

Public Schools of Petoskey Coaches Handbook



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FOREWORD

A sound student athletic program is not accidental, it is conscientiously planned and directed by individuals who recognize its importance to the educational environment. The purpose of this coach's handbook is to explain the responsibilities of Public Schools of Petoskey coaches and the expectations for each program. In establishing these guidelines, the following factors are considered:

1. Safeguarding the health of participants in the activities program;
2. Providing opportunities for student participation;
3. Establishing standards that cultivate healthy interpersonal relationships among participants;
4. Maintaining the highest quality of student activity;
5. Promoting a healthy school/community relationship; and
6. Promoting congenial relationships with other schools.

The use of the word "parent" in this handbook means a student's natural or adoptive parent or legal guardian.

PHILOSOPHY

In accordance with the goals of education, the Public Schools of Petoskey athletic philosophy is to help young people develop mentally, physically, emotionally and intellectually to their fullest potential. The athletic program contributes to this goal by providing middle and high school students with opportunities to participate as team members in sports competition with other schools. The development of physical skills, sportsmanship, teamwork, self-discipline, loyalty, tolerance and perseverance are desired individual outcomes.

BETTER ATHLETES - BETTER PEOPLE

The Public Schools of Petoskey offer athletic programs to enrich the academic experience of our students. We are building young people into adults and teaching life lessons. While some will go on to take their skills to the next level, most will not continue their athletic careers past high school. Growing as a person is what makes sports a great experience. Teaching our athletes to handle adversity, disappointment and success in the healthiest ways builds a stronger person.

COACH'S RESPONSIBILITIES

Pre-Season Responsibilities (Prior to first contest)

All Coaches:

1. Make sure all necessary paperwork is completed upon hiring, including completion of a background check and fingerprinting
2. All coaches, (PSP employees and non-PSP employees) and volunteers must complete a background check in accordance with PSP policy before any contact with students.
3. Confirm all coach and volunteer background checks are completed prior to contact with students.
4. All coaches and volunteers must complete concussion awareness, and any other educational training as deemed necessary by the Public Schools of Petoskey.

5. Formulate team rules and policies. (No rule or consequence may conflict with the Student Handbook or Athletic Handbook.) The Athletic program will have a consistent attendance policy that all coaches and student-athletes must follow.
6. Provide student-athletes with all necessary criteria for making the team if cuts are necessary. (See Squad Selection)
7. Conduct a preseason parent meeting.
8. Inform your athletes of the following:
 - a. Physical exam requirements (must have OK to Play Card);
 - b. Eligibility policies;
 - c. MHSAA rules on limited team membership and eligibility; and
 - d. Contest schedules.
9. Turn in to the Athletic Director and/or athletic secretary by an established date, the following:
 - a. Complete roster with grade, correct spelling or name, and jersey number (when necessary) within 5 days of roster being set;
 - b. Requested bus departure times; and
 - c. Requested practice times (if applicable).
10. Distribute uniforms and equipment to athletes and expectations regarding care and cleaning.
11. Complete all required MHSAA rules meetings.
12. Discuss with your athletes:
 - a. Bus trips
 - i. Behavior expectations
 - ii. Food
 - iii. Dress
 - iv. Remove all valuables from bus during contest
 - b. Responsibility while visiting other schools
 - i. Hallways
 - ii. Locker room
 - iii. Locking clothes and valuables securely
 - c. Contest conduct
 - i. What is expected
 - ii. Penalties for misconduct (including reduction of playing time, removal from team, etc.)
 - d. Locker room procedures
 - i. Rough housing and throwing of towels or other objects is not allowed in the locker room. Hazing of other athletes will not be tolerated. See Hazing and Bullying.
 - ii. The coach shall confirm all showers are turned off before leaving the locker room.
 - iii. All spiked or cleated shoes must be put on and taken off OUTSIDE the locker room. Excess mud should be removed outside. No cleats or spikes are ever allowed in any other part of the school building.
 - iv. Equipment must be removed from all sport lockers immediately after the conclusion of each sport season.
 - v. All athletes should make prior arrangements for transportation home after their scheduled practice time and games. Let your athletes know at least a day in advance as to the ending time of practice.
13. Attend seasonal meetings scheduled by the AD.

