

**NEWAYGO
ATHLETICS**



Coaches Guidebook

This guidebook is designed for coaches of Newaygo Schools of all athletic activities sponsored by the Newaygo School District. Its content will help define the philosophy, goals and objectives as well as the policies and procedures used within the Department of Athletics.

Coaches are responsible for the contents of this guidebook. It will be added as necessary. This publication will assist in the ever important areas of communication and consistent application of policy. It serves as criteria for evaluation both for individual coaches for the entire program. Coaches are expected to be familiar with and abide by the given policies and contribute input when policies and procedures need to be revised or changed.

When forming your own team rules and expectations, please keep these guidelines and policies in mind. Please make sure your requirements are in line with this guidebook.

Notice Regarding Non- Discrimination Policy

No person shall, on the basis of sex, be excluded from participating, be denied the benefits of, be treated differently from another person or otherwise discriminated against in any interscholastic athletic program at Newaygo School District.

Any person believing Newaygo Schools has inadequately applied the principles and/or regulations of Title IX of the Educational Amendment Act of 1972 may bring forward a complaint to the Director of Athletics at Newaygo High School, with a copy to the Superintendent of Newaygo Schools at the following address:

**Superintendent of Newaygo Public Schools
360 Mill Street**

Newaygo, MI 49337

Athletic Department Philosophy

Newaygo Athletics believes that it is critical to provide a variety of activities, in addition to the academic requirements, as we meet the educational needs of our students. The athletic programs are a vital extension of the educational process and we remain dedicated to providing opportunities for our students. Through participation in these extra-curricular programs, student athletes are able to utilize and further develop their character, loyalty, discipline, leadership, teamwork and sportsmanship.

Student-athletes should understand that participation in athletics is an honor and carries responsibilities to the team, school and community. It is important that we teach and practice good sportsmanship, respect, self-discipline, teamwork and self-esteem. While winning is always desired, it should not be the driving motivation of our program. Our goal should be to help guide the student-athlete in their quest to be the best athlete and person they can be and to teach the values of responsibility, respect, integrity, compassion and honesty.

NEWAYGO ATHLETIC DEPARTMENT

JOB DESCRIPTION FOR ALL HEAD COACHES

TITLE: Head Coach

Qualifications:

1. Previous head coaching experience and/or assistant coaching at the high school level.
2. Preferably a valid teaching certificate.
3. High school diploma required and prefers college degree
4. References from past experience.
5. CPR certification is required
6. Completion of CAP 1 or 2

Reports To: Athletic Director

Supervises: Assistant coaches at all levels of the assigned sport

Goal:

1. To provide each enrolled student, K through 12th grades, athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport and the principles of fair play.
2. To uphold and enforce the regulations and policies of the MHSAA, Central States Activities Association, and Newaygo Community Schools.
3. To communicate with parents, staff, students, community and the media.

Performance Responsibilities

1. To organize and administer the overall program of the activity assigned by the athletic administrator including the following:
 - Practice schedules in cooperation with the athletic director.
 - Issue and inventory all uniforms and equipment within the assigned activity.
 - Supervise the locker room and practice area at all times either personally or by delegating time slots and responsibility to all assistant coaches.
 - Requisition through the athletic administrator supplies and equipment to be purchased.
 - Oversee the implementation of all academic eligibility procedures as directed.
 - Communicate results of contests with the appropriate media sources and athletic secretary.
 - Conduct formal or informal in-service meetings to inform all staff of philosophies, policies and procedures pertinent to the assigned activity.
 - Communicate to both coaches and participants proper behavior, procedures, and cleanliness on buses.
 - Cooperate in enforcing suspensions and penalties as determined by the administration and the MHSAA.

- Supervise and schedule an awards presentation through the athletic director for all levels of the assigned sport banquet.
- Oversee all injured participants and report injuries according to policy.
- Foster and promote good sportsmanship and behavior at all times.
- Supervise and evaluate all assistant coaches within the assigned program.
- Implement a meeting schedule with parents at the beginning of the assigned activity season.
- Perform other related duties as assigned by the athletic administrator.
- Maintain professional competency by attending state association meetings and clinics.
- Encourage all students to become involved in extracurricular activities at Newaygo.
- Maintain a positive profile within the community by demonstrating self-control and showing behavior commanding respect.
- Recognize student and staff achievements and reward achievements properly.

COACHES JOB DESCRIPTION

TITLE: Assistant Coach / Sub Varsity Coach

Qualifications:

1. Previous coaching experience preferred.
2. A valid teaching certificate is preferred.
3. High school diploma and prefer college degree.
4. References from past experience.
5. Knowledge of CPR and First Aid techniques.

Reports To: Head Coach and Athletic Administrator.

Supervises: Other coaches as assigned by the head coach or the activity requires all student participants within the program.

Goal:

1. To provide each enrolled student, K through 10th grades, athletic activity that will foster physical skills, a sense of worth and competence, a knowledge and understanding of the pleasures of sport, and the principles of fair play.
2. To uphold and enforce the regulations and policies of the MHSAA, Central State Activities Association, and Newaygo Public Schools.
3. To communicate with parents, athletes, community, and head coach.

