

**Athens**

**Coach's**

**Handbook**

## **MISSION STATEMENT**

Athens Area Schools Athletics, with the support of the residents of the school, will encourage participation, build self esteem promote good sportsmanship, motivate to maximum effort, and offer the opportunity to be a part of a successful team experience.

## **ATHLETIC CODE FOR COACHES**

1. Develop an understanding of the role of interscholastic athletic and communicate it to players, parents, and the public.
2. Develop an up-to-date knowledge of the rules, strategies, safety precautions, and skills of the sport to communicate them to players and parents.
3. 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.
4. Develop fair, unprejudiced relationships with all members of the squad.
5. Allow athletes to prove themselves anew each season and do not base the team selections on previous seasons or out-of-season activities.
6. Allow athletes time to develop skills and interests in athletic and non-athletic activities provided by the school and community groups.
7. Give the highest degree of attention to athletes' physical well-being.  
Teach players strict adherence to game rules and contest regulations.
8. Teach players, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse of decisions and refraining from critical commitments in public or to the media.
9. The Coach is the official representative of the school at interscholastic athletic activities. In this important capacity, the coach will:
  - Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproved allegations of questionable practices by opponents.
  - Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
  - The possession, consumption, or transportation of alcoholic beverages, the use of tobacco in any form (this includes smokeless), the possession or use of any controlled substance (drugs) is prohibited anytime that you are identified as a representative of the school and/or team or are supervising student athletes.

## ADMINISTRATION ORGANIZATION

The Athletic Committee shall be made up of the High School Principal and the Athletic Director.

The purpose of the Committee is to resolve those problems which arise in the Athletic Department. The Committee handles questions of disciplinary measures within the Athletic Department. Chairman of the Committee will be the Athletic Director.

## AFFILIATION

Athens High School is a member of the Michigan High School Athletic Association, and a member of the Big 8 East Conference. We offer the following sports: football, basketball (boys and girls), wrestling, volleyball, track (boys and girls), baseball, softball, and cross country. As a member of the MHSAA, the Board of Education delegates to the Superintendent and his/her designer(s) the responsibility for the supervision and control of said activities, and accepts the Constitution and By-Laws of said association and adopts as its own the rules, regulations, and interpretations (as minimum standards), all as published in the current HANDBOOK and qualifications as published in the BULLETIN as the governing code under which the said school(s) shall conduct its program of interscholastic activities and agrees to primary enforcement of said rules, regulations, interpretations, and qualifications.

## DUTIES AND RESPONSIBILITIES

1. The coaching staff is to be assigned so that each sport is adequately staffed, within limitations imposed by the Board of Education. The Head Coach is responsible for coaches and coaching philosophy for that sport.
2. Each coach shall sign an inventory list at the start of the season when equipment is distributed for the number of items they are assigned. It is the coach's responsibility to keep a record of equipment assigned to each student. Attempts to provide uniforms and equipment the correct size for each student will be made. The uniforms must be as close to correct size as possible without jeopardizing safety and modesty.
3. Equipment inventories and keys are to be turned in two weeks from the close of the season. Failure to do so will result in the last coaching payment being withheld.
4. Coaches are to instruct that no metal spikes are to be worn in the building or on the bus.
5. On nights of away contests or during vacations, coaches will see if a custodian is on duty when they return or complete practice. If not, the coach is responsible to see that the doors are locked, showers and lights are turned off. Also that all athletes have left the building.
6. No practice will be longer than 2 ½ hrs. excluding travel.
7. No coach shall earn tenure in any extra-curricular position, and assignments may be made or terminated for reasons satisfactory to the Board.
8. No coach may serve as head coach in more than 2 sports per year.

