

Richmond Community Schools

35276 Division * Richmond, Michigan 48062 * (586) 727-3565 * www.richmond.k12.mi.us

2022-23
ATHLETIC
COACHES
HANDBOOK

Richmond Community Schools
ATHLETIC COACHES HANDBOOK

Board of Education Approval on 11-28-22

For the 2022-23 School Year,
any and all references to the *Superintendent's Designee*
in the Student-Athlete Code of Conduct Handbook shall be
Preston Treend, Director of Athletics, Facilities, and School Safety.

Non-Discrimination Statement

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education amendments of 1972, Section 504 of Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disability Act of 1990, and Elliott-Larsen Civil Rights Act of 1977, it is the policy of the Richmond Community School District that no person shall, on the basis of race, color, religion, military status, national origin or ancestry, sex (including sexual orientation), disability, age (except as authorized by law,) height, weight, or marital status be excluded from participation in, be denied the benefits of, or be subjected to, discrimination during any program, activity, service or employment. Inquiries related to any nondiscrimination policies should be directed to the Superintendent, 35276 Division Road, Richmond, MI 48062, (586) 727-3565.

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INTRODUCTION

We are with our student athletes when they are most impressionable. In the thrill of victory, when they are at their emotional peaks, we are there. In the agony of defeat, when they are at their emotional lows, we are there. It is in these instances that young people are most pliable. What an opportunity for us to be a force for good in so many lives in a way that will stay with these young people as long as they live. But it's more than an opportunity; it is an awesome responsibility.

The great Notre Dame Football Coach, Knute Rockne, was once asked about a just completed season. "How do you think the season went?" Rockne responded by telling the questioner to check back with him in 10 to 15 years. Then, he said, he would know what kind of young men he had produced and what kind of citizens they had become. Only at that point and judging by that standard, said Rockne, would he be able to evaluate the season.

As team Richmond we must maintain uniformity and consistency across the board with the operations of each team.

The athletic coaches' handbook has been created to provide each coach, who is responsible for a team, the procedures to develop and maintain the uniformity and consistency of each team. Also, there will be a means by which the principal, dean of students, and athletic director can monitor to see that all tasks have been properly completed.

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EDUCATIONAL ATHLETICS (COACHING PHILOSOPHY)

Educational athletics supports learning through competition. Learning that contributes to worthwhile skills; knowledge and character traits that enhance the student athletes learning experience.

A shared vision and emphasis on education by parents, students, officials, and spectators support an appropriate learning climate.

Participation in a positive athletic experience offers real life opportunities for gaining qualities and values that contribute to student development.

Much of what is learned in the classroom can be supplemented and reinforced by the student athlete experience. Working collaboratively, playing by the rules, respecting self, others and the environment, the value of commitment, understanding the need and benefit of practice, being committed to a goal, providing your best effort, accepting winning and losing, and understanding team roles are all worthy and attainable learning goals.

The challenge is to support an athletic environment that is conducive to learning. One where coaches, student athletes, parents, officials, and spectators, respect, and spotlight learning opportunities. Where “teachable moments” abound. Where education and the students are at the forefront of a healthy experience. Where interscholastic athletics, and education have a distinguished and recognizable link! Where positive role models abound. Where young men and women as student athletes have multiple learning opportunities; become more skillful and knowledgeable and are able to demonstrate positive choices. This is education with sports as the vehicle at its’ very best!

At the middle school level, winning is not the primary goal. All students want to win; it is a natural desire. If the students have developed skills, which are the primary objective of the middle school program, winning, will be a natural outcome of this skill development. Coaches are strongly encouraged to play all players in each game. Middle school coaches are expected to work with the Varsity coaches in their sport to project the positions student-athletes may play when they reach the Varsity level. Middle school coaches are encouraged to practice and play student-athletes in the positions they may be most successful at when they reach the Varsity level.

At the high school level, winning is also not the primary objective. Again, a natural outcome of hard work, positive attitude, work ethic, coachability, and good academics, will develop a strong level of competition.

