

WEBBERVILLE COMMUNITY SCHOOLS
2010-2011 COACHES HANDBOOK



WEBBERVILLE COMMUNITY SCHOOLS ATHLETIC PROGRAMS

Men's Programs

Baseball
Basketball
Football
Track and Field
Wrestling

Women's Programs

Basketball
Cheerleading
Softball
Track and Field
Volleyball

MHSAA ATHLETIC CODE FOR COACHES

The coach is the official representative of the school at interscholastic athletic activities. In this important capacity, the following standards should be practiced:

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 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 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 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 and unproven allegations of questionable practices by opponents.

INTERNAL STAFF CODE OF ETHICS FOR COACHES AT WEBBERVILLE COMMUNITY SCHOOLS

1. Remember you are handling middle and high school students. Do not expect them to react as adults. They participate in athletics because it is fun and they enjoy doing it. Do everything you can to encourage the enjoyment.
2. The coaches must maintain friendly relationships with each other. We are in close contact with each other and must attempt to assist each other as much as possible. No coach should criticize another coach. We are all criticized from time to time in the community and must work together to combat this. Defend the staff. Do not stand silent as this many times means agreement.
3. We must not attempt to influence a student to select one sport over another; the final choice is the student's. If your opinion is requested, give it honestly, but emphasize it is only an opinion. Despite the fact that it may cost you an athlete, tell the student truthfully what his or her chances will be and what his or her success may be in another sport.
4. Athletes reflect the attitude of the coach. Be careful to exhibit only those you want reflected. Good sportsmanship is a must.
5. Do not infringe upon another coach's season or practice sessions. Do not influence an athlete to drop out of other sports to concentrate on one sport. This can only cause undue pressure on the athletes, the coaches, and the school teams.
6. Coaches are role models. Therefore, coaches will avoid wearing apparel or using equipment that advertises alcohol or the use of tobacco. Apparel or equipment that has inappropriate language or messages and/or has sexual implications is also to be avoided. These products are not to be brought on to Webberville Community School grounds. Slander and/or profanity in the presence of students and/or athletes will not be tolerated.
7. Loyalty is an important item in any school administration. We may not always agree with all policies. However, for us to have successful teams we must have team loyalty. That means our differences of opinion must be reconciled in staff meetings.
8. **Violation(s) of the staff code of ethics may lead to dismissal of the coach.**

HEAD COACH JOB DESCRIPTION

Qualifications:

1. A valid Michigan teacher's certificate is desirable.
2. A working knowledge of the sport to be coached.
3. A demonstrated interest in and an aptitude for performing the assignment of head coach.
4. CPR and First Aid certification
* The MHSAA CAP (Coaches Advancement Program) program is recommended for all coaches.

Performance Responsibilities:

1. Assists the athletic director in interviewing prospective coaches for assigned assistant positions.
2. Maintains professional competency by attending clinics and state rules meetings.
3. Delegates responsibility to assistant coaches.
4. Encourages athletes to excel in academic work.
5. Submits an annual record of results of contests and records as requested.
6. Submits to the athletic director an annual list of award winners.
7. Supervises the issuance, cleaning, storage, return and care of all athletic equipment.
8. Advises purchase of equipment, supplies and uniforms as appropriate.
9. Oversees the safety conditions of the area when team members are practicing.
10. Enforces disciplined behavior, code of fair play, and establishes and oversees penalties for not following team and school standards. Reports all incidents to the athletic director.
11. Works as a team member of the coaching staff. This includes supporting Study Table sessions.
12. Establishes an effective relationship with team members.
13. Establishes an effective relationship with parents.
14. Attends practices, games and meetings punctually.
15. Uses professional conduct, language, and decorum with teammates, opponents, officials and fans.
16. Maintains player eligibility information.
17. Encourages athletes to participate in other sports.
18. Keeps the athletic director informed of any problems before, during or after sporting events.
19. Teaches individual participants the skills necessary for the highest possible achievement in the sport involved.
20. Plans, schedules and supervises a regular program of practice in season.
21. Assists students regarding future plans: college entrance, scholarships, etc.
22. Submits necessary rosters, physical forms, eligibility list forms and training rules forms signed by parents.
23. Works with all involved administrators.
24. Shows concern and provides guidance for the "feeder" system.
25. Provides a positive role model.
26. Adheres to those rules and regulations as detailed by the MHSAA and Board of Education policies and regulations.
27. Submits entries to tournaments and other contests in a timely fashion.
28. Maintains team attendance records and medical emergency cards.
29. Works to promote increased participation to improve methods, techniques, strength and endurance both in and out of season
30. Submits written criteria for "cutting" athletes at tryouts.
31. Displays self-control and maintains a positive profile in contest situations.
32. Displays self-control and maintains a positive profile in relationships with media.
33. Displays self-control and maintains a positive profile in relationships with officials.
34. Displays self-control and maintains a positive profile in relationships with administration.
35. Reports scores of contests to the media.
36. Provides supervision of locker room and weight room.
37. Submits coaching salary payment request form for completion.
38. Performs such other services and assumes such other duties as assigned by the administrator in charge, which are not in violation of the master contract, school district policies or rules and regulations.