Varsity Head Coach:

1. Meet with coaches on staff to discuss responsibilities, philosophies, etc.
2. Attend/Complete all required MHSAA rules meetings.
3. Establish policy for earning a varsity letter- (when applicable)
4. Attend Preseason meetings with AD- covering upcoming season and expectations.

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

1. Attend any meetings established by the Varsity Head Coach.
2. Attend Preseason meetings with AD- covering upcoming season and expectations.

SEASON-LONG RESPONSIBILITIES**All Coaches:**

1. Communicate with your athletes on a team basis and discuss:
 - a. Displaying proper character skills and academic achievement;
 - b. Team goals and responsibilities;
 - c. Behavior outside of school;
 - d. Athletic Handbook; and
 - e. Sportsmanship.
2. Locker room and gym area responsibilities:
 - a. Athletes must be supervised at all times;
 - b. All of your athletes MUST be out of the locker room and gym area before you leave;
 - c. Check the locker room for equipment, etc.;
 - d. Store and lock up all equipment;
 - e. Make sure the outside doors are secure when you leave;
 - f. If returning from a night away contest after normal custodial hours, shut off lights, and secure all exterior doors; and
 - g. Make sure athletes are out of the building before you leave. Coaches are not to give athletes rides.
3. Practices: (See Practices)
4. Transportation: (See Transportation)
5. Communication: (See Communication)
6. Athletic Injuries: (See Injury Procedures)
7. Report to the AD and/or principal any discipline problems, serious injuries or concerns.
8. Input contest results into the MHSAA website based on sport requirements.
9. Attend any meetings called by the AD.
10. Follow the chain of command and communication regarding athletic concerns / issues (Athletic Director, Principal, Superintendent, Board of Education members).
11. Never leave a student behind at practice or after a contest. The coach should be the last to leave.
12. In place of the parent, the coach must act in relation to the student as a reasonably prudent and careful parent would under the circumstances.
13. As a coach, be sure to inform athletes of dangers; teach the athletes methods and precautions necessary to prevent injuries, and make certain they are followed.

POST-SEASON RESPONSIBILITIES

All Coaches:

1. Schedule an exit meeting with the Athletic Director.
2. Collect and inventory ALL uniforms and equipment. Make arrangements with the AD for storage. Notify AD and/or Varsity Head Coach of any shortages or damages.
3. All uniforms/equipment must be collected by the coach within two weeks of completion of the season. Coaches are encouraged to collect uniforms at the last contest of the season involving each uniform.
4. Varsity player statistics will be turned in to the AD at the end of the season
5. Discuss any scheduling concerns/requests during the exit meeting.
6. Complete MHSAA online official's ratings (if applicable).
7. Final coaching pay will not be released until all of the above are complete.

OFF-SEASON ACTIVITIES

During the School Year

1. Strength Training
 - a. Students must be supervised by the coach at all times.
 - b. Schedule times with Strength Coach.
 - c. Encourage students to select Athletes PE if selecting a PE class.
2. Skill sessions
 - a. Coaches may work with athletes during off-season on specific skills in accordance with MHSAA rules. It is the coach's responsibility to be aware of all MHSAA regulations.
3. Schedule times for practice / skill sessions through the Athletic office to avoid conflicts. In-season sports have priority.
4. Open-Gym
 - a. Must be scheduled with the athletic office.
 - b. All students have the ability to participate.
 - c. Coaches must follow all MHSAA rules regarding open-gyms including no direct or indirect coaching.
 - d. Non-Petoskey School students are not allowed to participate in open-gym, unless permission is given by the Athletic Department

Summer Activities

1. Encourage strength training sessions as a team or open hours set by Strength Coach.
2. All activities must follow MHSAA rules and regulations.
3. Activities cannot be mandatory or be part of criteria for making a squad.
4. Have summer schedules out to athletes and parents before the end of the school year.
5. Dead week will be connected to the 4th of July every year, there are no activities allowed during this week.
6. The District holds no liability in summer activity scheduled off campus, will not provide transportation and school uniforms may not be used for summer leagues/competition.