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Coaches should stress to their student athletes:

Be the **best person** they can be by the manner in which they demonstrate how they treat others, sportsmanship, and work ethic. Assist them in taking responsibility and representing our teams, school, and community in a first class manner at all times. Constantly reminding them of the importance of having high standards, and abiding by school rules. They need to understand how unproductive complaining, making excuses, and blaming others, can affect their success as individuals in whatever they do. Make it a point to communicate to them how important loyalty, dedication, and sacrifices are to be successful in whatever they set out to accomplish.

Be the **best student** they can be by stressing good study habits and commitment in this area. They are in school to learn first and participate in athletics second. We must make them aware that playing athletics cannot occur if they do not maintain solid efforts in the classroom.

Be the **best athlete** they can be by taking care of being a solid person and student first. We must stress to our student athletes that they won't have a chance of being a good athlete without the proper attitude as a person or student. We strongly believe that the better a person and student they become, the better chance you will have a successful athlete. We must stress the importance of how what they do in the classroom will definitely carry over to how well they do in athletics.

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PRE-SEASON RESPONSIBILITIES

PHYSICAL EXAMINATIONS:

At no time is a student-athlete allowed to participate in any practice sessions without the physical form on file with the Athletic Department. Physicals must be dated after April 15th to be eligible for the following school year.

Winter and Spring Sports: If the student athlete participated in a previous season sport (same school year) the athlete has a physical on file. Otherwise, collect the physical form from the student athlete before participation.

EMERGENCY INFORMATION SHEET:

The district emergency information sheet is to be completely filled out on FamilyID. The link can be found under the Athletics tab on the school website. Coaches will be sent a link with all of the emergency information for their sport. Coaches are expected to have access to this link at both practices and games.

Coaches, it is your responsibility to turn in any hard-copy paperwork before the athlete is allowed to practice.

TEAM ROSTER:

Head coaches are to submit a list of all participants and jersey numbers (how you want them to appear in programs) to the Athletic Department at least two weeks before the date of the first scheduled contest. This will aid in the development of athletic programs and academic checks.

VOLUNTEER COACHES:

Volunteer coaches are valuable resources for our programs, they can bring in specific areas of expertise to help our student-athletes perform at their best. Coaches are encouraged to seek out quality individuals to help their programs. All volunteer coaches MUST have a volunteer I-Chat on file with the Athletic Department before they are allowed to begin coaching. At no time should a practice be under the sole supervision of a volunteer coach.

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STUDENT ATHLETIC HANDBOOK AND SUPPLEMENTAL RULES:

Coaches are to stress the Richmond Community Schools Zero Tolerance Alcohol and Tobacco Policy. This policy is a 24/7, 365 policy. Coaches shall require their student athletes to read their Student-Athlete Code of Conduct Handbook. This handbook is located on the website.

Coaches' supplemental rules cannot supersede the District policies and regulations found in the Student-Athlete Code of Conduct Handbook.

If coaches have supplemental rules and procedures, a copy of them is required to be handed in to the Athletic Director a week before the first practice. If you have supplemental rules, first, make sure the varsity coach approves, second, have them signed by the student athlete and the student athletes' parent/guardian.

TEAM SELECTION:

“Cutting” student athletes from athletic teams is discouraged as much as possible. There are times when cuts are necessary. When cuts are necessary, the coach is responsible to educate the student athlete as to why he/she has not made the team by conducting a personal one-on-one meeting with the student-athlete. Posting teams cuts is not acceptable.

“Making the team” when team selections are made be sure to explain the role of each student-athlete. Communicating with student athletes and parents/guardians can and will eliminate concerns as the season progresses.

TRYOUT PERIODS:

*Tryout periods—high school minimum of three (3) day—middle school five (5) days

*Tryout criteria provided by Varsity Coach for the entire program

SCHOOL EMAIL:

All paid coaches will have a school email account set up for them. All email communication with student-athletes, parents, the Richmond athletic department, and other athletic departments must be conducted using the school email account.

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When communicating with student athletes and their families, coaches are encouraged to use a team communication app, such as Remind 101 or Band. Direct texting and phone calls to student-athletes and parents should be for information distribution only (practice times, bus times, schedules, ect.)

Daily Eligibility and Attendance reports, OneDrive program files, and other department communication will ONLY be sent to a school-issued email address. It is the responsibility of the coach to check their email daily.

TEAM MAILBOXES:

In-season coaches are expected to check their team mailbox in the main office daily. Out-of-season coaches are expected to check their mailbox weekly.