ASSISTANT COACH JOB DESCRIPTION

Qualifications:

1. A valid Michigan teacher's certificate is desirable.
2. A working knowledge of the sport to be coached.
3. A demonstrated interest in and an aptitude for performing the assignment of assistant coach.
4. CPR and First Aid certification
*The MHSAA CAP (Coaches Advancement Program) program is recommended for all coaches.

Performance Responsibilities:

1. Maintains professional competency by attending clinics and state rules meetings.
2. Encourages athletes to excel in academic work.
3. Submits an annual record of results of contests and records as requested.
4. Submits to the athletic director an annual list of award winners.
5. Supervises the issuance, cleaning, storage, return and care of all athletic equipment.
6. Oversees the safety conditions of the area when team members are practicing.
7. Enforces disciplined behavior, code of fair play, and establishes and oversees penalties for not following team and school standards. Reports all incidents to the athletic director.
8. Works as a team member of the coaching staff. This includes supporting Study Table sessions.
9. Establishes an effective relationship with team members.
10. Establishes an effective relationship with parents.
11. Attends practices, games and meetings punctually.
12. Uses professional conduct, language and decorum with teammates, opponents, officials and fans.
13. Maintains player eligibility information.
14. Encourages athletes to participate in other sports.
15. Keeps the athletic director informed of any problems before, during or after sporting events.
16. Teaches individual participants the skills necessary for the highest possible achievement in the sport involved.
17. Plans, schedules and supervises a regular program of practice in season.
18. Assists students regarding future plans: college entrance, scholarships, etc.
19. Submits necessary rosters, physical forms, eligibility list forms and training rules forms signed by parents.
20. Works with all involved administrators.
21. Shows concern and provides guidance for the "feeder" system.
22. Provides a positive role model.
23. Adheres to those rules and regulations as detailed by the MHSAA and Board of Education policies and regulations.
24. Submits entries to tournaments and other contests in a timely fashion.
25. Maintains team attendance records and medical emergency cards.
26. Works to promote increased participation to improve methods, techniques, strength and endurance both in and out of season.
27. Submits written criteria for "cutting" athletes at tryouts.
28. Displays self-control and maintains a positive profile in contest situations.
29. Displays self-control and maintains a positive profile in relationships with media.
30. Displays self-control and maintains a positive profile in relationships with officials.
31. Displays self-control and maintains a positive profile in relationships with administration.
32. Reports scores of contests to the head coach.
33. Provides supervision of locker room and weight room.
34. Submits coaching salary payment request form for completion.
35. Performs such other services and assumes such other duties as assigned by the administrator in charge, which are not in violation of the master contract, school district policies or rules and regulations.

ACADEMIC OBLIGATIONS

A student who must miss practice or a game due to academic obligations will not be punished for this time. However, study time or time needed for completion of academic projects, detentions, or punishments are not included as an academic obligation. Schedule conflicts between athletics, band, choir, and the play should be resolved between coaches and directors. In the event that the conflict is not resolved, the chart below should be referenced.

Category	Athletics	Band	Choir	Play
Level I	Practice	Practice	Practice	Rehearsal
Level II	Practice preceding a district or regional game	Practice preceding a regional competition	Practice preceding a regional competition	
Level III	Practice preceding a quarterfinal, semifinal, or final Game	Practice preceding a state competition	Practice preceding a state competition	Practice the week preceding the play
Level IV	Regular season Game	School performance	School performance	School play
Level V	District or regional Game	Regional performance	Regional performance	
Level VI	Quarterfinal, semifinal, or final Game	State performance	State performance	

KEYS

Keys are assigned to coaches through the athletic office. Coaches are responsible for securing all facilities and turning lights off when leaving. Do not give keys to current or former students or to any other individual not associated with Webberville Community Schools. Violation of this policy could result in dismissal.

CLINICS

Coaches are strongly encouraged to attend at least one clinic per year for each sport coached. When funds are available, reimbursement will be available for all coaches.

COACHING STIPEND

After the completion of a season, each coach must complete the end of season forms and submit them to the athletic director.