Performance Responsibilities

- Follow all directions and perform any responsibilities as assigned by the head coach.
- Maintain professional competency by attending state association meetings for rule updates and by attending clinics and seminars.
- Encourage all students to become involved in extracurricular activities.
- Maintain a positive profile within the community by demonstrating self-control and showing behavior commanding respect.
- Recognize student and staff achievements and reward achievements properly, both formally and informally.
- Consult the head coach when constructing practices activities and considering teaching methodology to maintain continuity with each program.
- Supervise the locker room and practice area at all times.

COACH RESPONSIBILITIES

1. You must participate in all mandatory meetings called by the athletic administrator and attend all required meetings for your sport as called by the head coach and/or athletic administrator.
2. You are responsible for making sure all your athletes have passed a physical examination and turned in a parent permission form prior to participation in practice and games.
3. You are responsible for recruitment of participants on all levels and must maintain all levels for the entire season to receive full compensation.
4. You must enforce student regulations for athletes. You must read and distribute copies of the training rules / team policies to all athletes at the beginning of your season.
5. You are responsible for the control and conduct of athletes in school buildings (ours and schools we play).
6. You must begin practice sessions with regularity (time wise) and finish at a reasonable time.
7. You are responsible for the appearance of the locker room. You must also be responsible for cleaning up your team's locker room and lockers.
8. You must fill out equipment inventory and requisition needs for the entire program within two weeks after the completion of the season.
9. You are responsible for the issuing, collecting, and storage of equipment of athletes in your program.
10. You will extend courtesies to visiting coaches and offer congratulations or whatever to opposing team's coach or coaches after a game.
11. You will do any reasonable task for the good of the athletic program whenever assigned by the athletic administrator.
12. You must keep yourself up to date on current coaching trends through your presence at various coaching clinics, study of new books, communication with coaching comrades, and the taking of MHSAA CAPS or college courses relevant to your sport.
13. You are to conduct yourself in a manner which is commensurate with your position and follows closely the high standards of the Athletic Department, the school system and the community of Newaygo.
14. You are to accept the decision of the varsity head coach as being final in all matters of coaching your team. Middle School coaches must work as closely as possible with the head coach of their sport.
15. You are to accept the duties such as scouting, etc., assigned to you by the head coach and carry them out to the best of your ability. Middle School coaches must help whenever possible
16. You should have reasonable loyalty to the athletic program and coaching staff. Disagreement between staff members should remain in house.
17. You are responsible to turn in a list of those students that deserve an athletic award to the athletic secretary two weeks before your banquet.

21. Due to the disqualification procedures listed in MHSAA Regulation V, Section 3 (D), it is the responsibility of the coach to inform the athletic director by 9:00 AM of the following school day of any player or coach that has been disqualified from a contest for unsportsmanlike conduct. That player or coach must be disqualified from competing and attending at least the next contest/day of competition.
22. It is expected that coaches and their teams will practice or compete on every available school day during the season. Any variation from this must be cleared with the athletic director in advance.
23. Varsity head coaches are required to work with the development of youth programs when possible by offering youth camps for athletes, coach's clinics, and provide age appropriate practice plans.
24. All Varsity coaches must attend / take a MHSAA online rules meeting.
25. Music played for pregame and practices must be approved by the head coach and cannot contain any inappropriate language or suggestive behavior.
26. You must return all forms requested by the athletic administrator by the assigned date.
27. All coaches need to support and work with the athletic booster club.
28. All non-faculty and volunteer coaches must meet all requirements of Newaygo School District, the State of Michigan, and the MHSAA.
29. Hazing (bullying) by students or staff will not be tolerated.
30. Varsity coaches are expected to promote, supervise, and provide a year round athletic development program in-season and out of season.

Athletic Code of Conduct for Coaches

The coach is the official representative of the school at interscholastic athletic activities. In this important capacity, these standards should be practiced. He/she is expected to:

1. Develop an understanding of the role of interscholastic athletics 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, and communicate them to the players and parents.
3. Develop, communicate, and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition.
4. Develop fair, unprejudiced relationships with all squad members.
5. Allow athletes to prove themselves anew each season and do not base team selections on previous seasons or out-of-season activities.
6. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
7. Give the highest degree of attention to the athletes' physical well-being.
8. Teach players, by precept and example, respect for school authorities and contest officials, providing support for them *in* cases of adverse decisions and refraining from critical comments in public or to the media.

9. Teach players strict adherence to game rules and contest regulations.
10. Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors of unproven allegations of questionable practices by opponents.
11. Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
12. Present a clean and professional image in terms of personal appearance and provide a positive role model in terms of personal habits, language, and conduct. The use of profanity, the use of tobacco within sight of players and spectators, and the use of alcohol any time before a contest, or on the day of the contest is not acceptable, attending gatherings where alcohol is served to minors, and the use or abuse of illegal drugs at any time is grounds for immediate dismissal.
13. Uphold the law and basic citizenship expectations as a community member and employee of the school.
14. Support administrative decisions in all policies, rules, and regulations regarding athletics.
15. All coaches must make sure athletes have been picked up after practice and competitions. Coaches must be the last to leave.
16. At no time should a coach be alone with an athlete. Always have another adult with you at all times.
17. Supervision is a must: Never leave students unattended.