Varsity Head Coaches:

1. Make a list of all equipment needing repair and supplies requested for next year. Submit this list to the AD at the exit meeting.
2. Attend the Big North Conference All-League Voting meeting (if applicable).
3. Evaluate all sub-varsity and assistant coaches (paid only) in your program. Middle School coaches will be evaluated by Middle School AP/AD and/or designee.
4. Meet with team members and potential team members for the next season about any post-season and summer activities.
5. Coordinate a Team Banquet within two weeks of the conclusion of your team's season. Date may be later with approval.
6. Verify team roster with correct name spellings, letter winners, participants, etc. at least one week prior to the banquet.
7. Notify the AD of any athletes who earn postseason awards.
8. Provide the AD with a summer schedule for camps and facility requests associated with an athletic program. No activities may be scheduled during summer dead periods. (Early July)
9. Make sure storage areas are clean, neat and free of any old obsolete uniforms or other items.

Sub-Varsity Coaches:

1. Submit any equipment/uniform needs to the Varsity Head Coach prior to his/her exit meeting with AD.
2. Verify team roster for correct spellings and accuracy for those student-athletes earning participation certificates.

Middle School Coaches:

1. Submit any equipment/uniform needs to the AD or designee.

OTHER COACHING RESPONSIBILITIES

1. The Varsity Head Coach is responsible for the direction of all coaches within their program, including middle school. The Varsity Head Coach needs to clearly establish and communicate policies and values within his/her program to all subordinates. Sub-varsity coaches need to adhere to policies established by the Varsity Head Coach. The AD will only get involved when proper communication channels have been established.
2. Follow all rules and regulations as prescribed by the MHSAA, school board, athletic department, and Big North Conference. Know the MHSAA Handbook related to your sport.
3. Enforce discipline and good sportsmanship at all times, and establish and oversee penalties in accordance with established team policy, as well as Athletic Handbook.
4. Understand rules for academic eligibility and enforce them with team members.
5. Use effective communication practices to keep the team and parents informed.
6. Provide the AD a copy of any written materials that are given to your athletes and/or parents (in season or out). Obtain approval of such material prior to distribution.
7. Perform other related duties assigned by the Principal or AD.
8. All Varsity Head Coaches are required to participate in the voting for Senior Athlete Awards as well as any scholarship that pertains to their specific sport.

9. All Varsity Head Coaches should provide assistance to those student-athletes looking to continue competition beyond high school, if requested.

PROFESSIONAL EDUCATION

Highly effective coaches are always trying to improve their craft. Petoskey High School and Middle School coaches are expected to be life-long learners who are always seeking out information to help them become better coaches and mentors.

1. Coaches are encouraged to attend coaching clinics and seminars. Requests for reimbursement for these should be made in the same manner as any other purchase.
2. Coaches are encouraged to be members of their respective coaching associations. The athletic department will reimburse the costs of such memberships when approved in advance. It is up to the coach to fill out all membership forms and send them in.
3. The MHSAA sponsors an educational program called Coaches Advancement Program (CAP). CAP 1 is required for all varsity head coaches, but all coaches are urged to make plans to attend these workshops. The athletic department will cover the cost of these CAP workshops. See the AD for more information.
4. The MHSAA requires all head varsity, JV and freshmen coaches to be CPR/First Aid certified. The Athletic Department shall reimburse for CPR/First Aid Training with prior approval by the Athletic Department.

MEETINGS

Coaches shall attend the following meetings:

1. MHSAA rules meetings – annually (Head Coach);
2. All-Conference meetings and any special conference meetings (Head Coach);
3. Any meetings called by the Athletic Director; and
4. Any meetings called by the Varsity Head Coach. Practice schedules may have to be adjusted in order to comply.

