

Onekama Consolidated **Schools**

Onekama Portagers

Coaches Handbook

COACH IS “MR. EVERYTHING”

The following editorial was written by Ronald Bredemeier, A junior at Bern Senior High School in Kansas

A coach is a person who takes a group of young individual and tries to teach them to shoot a basketball, catch a pass, spike a volleyball, or run the hurdles. A coach also tries to teach a player self-discipline, coordination, sportsmanship, and a self-respect for the team and himself.

A coach must put up with a lot of problems—parents complaining about why their son or daughter isn’t starting on the varsity team as a freshman, or questions from the school board why he needs longer practices, a few more new game balls, a couple of Saturday practices, or maybe new uniforms.

A coach also may experience problems with the players about practice hours, a player who can shoot 100 percent from the field but can’t play defense at all, or having a running back who can run a 4.3 40 year dash but cannot hold onto the football. Having to coach kids with attitude problems, people who constantly break training rules, kids with low grades, or players who show up for practice whenever they feel like it are a few of the other daily obstacles faced by high school coaches.

But coaching can’t be all bad. Coaches must have some “highlight” for all the time, effort, and troubles that they go through. An undefeated season, having your team win a very close game, sending in the smallest player on the team and watching him score the winning touchdown, coaching a player from the first time that he ever saw a basketball and then having him go on to play college basketball, being asked by a sports magazine to explain in an article your team’s full court press, and having a State Championship ring would be the ultimate goals in any coach’s career.

Why would a person want to devote his or her life to helping young kids enjoy playing sport? It must take a special sort of person with a great love of sports and young people. Coaching, in addition, must take a lot of patience and a lot of knowledge about the sport. And what does a coach ask in return for his time, effort, and devotion? Only cooperation, the athlete’s full attention, 100 percent effort and may be a little thanks.

ACTIONS TO AVOID—TO AVOID BECOMING INVOLVED IN A POSSIBLE LAWSUIT

During the past 14 years all of the following situations have been raised in some way, somewhere by plaintiff/defense lawyers as possible examples of negligence on the part of the physical educator, coach and/or athletic administrator. This collection of situations to avoid unfortunately seems to grow with each passing year.

The avoidance of the following situations can decrease the chances of becoming involved in litigation, and lower the chances of a kid getting hurt.

1. You do not supervise the locker room
2. You permit a player to officiate a game because an official did not show
3. You leave activity room doors open
4. You give your keys to students
5. You have students move equipment beyond their capabilities
6. Permit horseplay
7. Taking that last phone call instead of supervising the arrival of the next gym call
8. Placing a student in the role of supervisor at a practice/gym class
9. Not establishing specific rules of safety prior to the activity
10. Emphasizing the outcome of the game over the experience
11. Not getting involved—you better, because you will be if there's a lawsuit)
12. Not properly preparing a class physically. (How many of us have skipped or cut short the warm-up in order to "get into the game" phase of the class)
13. Permitting unequal competition
14. Physically overextending a student
15. Not following the prescribed curriculum
16. Not having a prescribed physical education or athletic curriculum
17. Not requiring medical examinations prior to participation
18. Not preparing students/players for the specific activity at hand
19. By passing fundamental skills
20. Failing to warn people about the potential danger of a activity
21. A lack of appropriate sign (is there a gymnastic program out there without large signs on the wall that shout out the word SPOT)
22. Not continually reviewing and/or updating the safety checklist
23. Yes—you guessed it—not having a safety checklist
24. Not having an emergency plan
25. Not supplying appropriately sized mats for the activity
26. Permit activity on a wet slippery floor
27. Lack of special attention to the atypical child (what do you do with the overweight child in the tumbling class?)
28. Leaving balls/equipment on the gym floor during activity/games
29. Permitting people to participate inappropriate attire (such as not wearing sneaks)
30. Use correct equipment in an improper manner (such as 2 or 3 people on a diving board)
31. Not taping wrestling mats
32. Participating in improper areas (like hallways, locker rooms and parking lots)
33. Leaving equipment out on the field (high jump standards, hurdles, shot put, etc.)
34. Progressing too quickly
35. Not teaching how to spot in gymnastics
36. Inadequate lighting in the gymnasium
37. Not correcting an unsafe situation immediately
38. Teaching/coaching an activity you know nothing about
39. Not teaching the safety requirements on the activity
40. Not making and/or including everyone aware of specific safety programs (Does the principal have a copy of your emergency plan? Has the principal approved of the plan?)
41. Hiring unqualified personnel
42. Not holding in-service programs
43. Lack of special training for personnel in high risk sports
44. Not supervising informal activity area, such as the playground
45. Permitting non-physical education teachers to use gym for recess and free play without establishing prior guidelines
46. Not maintaining written records
47. Not posting safety rules in conspicuous places
48. Permitting running—up stairs, in the street unsupervised, in snow, on mud
49. Failure to check field/equipment on a regular basis
50. Make sure you do not only have mat protection behind the main basketball court backboard, but also behind your cross court backboard
51. Testing the ability of a student before teaching him/her the necessary skills. (Are there football coaches who evaluate a player's tackling ability before teaching one how to tackle?)
52. Permitting players to "stay around for some extra practice" after you and your staff leave
53. Having equipment reconditioned by uncertified or un reputable companies. (Who'll be doing your boys' lacrosse helmet chin strap adjustment this season?)
54. Permitting players to travel by car (and transporting teammates)
55. Complacency ("no one will ever sue me" attitude)