COACHES AREA OF LEGAL RESPONSIBILITIES

- I. Failure to teach, failure to warn. Coaches can be sued for failure to teach fundamentals in their particular sports and protective skills.
 - A. Teach athletes to protect him/herself.
 - B. Teach proper fundamentals.
 - C. If an athlete is praised or encouraged for doing something improperly, it will come back to haunt you.
 - D. Negligent entrustment (entrusting authority/activity to someone who is not qualified to carry out that particular authority/activity).
 1. Assistant coaches.
 2. Volunteer coaches.
 - E. Athletes and parents must be warned of the inherent dangers of competition in each sport, before practice begins.
- II. Failure to properly supervise.
 - A. If you are not there, you will be liable.
 - B. The more hazardous or the more contact, the more closely the activity must be supervised. (Senior captain must never supervise any drill).
 - C. You must be at least immediately accessible.
 1. Accessible to all aspects of practice or activity.
 2. Systematic overseeing of the practice or activity. (Head coach spends time here and there).
 - a. Systematic supervision.
 - b. Written itinerary.
 - c. Emergency policies.
 - d. Locker room rules/regulations, posted (absolutely no Hazing).
- III. School policy.

- A. Coaches must know school policy in every situation.
 - 1. If no school policy, go to the Board and/or Superintendent.
 - 2. If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent administrator or coach.
 - 3. Know if you have school policy and do not deviate from it.
 - 4. Adopt the policy rules of the superior administrative agencies.

V. Reasons for coach and administrator liability.

- A. Failure to supervise an activity.
- B. Negligently entrusting a duty to an under-qualified or unqualified individual.
- C. Failing to teach proper skills.
- D. Failing to teach protective skills.
- E. Failing to provide and maintain a safe coaching and playing environment.
- F. Failing to inspect, repair, and recondition equipment properly.
- G. Failing to teach athletes to inspect their own equipment.
- H. Failing to provide proper effective equipment.
- I. Failing to properly play an activity.
- J. Failing to create and set policies and procedures for an activity.
- K. Failing to follow and enforce such policies and procedures.
- L. Failing to adopt safety standards of pertinent superior administrative organization.
- M. Failing to match or equate athletes.
- N. Failing to properly administer first aid.
- O. Failure to warn of inherent dangers of the activity.
- P. Failing to assess an injury or incapacity in an athlete.
- Q. Failing to keep adequate and accurate records.

Legal Duties of a Coach

Athletic administrators have essential legal duties that must be performed to safeguard the health and well-being of student-athletes. As leaders in the athletic department and school, it is vital that trust is established with all staff in the department to execute that mission professionally, and athletic directors must trust their staff to carry out that mission.

Athletic directors' knowledge of the essential legal duties only satisfies a portion of the responsibility. The front-line people such as teachers, coaches and athletic trainers must also understand those legal duties for the department to function properly. Every staff member in the department should be on the same page regarding these essential legal duties with a coordinated plan to proactively minimize issues, address problems when they arise, protect students, and reduce the desire to pursue litigation.

- Duty 1: Properly plan the activity.
- Duty 2: Supervise the activity closely
- Duty 3: Provide a safe physical environment.
- Duty 4: Evaluate athletes for injury or incapacity
- Duty 5: Provide adequate and proper equipment.
- Duty 6: Provide proper instruction.

- Duty 7: Duty to condition properly
- Duty 8: Warn of inherent risks.
- Duty 9: Provide Emergency Care
- Duty 10: Design an Emergency Response Plan
- Duty 11: To Select Train and Supervise Coaches
- Duty 12: To Match/Equate Athletes
- Duty 13: To Provide Safe transportation
- Duty 14: To Provide Insurance Disclosure

Coaches Guidebook

PUBLICITY AND PROMOTION

The goal of publicity in an interscholastic program is to have the material constructive, factual, and educational. Good public relations are an important objective of any school news release.

Everybody involved in athletics is involved in public relations. This includes athletes both on and off the field, the coaches and other field personnel including trainers, cheerleaders, and administrators. Their actions reflect the overall image of the Newaygo School District.

Therefore, coaches must set rules of conduct *for* their players, and school administrators must set rules of conduct for their coaches and administrators. Public relations blunders can cost coaches their jobs, and players may lose chances to play because of inappropriate conduct. Also, when players are allowed to continue to play after committing an infraction, the institution's reputation is adversely affected.

PUBLIC RELATIONS

When a newspaper or other media requests a call for information about an athletic event, return the call, whether the outcome was a win or lose. Sometimes coaches call only when they win. This usually makes reporters cynical, and they will be reluctant to help with publicity.

When an interview is requested, give them what they request. Try to develop a friendship and trust with the media. Be genuine and honest. If they ask hard questions, stay calm, be polite, and answer honestly. If they ask questions that you are unable to discuss, don't say "no comment", but explain that the answer cannot be given at this time but the reporter will be informed when an answer can be provided.

Keep answers short--the longer you talk, the more likely you are to say something you shouldn't.

Never criticize or blame the officials or their calls to the press.

Never criticize the staff, administrators, or student athletes in the press.

Make a genuine effort to support other sports and school programs. Seek out other teachers and coaches to compliment them in their efforts.

