- Give the highest degree of attention to athletes' physical, social and mental well being.
- Teach players strict adherence to game rules and contest regulations.
- Provide a positive role model in terms of personal habits, language and conduct.
- Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
- Keep accurate record and inventory of all uniforms, equipment, and other items necessary to the program.
- Love your players and coaches
- Respect all officials. They will make mistakes just like we do.

Remember our #1 goal – Transform the lives of student athletes through sports by giving them the life skills necessary to become productive men and women in our society.

Responsibilities of the Coach

Coaches will assume responsibility for, but are not limited to...

- The players on the team.
- The school district.
- The players' parents.
- The profession.
- Fellow coaches of the school district.
- The game officials.
- Faculty members.
- The student body.
- The community.

Sportsmanship

The following MHSAA message is a guide for coaches regarding sportsmanship. The coach will...

- Exemplify the highest moral character, behavior, and leadership.
- Adhere to strong ethical and integrity standards.
- Abide by and teach the rules of the game in letter and in spirit.
- Set a good example for players and spectators to follow - refrain from arguments in front of players and spectators.
- Refrain from gestures which indicate an official or opposing coach does not know what he or she is doing or talking about.
- Demand good sportsmanship from your players.
- Display modesty in victory and graciousness in defeat.

General Guidelines

Anabolic Steroid Use:

A message from the National Federation: Anabolic steroid use at the high school level is of concern. Steroids are used by some athletes in sports to improve athletic performance and/or enhance the body in some cosmetic way. High school coaches may not be able to prevent the use of steroids altogether, but they can clearly and forcefully discourage its use. Coaches should learn about steroids and provide the information to their athletes.

Athletic Code:

Coaches should understand, instruct and model the athletic code. Coaches are responsible for reporting any violations of the Athletic Code and/or Athletic Handbook

Budget:

Each head coach is to use sound judgment when recommending purchases. All purchase requests must be written on a Budget Request Form and submitted to the Athletic Director. Any items purchased without the authorization of the Athletic Director will be the responsibility of the coach. Athletic Boosters Coach's Request Forms must be submitted to the Athletic Director one week prior to Booster Board Meetings.

Camps:

Coaches interested in running a sport camp must get prior approval from the athletic director. All registration forms and payment for such camps must be done through the Community Education office with the guidance of the Athletic Director. All coaches will be compensated through payroll.

Cancellation of Activities:

District policy states that all extracurricular activities including practices and competitive events, will be canceled when severe weather exists in the area. If school is canceled because of inclement weather, practices and contests may still take place. However, no practices will be mandatory, nor will there be any punishment if an athlete cannot make it to the practice or contest.

Snow days:

School cancelled before start of school day:

- All Middle School practices and events for that day are cancelled.
- High School events will be held if conditions permit.
- High School practices will be permitted at the discretion of the coach
- Practices should not start before noon.

School cancelled after noon:

- All Middle School practices and events for that day are cancelled.
- All High School practices and events for that day cancelled.

Tornado Watch:

- All High School and Middle School practices and events will be

cancelled/suspended during the duration of the watch.

Tornado Warning:

Before scheduled practices and events:

- All High School and Middle School practices and events cancelled until warning is cancelled

During scheduled practice or events:

- All activities stopped and all athletes moved to designated cover areas.

Disqualification Rule:

If a coach is disqualified during a contest for unsportsmanlike conduct, that coach shall be withheld by his/her school for at least the next contest for that team. Next, a coach will not be eligible to participate in the MHSAA tournament for that sport that season if he/she...

- Is disqualified for unsportsmanlike conduct two or more times during a season.
- Is ejected for abusive action to an official at any time during that season.

Note: See athletic handbook for student athlete disqualification.

Eligibility:

The coach is responsible for knowing and following all eligibility requirements of the Michigan High School Athletic Association and Hudsonville Public Schools. Please see the athletic handbook if you have any questions

Evaluations:

The athletic director will evaluate the head coach of each sport annually. Assistant coaches will be evaluated annually by the head varsity coach. Evaluations should be completed and signed within two weeks following the completion of the season. If the coach disagrees with the evaluation, he/she has the right to file a written rebuttal which will be attached to the final evaluation and included in his/her personnel file.