Avoiding the above situations is not the total answer to litigious explosion in athletics—but it's good start. (Compiled by Dr. Richard Borkowski, Athletic Director, The Episcopal Academy, Merion, Pa and issued at the Maryland State Athletic Directors Association's 10th Annual Conference, May 3, 1986)

TEN TRAITS OF A GREAT MOTIVATOR

- I. Possesses Expert Knowledge in His Field.
- II. Possesses Great Leadership Qualities Through and By Example.
- III. Possesses Great Teaching and Listening Abilities.
- IV. Remains Positive in Times of Adversity.
- V. Understands the Specialness and Uniqueness of the People of the School and Community in His Environment.
- VI. Possesses the Ability to Admit and Learn from Mistakes.
- VII. Possesses that Unique Sixth Sense on When to Change Course.
- VIII. A Great Motivator can be Humorous, Serious, Emotional and Spiritual and has the Ability to Impart These Moods on Others with a Deep Sense of Purpose.
- IX. Possesses Great Sincerity, Belief and Faith in His Efforts.
- X. Possesses the Special Gift of Communication Which Allows Spirit to Touch Spirit.

Coaching Commandments

- #1 Coach Hard-Intense
- #2 Coach with Enthusiasm
- #3 Coach with Discipline
- #4 Coach with Teaching Progression
- #5 Coach with Organization
- #6 Coach with Compassion
- #7 Coach with Repetition
- #8 Coach with Confronting, Demanding
- #9 Coach with Simplicity, Stability, Consistency
- #10 Coach with Knowledge and Constructive Communication

ATHLETICS

OUR GOAL

Through participation in the interscholastic athletic program, our students will be graduated having opportunities to experience:

- 1. Learning success which opens the doors to the future.**
- 2. Involvement in the school which provides for fun, friendship, the thrill of competition, hard work and purpose, and positive self regard.**
- 3. Personal growth from which the responsible adults and productive citizens emerge.**

Such experiences empower our students with the opportunity to live fruitful lives and enjoy educational athletics for a lifespan.

STATEMENT OF PURPOSE

The purpose of the athletic program is:

1. To improve the image of school athletics.
2. To strive always for playing excellence that will produce winning teams.
3. To insure growth and development that will raise the number of individual participants: that will give impetus to increasing attendance at each contest: that will build up gate receipts: and that will enable a program of continuing upkeep and improvement of facilities.
4. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
 - a. Physical, mental and emotional growth and development.
 - b. Acquisition and development of special skills in activities of each student's choice.
 - c. Team play with the development of such concomitant as loyalty, cooperation, fair play, and other desirable social traits.
 - d. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
 - e. A focus of interest on activity programs for student body, faculty, and community that will generate a feeling of unity.
 - f. Achievement of initial goals as set by the school in general and the student as an individual.
 - g. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
 - h. Participation by the most skilled that will enable these individuals to ascertain possibilities for future vocational pursuits.

CODE OF ETHICS

It is the duty of all concerned with school athletics:

1. To emphasize the proper ideals of sportsmanship. Ethical conduct and fair play.
2. To eliminate all possibilities which tend to destroy the best values of the game.
3. To stress the values derived from playing the game fairly.
4. To show cordial courtesy to visiting teams and officials.
5. To establish a happy relationship between visitors and host.
6. To respect the integrity and judgment of sports officials.
7. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
8. To encourage leadership, use of initiative, and good judgment by the players on the team.
9. To recognize that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well being of the individual players.
10. To remember that an athletic contest is only a game—not a matter of life or death for player, coach, school, official, fan, community, state, or nation.