PROGRAM FILES:

Each paid coach will have a OneDrive link shared with their school email. This folder will contain all important pre-season, in-season, and post-season information.

GAME AND PRACTICE SCHEDULES:

Coaches are to submit their practice schedule to the Athletic Director during the previous season. Upon approval of the schedule, Head Coaches are to enter their practices into the FMX Facility Uses system.

Head coaches are required to prepare and distribute to their student athletes the dates/days and times of ALL practices. Game schedules are available online through the athletics website.

Communication with student athletes the approximate return time from away contests.

INVENTORY:

When handing out equipment, keep accurate records as to who and what you gave your student athlete. This will help when you turn in the end of the year inventory to the athletic office.

EQUIPMENT:

Remind student athletes that equipment is on loan to them and failure to turn in

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equipment will result in the student athlete paying for the missing items.

PRACTICE FACILITIES:

Head coaches shall check all program equipment and practice/game facilities prior to the first day of practice for any safety hazards. Any hazards or problem areas must be reported to the Athletic Director immediately.

Our athletic facilities are a major investment that has been made in our district. Coaches are responsible for making sure these areas and equipment stay in the best condition for future teams. Coaches should instill a sense of school pride and responsibility in their student-athletes.

PAY TO PARTICIPATE:

Coaches should use the term “participate” instead of “play,” because participation and playing are not the same. Participating is being a member of the team. The fee must be made prior to the first contest. Failure to pay will result in the student athlete being sidelined until payment is made.

ATHLETIC INTERNAL ACCOUNTS:

To avoid billing problems and so that the Athletic Department is aware of what equipment the department needs, all ordering, whether through the athletic budget or athletic department internal accounts, must be approved by the Athletic Director and Superintendent of Schools prior to placing an order. Any orders placed without approval may become the coaches’ personal responsibility.

The Athletic Director must approve fundraising and fundraising programs and must comply with Board Policy and Administrative guidelines.

MHSAA ELIGIBILITY FORMS:

Head coaches must properly fill out and have turned in to the Athletic Director the MHSAA Eligibility Form two weeks prior to the first contest. Failure to do so can result in game forfeiture. All you need to fill in is the last name, first name, and birth date in alphabetical order.

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MHSAA RULE MEETINGS:

Each head coach will be given an MHSAA account utilizing their school email.

Varsity head coaches are required to attend their sports rule meeting each year. You can find the times and places on the Internet at www.mhsaa.com. Failure to attend two years in a row will result in the following penalty; the school will not be allowed to participate in the end of the year MHSAA Post Season Tournament. When missing one year, you must take a rules test.

It is the responsibility of the head coach to know all MHSAA rules regarding their specific sport. When in doubt, contact the Athletic Director.

PRE-SEASON COACHES MEETINGS:

Each paid coach is required to attend the preseason coaches meeting conducted by the Athletic Director. Coaches who are unable to attend must receive approval from the Athletic Director and schedule an alternative meeting. Volunteer coaches are encouraged to attend this meeting.

PRE-SEASON PARENT MEETINGS:

Each season, a pre-season parent meeting will be conducted by the Athletic Director. Coaches from each program are required to have an informational sheet available for parents to take. These information sheets should have the following information:

Date, time, and location of program parent meeting

Contact information of coaches

First date of practice or tryouts

Practice times and locations

Any other important information that would be covered in a parent meeting

Coaches are encouraged to conduct their team parent meetings immediately following the district parent meeting. Classrooms can be made available for each program.

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Teams not conducting their parent meetings on this date must send the dates and times of their parent meetings to the Athletic Director.

TRANSFER STUDENTS:

When a 9-12th grade student transfers to the district, coaches must communicate with the Athletic Director immediately in order to avoid a violation of the MHSAA participation guidelines.

“When in doubt, sit them out”

COMMUNICATION:

If a problem/situation occurs, the coach must contact the Athletic Director immediately. Phone calls the next morning from an “outsider” is NOT the way to hear about problems/situations.

If a student athlete is seriously injured the coach must contact the appropriate Dean of Students. An accident report must be completed within 24 hours.

FIRST AID:

Coaches are responsible to make sure their first aid kits are well stocked throughout the season. Our local EMS unit on Division can fill your kits. The unit is located just west of the high school. In emergencies, if you are in need of any first aid supplies please contact the Athletic Director immediately.