Food Supplements:

Coaches are not allowed to directly or indirectly dispense food supplements or medications of any sort (this includes all "over-the-counter" drugs). A message from the National Federation: In order to minimize health and safety risks to student athletes, maintain ethical standards and reduce liability risks, coaches should never supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

Fund Raising:

Fund-raisers must be initiated by a coach or sponsor of the organization. Guidelines for the fund-raiser must be written for administrative approval. Please get all information to Curt McDowell before you start to the fund raising project. The use of the money shall be in accordance to MHSAA guidelines.

Informational Meeting:

The head varsity coach will hold an informational meeting for student athletes and parents prior to the first practice. The coach will explain the One time per year, Parent(s)/Guardian(s) of athletes participating in fall, winter, or spring sports are required to attend the Parent Informational Meeting scheduled by the Athletic Director. There will be such a meeting at the beginning of each season. Parents of multi-sport athletes need not attend the Parent Informational Meeting more than once per school year, but are asked to attend all coach conducted team meetings. Immediately following the Parent Informational Meeting, each varsity coach for the season will hold a team meeting for the student athletes and the parents. At that time, coaches will distribute schedules and explain all team rules, expectations, and the team selection process.

Heat and Humidity Policy and Guidelines

The MHSAA adopted on March 22, 2013 very specific guidelines to follow for heat and humidity. See Appendix 1 at the end of the document for the specific details.

Medical Issues:

Coaches of most teams should carry a medical kit with them to practices and contests. In the event of injury, seek immediate assistance from the athletic trainer if available. Additionally, the parent/guardian should be notified and referred to a doctor. If the parent/guardian is unavailable, the consent waiver on the physical card will guide further instruction. An accident report must be filed in the athletic office within 24 hours of the accident.

- **Any player who is diagnosed with a concussion has to be cleared by a doctor and note in the athletic trainers hand before they can participate.**
- **See Concussion Protocols Appendix 2**

NCAA and NAIA Guidelines:

<http://www.athleticscholarships.net/ncaa-clearinghouse.htm>

Public Relations:

High School Athletics has become very important to the public and news media. In the event of a media interview, public report, or announcement, coaches are to deliver all necessary information in a positive and sportsmanlike manner.

Important media numbers to report scores:

PRESSBOX APP

WOOD TV 8	616-235-4325
WXMI Fox 17	877-369-0017
WZZM 13	616-559-1419
	616-559-1434
GR Press	616-222-5400

Undue Influence:

The use of undue influence for athletic purposes by any person or persons directly associated with the school to encourage the attendance of a student in the school district, shall cause the student to become ineligible for a minimum of one semester and a maximum of one year.

If a parent or player from another school contacts you about your athletic program be careful. If you talk to them it could be considered undue influence by the MHSAA. Do not:

1. Respond to any email. Please forward all emails to the athletic director.

If they start asking questions about your program face to face your reply must be:

“I am sorry I cannot talk about our program to any student athlete or parents until they are enrolled in our school district.” This will protect you in those uncomfortable situations.

Uniforms and Equipment:

The head coach is responsible for maintaining, issuing, collecting, storing, and securing all uniforms and equipment pertaining to their sport. Students failing to return uniforms and equipment within a reasonable time will be charged for those items. Detailed records must be kept in this area, as uniforms and equipment are a major budget expense.

If you are going to collect uniforms on the last day of competition make sure all athletes change in a public restroom or locker room. There should never be changing

of clothes on a school bus or in a public place.

Use of Facilities:

Any coach wishing to use school facilities for meetings, practices, or contest must contact the athletic director and facility use coordinator. Only contracted coaches will be issued keys. The coach must be present during team use of the facility. At no time should any athlete be unsupervised while using school facilities. The coach is responsible for the care and proper use of equipment and site.