GOALS AND OBJECTIVES OF INTERSCHOLASTIC ATHLETICS

1. To provide a diversified and balanced athletic program.
2. To encourage each student to excel to the best of his/her ability.
3. To develop a winning attitude, but that losing is not a disgrace if one had done his/her best.
4. To learn and practice good sportsmanship at all times.
5. To develop and promote the values of physical fitness and sound physical and mental health.
6. To educate and inform the community as to the purpose and place of interscholastic athletics.

7. To promote fun and enjoyment for all participants.
8. To build a winning attitude while also making every effort to involve as many athletes as possible in athletic interscholastic competition.

COACHES AND SUPPORT STAFF

CODE OF ETHICS FOR COACHES

- Be loyal to their superiors and support the policies of the administration.
- Have lofty ideals and firm principles of right and truth.
- Always strive for more education and culture.
- Be a goodwill ambassador between the school and the public.
- Teach and practice true sportsmanship.
- Be humble in victory and courageous in defeat.
- Neither knowingly nor unethically strives for another person's job.
- Employ only officials of high integrity and honesty.
- Respect and support officials at all times.
- Never publicly criticize other coaches or officials.
- Dress in a manner suitable to the profession.
- Conduct yourself so as to earn the respect and confidence of all.
- Not engage in conduct detrimental to players, officials or spectators.
- Conduct yourself to be worthy members of the coaching profession.
- Be loyal to the profession.
- Be more concerned about obtaining the respect from players than in running a "personality contest."

THE COACH AND HIS/HER PLAYERS

In the relationship with players under their care, coaches should always be aware of the tremendous influence they wield, for good or bad. Parents entrust their dearest possessions to the coaches charge, the coaches through their own example, must always be sure that the students who have played under them are finer or more decent people for having done so.

Coaches should never place the value of a win above that of instilling the highest desirable ideals and character traits in their players.

The safety and welfare of the players should always be uppermost in the coaches' mind, and they must never be sacrificed for any personal prestige or selfish glory.

Every coach must remember that they are a living example for all of the young students in the community in which they coach. It is vitally important to coach and to the profession which they represent, that their actions and behavior at all times bring credit to athletics.

THE COACH AND HIS/HER LEADERSHIP

The function of the coach is to educate students through participation in sports. This primary and basic function must never be disregarded. In teaching a sport, the coach must realize that there are certain rules designed to protect the play and provide common standards for determining a winner and loser. Any attempts to beat these rules, to take unfair advantage of an opponent, or to teach unsportsmanlike conduct, have no place in athletics, nor have coaches guilty of such teaching any right to call themselves coaches.

The coach should set the example for winning without boasting, and for losing without bitterness. Coaches who conduct themselves according to these principles need have no fear of failure, for in the final analysis the success of a coach can be measured in terms of the respect they have earned from their own players and from their opponents.

THE COACH AND THE SCHOOL

In their relationship with the institution for which they work, coaches should remember that they are on public display as representatives of the institution. It is important therefore, that they conduct themselves so as to maintain the principles, the integrity, and the dignity of the school.

School policy regarding athletics should be adhered to, both in letter and in spirit. Coaches should remember that other members of the faculty also have an interest in the institution and its students, and their conduct must be such that

there arises no criticism of their efforts to develop the common interests and purpose of the school.

THE COACH AND HIS/HER PROFESSIONAL CONTACTS

In relationship with other coaches, it should be assumed that all members of the coaching profession are men and women of integrity and are making an honest effort to follow the precepts of this code. Therefore, opposing coaches should be treated courteously and as guests of the school. Moreover, the winning coach should do all in his/her power to assure that the losing team be allowed to lose with dignity and leave the contest with its self-respect intact.

Sportswriters and sportscasters should not be used as means of relieving ill feeling toward other coaches, players, officials, or other schools. They also have an interest in athletics and should be treated with the same respect and honesty, which is expected of them.

Officials are an integral part of the game, and it should be recognized that they to maintain high standards of integrity and honesty. Just as coaches can make mistakes, so can officials. It is important that their efforts to contribute to the education of young men and women through sports be recognized and supported.