PRACTICE SESSIONS

Coaches Responsibilities

A. Participant requirements prior to first practice:

- All eligibility requirements have been satisfied
- Completed physical examination form
- Completed parent-athlete responsibility acknowledgment forms (ACA)
- Fees paid (if any)

B. Practice Policies

1. The morning following the first official practice, each coach shall submit a "squad roster" to the athletic director of all candidates trying out.
2. Practice sessions shall be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants.
3. Practice sessions should be well planned, well structured, and should normally not exceed two hours, (immediately following the end of the school day) excluding time required for dressing and showering.
4. In sports where it is necessary to schedule separate, back-to-back practices due to lack of facilities, the last practice session must be concluded by 9:30 p.m.
5. Coaches and managers should be the first to arrive and the last to leave the practice sessions. At no time are athletes practicing by themselves.
6. All equipment used in practice sessions shall be returned to its proper storage location at the end of each practice. The practice area must be policed and secured,
7. Student athletes are expected to attend *all* scheduled classes in order to participate in practices or games that day. Excused absences for up to 50% of the school day are permitted for unusual circumstances. Exceptions may be granted by the principal in cases of school related activities, college visits, etc., if arranged in advance.

C. Restricted Practice Days

Weekend and Holiday Practices

All practices are to be held on school days if at all possible.

Sunday/holiday practices will be permitted only:

- By varsity level teams upon permission of the Athletic Director.
- When a varsity contest has been scheduled the following day.
- When a tournament or play-off contest falls on the following day.

D. Vacation Practices

Practices held on vacation days such as over Thanksgiving, Christmas, and Spring Break, shall be scheduled earlier in the day, taking into consideration the family commitments of the majority of the team members.

Early dismissal of school or emergency closing

In the event there is a scheduled early dismissal of school, practices may be held at that time, providing the coaches are available. Normally, the dismissal results in the coach attending a meeting, seminar or workshop during this period.

Emergency weather conditions may result in an early dismissal or extended period of school closing. Varsity level teams only may practice during this period upon permission of the Athletic Director.

INTERSCHOLASTIC SCRIMMAGES

Scrimmages shall be set up by the head coach of each sport with the approval of the athletic director. (Minimum one week advance notice for bus transportation)

The head coach must contact and make arrangements with the maintenance department/transportation department.

*Scrimmages are to be scheduled with no loss of school time.

*Expenses are to be approved as per the yearly athletic budget.

*Reserve and sub varsity scrimmages may be arranged if they involve no expense on the part of the athletic department.

*If Coaches wish to use registered paid officials for a scrimmage, he/she must secure their services. If payment is required, the athletic department, with PRIOR approval, will pay for one preseason scrimmage for Varsity level contests.

*COACHES ARE TO BE AWARE OF AND FOLLOW CAREFULLY THE MHSAA DEFINITIONS AND REGULATIONS FOR SCRIMMAGES.

Inclement Weather Policy

Inclement Weather Scenario	Policy
School is canceled and students are sent home for the day.	Practice/Games may be canceled for the day with varsity sports possibly allowed to practice or play on that day with permission from a school administrator.
School is canceled prior to the start of the school day due to inclement weather. (Snow Day)	Practice/Games will be decided upon by the administration by 12pm for the day with varsity sports possibly allowed to practice or play on that day with permission from a school administrator. Middle school events will automatically be canceled.
Tornado Watch or Warning	All practices and games are canceled for the day. Practices/games may resume after the watch/warning has expired and coaches have received permission from a school administrator.
Thunder/Lightning Thunderstorm Watch/Warning	All outdoor practice/games are immediately suspended until 30 minutes after the last thunder/lightning has occurred.

SQUAD SELECTION

Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Newaygo, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the program.

Cutting Policies

A. Responsibility

Choosing the members of athletic squads is the sole responsibility of the coaches of those squads.

Lower level coaches shall take into consideration the policies as established by the Head Coach in that particular program when selecting final team rosters.

Prior to trying out, the coach shall provide the following information to all candidates for the team:

- Extent of try-out period
- Criteria used to select the team
- Number to be selected
- Practice commitment if they make the team
- Game commitments and playing time

B. Procedure

When a squad cut becomes a necessity, the process will include two important elements. Each candidate shall:

- Have the opportunity to compete in a minimum of two (2) practice days
- Be personally informed of the cut by the coach and the reason for the action. NOTE: It is recommended that teams who cut document the progress, skill test data, etc. of each athlete, in order to add objectivity to the process. It would be appropriate to privately discuss with each student the results of the try-out period.
- Cut lists are not to be posted.**
- Coaches will discuss alternative possibilities for participation in the sport, or other areas in the activities program.
- If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the athletic director.

PLAYING TIME

Coaches must realize that the athletic program exists for the benefit of the student, not the benefit of the coach. Balancing the definition of success based on a win-loss record with the development of the entire group of individuals may turn out to be the most difficult duty of a coach. Due to the myriad of differences *in* sports, there is no intent to legislate playing time of all team members. All players cannot be "first chair". All players cannot have identical roles on the team. Neither are coaches asked to accommodate the wishes of all parents of players.

However, coaches must realize that negligible or zero playing time on a regular basis often connotes negative messages such as "we can win without you", "your needs are not important", "you are a weak player that cannot be counted on", and your hard work and preparation are not important". Even the weakest player can be placed in a position that matches his/her skills and benefits the team at a time *in* the game that is not crucial. This takes careful planning and preparation by the coach.