9. Each coach shall be evaluated by the appropriate principal and/or the Athletic Director and/or the head coach in writing within 30 days after the completion of the sport season. This includes a post season evaluation conference with the coach. NOTE: Evaluation form is enclosed. See Appendix B.
10. Each coach shall be responsible for submitting recommendations concerning the purchase of new or replacement equipment and supplies within thirty (30) days after completion of the applicable sports season. The Athletic Director shall be responsible for keeping each coach informed concerning the status of the recommendations.
11. Compensation for all extra-curricular activities shall be computed by multiplying BA base rate (Step '0') by the applicable percentage rates herein before set forth.
12. Percentage rates for new schedule "C" activities shall be determined by mutual agreement of the parties.
13. Extra-curricular assignments for the next school year shall be made whenever possible prior to the end of the current school year.
14. Credit will be given for previous interscholastic coaching experience within each sport for grades 7-12.
15. Keep your Med-Kit well stocked. If supplies are getting low, notify the A.D. well in advance.
16. Coaches may not deviate from their practice schedule without prior approval of the Athletic Director. Announce the practice schedule weekly, avoid any confusion.
17. Make sure your equipment (balls, med-kit, bottles, etc.) are freshly marked with ATHENS on them.
18. All Varsity Coaches shall report results to the news media after every event, home or away. List of media: BATTLE CREEK ENQUIRER, PA, HOME PAGE AND OTHER APPROPRIATE MEDIA.
19. Coaches must make sure athletes are in order for them to practice or perform at an event.
20. Practices or open gyms are not to be held on Sundays, on any holiday when school is not in session or Christmas Eve Day. EXCEPTION: If the Athens team is scheduled to participate in a MHSAA Tournament game or contest on the following Monday, then a practice can be scheduled or if another host school has scheduled a practice session on any of these days prior to a MHSAA tournament. Non-mandatory practices may be held on Labor Day and Memorial Day be scheduled late in the day to allow family activities.
21. No practice will be scheduled to begin before 6:30 a.m.
22. High School athletic teams have FIRST preference on High School gym use over athletic teams.

23.Coaches shall attend all called meetings.

24.Coaches shall ride to and from all events on the bus.

25.Each coach shall conform with the MHSAA out of season regulations. Also, out of season coaches may not work with athletes currently involved in a sport.

26.Coaches should not contact athletic boosters directly, request must go to athletic director first.

## **COACHES MEETINGS**

The Head Coach and coaching staff of each individual sport will meet regularly and discuss mutual concerns and procedures.

The Head Coach and coaching staff will meet with students and parents before the start of the season. Team practice schedules special rules and procedures will be discussed. Expectations of student/athletes will be presented.

The Athletic Director will review the contents of this handbook with each coach annually either individually or in a group meeting.

All coaches are to attend a “kick off” meeting in August, and all pertinent pre-season meetings, and the May handbook meeting.

## **REQUIREMENTS FOR PARTICIPATION**

In order to participate in a sport, a student/athlete must complete the following requirements:

1. Permission slips to participate must be on file with the Athletic Director. See Appendix A.
2. Physical examination completed and cards must be on file with the Athletic Director. (You may not practice until this card is on file.)
3. Transportation fees have to be paid. There is a high school transportation fee of \$50 per sport with a maximum of \$100 per student and \$160 per family. The middle school transportation fee is \$30 per sport with a maximum of \$60 per student and \$130 per family.
4. All eligibility requirements have been satisfied.
5. Previous semester credit: For HS students, they must pass 3 out of 4 classes; for MS students, they must pass 6 out of 7.
6. Age requirements: HS athlete can't be 19 before September 1st.  
8<sup>th</sup> grade athlete can't be 15 before September 1<sup>st</sup>.  
7<sup>th</sup> grade athlete can't be 14 before September 1<sup>st</sup>.

## **STUDENT RIGHTS**

Students have the right to expect that the teachers will teach, coaches will coach, and administrators will administer justly, and to be treated fairly at all times.

**NO STUDENT SHALL BE PHYSICALLY, MENTALLY, VERBALLY, ABUSED OR SEXUALLY HARASSED BY ANY STUDENT OR STAFF MEMBER. ADDITIONALLY, NO STUDENT SHALL BE S WORE AT, SUBJECTED TO FOUL OR ABUSIVE LANGUAGE OR SPOKEN TO IN A DEMEANING MANNER BY ANY EMPLOYEE OF THE ATHENS SCHOOL SYSTEM.**

## **ACADEMIC REQUIREMENTS**

HS Block- A student pass 3 out of 4 classes, and may not receive very poor in citizenship each week to be eligible for participation.

MS Students must pass five out of seven classes, including homeroom, and may not receive very poor citizenship each week to be eligible for participation.

Eligibility will be run each Friday morning, and will apply to the following week, which begins on Monday.

Students who are ineligible may practice, but may not participate in the game/contest nor may they dress for the game or event.

## **SCHOOL ATTENDANCE**

1. If an athlete is not in attendance all day during the school day, then the athlete may not participate in any scheduled athletic event or practice on that day. An athlete may attend practice or the event the day of ISS. However, the discipline for ISS days will be identical to the missing practice penalty schedule (eg. 1st ISS, 2nd ISS, 3rd ISS). With an out of school suspension, the athlete may not attend practice or go to game or event. The missing practice section will cover the return suspension. **EXCEPTION:** Doctor or dentist appointment, funeral (must have note from parent).
2. Request for an exception may be made to the Athletic Director or Principal.