DISCIPLINE

A program of progressive discipline shall be followed. Such steps can be oral warning or reprimand, suspensions with or without pay, or discharge. The parties recognize that the severity of an offense may constitute immediate discharge.

PERSONAL QUALITIES DESIRED IN ATHLETIC STAFF MEMBER

- Enthusiasm.
- Ability to get along with students, yet keeping their respect and demanding perfection within their ability limits.
- Good health.
- Willingness to learn and to accept constructive criticism.
- Willingness to help form and implement department procedures in training habits, athletic code, discipline, budget, school time lost, and the relationship of one sport to another, concerning what lies best for the student.
- Willingness to be an active and dedicated builder of well-balanced athletic program with major emphasis placed on whatever is best for the students.
- Good grooming, with clean personal habits.
- A philosophy that coaching is done for reasons other than monetary return.

DUTIES AND RESPONSIBILITIES OF ATHLETIC COACHES

GENERAL

1. Coaches must always be teachers first, coaches second.
2. Coaches are to demand that their squad members conduct themselves as ladies and/or gentlemen at all times whenever athletes are under school supervision.
3. Coaches are held responsible for the conduct of squad members during practice, at games and on trips.
4. Coaches are held responsible to oversee the district's established dress code policy.
5. Coaches are not to smoke in the presence of athletes or managers at any time.
6. No school keys are to be issued to students under any circumstances.
7. All coaches shall help to promote team morale and spirit.
8. Cooperation is an essential part of the school athletic program. Every coach is expected to cooperate with the athletic director and or/principal, as well as the other coaches in his sport.
9. Coaches are to report promptly for all practice sessions and contests and to dress according to the standards established for that sport.
10. All coaching activities are to be organized and supervised by the coaches so as to insure student safety. No "horseplay" is to be tolerated at any time in the gymnasium, on the athletic field, or in the locker or shower room.

HEAD COACH

1. The head coach and all assistants shall issue and collect athletic equipment, being sure that no equipment becomes the personal property of any player.
2. The head coach is responsible for completing and submitting an inventory of all equipment. He/she should also submit a written request for the next year's needs. Included should be requests for uniforms, equipment, supplies and maintenance work.

3. Be responsible for the conduct of athletic contestants and all other students working for and with the team. All athletes should be informed by the head coach as to the rules and regulations of the department.
4. Safeguard the physical well being of all participants.
5. Protect him or her self and the school by permitting no individual to practice or participate until he/she has submitted to a physical exam and secured parental consent.
6. To furnish the Student Services office with the eligibility when requested.
7. Be responsible for making sure necessary first aid supplies are available and that injury report forms are completed when necessary.
8. The head coach will direct the work of all assistant coaches and provide for some type of staff evaluation.
9. Will be responsible for locker room supervision and arrange for a coach to be the last to leave.
10. Will be responsible for making sure that the no smoking rule is enforced in the coaches' office and that the office is kept clean at all times.
11. Will be responsible for the supervision and direction of the total program of his/her/sport. This will include supervision and assignment coaches and securing necessary assistance for game and meet operation.
12. The head coach should set the tone for good sportsmanship. This includes demanding that all officials be treated with respect.
13. Be responsible for making sure that game and meet results are reported to appropriate radio and TV stations—report scores: win or lose.
14. Be responsible for the enforcement of school and staff rule and regulations regarding the conduct of squad members.
15. Be responsible for keeping abreast with any sport rule changes. Attend all State sponsored rules meetings. Be able to interpret State Athletic Association rules and regulations to the athletes.

16. Cooperate fully with the Athletic Director and other school administrators. Be responsible to Superintendent, Principal, and Athletic Director.
17. Be responsible for the details related to the successful operation and administration of their sport. They are expected to make decisions of a general nature that are in keeping with the established policies and procedures of the school.
18. See to it that facilities and equipment are ready for use, and that equipment is issued.
19. See to it that all coaches assigned to the sport know their duties and responsibilities
20. See that all ordered equipment has arrived.
21. Recruit student managers for the season and instruct and guide them.
22. Administer the effective system of lock and locker distribution and collection in cooperation with the athletic office.
23. See that training rule violations are reported to the athletic director.
24. Instruct squad members on proper use and care of equipment.
25. See to it that there is always adequate locker room supervision.
26. Work out details of out-of-town transportation with the athletic director.
27. To go through the Student Services Office for early dismissal permission involving long trips and submit names of athletes to the principal.
28. Keep such statistics as are necessary for school records.
29. Rate officials, as required by the M.H.S.A.A.
30. Complete and return any required forms and statistics to the athletic director.
31. Attend all M.H.S.A.A. and West Michigan "D" League coaches' meetings

ASSISTANT COACH

1. Go on all scouting trips as requested by the head coach.
2. Attend all meetings as requested by the head coach or athletic director.