As a general rule, it should be the goal of every sub-varsity coach that all players receive some game exposure each week, if not each game. The purpose of the F/JV level of play is to 1) increase participation at the appropriate skill levels, and 2) strengthen the Varsity program. When choosing the team in the preseason, consideration should be made as to how much playing time will the "bottom five" really receive. Communication is essential at any level when a coach really feels it would benefit a team to hold on to rather than cut an individual, even though he/she will obviously receive minimal game exposure. A logical and consistent playing philosophy must also be presented in parent preseason meetings.

It is generally recognized that Varsity level coaches have more leeway in determining playing time for all athletes. It is at this level that the school's best athletes hopefully participate. Unlike other levels, Varsity coaches attempt to put together a team at the highest level of competition possible in order to develop a winning team. This does not, however, negate the role of this coach in the personal development of *each* of his/her players, nor the importance of communicating a playing time philosophy to players and parents.

SUPERVISION

Supervision of Student-Athletes at all levels, from 7th grade through Varsity, is a direct responsibility of the coach/coaches. Please remember that you are responsible for student athlete supervision from pre-practice in the locker room until the student gets in a car to ride home. This is true for both practices and contests.

This supervision is especially important with 7th and 8th grade student athletes. Please communicate with your parents by giving them, in writing, a complete schedule of all practices and contests with the estimated return time from all contests. Student athletes need to have a ride ready when practice is done and when returning from contests. On most days, 15 minutes is not a big deal, but waiting for a student athlete 30 minutes to an hour is not a fair expectation of parents to ask of us. It is fair for us to ask that parents pick their student athlete up or make other arrangements for them to get home.

Be particularly aware of this responsibility as you move later into the season when we see greater numbers of student athletes waiting and goofing around.

Please address this with your student athletes and their parents.

LOCKER ROOM AND RELATED FACILITIES

Locker Room Responsibilities

A. Security

-Each coach is responsible for the actions of members of his/her squad from the time they report to the locker room for practice until they leave the building after practice.

-It is the coach's responsibility to be present at the time that the athletes are to report for practice, games, meets, home or away, and stay until the last athlete has left.

-The coach shall see that lights and showers are turned off, the doors are locked, equipment is locked up and the room left as neat as possible.

-Since many coaches will be using the locker room office area (coaches' office), each coach must make an effort to keep this area neat and clean as reasonably possible. You must make sure that you lock the office door!

B.. Control of Keys

-All keys to the building, locker rooms, equipment rooms, etc., will be issued to coaches by the athletic director/ central office. All coaches will return their keys to the athletic director as part of their normal postseason duties, unless permission has been granted for summer use of athletic areas.

Middle school and assistant coaches will return keys at the end of their seasons.

C. Gym Responsibilities - All staff

-Cleated shoes are not permitted anywhere in the building.

-For certain off hour practices, coaches are responsible to secure the building. Doors at no time should be propped open before, during, or after practices.

BUS RULES

1. Remember, we are in the education business and leave times are established to keep students in the classroom as long as possible while allowing sufficient time to prepare for the contest.
2. Ample time is allowed to reach the destination as long as the bus departs at the scheduled time. Make sure your team is ready at the scheduled departure time.
3. Bus departure times are only changed with Athletic Director approval. You are given a copy of all completed transportation request forms for your team at the beginning of the season. Please review these copies when you receive them at the beginning of the season and request any changes within the first week. Transportation arrangements cannot be altered if the event is less than two weeks prior to the event. Notify the Athletic Director immediately in the event that a bus will not be needed.
4. The rear door of the bus is for emergency use or loading and unloading of equipment only. At no time should the rear door be used for entering or exiting the bus. If the rear door is used for loading and unloading equipment, notify the driver so the door is properly secured.
5. Athlete's behavior on the bus is the coach's responsibility, not the drivers. The driver's job is to drive the bus and get everyone there and back safely.
6. Athletes should not be on the bus without the driver or coach present.
7. Athletes should not be picked up or dropped off other than at original departure and arrival destinations.
8. While the bus is moving, all passengers must be seated for safety.
9. It is the responsibility of the coach to know the specific route to a destination. Please discuss the route with the driver prior to departing the school. If you don't know where you are going, do not assume that your driver does. Stop in to the Athletic Office to get a map and travel information.
10. Prior to departure from the school, the coach should notify the bus driver if they plan to stop and eat on the return trip.
11. Whenever possible, let the driver know the approximate return time.
12. On long trips, please inform the driver of what the day's schedule will be, i.e. transporting athletes from one contest site to another, etc. Also, if the driver plans to leave the site, let the driver know what time they should be back.
13. A Parent Permission Consent Form is necessary in the event that an athlete is excused by his/her parents/guardians from riding the bus home from an event or contest. The Parent Permission Consent Form must be fully completed, signed, and come only from the parent/guardian and given directly to the coach by the parent/guardian. **COACH MUST PHYSICALLY SEE PARENTS.** These forms must be used for each contest so keep plenty of these forms on hand for post games. These forms are intended for return travel only. With Athletic Director approval in special circumstances, an athlete may use alternative transportation to get to an event.
14. Buses should be checked for cleanliness after the trip. Common problems are papers and refuse left on the bus. Any food, drink, or refuse should be disposed of properly. Ensure at all times that the bus is picked up and clean prior to letting your athletes off of the bus. The driver will report bus conditions upon return of the trip. Set high expectations in this area. **Good teams are respectful teams!**
15. Thank the driver and let him/her know you appreciate their efforts.
16. If there are any problems with the driver, contact the Transportation Supervisor in writing or call at home – **PROMPTLY.**

EQUIPMENT, TRAINING AND WEIGHT ROOMS

Controls

- Each coach is responsible for making sure that the equipment room is locked at all times except when equipment is being issued or received.
- Athletes are not to be in the training room unless they are being examined or receiving treatment by the trainer or a coach. All use of the medical or rehabilitation equipment in the training room must be authorized by qualified personnel or the school district.
- The weight room will be controlled by the head coach of the specific coach using the weight room. At no time are athletes to use the weight room without authorized supervision.