TRANSPORTATION

1. All transportation will be arranged for athletic teams through the athletic office.
2. Athletes are required to ride with the team to and from the contest unless a parent signs their own child out. Athletes will not be excused to ride with siblings or friends without a parent. In case of an emergency involving the family, the coach will use his/her own discretion.
3. Athletes may ride with other adults with written permission from the parent via Remind, email or a note.
4. The coach will accompany the team on the bus or vehicle to and from all contests and be responsible for the team's safe and proper behavior. If multiple vehicles or buses are needed, an adult approved by the AD shall travel on the additional buses.
5. The coach is responsible for knowing the location and directions to the facilities.
6. Someone other than the team coach may supervise the bus ride only with the permission of the AD.

SCHEDULING CONTESTS

The athletic director or designee will do scheduling and contracting. Head Varsity coaches should be part of the scheduling process, creating relationships with other coaches to allow the scheduling of non-league games. Requests for certain opponents need to be given to the AD during the end of season meeting.

TEAM ACCOUNTS

1. Management of account:
 - a. It is the responsibility of the Varsity Head Coach to know exactly how much money is in his/her program's internal account and to maintain a positive balance.
 - b. Only the Varsity Head Coach will be allowed to submit requisitions for the AD's approval.
 - c. The Varsity Head Coach should be sensitive to the needs of the entire program, and not just the varsity team.

APPAREL

1. All team apparel must follow the Imagery guidelines set forth by the PSP.
 - a. Colors- White, Navy Blue, Carolina Blue (accent color only) - Pantone numbers can be found in board policy.
 - b. All alternate uniforms, warm-up apparel, and game uniforms must be approved by AD.
 - c. T-shirts and other items should be in good taste and appropriate for school.

SQUAD SELECTION

1. All athletes must have a tryout card to participate in tryouts or practice.
 - a. Tryout cards make sure all requirements are fulfilled.
 - i. Physical
 - ii. Academic Eligibility
 - iii. Athletic Handbook Violations
2. Philosophy
 - a. In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at the Public Schools of Petoskey, we encourage coaches to keep as many students as they can without compromising the integrity of their sport. Obviously, time, space, facilities, equipment, and other factors will place limitations on the most effective squad size for any particular sport.
3. Cutting policies
 - a. Responsibility
 - i. Choosing members of the squad is the sole responsibility of the coaches of those squads.
 - ii. Each program shall have criteria for choosing team members.
 - b. Procedure
 - i. When a squad cut becomes necessary, the process should include the following important elements. Each candidate should:

1. Have had the opportunity to complete a minimum of 3 practice sessions (unless approval for fewer sessions is given by AD)
 2. Be personally informed of the cut by the coach, and the reason for that action.
 - ii. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the AD prior to informing the student of the cut.
 - iii. Avoid cutting a single player from any team.
4. Placing student-athletes out of level
- a. Freshman or Sophomore to Varsity (or Freshman to JV)
 - i. Must have approval of the player and parents and AD.
 - ii. It is important to field the most competitive teams possible at the Varsity level; that may necessitate the promotion of underclassmen to that level of play. Coaches should have tenable reasons for such promotion, and although no guarantee of playing time will be made, it is expected that the promoted underclassmen will receive significant playing time during the season to justify the promotion.
 - b. Juniors playing at the JV level
 - i. In rare occasions, a Junior may be allowed to play on the JV with the approval of the AD, player, and parents.
 - ii. Juniors may play down if the move is necessary to save a team from not being able to compete in contests. Use of 5 quarter rule/3 half rule may be utilized as well.
 - iii. A senior may never play below the Varsity level unless he/she is a foreign exchange student who lacks the ability or understanding to participate at the Varsity level.
5. Ineligible players are not allowed to scrimmage or be in uniform on game days.
6. Notify the athletic department office of any roster changes immediately.