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IN-SEASON RESPONSIBILITIES

ACADEMIC CHECKS:

These will be made each Monday beginning the fourth Monday of each semester. Coaches will be notified through their district email when students become ineligible. The students are allowed to practice. The coach will have the discretion to allow ineligible athletes to travel to away contests to support their teammates or have them stay home to focus on their schoolwork. Upon improving their grades to a passing level, the students will have their teachers and parents sign the Academic Ineligibility Form. Coaches will be notified by the Athletic Director when a student-athlete has become eligible.

PRACTICES:

Any practices held on Saturday, Sunday, or vacation periods, must be approved by the Superintendent or his/her designee through the online faculty use request. Practices cannot be mandatory when held on weekends and/or during vacation periods.

All practices and games are cancelled on an inclement weather day unless authorized by the Superintendent. Coaches are to assume practices are cancelled on these days until they are notified by the Athletic Director. Please do not inquire before 12:00 pm on inclement weather days.

When having weekend or holiday practices:

Make sure locker room doors are locked when you leave.

Make sure all lights are turned off and all inside and outside doors are locked.

The coach must check all outside doors before leaving.

At no time are athletes allowed to roam the halls.

Practice sessions should be both safe and valuable for team members. Safety requires conscientious supervision at all times. The welfare of the students also dictates at times what can or cannot be done. For example, over-exertion in hot weather must be avoided, or any drill which runs an undue risk of injury.

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LOCKER ROOM AND GYMNASIUM:

Training room: Not a team room! Athletes must have a reason to be present.

Coaches and team members are responsible for picking up all trash in their team areas after practice or contests.

Athletes are not allowed to get training room supplies without coach's permission.

Athletes are not to store or keep training room supplies in their lockers or bags.
SPECIFICALLY TAPE.

Athletes are not allowed in the coach's office unless given permission, including the use of the telephone.

Last coach out of the locker room or gym, make sure doors are shut and locked. Open doors lead to vandalism and stolen equipment.

All coaches must keep the coaching office, locker room, and training room neat and clean. Pick up after yourself.

No one is allowed in the gym or weight room unless a coach is there to supervise.

Remind athletes not to bring large sums of money and to lock their lockers during practices and games.

MEDIA REPORTING:

It is the responsibility of the coach to report the results of their contests to local newspapers. (Voice, Times' Herald, Macomb Daily, The Sports Report) Exposure helps promote your program.

When reporting results for the high school announcements, the following guidelines must be met;

1. Must be signed by the coach.
2. Time limit of 30 seconds.
3. Approved by the athletic director, dean of students, or principal.
4. Must be in prior to the start of the day.

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ATHLETIC INJURIES:

Head Coaches shall report athletic injuries on the district accident form within 24 hours of the injury. One copy should be turned in to the Athletic Director and one to the Superintendent.

All injuries which may require emergency hospital care, doctor's treatment, or injuries which cause a participant to be withheld from one or more practice sessions must be reported.

Each coach shall immediately make personal contact with the parent/guardian who requires emergency hospital or doctors' treatment as a result of an athletic injury.

CONCUSSIONS:

Any event in which a student-athlete is suspected of having a concussion should be reported to the Athletic Director. Coaches need to be diligent around head injuries, "when in doubt, hold them out".

A student-athlete with a documented concussion must be communicated to the Athletic Director immediately. The coach must schedule a time to complete the MHSAA Head Injury reporting form with the Athletic Director. These students are not allowed to compete in a contest until they have completed the appropriate steps of Concussion Protocol and have completed the MHSAA Return to Play form.

ATHLETIC SUPERVISION:

Student athletes are not to be left unsupervised. Athletes should be with you or a coaching member approved by the Board, not a volunteer. This includes the weight room. This also includes after away games while students are waiting for their parents/guardians.

A coach shall supervise the athletes until all participants have left the building. Under no circumstances shall a coach leave the building or practice facility prior to all students of the team having left the building or practice facility for the day or night. Student athletes should not be left with volunteer coaches.

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For practices, which are not immediately after school, the coach shall directly supervise the student athletes after school until practice starts or direct the students to go home on the bus and return only when the coach is available to supervise.