3. Assist the head coach in “checking-in” all equipment at the end of the season and making final inventory.
4. Assist the head coach in the manner prescribed by the head coach, which, in his evaluation, will be most beneficial to the total program.
5. To assume the responsibility for the development and guidance of a specific team within the total program as assigned by the head coach.
6. Do as much as possible to promote good public relations within the school and community.
7. Report scores and cooperate with the local media—try to get newspaper recognition for all athletes.
8. Uphold the Onekama Consolidated School policy for setting the example for good sportsmanship. This includes making sure officials are treated with respect.

COACHES PRE-SEASON CHECKLIST

- Coaching contracts.
 - Keys—care of Security system.
 - Practice schedule. Two sports rule—deadline for joining team.
 - Request for equipment.
 - Awards program. Discussing awards requirements.
 - Physical forms.
 - Injury and injury report forms.
 - Locker assignment and locks.
-
- ✓ Asking athletes for report cards: know our updated scholastic standards. Eligibility list must be on file in the Athletic Office one week prior to competition.
 - ✓ Schedules are set—Bus transportation requests should be completed two weeks prior to competition. (Review bus rules and follow them.)
 - ✓ Care of equipment for athletes—collecting equipment.
 - ✓ Get out of the locker room as soon as possible. Return to your locker after practice.
 - ✓ Follow the rules—no running in halls.

- ✓ Attendance at school is required to qualify for practice or competition.
- ✓ Care of the building halls, gym, and locker room. Turn lights off, lock doors, locker room and coaches office is kept clean.
- ✓ Your eligibility will be completed and mailed to competitive schools: staff members will have a list of athletes. Some athletes will not be eligible; take the offensive in dealing with potential problems.
- ✓ Picture-taking session: cooperate with media. Call in scores to radio/television/newspapers.
- ✓ Take care of yourself: coaches are counselors.
- ✓ Training during the school day. Practice sessions on Sunday/Holidays.
- ✓ Leaving school early for competition.
- ✓ Submit a copy of any information/rules distributed to athletes for file in the athletic office.
- ✓ Make note of rules meetings, conference meets, regional meets, meeting your deadlines for entries.
- ✓ PROTESTS: remove your team from the field before filing a protest.
- ✓ Make reasonable rules and enforce them. You are the authority figure. Be consistent.
- ✓ Record books, score books, update record breakers.
- ✓ Materials requested have been ordered—BUDGET. Moving equipment (such as landing pads & batting cages, etc.) must have work orders completed. Keep your practice area cleaned/maintained.
- ✓ Fundraising projects—submit written information.
- ✓ First Aid supplies, emergency numbers, severe weather alerts.
- ✓ Coaches' evaluation, pay for completion of work. Faculty meetings are NOT to be missed.

CHEERLEADERS

RESPONSIBILITY OF CHEERLEADING COACHES

In the athletic program today, cheerleaders play an important part in building morale and maintaining an exuberant school spirit. If an administrator has a choice, the person selected to serve as coach of cheerleaders should be a faculty member, young in spirit, who has the energy and stamina needed and can afford the time required by the very demanding program. The position of cheerleader coach is a very demanding one in terms of time. Enthusiasm and dedication and should be reimbursed at the same level as other extra-duty coaching positions.