PRACTICES

1. Remember athletes are students first. Limit practice times and durations to allow adequate time for study.
2. At no time are the athletes to practice unsupervised.
3. A coach must remain present after practice until all players have departed.
4. The practice area must be policed and secured upon the coach leaving.
5. If a coach of a sport that shares facilities cancels practice or reduces the scheduled time duration, they must notify the other coach in advance so that facility usage can be adjusted for everyone's advantage.
6. Athletes in season cannot "practice" another school sport without prior approval from the in season coach. If conflicts occur, the coach may withdraw approval.
7. Practice on weekends and other non-school days.
 - a. Sunday practices need prior approval from the AD and cannot be mandatory.
 - b. Facility security is the coach's responsibility. If you open it, lock it when you leave.
8. Practice during inclement weather:
 - a. Coaches are to use good judgment when practicing outdoors during inclement weather.
 - b. Always follow MHSAA guidelines for thunder and lightning.
9. Attendance at practices and competitions:

- a. Student-athletes are expected to attend all practices and games that are scheduled within the school week. No practice on a canceled school day or Sunday is allowed to be mandatory.
- b. A coach may excuse an absence for any reason he/she deems appropriate and is encouraged to do so at the lower levels for such things as driver's training, religious functions, family commitments, etc. A coach must excuse the following reasons for absence:
 - i. Illness
 - ii. School related extracurricular activity
 - iii. Funerals
 - iv. Family-related emergencies
 - v. Court ordered parental visitation
 - vi. Any reason deemed appropriate by school administration.
- c. Consequences:
 - i. Each excused absence may result in a reduction of playing time up to one game. This is not intended to be a form of punishment, but is intended to be fair to those who have been to all practices. Playing time is always at a coach's discretion, and he/she may use attendance as a reason for limiting playing time out of fairness, safety, etc.
 - ii. Unexcused absences should not be tolerated by any coach. The following consequences will be used when dealing with unexcused absences.
 1. 1st unexcused absence: Student-athlete will miss up to 1 contest date.
 2. 2nd unexcused absence: Student-athlete may be dismissed from the team.

Prior to imposing a consequence for an unexcused absence, the coach must make contact with a parent explaining the situation. This may be in the form of a letter, email, phone or personal contact. Parents should be informed that additional unexcused absences may result in dismissal from the team.

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

CANCELED SCHOOL DAY

In the event that school is canceled due to inclement weather for Public Schools of Petoskey the following procedures will be adhered to:

1. Practices:
 - a. Any practice that does take place must be voluntary.
 - b. No practice may be scheduled prior to 11:00 a.m. on snow days.
 - c. Effort should be made to end practices before dark.
 - d. Follow the prescribed schedule for practice on snow days for that season.

The Superintendent shall make the decision as to whether to cancel any contest or practice when school is canceled. Bus drivers have discretion to return a bus home if he/she concludes the roads are too dangerous to travel.

SPORTSMANSHIP

Good sportsmanship is expected at all times from students, coaches, parents and fans. Petoskey athletic teams will conduct themselves properly at home and on the road in a manner that will bring pride to our school and community.

Unless it is to offer congratulations for a job well done, coaches will not present themselves in the dressing quarters of the officials after the game.

BULLYING AND HAZING

It is the policy of the District to provide a safe educational environment for all students. Bullying of a student is strictly prohibited. This policy shall be interpreted and enforced to protect all students and to equally prohibit bullying without regard to its subject matter or motivating animus.

Definition: Hazing is any action taken or any situation created intentionally that causes embarrassment, harassment or ridicule and risks emotional and/or physical harm to members of a group or team, whether new or not, regardless of the person's willingness to participate.

The act of "hazing" is a crime in the state of Michigan and will not be tolerated by the District. The District will fully comply with Michigan law regarding any "hazing" incidents. Coaches must communicate a clear and strict policy against hazing to their teams.

Students engaging in any hazing or hazing-type behavior will be subject to the provisions of the Student Code of Conduct as would apply to any other student violation of State Law.