Supervision at away contests:

Coaches are responsible to see that all participants are on the bus prior to the bus returning to Richmond from an away contest. It is strongly encouraged that all student athletes return as a team on the school bus. There are times however when it is necessary for a student athlete to ride home with his/her parent/guardian. Coaches are responsible for riding the bus to away events with students.

Criteria for riding home with parent/guardian.

1. Parent/Guardian must personally be at the contest site and directly contact the coach indicating their desire to take their child home with them.
2. The parents must give a signed release note before taking their child home with them.

FACILITIES:

Coaches are responsible for keeping practice, locker room, and locker room office facilities neat and clean at all times. Custodial staff is not responsible to pick up after coaches or athletes. Coaches are to monitor these areas on a daily basis and instill pride in this area. For example, used sports tape left lying on the floor, water cups, issued equipment, etc. These items are extremely important from a safety and liability standpoint for all individuals using the facilities.

BUILDING USE:

When planning on using the school facilities during non-normal practice times or days, make sure you enter the event into the FMX Facility Use form. The same form must be filled out during non-season activities as well.

Exterior doors should never be propped open. This is a security and heating/cooling concern. When practices are approved in the FMX Facility Use system, entry doors can be programmed to be unlocked. Coaches should not be propping doors. If doors are found propped open, discipline may be issued.

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SCHOOL KEYS:

Coaches are responsible for all the keys that are issued to them. At any time an administrator or maintenance staff member may ask a coach for his/her keys.

Non-staff members are required to turn in all keys at the end of the season to the Superintendent's Office.

Staff members may be required to turn in athletic related keys at the end of their season.

If keys are needed for out of season programs, arrangements for keys will be handled by the Superintendent's Office.

Coaches should not allow students to have their keys at any time.

TEAM PHOTOS:

Team photos are contracted with a photographer for the entire athletic department.

Coaches may not schedule or make arrangements with a photographer that is not the contracted photographer by the athletic department. Under special circumstances a team championship picture may be taken, however, the athletic department must approve the photographer.

TRANSPORTATION:

The athletic department shall make arrangements to transport teams to away contests. If you plan a scrimmage, it must be approved by the Athletic Director so that a bus can be arranged. Only school owned vehicles are to be used to transport athletic teams to away contests, with the following exceptions:

School employees may drive their personal vehicles to away contests upon approval of the Athletic Director. However, they must arrange for another coach to ride the bus with the team. Student-athletes cannot ride a bus unsupervised.

Parents may drive athletes to away contests upon approval of the Athletic Director only after ICHAT and Driver Release forms have been filled out and on file with the district. Under these circumstances, parents assume the legal responsibilities for the passengers in their cars.

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Bus departure times can be found on the athletic schedule. The times are for departure, not loading. Buses run on tight schedules so have your student athletes meet 15 minutes prior to departure.

Also enforce these simple rules:

1. Student athletes are to sit in their seats while the bus is in operation.
2. Control the noise level of your athletes.
3. Glass bottles are not permitted.
4. Open food and drink are not allowed.
5. Coaches must be the last ones off of the bus in order to check for debris.
6. Horseplay is not allowed on the bus at any time.

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POST-SEASON RESPONSIBILITY

COLLECTION OF ISSUED EQUIPMENT:

All game uniforms and practice equipment must be collected upon completion of the season. Notify the Athletic Director of any student athlete who has not turned in the issued equipment. Student-athletes who have not turned in all of their school-issued equipment will not receive their postseason awards until the equipment is collected. This fee would then be added to their PowerSchool account.

INVENTORY SHEET:

Each head coach shall conduct a complete inventory of all supplies and equipment assigned to their team/sport. The appropriate Athletic Director will supply inventory forms.

A copy of the completed form must be turned into the Athletic Director two weeks upon completion of the season.

EQUIPMENT REQUESTED:

Each varsity head coach shall fill out a request for supplies and equipment for the succeeding year for their program. This report is due to the Athletic Director by the last day of school in June.

AWARDS:

At the high school level, coaches are responsible to arrange for their own awards program for their particular sport. Award programs are to have prior approval by the Athletic Director.

Notify the Athletic Director of any student athlete receiving all league or all-state honors.