Weight Room Objectives

- To properly utilize a weight training facility in the best interest of all students.
- To provide adequate coaching technique in weight training.
- To provide program alternatives for achieving specific results.
- To ensure that the proper safety measures are being employed during all training sessions.
- To provide responsibility in the proper care of equipment.
 - To allow for weight training consultation for all athletic squads and physical education instructors.
 - To make available opportunities for students to enjoy benefits derived from a sound weight training program on a year round basis.
- To attempt to reduce sports related injuries through well-developed conditioning.
 - To present a program for self-improvement that is open to all students, regardless of athletic affiliation.

Weight Room Rules

- Shoes are required at all times.
- Nobody in the weight room alone.
- All students must be under the supervision of the instructor assigned to the weight room.
- Lifters must work with a partner.
- Replace all weights on racks immediately following use.
- Know your limits! Work with the instructor in determining your limits.
 - Do the lifts correctly. It is better to use lighter weights than heavier weights and run the risk of injury.
- Warm-up with proper stretching exercises.

-Remember, strength training is not only a supplement to other athletic programs, but also a highly skilled activity itself.

PURCHASING

-Purchasing of equipment - General: All purchasing of athletic equipment shall be made through the athletic director. **No expenditures are authorized by any individuals or coaches.**

-The athletic director shall obtain quotations where it is feasible, on all items of equipment to be purchased.

-Care should be taken by the coaches, when making requests for equipment to specify; (where possible) - catalog numbers, quantity, size, color, trim, material, etc., so that suppliers are quoting on equal products.

-Each head coach is responsible for organizing the equipment portion of his/her budget for the sport he/she is in charge of. After the season is over for his/her particular sport and after the coach has taken care of his/her inventory and the cleaning and sorting of his/her equipment, he/she should fill out his/her budget request and inventory form and submit it to the athletic director.

-When the budget has been approved, purchases may be made only through the use of a properly approved purchase order.

-The actual ordering of equipment and supplies will be handled through the athletic director.

-Purchase orders must be complete as to the size, color, quantity, trim colors, type of material, cost, etc.

-Every effort must be made to requisition equipment well in advance of the season. In spite of careful planning there will be occasions for a coach to want equipment quickly. Contact the athletic office for such needs. Inventory and equipment requests forms will be provided.

-Reminder - every purchase, including those from an internal activities account, must be through an approved purchase order. Coaches must turn in receipts when purchasing pre-approved items/reimbursable expenses.

-Coaches or parent groups *are* not to collect and hold monies for any reason. Immediate deposits and "paper trails" are a necessity. Deposits are to be turned in to the athletic department. It is not advisable to have checks from students or fundraisers made out to the coach, but rather to the school.

OVERNIGHT TRIPS

-All overnight trips must be pre-approved by the athletic director, superintendent and Board of Education prior to going on the trip.

-All forms (Trip Packet) for the trip must be filled out and presented at a board meeting at least 1 month before the trip takes place.

-If fundraising needs to take place to fund the trip, a meeting with the Athletic Director and Head Varsity coach must take place. This needs to take place before any fundraising is done which also means the trip needs to be approved beforehand.

-The head coach is the responsible party, all school rules still apply while on the trip.

-At no time should an athlete be left unattended and alone while on the trip.

POLICY ON PROPER USE OF INDOOR FACILITIES FOR BASEBALL/SOFTBALL

-Use high school/middle school gym and multi-purpose room only

-Coach must be present when students are practicing/warming. **No exceptions!**

-There are no exceptions to the MHSAA out of season four-player rule

-Use indoor balls only

-Throwing/catching must take place away from doors, fixtures, etc. that can be damaged if hit

-Under no circumstances are players to have a catch in hallways or lobby

-Equipment must be properly stored in the storage room when done

-A high priority must be given to safety of our athletes, and to avoiding damage to the gym

-Teams are liable for the cost of damage due to negligence

-Practices on weekends or on off hours must be reported on gym use forms

-Coaches are responsible for building security

INDOOR BATTING CAGE USE

-Adult supervision required at all times

-Cage is to be operated by adult supervisor only

-Approved batting helmets are required for batter AND student server

-On deck batters must wait outside of cage

-Home plate area AND floor in front of batter **MUST** be protected by carpet or cover to avoid floor damage. This is not an option.

Public Acts Regarding Steroids, Supplements and Hazing

PUBLIC ACT 31 (1990) REQUIRES NOTICE THAT POSSESSION/USE OF STEROIDS IS A CRIME

In 1990, the Michigan Legislature enacted Public Law 31 which requires athletic service providers — including both educational and recreational athletic facilities — to post notice that warns that any person who uses or knowingly possesses an androgenic anabolic steroid violates Michigan law and is punishable by imprisonment and fine.