CO-OP PROGRAMS

Co-op programs are set up for a few specific sports at PHS (hockey and lacrosse). Co-op programs are when students from other schools are participating with PHS students on the same team. In these programs, coaches must let the athletic department know who is trying out for their program and what school they are from. The coach is responsible for communicating with other schools in the Co-op to confirm each athlete's eligibility. Non PHS students will abide by the athletic eligibility rules set up at their home high school.

ATHLETIC INJURY PROCEDURES

1. Coaches may treat minor injuries if the trainer is not available.
2. Injuries of a more serious nature are to be handled by trained medical personnel. If a trainer or medical personnel are not immediately available to treat a serious injury, the coach shall dial 911.
3. Do not move a student-athlete who cannot move him/herself.
4. If an athlete is sent for emergency treatment during a game, follow-up with a visit or call as soon as possible after the contest after seeking permission from the student's parent or guardian. Notify the AD immediately.
5. No student is to be given any medication by coaches.

6. All athletic injuries requiring significant medical attention should be reported to the AD no later than the next morning.
7. Injured players are not to be returned to play until sanctioned by the trainer or, if under physician's care, by written notice of the doctor.
8. The Athletic Trainer's judgment on severity of injury, method of treatment, and/or time of return to participation must be respected. Only the judgment of a licensed physician may supersede that of the Athletic Trainer.
9. Coaches must know and abide by current concussion guidelines. When in doubt, sit them out.
10. Know the location of all AEDs at the venue in which you practice and play.

VOLUNTEER COACHES AND HELPERS

No athletic department could survive without the efforts of volunteers. Each coach is encouraged to have volunteers assist them in the development of his/her team and program.

There are some key things to remember:

1. All volunteer coaches are required to have a background check conducted before he/she is allowed to work with student-athletes. A volunteer coach is defined as someone who has regular contact with student-athletes and is given important responsibilities such as assisting in the development of strategy, playing rotation, skill development, etc.
2. Be cautious when having parents as volunteer coaches. Parents often have a tough time separating coaching duties from parental duties.
3. The coach must advise the volunteer coaches what their duties are prior to the start of the season.
4. Volunteer coaches should not have the same duties as paid coaches.
5. Volunteer coaches are expected to abide by PSP policy and the Coaches Handbook
6. The Head Coach of each team is responsible for selecting and removing volunteer coaches.
7. No one under 18 or still in high school should be used as a volunteer.
8. Be sure to keep the coaching staff roster up to date with the athletic department.

GAME MANAGEMENT RESPONSIBILITIES

It is the responsibility of the coach to secure an official bookkeeper/statistician for each game. In addition, some coaches/teams may be required to help with contest setup depending on the sport i.e volleyball, cross country. The AD shall communicate those expectations before the season.

SELECTION OF TEAM CAPTAINS

The selection of team captains is at the discretion of the coach, following these guidelines:

1. The purpose of a team captain is to provide leadership from peers.
2. Character must be a major factor in the decision making; student-athletes need a captain who will be a good role model as a citizen as well as athlete. It is strongly recommended that students who have received Athletic Handbook violations not be selected as captains.

3. Sub-varsity programs are encouraged to provide multiple opportunities for student-athletes to show leadership. If the sport requires a captain to be used during a contest, it is best to give this opportunity to more than just a select few.

EARNING A VARSITY LETTER

The purpose of awarding varsity letters is to recognize the efforts, sportsmanship, and teamwork of each individual on the team, regardless of skill or ability. Some sports do not have JV squads and therefore everyone who is involved is on the varsity roster, whereas other sports have sub-varsity levels. For this reason, it is important to establish certain guidelines for earning a Varsity Letter; especially for underclassmen.

1. In sports with a clearly defined JV team, a varsity letter is awarded to all student-athletes who have finished the season in good standing and have competed at the varsity level for at least half of the season. A student-athlete must have good attendance, a positive attitude, and be a team player in order to be considered in good standing.
2. For sports such as track, bowling, wrestling and others without a clearly defined JV team:
 - a. A varsity letter is awarded to any senior student-athlete who has been in the program for all four years, regardless of performance as long as he/she is in good standing (see above).
 - b. Student-athletes may earn a varsity letter based on coach's discretion. The coach must communicate to athletes/Athletic Office prior to the season what the requirements are for earning a varsity letter. Coaches are encouraged to use participation-based requirements rather than performance-based requirements when awarding a varsity letter.