## MISSING PRACTICE/EVENT

An athlete should seek permission from his/her coach before missing practice. Missing practice or a game without good reason will be dealt with severely. Sudden illness or some emergency would be a good reason for missing a practice or game. An athlete MAY NOT join a sport after 8 days of practice. Athlete must join sport on 1<sup>st</sup> day of practice for sports that cut. (EXCEPTION: An injury, a new student, a previous sport prevents it, or extreme, extenuating circumstances approved by the Athletic Director). For unexcused missing game or event, the athlete shall be suspended for one game or event each occurrence.

**1<sup>st</sup> unexcused practice in the season.** (First half of next scheduled contest/activity; Volleyball-1<sup>st</sup> game; Track-1<sup>st</sup> normal event; Wrestling-Two hour school service.)

**2<sup>nd</sup> unexcused practice in a season.** (All of the next day of competition.)

**3<sup>rd</sup> unexcused practice in a season.** (All of next two scheduled days of competition.)

Each occurrence of a suspension, either in-school or out-of-school, is to be treated as a single absence.

## PRACTICE FOLLOWING ILLNESS OR INJURY

Students who are absent from school or who are physically unable to practice for five consecutive days due to illness or injury must present to the Athletic Director, a statement from a physician or parent that they are physically fit to participate in inter-scholastic athletics.

## TRAINING RULES

The possession, consumption, or transportation of alcoholic beverages, the use or possession of tobacco in any form (this include smokeless), the possession or use any controlled substance (drugs), theft, vandalism, and any other act constituting a crime are violations of training rules, and will also be dealt with according to the student handbook.

## APPLICATION OF TRAINING RULES

This code applies to ALL students who are associated with the athletic program at Athens Area Schools. The application of training rules applies all year, including the summer, not just for the sports season. If the violation occurs during the summer, the penalty applies to the next sport that the student participates in. Extenuating circumstances could require a more severe penalty. If a student denies allegations that are later proven against the student, suspensions shall be 1/3 of the season, and 2/3 of the season in lieu of ¼ and ½.

First Offense- The 1<sup>st</sup> offense shall result in suspension from the athletic team on which the student is participating for 25% of the sports season. The student will preform five hours of community/school service (direction of the Principal). The student will have a session about the problem with the High School Counselor. The student will sign an agreement(contract) to the above. The student will attend practice with the team but will not participate or dress for any game or contest, and must attend with the team.

**2<sup>nd</sup> unexcused practice in a season.** (All of the next day of competition.)

**3<sup>rd</sup> unexcused practice in a season.** (All of next two scheduled days of competition.)

Each occurrence of a suspension, either in-school or out-of-school, is to be treated as a single absence.

Second Offense- The 2<sup>nd</sup> offense shall result in suspension from the athletic team on which the student is participating for 50% of the sports season. The student will preform ten (10) hours of community/school service (direction of the Principal). The student will have a session about the problem with an outside substance abuse counselor approved by the Principal. A list will be provided by the counselor. The student will sign an agreement (contract) to the above. The student will attend practice with the team but will not participate or dress for any game or contest, and must attend with the team.

Third Offense- The 3<sup>rd</sup> offense shall result in suspension from all athletic activities for the balance of that students school career.

The student may apply to a panel consisting of the Principal, Athletic Director, and Superintendent for the reinstatement after completing substance abuse counseling. A recommendation from the substance abuse counselor that the session were taken seriously must be present. The vote taken must be unanimous.

If the penalty cannot be fulfilled during the existing sport, the penalty will carry over to the next sport on which the athlete participates. If the athlete is penalized and then fails to finish the sport, the penalty is in the next sport in which they participate. Parents will be notified by certified mail of any violation of this code.

### **TRAINING RULES SET BY THE HEAD COACH MISSING PRACTICE/EVENT**

The head coach and coaching staff for each sport may have an additional training rules and regulations, and should expect all athletes to meet reasonable standards. These rules cannot conflict with rules in the Athletic Handbook and must be submitted to the Athletic committee before distribution with a copy to the Board of Education. Each athlete is to receive a copy of the individual SPORTS RULES PRIOR TO THE START OF THE FIRST PRACTICE. Enforcement of these additional rules is the responsibility of the head coach.