Rules Meetings:

Each head coach of a varsity team under MHSAA jurisdiction shall attend the MHSAA rules meeting for that sport for the current school year if meetings are held. If the head coach does not attend the meetings, an administrator or designee from that coach's school shall attend. In compliance with MHSAA regulations, any head coach who misses the meeting for any reason shall take the rules examination for the sport and answer correctly 70% of the questions.

Scouting:

All league and MHSAA rules must be followed by all scouts. Scouts, whether school employees or not, are representing our school at all times. Scouts should conduct themselves in an ethical manner before, during and after the contest. Any expected expenses need to be requested in writing and approved by the athletic director.

Scrimmages:

All scrimmages must follow league and MHSAA guidelines and be approved by the athletic director. The head coach is responsible for scheduling transportation through the athletic office. MHSAA Rules Regarding Scrimmages include:

- A scrimmage is defined as a practice session involving students from more than one school, organization or group when prearranged or scheduled or directed by a coach or school representative.
- Scrimmages are for instruction more than competition and schools may not charge admission (or accept cash donations) or publicize results in any sport. Awards cannot be given and results may not count on win-loss records of the school. If a timing device is used, normal time shall be altered.
- Each school team and all players are allowed a maximum of **four** scrimmages per season. Two of the four allowable scrimmages may be

used prior to the first competition for that team in that sport. Varsity and non-varsity scrimmages may be held at different sites and on different days. In wrestling, after the Regional Tournament competition, qualifiers may scrimmage qualifiers from other schools. It is not possible for a student to participate in both a scrimmage and a game on the same day in any one sport unless the regulations allow two games to be played in that sport on that day. Fifth quarters, which do not count in the final score, are allowed in sub-varsity competition; but students who participate in the "fifth quarter" of a game may not have participated in the regulation game.

Sport Information:

As a member of the Michigan High School Athletic Association, the Hudsonville Athletic Department creates an athletic schedule in accordance with the dates set by the state. This information may be accessed at www.mhsaa.com.

Summer Schedules:

Coaches who share athletes and facilities are asked to work together so the athlete can participate in all the programs. Communicate what is essential to make, what is important and what is optional. We do not want a situation where athletes feel torn and then do not go out for a sport they should be playing. We also do not want to create a situation where athletes never get time off which can also lead to burnout.

- The athletic director will communicate to coaches when the summer dead week is. Will fall on or around July 4 every year.

Transportation:

Coaches are expected to know and follow the Transportation Policy. Do your part to hold all athletes and parents to this expectation. Having copies of the Transportation Release Form with your coaching information or supplies is advised.

Tryout Guidelines:

- 1 Try out information must be communicated to players for the following:
 - Dates, Times, Format
- 2 Participants should be given at a minimum 2 practice opportunities prior to the first cut.
- 3 Criteria for tryouts should include but not limited to measurable athletic skills

- 4 Individuals not selected shall be given feedback (privately) on why they are not selected and what they can do to improve their skills. This conversation should occur after the tryout session. They should be encouraged to try another activity and/or tryout again next season.
- 5 Cut lists should never be posted

Communication Guidelines

Players:

For the success of your program it is vital to make every person on your team feel like they are making a difference. Not all players will play, but each needs to feel as if they are a part of a team. Very important that all coaches have regular meetings with players to define roles, suggest ways to improve, and let them know where they stand as far as playing time.

Your goal at the end of the season is for each returning player, whether they played a lot or little, to want to come back and play for you and your program again. Communication breakdown is the number one reason why players do not return.

From the Coach:

As a parent, you should expect to receive the following information. The coach will...

- Define his/her coaching philosophy.
- Explain the expectations of the athletes.
- Provide practice and contest dates, times and locations.
- Explain any team requirements (i.e. fees, special equipment, etc.).
- Describe any discipline issues.

From the Parent:

The coach expects to receive the following information. The parent will...

- Notify the coach of any schedule conflicts well in advance.
- Notify the coach of an athlete's injury or illness.
- Discuss any specific concern in regard to a coach's expectations.
- Provide necessary information regarding athletic code violations.