PUBLIC ACT 187 (1999) PROHIBITS PROMOTION/DISTRIBUTION OF PERFORMANCE ENHANCING SUPPLEMENTS

Michigan public school employees and volunteers are prohibited by Public Law 187 from promoting or supplying dietary supplements which carry claims of enhanced athletic performance. The Law covers androstenedione, creatine and any compound labeled as performance enhancing. See MCL 380.1317.

PUBLIC ACTS 111 AND 112 (2004) PROHIBIT AND PENALIZE HAZING

In 2004, the Michigan Legislature enacted legislation that prohibits hazing activities at educational institutions and provides penalties.

Hazing is defined in the law as an intentional, knowing or reckless act by a person who acted alone or with others that was directed against an individual and that person knew or should have known would endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation in, or maintaining membership in any organization. The law does not apply to an activity that was normal and customary in an athletic program sanctioned by the educational institution.

If the violation resulted in physical injury, the person would be guilty of a misdemeanor punishable by imprisonment for not more than 93 days, a fine of not more than \$1,000, or both. A violation resulting in impairment of a body function would be a felony resulting in imprisonment of up to five years and a fine up to \$2,500, or both. A violation resulting in death of the person hazed would be punishable by up to 15 years imprisonment and a maximum fine of \$10,000 or both.

PUBLIC ACT 215 (2006) BANNED DRUGS

The law requires all public school districts and academies to include in their local codes of conduct that possession or use of any National Collegiate Athletic Association banned drug is not permitted and shall subject the student to the same penalties that the school district has established for possession/use of tobacco, alcoholic beverages and illegal drugs.

1. The board of a school district or board of directors of a public school academy shall ensure that its policies concerning a pupil's eligibility for participation in interscholastic athletics include use of a performance-enhancing substance by the pupil as a violation that will affect a pupil's eligibility, as determined by the board or board of directors. The governing body of a nonpublic school is encouraged to adopt an eligibility policy that meets the requirements of this section.

2. For the purposes of this section, the Department of Community Health shall develop, periodically update and make available to school districts, public school academies and nonpublic schools a list of performance-

enhancing substances. The Department of Community Health shall base the list on the list of banned drugs contained in the Bylaws of the National Collegiate Athletic Association.

Michigan Anti-Hazing Law

750.411t.added Hazing prohibited; violation; penalty; exceptions; certain defenses barred; definitions; section title.

Sec. 41 1t.

(1) Except as provided in subsection (4), a person who attends, is employed by, or is a volunteer of an educational institution shall not engage in or participate in the hazing of an individual.

(2) A person who violates subsection (1) is guilty of a crime punishable as follows:

If the violation results in physical injury, the person is guilty of a misdemeanor punishable by imprisonment for not more than 93 days or a fine of not more than \$1,000.00, or both.

If the violation results in serious impairment of a body function, the person is guilty of a felony punishable by imprisonment for not more than 5 years or a fine of not more than \$2,500.00, or both.

If the violation results in death, the person is guilty of a felony punishable by imprisonment for not more than 15 years or a fine of not more than \$10,000.00, or both.

(3) A criminal penalty provided for under this section may be imposed in addition to any penalty that may be imposed for any other criminal offense arising from the same conduct.

(4) This section does not apply to an individual who is the subject of the hazing, regardless of whether the individual voluntarily allowed himself or herself to be hazed.

(5) This section does not apply to an activity that is normal and customary in an athletic, physical education, military training, or similar program sanctioned by the educational institution.

(6) It is not a defense to a prosecution for a crime under this section that the individual against whom the hazing was directed consented to or acquiesced in the hazing.

(7) As used in this section:

“Educational institution” means a public or private school that is a middle school, junior high school, high school, vocational school, college, or university located in this state.

“Hazing” means an intentional, knowing, or reckless act by a person acting alone or

acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Subject to subsection (5), hazing includes any of the following that is done for such a purpose:

Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.

Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of *harm* or that adversely affects the physical health or safety of the individual.

Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

"Organization" means a fraternity, sorority, association, corporation, order, society, corps, cooperative, club, service group, social group, athletic team, or similar group whose members are primarily students at an educational institution.

"Pledge" means an individual who has been accepted by, is considering an offer of membership from, or is in the process of qualifying for membership in any organization.

"Pledging" means any action or activity related to becoming a member of an organization.

"Serious impairment of a body function" means that term as defined in section 479a

NEWAYGO ATHLETIC DEPARTMENT

PRESEASON CHECKLIST

Name of Coach: _____ Sport: _____

Preseason meeting with the Athletic Director:

Date: _____ Time: _____ Location of meeting: _____

(All items listed below must be turned into Athletic Director by the deadlines provided)

1. _____ Complete online, or in person a MHSAA rules meeting.
2. _____ MHSAA non faculty coaches form for all levels of program.
3. _____ Coaches information form(s) one for each coach in the program.
4. _____ Copy of team rules and procedures.
5. _____ Copy of team goals, and coaching goals for the season.
6. _____ Copy of your preseason signup sheet for eligibility, and try out list.
7. _____ Volunteer coaches and criminal background check information.
8. _____ All athletes have current physical on file
9. _____ Schedule preseason parent meeting Date: _____

Do not forget that volunteers in your program must complete a form, a background check, and be registered with MHSAA before participating.