## **DISSAGREEMENTS WITH THE COACH**

Channels to follow:

- A. Meet with the Coach.
- B. Meet with the Head Coach (if applicable).
- C. Meet with the Athletic Committee.
- D. Meet with the Superintendent.
- E. Meet with the Board of Education.

## **REVIEW AND APPEAL FOR AN ATHLETE AND PARENT OR GUARDIAN**

The following procedure for hearing with the Athletic Committee will be followed: A written statement detailing the alleged violation will be provided to the athlete and parent/guardian. Reports either orally or writing will be presented by anyone who witnessed the alleged violation. The athlete and parent/guardian may question any witnesses present and present arguments on the behalf with regards to the alleged violation. The parent/guardian shall be notified of review and appeal action which they may take. The athlete and parent/guardian may appeal the decision to the Superintendent and Board of Education

## **UNIFORMS AND EQUIPMENT**

Game uniforms, practice gear, warm-up jackets, or any other issue by the Athletic Department, shall not be worn at any time other than athletic contest or practice unless authorized by the head coach.

### **Equipment:**

After equipment is issued, athletes are responsible for cleaning and maintenance. Wear and tear through normal use is to be expected. Loss of any equipment is **ATHLETE'S** financial obligation.

The coach in charge will be responsible for collecting all items belonging to the Athletic Department at the end of the season.

If a coach cannot collect the gear belonging to the Athletic Department, or the fee for the lost items, the coach will present to the Director of Athletics the name of the and the items still missing. The Athletic Director will be responsible to collect the fee. If the athlete does not pay the fee than they will not be able to participate in another sport.

## **LOCKER ROOM PROCEDURE**

1. No horseplay is allowed.
2. No abusive language.
3. Locker room will be kept as neat as possible.
4. All equipment and clothing is to be locked up. A student can obtain a lock from the Physical Education Instructor.
5. Players will report directly to the locker room after school, or when the scheduled practice starts. If you do not have practice scheduled for you athletes they have no business being in the locker room.
6. No athletes will be roaming the halls after school.
7. All books, jackets, etc. are to be brought to the locker room.
8. All players reporting and leaving practice will have a designated entrance and exit door. No other doors will be used.
9. Coaches are to check the locker room and make sure the student/athletes have left the building. The coach should be the last to leave after checking the shower room and locking the doors. This applies to the beginning of practice as well as after practice and games or contests.
10. Coaches are not to leave the premises after practices or athletic contests until all student/athletes have left. These rules apply to home and away activities. When at an out of town contest, report any damages to the host school athletic director before or after the contest.

## **WEATHER POLICY**

If the school is closed due to inclement weather, all after school activities, contests, and practices are to be canceled unless otherwise allowed by the Athletic Committee or Superintendent

If a severe weather warning is in effect, outside practices and contests will be canceled. Lightening in immediate vicinity will halt the outside event.

If a tornado watch or warning is activated, all extra-curricular activities including games and practices shall be canceled or terminated.

If a tornado warning is activated during a game or practice, the coach shall immediately see that players and spectators are directed to shelter areas or to take necessary precautions if a shelter is not immediately available.

If an all clear is issued by the National Weather Service prior to the time of the scheduled event, the event shall be permitted to continue. This applies to thunderstorms and tornadoes.

If an activity is being held at a host school rather than at home, the coach or activity sponsor shall take direction from the host school officials.

If the parent chooses to keep a student/athlete from participation because of weather, no restriction will be placed against the student/athlete. Parents must contact the coach before the next scheduled practice if they have kept their son/daughter from participating.

## **TRANSPORTATION**

All athletes must travel to athletic events on the team bus. A written release from the parent releasing the school of responsibility must be submitted to the head coach before an athlete is allowed to ride home with his/her parent/guardian. **EXCEPTION:** If there is a conflict with an athletic contest and scheduled college entrance examinations, if necessitated by senior week activities, or double-up situation, a student may be transported by their parent. If a release is ignored, the athlete will receive a one game suspension.

### **POLICY FOR BUS TRAVEL AT ATHLETIC EVENTS**

All persons who travel on the team bus must meet the following criteria:

- Member of the participating athletic team at the “away” events.
- Team managers.
- Assigned coaches.
- Chaperons as designated by the Athletic Director or the building principal.
- If space is available, children of the bus driver (only) may ride.