Problem Solving Procedure

When an issue arises that is appropriate for discussion, the coach will welcome the chance to discuss it with you. *However, the issue must first be brought to the coach's attention by the athlete. This ensures that the problem solving is initiated by the athlete.* If, after discussion the issue is still not resolved, the parent may contact the coach to set up a meeting. *The athlete must also be present at this meeting.*

Issues with the Coach:

Coaches are special people who play an extremely important role in the lives of athletes. Most coaches coach for two reasons: 1) They love the game, but more importantly 2) They love working with kids. Please keep the above items in mind when issues arise. The following section summarizes appropriate and inappropriate issues for discussion:

Appropriate Issues:

If student-initiated problem solving has not brought a remedy a meeting should be mutually agreed to by all parents and coaches involved. Parents should use the 24 hour rule. Clarity with an issue often comes by "sleeping on it". The following issues are considered appropriate issues to discuss with coaches:

- Expectations during practices and games.
- Strategies for the student athlete to improve.
- Availability of academic support.
- Playing time, but only with athlete present at the meeting after the athlete has addressed the coach first.

Inappropriate Issues:

The following issues are inappropriate items to discuss with coaches:

- Team strategy.
- Play calling.
- Other student athletes.

Appendix 1

MODEL POLICY FOR MANAGING HEAT & HUMIDITY Adopted March 22, 2013 For 2013-14 MHSAA

Handbook and MHSAA Tournaments

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of that activity, take temperature and humidity readings at the site of the activity. Using a digital sling psychrometer is recommended. Record the readings in writing and maintain the information in files of school administration. Each school is to designate whose duties these are: generally the athletic director, head coach or certified athletic trainer.
2. Factor the temperature and humidity into the Heat Index Calculator and Chart to determine the Heat Index. If a digital sling psychrometer is being used, the calculation is automatic.

If the Heat Index is below 95 degrees:

All Sports

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Optional water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling
- Watch/monitor athletes carefully for necessary action.

If the Heat Index is 95 degrees to 99 degrees:

All Sports

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Optional water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action.

Contact sports and activities with additional equipment:

- Helmets and other possible equipment removed while not involved in contact.
- Reduce time of outside activity. Consider postponing practice to later in the day.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

If the Heat Index is above 99 degrees to 104 degrees:

All Sports

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire. ○
- Mandatory water breaks every 30 minutes for 10 minutes in duration. ○
- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action. ○
- Alter uniform by removing items if possible. ○
- Allow for changes to dry t-shirts and shorts. ○
- Reduce time of outside activity as well as indoor activity if air conditioning is unavailable. ○
- Postpone practice to later in the day.

Contact sports and activities with additional equipment

- Helmets and other possible equipment removed if not involved in contact or necessary for safety.
- If necessary for safety, suspend activity.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

If the Heat Index is above 104 degrees:

All sports

- Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

Note: When the temperature is below 80 degrees there is no combination of heat and humidity that will result in need to curtail activity.

Appendix 2

MHSAA Protocol for Implementation of National Federation Sports Playing Rules for Concussions

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

The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness.

This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

- The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.
- If it is confirmed by the school’s designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.
- Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
 - Only an MD or DO may clear the individual to return to activity.
 - The clearance must be in writing.
 - The clearance may not be on the same date on which the athlete was removed from play.
- Following the contest, an Officials Report shall be filed with a removed player’s school and the MHSAA.
- In cases where an assigned MHSAA tournament physician (MD/DO) is present, his or her decision to not allow an athlete to return to activity may not be overruled.

SANCTIONS FOR NON-COMPLIANCE WITH CONCUSSION MANAGEMENT POLICY

Following are the consequences for not complying with National Federation and MHSAA rules when players are removed from play because of a concussion:

- A concussed student is ineligible to return to any athletic meet or contest on the same day the concussion is sustained.
- A concussed student is ineligible to enter a meet or contest on a subsequent day without the written authorization of an MD or DO.

These students are considered ineligible players and any meet or contest which they enter is forfeited

.In addition, that program is placed on probation through that sport season of the following school year.

For a second offense in that sport during the probationary period – that program is continued on probation through that sport season of the following school year and not permitted to participate in the MHSAA tournament in that sport during the original and extended probationary period.