The Athletic Director must be notified of varsity awards. A folder in the team OneDrive folder will contain all of the documents coaches need to complete for awards

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BANQUETS:

Provide information and dates to the Athletic Director. Make sure if you plan to use the online facility use to schedule the event. It is recommended that the food service department be utilized.

SUMMER TEAM CAMPS:

Coaches are encouraged to keep their student-athletes active year-round. Team camps are a great opportunity to build team chemistry and allow student-athletes to improve their skills. Multi-sport participation is a priority of the Athletic Department. In an effort to allow student-athletes to attend as many sporting opportunities as possible during the summer, coaches are to submit their proposed team camp dates by April 15th. Camps will be reviewed by the Athletic Director to eliminate overlapping. Coaches will receive approval or revisions to their camps by April 30th, at which time they may begin advertising their camps.

Team camps in which travel and overnight lodging are being utilized must have an Overnight Trip Request completed and presented to the Board of Education.

Any summer team camps utilizing district facilities must follow the following guidelines:

Any money collected must be deposited into the team internal account. No non-district organizations may collect money from camps utilizing district facilities.

Team Camps should be scheduled between the week after the school year ends and the end of July with only one camp scheduled each week.

Camps should have time scheduled for students to take advantage of any district summer food programs.

Camps can be scheduled from Monday through Thursday (No Friday Activities).

Camps covering multiple days should not have campers staying overnight at the school. Coaches conducting multi-day camps using district facilities should encourage those traveling to make lodging arrangements at nearby hotels.

Food service areas (kitchens, serving areas, cafeterias, ect.) are not to be used for camp staff to serve food at camps unless it is part of a district summer food program.

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YOUTH CAMPS:

Youth sports camps are a great way to build enthusiasm for each sport with elementary and middle school students. Coaches are encouraged to conduct a summer youth camp for their program.

All youth camps and clinics utilizing school facilities must follow the following guidelines:

All Athletic Program Summer Youth Camps should be scheduled between the week after the school year ends and the end of July with only one camp scheduled each week.

If you are unable to fit your camp within those dates or need dates that are currently already being used, please contact the Athletic Director.

Camps should be scheduled between 8:30-11:00AM.

Camps should have time scheduled for students to take advantage of any district summer food programs.

Camps can be scheduled from Monday through Thursday (No Friday Activities).

Any money collected must be deposited into the team internal account. No non-district organizations may collect money from camps utilizing district facilities.

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GENERAL INFORMATION

INTERNAL STAFF CODE OF ETHICS FOR RICHMOND COACHES:

Remember that you are handling students. Do not expect them to always react as adults. They participate in athletics because of the desire to compete, the fun, and the enjoyment.

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 shall 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 all too many times means agreement.

We must not attempt to influence a student to select one sport over another. The final choice is theirs. If your opinion is requested, give it honestly; but emphasize it as an opinion. Despite the fact that it may cost you an athlete, ~~but~~ be truthful when explaining to the student athlete his or her chances in your sport.

The attitude of the coach is reflected by his/her student athletes. Be careful to exhibit only those attitudes you want to reflect you.

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 cause undue pressure on the athlete, the coaches, and the athletic teams.

Coaches are role models. Therefore, they must not wear apparel or use equipment that advertises alcohol or the use of tobacco.

Loyalty is an important item in any school administration. Schools and athletic departments will formulate policies. We may not always agree with all policies. However, for us to have a successful team we must have team loyalty. That means that our differences of opinion must be reconciled in closed staff meetings.

MHSAA ATHLETIC CODE FOR COACHES:

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

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Develop an understanding of the role of interscholastic athletes and communicate it to the players, parents, and the public.

Develop an up to date knowledge of the rules, strategies, safety precautions, and skills of the sport and communicate them to players and parents.

Develop, communicate, and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition, and other appropriate times.

Develop fair, unprejudiced relationships with all squad members.

Allow athletes to prove themselves new each season and do not base team selections on previous seasons or out of season activities.

Allow athletes time to develop skills and interests in other athletic and nonathletic activities provided by school and community groups.

Give the highest degree of attention to the student athletes' physical well-being.

Teach players, by example; respect for school authority and contest officials. Provide them support in cases of adverse decisions and refraining from critical comments in the public or media.