## **TRAVEL**

Athletes who qualify for state finals may spend the night at the athletic contest if the travel distance is 100 or more miles from Athens, and it is requested by the coach; or the bus must leave before 6:45 AM and is requested by the coach. Athletes may also spend the night if the trip is reimbursed 100% by the MHSAA or booster groups (costing the Athletic Department \$0.00) from regionals and beyond, and is requested by the coach. One chaperon over the age of twenty-one (21) of the same sex must provide for each six (6) athletes. The chaperon will room in a close proximity to the athletes rooms.

## **SCHEDULING**

All athletic events must be scheduled through the Athletic Director.

### **NUMBER OF EVENTS**

Each high school Varsity team may go to no more than five (5) invitationals, excluding state events. Each Junior Varsity team may go to no more than three (3) invitationals. Each middle school team may go to no more than two (2) invitationals.

## **CLINICS**

Each head coach, with approval, may attend one coaching clinic in which the athlete department will pay reasonable expenses.

## MILEAGE

All mileage requests must be submitted to the Athletic Director. Mileage rate will be at the current IRS allowable amount.

## ATHLETIC PROGRAM AND AWARDS NIGHT

Three athletic award programs will be held each year. One of the following fall sports, one following winter sports, and the last one following spring sports.

## LETTER POLICY

### Freshman

1<sup>st</sup> J.V. = Numeral (Date of Graduation)  
1<sup>st</sup> Yr. Var.= Numeral and Varsity Letter

### Junior

1<sup>st</sup> Yr. In sports (Var. level)=Numeral- Letter  
1<sup>st</sup> Yr. Var.=Letter  
2<sup>nd</sup> Yr. Var.=Medal  
3<sup>rd</sup> Yr. Var.=Trophy

### Sophomore

1<sup>st</sup> Yr. J.V. = Numeral  
2<sup>nd</sup> Yr. J.V.= Pin  
1<sup>st</sup> Yr. J.V. = Letter  
2<sup>nd</sup> Yr. J.V.= Medal

### Senior

1<sup>st</sup> Yr. In sports (Var. level)= Numeral-Letter  
1<sup>st</sup> Yr. Var.=Letter  
2<sup>nd</sup> Yr. Var.=Medal  
3<sup>rd</sup> Yr. Var.=Trophy  
4<sup>th</sup> Yr. Var.=Plaque

## AWARDS

The Head Coach of each sport is permitted to give four special awards. In addition, the following criteria is to be followed for regular awards:

### Football- Varsity

9 quarters of play  
Upon recommendation by the coach (i.e. injuries)  
Practices regularly  
(Minor) Be a member of the team

### Cross-Country- Boys and Girls

To be determined by coach

### Basketball- Boys and Girls Varsity and J.V.

Be a member in good standing of the team  
Start and finish the season  
Practice regularly

### **Volleyball- Varsity and J.V.**

Practice regularly  
Start and finish season  
Be a member in good standing on the team

### **Wrestling- Varsity**

Earn 250 points in accordance to the Wrestling Handbook.

### **Track- Boys and Girls**

Three ways to earn a letter

1. Attend all practices. No meet points would be needed.
2. If miss one unexcused practice or meet, the athlete must earn one (1) point OR meet with the coach to discuss the value of assigned practices.
3. If you miss two unexcused practice or meets, the athlete must earn five (5) points OR make up the loss of that practice to the satisfaction of the coach.

### **Baseball- Varsity**

Play in 5 games or 20 innings  
Finish season  
Be a member in good standing of the team  
Attendance, Promptness, Discipline  
Support team members/Be a **TEAM** player

### **Softball- Varsity**

Play in 5 games or 20 innings  
Finish season  
Be a member in good standing of the team  
Attendance, Promptness, Discipline  
Support team members/Be a **TEAM** player

## **SPECIAL AWARDS**

Freshman Track	Boys & Girls
Les Swartz Memorial	Boys
Bill Gilchrist Memorial	Girls
Most Valuable Athlete	Boy & Girl
Booster Academic Award	Boy & Girl in Each Class
Harold Reynolds Memorial	Boy or Girl

## **NON-COMPLIANCE**

Any coach found to be out of compliance with any of the provisions of this policy manual will be subject to one or more of the following disciplinary actions.

1. Oral warning
2. Written reprimand
3. Conference with Principal and/or Superintendent.
4. Suspension with pay
5. Suspension without pay
6. Demotion
7. Discharge from duties

This manual is an attempt to cover the major areas of the athletics. It is certain that some violations and/or corrective measures may occur that are not covered in this manual. In that event, the issues will be resolved by the Athletic Committee based on administrative and board policy.