MAJOR DUTIES

1. Organize the cheerleaders into a well defines, smooth-working cognizant group of students.
2. Orient and educate parents to understand and assist the activities along with students and to realize the degree of cooperation necessary throughout the yearlong calendar of activities.
3. Formulate the structure for enforcement of standards of conduct and rules of school, student body and athletic department as they apply.
4. Facilitate the selection of uniforms and supervise the arrangement for financing them.
5. Conduct weekly meetings during each season to calendar appearances and plan programs to make sure that all assigned responsibilities are carried out.
6. Act as coordinator for assembly programs and pep rally activities. Give final approval to material to be used in skits and presentations to ensure appropriate tone.
7. Attend all the events in which cheerleaders are performing or provide an adequate and responsible substitute.
8. Assure adequate transportation and trip supervision for away contests.
9. Explain in detail the responsibilities that cheerleaders will be expected to assume and assure that each individual understands the personal commitment that is entailed.
10. Establish checklist for home game appearances:
 - ✓ arrival time set (be sure cheerleaders are on time)
 - ✓ proper dress (rain gear if necessary)
 - ✓ necessary spirit gear, megaphones, program aids
 - ✓ meet with visiting cheerleaders before that start; explain procedures usually followed.
 - ✓ placement of rooting section/pre-game activities
 - ✓ introduction of players procedure/halftime activities
 - ✓ hospitality breaks
 - ✓ National Anthem/Pledge of Allegiance
 - ✓ port-game activities/Alma Mater

- ✓ work out division of yell time and courtesy standard so that each school may cheer without undue interference from the other
- ✓ assist with crowd control — discourage all forms of unsportsmanship and undesirable conduct.
- ✓ avoid the use of all artificial noisemakers other than megaphones.

CHEERLEADER SELECTION PROCEDURE

All students are allowed to cheer.

VOLUNTEER COACHES

All teams, regardless of level, which may wish to use additional coaching personnel, shall make those needs known to the Athletic Director in writing. Each Volunteer Assistant Coach used in the Onekama Consolidated School Athletic Program must have administrative approval before taking an active part in the program. Volunteer Assistant Coaches will be expected to conform to and implement board policy and administrative directives. Volunteer Assistant 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. All Volunteer Assistant Coaches are expected to understand and perform within the limits of the “Guidelines for Volunteer Coaches” and the specific duties outlined by the coach of the team with which the Volunteer Assistant Coach works. The Head Coach is defined as the person working directly above the Volunteer Assistant Coach.

GUIDELINES FOR VOLUNTEER ASSISTANT COACHES

1. Conduct and behavior is to be that expected of coaches as outlined in the handbook.
2. Volunteer Assistant Coaches are not in a position to render decisions regarding policy or rules. They are however, responsible for the implementation of all appropriate policies and administrative directives.
3. Volunteer Assistant Coaches will meet with the Athletic Director at the beginning of the season in which they work.
4. Volunteer Assistant Coaches will be encouraged to attend honors banquets and awards ceremonies and participate, if requested by Head Coach.
5. Volunteer Assistant Coaches must meet all obligations required by Board policy or state law in order to maintain the proper liability status as representative of Onekama Consolidated Schools.
6. Onekama Consolidated Schools specifically appreciates the volunteer efforts of each Volunteer Assistant Coach.

VOLUNTEER ASSISTANT COACHES DUTIES

1. Inform athletes of rules and regulations of the MHSAA and Onekama Consolidated Schools.
2. Work with the Head Coach in implementing a philosophy and style of play consistent with the Head Coach's requirements.
3. Assist the Head Coach with equipment including issuing, returning, inventorying and storage.
4. Assist the Head Coach with selection of team members if need be.
5. Supervise facilities when the team is involved.
6. Make recommendations to the Head Coach concerning the needs of the program.
7. Carry out any additional duties assigned by the Head Coach including scouting.
8. Complete and return any required forms and statistics to the Head Coach.
9. In the event of an emergency, the Volunteer Assistant Coach may be responsible for carrying on the duties of the Head Coach until the Head Coach is back with the team.

ATHLETIC EQUIPMENT

Distribution

All coaches should keep accurate records when equipment is assigned. Each head coach will be responsible for a system of distribution and record keeping.

Cleaning

In the vast majority of cases, team members will be responsible for cleaning assigned uniforms and practice equipment. Coaches should make a special effort to clarify with athletes any washing instructions. All practice gear and uniforms are to be cleaned and stored at the end of each season.

Loss

Athletes will be expected to pay for lost or stolen equipment. It shall be the coaches' responsibility to take all necessary steps to insure the return of all equipment or secure payment for the same. Information regarding cost of equipment can be obtained from the office of the Athletic Director.

Storage

Cabinets for the storage of equipment will be provided for all coaches. These areas are to be well organized and maintained throughout the year. Keep track of your equipment. Plan well in advance for the purchase of new equipment for the next season.