Teach players strict adherence to game rules and contest regulations.

Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproved allegations of questionable practices by opponents.

Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.

CLINICS:

When funds are available, coaches may attend clinics if the following procedures are followed.

Fill out the necessary travel request forms and return to the Athletic Director.

The coach will pay all expenses of the clinic.

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Turn in receipts to the Athletic Director for reimbursement as outlined by Board policy.

COACHES ATTENDANCE AT TEACHERS' MEETINGS AND CONFERENCES:

If you are employed as a teacher in the Richmond District, you are expected to attend all regularly scheduled teachers' meetings called by the Principal. You must plan your practice sessions around teacher meetings. A coach will be dismissed from a teacher meeting should the meeting conflict with a scheduled contest. If you must be excused from a meeting, only your building Principal can excuse you from this obligation.

Coaches who work as teachers in the Richmond District are required to attend Parent-Teacher Conferences. Please plan your practices around the conference schedule. If you have a regularly scheduled contest during conferences, you must notify the building Principal and Athletic Director. Please notify parents that wanted to schedule a conference during this time and make alternative arrangements with them.

SCHEDULING ATHLETIC CONTESTS:

The Athletic Director shall be responsible for scheduling athletic contests. Coaches may submit recommendations for contests and seek out desired competition; however, the Athletic Director shall make the contact with the opposing schools.

GAME OFFICIALS:

The Athletic Director shall be responsible for the contracting or hiring of MHSAA registered officials.

COACHES BEHAVIOR TOWARDS GAME OFFICIALS:

All coaches are expected to exhibit ethical behavior toward all game officials. Using degrading or abusive language, and/or displaying unsportsmanlike gestures toward an official is unacceptable. Continued behavior of this nature could lead to dismissal of the coach.

CONTEST MANAGEMENT AND VOLUNTEERS:

The Athletic Director, in cooperation with the Head Coach, shall obtain qualified personnel to work at all home athletic contests. Volunteers are essential to contest

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management. All coaches should share the sign-up link, which is posted on the school website under the Athletics tab at their pre-season parent meeting to ensure that their events are covered. The Athletic Director will work with the coaching staff if volunteers cannot be found.

Coaches are encouraged to develop ways of thanking these volunteers for their service (team apparel, game passes, etc.)

ISSUING AND USE OF ATHLETIC EQUIPMENT:

Athletic supplies and equipment are to be issued and assigned by coaches during the duration of the season. Under no circumstances are participants to be issued supplies and equipment for their personal or private use. Participants are not to wear athletic clothing issued to them during the season in public other than on special “game day” activities.

EMERGENCY ASSISTANCE FOR ATHLETIC INJURIES:

If there is any question in the mind of the coach as to the nature of severity of an injury...Immediately call 911. Remember you must also have access to FamilyID and student emergency information at all practices and contests.

COACHING STIPEND:

After the completion of the season, each coach must meet with the Athletic Director to complete the post-season forms.

- Inventory Completed (Copy Turned In)
- Request for awards completed
- Awards program completed
- Appropriate keys turned in
- Official rating forms completed and mailed
- Evaluation of assistant coaches completed

COACHES’ AREA OF RESPONSIBILITY

If you are not there and should be, you will be liable.

The more hazardous or the more contact, all the more closely the activity must be supervised. (Captains must never supervise any drill)

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You must be at least immediately accessible

Accessible to all aspects of practice or activity.

Systematic overseeing of the practice or activity, (head coach spends time here and there.)

Systematic supervision

Emergency policies

Locker room supervision

COACH LIABILITY:

Failure to supervise an activity.

Negligent entrusting a duty to an under qualified or unqualified individual.

Failing to teach proper skills.

Failing to teach protective skills.

Failing to inspect, repair, recondition, equipment properly.

Failing to teach student athletes to inspect their equipment.

Failing to provide proper effective equipment.

Failing to properly play an activity.

Failing to create and set policies and procedures for an activity.

Failing to follow and enforce such policies and procedures.

Failing to adopt risk minimization standards of pertinent superior administrative organization.

Failing to match or equate athletes.

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Failing to properly administer first-aid.

Failing to warn of inherent dangers of the activity.

Failing to assess an injury or incapacity in an athlete.

Failing to keep adequate and accurate records.