1. All uniforms and equipment returned to the athletic director.
2. Inventory completed.
3. Request for awards completed.
4. Season summary completed.
5. Equipment requests for the next season submitted.
6. Appropriate keys returned.
7. Officials rating forms completed.
8. Appropriate locks returned.
9. All medical emergency forms returned.
10. Evaluation meeting scheduled.

Coaches will not receive their stipend until all obligations have been fulfilled. The head coach is responsible for his/ her assistants for some of the items on this list. Assistants will not receive a stipend until their staff's obligations are met.

DRESS

Coaches are expected to dress appropriately for practices and games. Khakis or dress pants with a polo style or button down shirt are preferred for competitions.

PRACTICES

1. Practice should be held on a regular basis.
2. If a coach cancels a practice, it is his or her responsibility to notify the athletic director as well as the coach of the teams following that practice time so that they may adjust their practice times.
3. Weekend and holiday practices will not be held without permission of the athletic director.
4. Remind athletes not to bring large sums of money to school and to lock their lockers during practices and games. Webberville Community Schools is not responsible for lost or stolen items.
5. Make sure athletes use the buddy system when walking to cars after dark following practices and games.
6. Make sure all locker room, gym and weight room doors are locked when you leave.
7. Make sure all lights are turned off and all inside and outside doors are locked.
8. At no time are athletes to be roaming the halls.
9. The coach is the last person to leave the building.

Practice sessions must be safe for team members. Safety requires conscientious supervision at all times. The welfare of the students dictates what can or cannot be done. Overexertion in hot weather must be avoided, as should any drill that runs an undue risk

of injury. Make sure your athletes get plenty of water. It is assumed that a coach teaches and that every member of a team is given help and opportunity to develop. This requires careful planning. Check your facility for hazards before each practice and game.

COACH DEPARTURE

1. The last coach out of the locker room/school is responsible for making sure all lights are off and all doors are locked.
2. It is the responsibility of each coach to keep the coaches' office, locker room and weight room neat and clean.
3. No one is allowed in the gym or weight room unless there is proper supervision.
4. One coach shall remain until all athletes have left or been picked up by their parents.

ATHLETIC BANQUETS AND AWARDS PROGRAMS

Coaches are expected to attend the athletic banquet for their sport. Appropriate dress is required. Remember that this is a time to celebrate team and individual success with the parents. **Negative comments about players, coaches, parents, community members, fans, etc. are not permitted. No excuses regarding team performance will be made. The coach's presentation at the banquet will focus only on the positive aspects of team members and the season.**

NEW EQUIPMENT

The athletic director will order all equipment. It is the responsibility of each head coach to turn in a list of equipment needs to the athletic director within four weeks after the end of his or her season. The athletic director must approve all expenses. The athletic director will not refund expenses not approved in advance. If you want to approach the Athletic Boosters for equipment, you must contact the athletic director first. If your request is presented to the Athletic Boosters it is recommended that you be present at the meeting to explain your request in detail.

INJURIES

1. If an athlete is injured and needs attention, contact his or her parent/guardian.
2. If you feel an ambulance is necessary, call 911.
3. If the parent/guardian arrives at the scene before the ambulance leaves with the athlete, ask the parents for consent for the service. Webberville Community Schools is not responsible for the cost of the ambulance.
4. Report the injury to the athletic director by the next morning and fill out an Accident Report Form.
5. In no instance should a coach make a medical decision to allow an athlete to return to activity after a serious illness or injury without medical clearance.

6. A note from the parents allowing return to activity after serious illness or injury is not adequate protection for the coach and school. Written medical clearance from a doctor is required.

PHYSICAL FORMS

It is the coach's responsibility to collect a signed physical form from each athlete. Athletes who do not have a completed physical form are prohibited from participating in practice or games. Coaches must have a physical form for each athlete with them at all practices and games. This will ensure that proper care can be provided to each athlete.

OFFICIALS

Coaches are responsible for rating officials at the end of the season. Make sure to keep track of the officials that worked the games and their MHSAA ID numbers. Failure to submit officials ratings will result in sanctions being imposed by the MHSAA and may result in the dismissal of the coach.

REPORTING RESULTS OF CONTESTS

It is the responsibility of the varsity coach to report the results of his or her contest to the Flint Journal, The Lansing State Journal, The Enterprise, and Fowlerville News and Views. Channels 5, 6, 10, 12, 25 and 47 also need to be contacted with contest results.