Wearing of:

Team uniforms and practice equipment are the property of Onekama Consolidated School Athletic Department and are not to be worn by anyone other than the athlete to whom the equipment was issued.

Athletic Facilities:

The custodial, maintenance and ground personnel will do what is possible to maintain and prepare our athletic facilities. In some cases, it will be necessary for coaches to assist in the maintenance and preparation of facilities.

Care of and Securing Facilities:

All coaches are responsible for making sure that doors and gates are locked and lights are out before leaving — Double check all doors as you leave.

PURCHASE OF ATHLETIC EQUIPMENT

Only those items approved for purchase will be paid for by the Onekama Consolidated Schools Athletic Department. Any items ordered by coaches such as shirts, jacket, scorebooks, promotional material, etc., will be paid for by the coach placing the order—this policy applies to all items WITHOUT EXCEPTION.

Inventory:

Coaches will supply the Athletic Director with an inventory record at the completion of each season. The record shall identify all items, their conditions, and purchases needed for next season. Items in need of repair shall be identified and destroyed with approval of the Athletic Director.

COACHING EXPECTATIONS AND RESPONSIBILITIES

Coaches Professional and Personal Relationship and Expectations

The need of precise job description specifications is becoming obvious with the stronger emphasis on credibility and accountability in coaching. There is a definite need for precise criteria to measure coaching accomplishments within the framework of the Onekama Consolidated Schools District objectives for their activity programs. This major performance area stands out above others:

- A. Rapport
A Coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.
- B. Cooperation
The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their athletic director, principal and other members of their staff.
- C. Leadership

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition—all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

D. Discipline

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents—observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season—at home and away, and the conduct of the crowd—especially where the student body is concerned. Desire to do well, to win well, to lose well, should be emphasized. Staff, players and spectators should be motivated toward established goals.

E. Improvement

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspaper and magazines, and utilizing enrichment material available in other media forms is also expected.

F. Pay

Coaches will be paid after his/her sports season ends and all uniforms/equipment have been turned into the athletic department or audited by the athletic department.

In the event the event of a shortened season the coaches pay will be prorated bases on the coaches pay and will be prorated based on the number of days practice. In the event a team does not compete in a season, the coach will not be paid. If a team competes in at least $\frac{3}{4}$ of the games allowed by the MHSAA, the coach/coaches will be paid in full once uniforms and equipment have been audited.

F. Attire

Coaches are a representative of our school and athletic program and all should dress accordingly. Blue jeans, tee shirts, sweat pant (cotton or vinyl), or sandals are not acceptable. Due to the weather, blue jeans are acceptable for out door sports. During the warmer months, September, October, May & June dress style shorts are acceptable.

Communication

A great deal of time, effort and expense has gone into this publication. It is all worth it if you find this material helpful and useful. Please don't throw it away; keep it for future reference.

Communication is a two way street! In order for us to help you and the student athletes of Onekama Consolidated Schools we must know the problems. When problems arise please contact the Athletic Director immediately. DON'T WAIT. Through this cooperation, problems can be solved and the total education program will be enhanced.

A written set of team rules is a must

Each coach should plan to make available to team members a written set of routine team rules regarding missing practice: arriving late for practice, not carrying out assignment, etc. These rules should serve as a supplement to the department general code of conduct and discipline and rules should serve as a supplement to the department general code of conduct and discipline and should be in line with that code. A copy of these rules should be on file in the athletic office.

Officials

Officials shall be treated as a guest of Onekama Consolidated Schools and shall be extended every courtesy possible by the Director of Athletics and the Onekama Consolidated Schools' staff.

The Athletic Department demands respect for officials, with the expectation that they will enforce the rules. Coaches shall persistently remind their athletes of the concept of respect and sportsmanlike conduct.

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.

The HEAD coach will make recommendations to the Director of Athletics for future hiring of officials.

The HEAD coach will rate all officials at the end of each season as required by the Michigan High School Athletic Association. Upon first request, these rating sheets are to be filled out by the Head coach and returned to the Director of Athletics.

Discipline with Athletes

An athletic code serves as a guide for making clear what the rules and attitudes will be. A school board recognizes this and assumes that coaches are enforcing both in spirit and in fact. Observation reinforces the view that those coaches who use the Athletic Code have the best discipline and usually the best teams.