DUAL SPORT ATHLETES

Students wishing to compete in more than one sport in a given season must get permission from the Athletic Department, coaches and parents. Dual sport athletes will choose a primary and secondary sport at the time they pick up their dual sport declaration from the Athletic Office.

COACHES' CODE OF CONDUCT

1. A coach, because of the very nature of the assignment, may be in a more favorable position to teach concepts that make for effective daily living than any other member of the school staff. Therefore, every coach should:
 - a. Recognize the value and influence of such individual attributes as character, personality, and integrity.
 - b. Strive to be an outstanding, positive leader.
 - c. Strive to be an outstanding, positive teacher.
 - d. Be impartial in expressing in public the merits of a player and in discussing in private the shortcomings of a player.
 - e. Guard actions and speech as to never encourage or incite unsportsmanlike conduct on the part of the players or fans.

- f. Instill within the players a respect for opponents and officials and do not condone any unsportsmanlike behavior (but encourage positive sportsmanship actions) during a contest regardless of the outcome.
 - g. Use language befitting an educator. If you wouldn't say it in the classroom, you should not say it as a coach.
 - h. Be loyal to fellow staff coaches, school, conference, and community.
2. If a coach commits any act, or failure to act, which in the opinion of the principal and/or athletic director constitutes a serious breach of ethics and good sportsmanship, the coach may be reprimanded and/or suspended from coaching for such a period of time as the superintendent, or designee, may determine. Such actions include, but are not limited to, the following:
 - a. Pulls a team from the playing area as a protest against an official or the official's calls, or for any other reason. This can result in serious consequences for the coach and school from the MHSAA.
 - b. Physically attacks or verbally abuses an official, coach, player, school staff member, media personnel, or administrative personnel on or off the playing area.
 - c. Uses an ineligible player.
 - d. Uses a disqualified player.
 - e. Conduct unbecoming of a coach outside of school duties. i.e DUI, domestic violence, etc.
 - f. Failure to comply with the Code of Conduct listed in item 1, above
 3. Serious acts of misconduct could result in immediate dismissal from coaching duties.

COACHES' EVALUATION PROCESS

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

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

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

1. The evaluator completes the proper evaluation forms and submits them to the athletic director within two weeks of the season end.
2. The coach and evaluator will discuss the written evaluation within three weeks of completion of the season.
3. Evaluations of paid assistant coaches will be completed and filed by the head coach in the AD's office within the three week time frame.
4. After receiving a copy of the evaluation, the coach has 10 days to return a signed copy of the evaluation acknowledging that he/she has received the evaluation. At this time the coach may make any response to the evaluation on the form.

Head coaches will be evaluated by:

1. Self

2. Athletic Director
3. Assistants (optional)

Assistant coaches will be evaluated by:

1. Self
2. Head Coach
3. Athletic Director (when applicable)

Coaching positions are not tenured positions and are yearly appointments and may come with specific and / or general criteria.

OVERNIGHT TRAVEL

With our team traveling long distances for competition, overnight accommodations are sometimes needed. Team members and / or Boosters are responsible for that cost. The one exception is the State Finals, the district will supply the necessary funds for proper travel and accommodations.

1. Notify the athletic office of your accommodations, (city and hotel). If a check is required, submit the check request at least a week prior to allow for enough time to print the check. If using a credit card, upon return fill out the check request form and turn in receipt with that form for reimbursement.
2. Communicate with players and parents the location and hotel name in advance of departure. If holding a block of rooms for the program, make sure parents know the name the block is under.

COMMUNICATION

All coaches will use the Remind platform as their only communication tool with parents and students. The AD will connect head coaches to local media outlets.

[MHSAA Coaches Guidebook and Code of Conduct](#)
mhsaa.com