Flint Journal	Phone: (810)766-6382	Fax: (810)766-7518
Lansing State Journal	Phone: (517)377-1112	Fax: (517)377-1298
Williamston Enterprise	Phone: (517)541-2504	Fax: (517)543-3677
Fowlerville News & Views	Phone: (517)223-8760	Fax: (517)223-4177
Channel 5	Phone: (810)234-5607	Fax: (810)234-5631
Channel 6	Phone: (517)372-1300	Fax: (517)372-1507
Channel 10	Phone: (517)393-0110	Fax: (517)393-9180
Channel 12	Phone: (989)790-3854	Fax: (989)790-9664
Channel 25	Phone: (888)939-4025	Fax: (810)687-4925
Channel 47	Phone: (517)484-7747	Fax: (517)484-3144

SCHEDULING

Coaches will be consulted when scheduling takes place. Once a decision is reached, the athletic director will send contracts. All contracts shall be kept on file and signed by the athletic director. If a coach desires a change in opponents, the athletic director must be notified immediately following the current season.

STUDENT MANAGERS, STATISTICIANS, HELPERS, AND TRAINERS

It is the philosophy of the school and athletic department to allow for as much student participation as possible in the athletic program. Statisticians, managers, etc. have been

welcome in the program. However, the responsibility of the student must be kept within reasonable limits. Where student managers are concerned, it is still the responsibility of the coach to supervise, organize and promote their actions. Efficiency of operation is vested in the coach. Student will never be expected or directed to assume staff responsibilities.

VOLUNTEER COACHES

All teams, regardless of level, wishing to use additional coaching personnel shall make those needs known to the athletic director in writing. Each volunteer coach used in the Webberville Community Schools athletic program must have administrative approval and have completed fingerprinting/background check before taking an active part in the program. Volunteer coaches will be expected to conform to and implement school district policy and administrative directive. Volunteer coaches are not in a decision-making role but may be expected to carry out directives as set forth by the head coach or assistant coach.

TEAM ACCOUNTS

All financial transactions and fundraising with teams must be processed through the school's internal account (located in the high school office). Accurate receipts and disbursements must be kept. Checks should be made payable to Webberville Community Schools.

TRANSFER STUDENTS

If a transfer student comes out for the team, the coach must send that student to the athletic director so that the necessary forms can be filled out. The athlete is ineligible until these forms have been completed. Allowing a transfer student to participate without prior approval of the athletic department may result in forfeiture of competition(s).

TRANSPORTATION

1. The athletic director will arrange for all transportation to away contests.
2. The bus schedules will be issued to the coach. It is the coach's responsibility to check it for errors.
3. Athletes are not allowed to board the bus until the coach is present. Everyone will board the bus together. Coaches must verify before leaving that all athletes, coaches and managers are present. If someone is missing, check with the athletic office before leaving.
4. The coach should communicate with the driver about destination, directions and other matters pertinent to the trip.
5. All athletes must travel with the team to away contests.
6. No bus will leave unless the coach or a chaperone is on the bus.
7. When food is taken on the bus, it will be the responsibility of the coach to make sure all refuse is picked up and deposited in a trash container.

8. Athletes are to comply with all rules regarding transportation by school bus.
9. The speed limit for a school bus is 55 mph. Do not encourage a driver to violate this law. Buses are dispatched to insure adequate arrival time. If a team departs late, the opposing school will be notified.
10. Athletes may leave an away athletic event only with a parent or legal guardian, providing the parent or guardian has spoken to or given written permission to the coach.

SEVERE WEATHER PROCEDURES

Webberville Community Schools will honor the respective weather policies of league schools. MSHAA adopted policy will in most cases support local policy.

Threatening Weather: Tornado Watch

- **Practice** – When practices are in progress when the watch is in effect, the coaches will monitor the change in weather and if it becomes at all questionable, the practice will be suspended or cancelled.
- **Contest** – When games are in progress when the watch is in effect, the coaches and officials will monitor the change in weather and if it becomes at all questionable, the game will be suspended.

Threatening Weather: Tornado Warning

- If a tornado warning should occur when athletic teams are already at the site of the event, the teams should go into the school. If the contests are at Webberville Community Schools, go to the following hallways:
 - East hallway – middle school wing
 - Senior hallway – industrial arts/agriculture hallway

Practices and contests will be cancelled when a warning is issued. All athletes will remain in the hallways under the supervision of the coach until the “all clear” is issued.

Thunder and Lightning Policy

- When thunder is heard or lightning is visible, practice or contests will be suspended. All athletes and coaches will take cover for a minimum of 30 minutes. A practice or game will not be restarted if lightning or thunder are seen or heard again during this time frame.

When dealing with the weather, always use good judgment. Take no chances. If there is any doubt – CANCEL!