From your position as coach you may provide one of the greatest opportunities to understand the need for discipline that a student may encounter in the total educational experience. Your tryout procedures, attendance regulations and game

tactics, as well as the manner in which you deal with rule violations will reflect your disciplinary abilities and greatly determines your effectiveness as a coach. It is the real coach who is the athlete's "buddy" instead of his teacher and who leaves the discipline to others or neglects it entirely.

The head coach is usually the judge of what shall be done when rules are violated, but the principal and athletic director should be kept informed when any serious violation occurs. Some standard guidelines might help to be more consistent when major infractions do occur:

1. We want to be firm, but to ensure that justice prevails.
2. We are concerned first with what is best for all athletes and second with what is best for the individual.
3. Suspension is usually the best device where major discipline is needed because it is felt most strongly by the athlete and make clear that the team will do without him or her if he or she does not live up to standards set.
 - ❖ It is here that parents, teachers and community may not always understand your actions (the athlete almost always understands quite clearly) and you must take care to fully explain.
 - ❖ A suspension may be for a definite time (day, week, month, a season) or may be for an indefinite time — until in your opinion a specific purpose has been realized.

It is in the area of discipline that coaching efforts come to be taken seriously by administration, teachers, community and most important, the athlete.

Student Travel:

All athletes are expected to travel and return from away contest with the team. Any exception to this rule must be for good reason and have the approval of the coach or Athletic Director.

Athletes and coaching staff shall be punctual and ready to leave at the scheduled departure time.

Coaches shall present a list to the instructional staff of all athletes who will be missing school time because of the athletic trip. This must be in the teacher's mailbox before 8:30 a.m. on the day of the trip.

Coaches should see that all athletes complete classroom work on a make-up basis.

Coaching Techniques

Use sound and acceptable teaching practices.

Run well-organized practice sessions.

Complete pre-season planning well in advance of starting date.

Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.

Construct a well-organized game plan.

Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the over all program.

Coaches Responsibilities

To the players on the team:

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship at all times. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

The safety and welfare of players should always be uppermost in the coach's mind.

The coach's primary responsibility is to the individual player. The athlete's family must not be ignored, however, since consideration must be given to the family and to their requests.

To the school district:

As a coach, you are a frequent topic of conversation at various community locations—the home, the work place and at the meeting of

many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and statements should always reflect confidence and respect for the Onekama Consolidated Schools District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

To the school:

A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all area of his/her school.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important but most important are the examples set by the coach. Being respected is much more important than being well like.

Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown you. Private, firm, fair and constant discipline must be maintained.

The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching.

The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

To the profession:

A coach in the Onekama Consolidated Schools District should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.

To fellow coaches:

The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relation's skills which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistant and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the boys and girls, and the sport itself.

It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

To other coaches in your school:

One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic educational program and of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well being of the total program.

A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

To faculty members:

A coach is responsible for cooperating with every faculty member on the staff. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test on practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the athletes eligible and to get that extra helping hand when the going gets tough.

Physical Plant:

Each coach is responsible for the following:

1. Keeping practice areas and locker rooms in order.
2. Storing equipment neatly and using equipment properly. Pride in the equipment and facility is of primary importance to all athletes and coaches.
3. Keeping storage areas locked.

Revised 9/1/09

H:\Athletics\Athletic COACH HANDBOOK.doc

**VOLUNTEER ASSISTANT COACH
INFORMATION PROFILE**

Name _____ Social Security # _____

Address _____

City, State, Zip _____

Telephone _____ Cell Phone _____

Birth Date _____ Occupation _____

Coaching Position Volunteered _____

Coach in Charge _____

Date of Application _____

Position Responsibilities (Coach in charge to complete this section):

Understanding: As a Volunteer Assistant Coach, I understand I will be expected to carry out administrative directives, Board policy, and act in full compliance with the ethical expectations of the coaching staff. I understand this agreement is for the current season only and may be revoked by school administration at any time:

Signed: _____
Volunteer Assistant Coach

Approved: _____
Athletic Director

PERMIT TO TRAVEL
Athletic Department

_____ has permission to ride with a licensed driver in a privately owned vehicle to and/or from the following athletic event:

DESTINATION _____

DEPARTURE TIME _____ RETURN TIME _____

DATE OF TRIP _____

NAME OF DRIVER _____

A member of the Onekama Consolidated Schools Coaching Staff will be in charge of assigning athletes to travel with a specified approval driver.

PARENT/GUARDIAN SIGNATURE _____

Please return this form to your coach. Date _____