Any time you issue a handout to students or parents, please submit a copy to the office one day in advance to be looked over by the Athletic Director. For your parent meeting, take attendance and submit a copy of those who attended to the athletic office.

The common form of communication is done via e-mail and phone. Please check your inbox regularly, in addition to any information placed in your "hard copy" mailbox at the school office.

Coach

Athletic Director

Date



NEWAYGO ATHLETIC DEPARTMENT

POST SEASON CHECKLIST

1. _____ Inventory Completed.
2. _____ Awards List Completed.
3. _____ Season Summary Completed.
4. _____ Banquet Completed.
5. _____ Officials Ratings Completed.
6. _____ Next Season Schedule Reviewed.
7. _____ Provide a copy of coaching goals for next season.
8. _____ Appropriate Keys Returned.
9. _____ All equipment and uniforms issued were returned.
10. _____ Facility Needs Request.
11. _____ Out of season athletic development and summer schedule provided.
12. _____ All pre-season checklist items were completed.
13. _____ All sub varsity coaches evaluations completed (if applicable).
14. _____ Varsity Coaches evaluation complete.

Coaches Name: _____

Sport: _____

Recommendation for Next Season: _____

Coaches Evaluation Completed on: _____

Signature of Coach: _____

Signature of Athletic Director: _____



NEWAYGO ATHLETIC DEPARTMENT

Athletes who received special recognition

Coaches Name: _____ Sport: _____

Please list all athletes who received the awards listed below:

First Team All-Conference:

Honorable Mention All-Conference:

First Team All-Area:

Honorable Mention All-Area:

All District Selection:

All Regional Selection:

All-State Selection:

Honorable Mention All-State:

Academic All-State Selection:

NEWAYGO ATHLETIC DEPARTMENT

SEASON SUMMARY REPORT

School Year: _____ Sport: _____ 7th 8th Freshman J.V. Varsity

Coach: _____

Assistant(s): _____

Number of participants @ end of the season by grade: 7 ____ 8 ____ 9 ____ 10 ____ 11 ____ 12 ____

Overall Season Record: _____ - _____ - _____

W L T

Conference Record: _____ - _____ - _____

W L T

Conference Finish: _____

Record individual contest results including District, Regional, State, etc.:

SCORES:	Opponent	Score	Home/Away
1.) Newaygo _____	_____	_____	_____
2.) Newaygo _____	_____	_____	_____
3.) Newaygo _____	_____	_____	_____
4.) Newaygo _____	_____	_____	_____
5.) Newaygo _____	_____	_____	_____
6.) Newaygo _____	_____	_____	_____
7.) Newaygo _____	_____	_____	_____
8.) Newaygo _____	_____	_____	_____
9.) Newaygo _____	_____	_____	_____
10.) Newaygo _____	_____	_____	_____
11.) Newaygo _____	_____	_____	_____
12.) Newaygo _____	_____	_____	_____
13.) Newaygo _____	_____	_____	_____
14.) Newaygo _____	_____	_____	_____
15.) Newaygo _____	_____	_____	_____
16.) Newaygo _____	_____	_____	_____
17.) Newaygo _____	_____	_____	_____
18.) Newaygo _____	_____	_____	_____
19.) Newaygo _____	_____	_____	_____
20.) Newaygo _____	_____	_____	_____
21.) Newaygo _____	_____	_____	_____
22.) Newaygo _____	_____	_____	_____
23.) Newaygo _____	_____	_____	_____
24.) Newaygo _____	_____	_____	_____
25.) Newaygo _____	_____	_____	_____

Team Honors, Championships, & MHSAA Playoff Info:

Individual Honors/Award Winners:

TEAM CAPT: _____

MVP: _____

MIP: _____

COACHES AWARD: _____

OTHER - _____ : _____

OTHER - _____ : _____

OTHER - _____ : _____

Individuals earning Local, Conference, All-State Honors, etc.

Name

Award

End of Season Obligations:

- ___ All equipment/uniforms collected, cleaned and stored (collect immediately after last contest)
- ___ Equipment and Uniform Inventory sheets completed and turned into Athletic Director within two weeks after season ends
- ___ Fees/Fines List - Students not returning equipment, what item(s), cost, etc.
- ___ Equipment Order for next season
- ___ Program evaluation and recommendations
- ___ Program Head Coaches only – Evaluations of all assistant coaches
- ___ Recognition Program Awards List submitted to Athletic Department
- ___ Season Summary Report turned into Athletic Director within two weeks after season ends
- ___ Exit/Evaluation Meeting scheduled with Athletic Director

NEWAYGO ATHLETICS INVENTORY FORM

Varsity Head Coach: _____ Sport: _____

Date Submitted: _____ Signature: _____

NOTE: this inventory form is to include any and all items/equipment/uniforms/purchases of this school regardless of how it was purchased. Anything, which legally belongs to this school, is to be included on this form. Including all items purchased with money earned from fundraising, camps, clinics, etc.....

List all equipment, uniforms, and supplies	Year Purchased	Var	JV	Fr	MS	# Usable	# Not Usable

