

Athletics
Schoolcraft High School



Administrative
Handbook

ATHLETIC HANDBOOK

A Manual for the Administration of
Interscholastic Athletic Programs of

SCHOOLCRAFT COMMUNITY SCHOOLS

AUGUST 1987
REVISED FALL 1997
REVISED FALL 2002
REVISED FALL 2005
REVISED 2006
REVISED 2008

TABLE OF CONTENTS

ATHLETIC POLICIES

Academic Eligibility.....	3
Absences.....	4
Awards.....	4
Cut Policy.....	5
Dual Sporting.....	11
Elevating Players.....	5
MHSAA.....	5
Physicals/Insurance.....	6
Pre-Season Practice.....	6
Rules Violations.....	6-9
Severe Weather.....	10
Two Sports.....	12
Weight Room.....	12

COACHING GUIDELINES

Athletics at Schoolcraft.....	27
Coaches' Conduct.....	12-13
College Recruitment.....	14
Educational Goals and Objectives.....	26
Equipment.....	15
Injuries.....	14-16
Inventory.....	17
MHSAA Camp, Clinic, Competition Clinic.....	28-30
Non-Faculty Coaches.....	17
Playing Time Philosophy.....	23
Practice.....	17
PreSeason Parent Meetings.....	20
Rules Meetings.....	6
Supervision.....	17
Team Concept Manifesto.....	25
Transportation.....	18-19
Transportation Release.....	21
Volunteer Driver Information Sheet.....	22

MISCELLANEOUS

Chain of Commands for Athletics.....	2
Coaches Inventory.....	31
General School Information.....	1
Roster.....	32

GENERAL INFORMATION

SCHOOL NICKNAME: EAGLES

SCHOOL COLORS: PURPLE AND GOLD

LEAGUE AFFLICTION: KALAMAZOO VALLEY ASSOCIATION

OTHER LEAGUE MEMBERS:

SCHOOL	NICKNAME
Constantine	Falcons
Delton Kellogg	Panthers
Galesburg Augusta	Rams
Kalamazoo Christian	Comets
Kalamazoo Hackett	Fighting Irish
Maple Valley	Lions
Olivet	Eagles
Parchment	Panthers

HIGH SCHOOL SPORTS OFFERED:

Baseball (Varsity and Junior Varsity)
Boy's Basketball (Varsity, Junior Varsity, and Freshmen)
Bowling
Girl's Basketball (Varsity, Junior Varsity, and Freshmen)
Cheerleading (Varsity, Junior Varsity, and Freshmen)
Competitive Cheer (Varsity, Junior Varsity, and Freshmen)
Cross Country (Girl's and Boy's)
Football (Varsity and Junior Varsity)
Golf (Varsity and Junior Varsity)
Softball (Varsity and Junior Varsity)
Boy's Track
Girl's Track
Volleyball (Varsity, Junior Varsity, and Freshmen)
Wrestling

MIDDLE SCHOOL SPORTS OFFERED:

Boy's Basketball (7th and 8th Grade)
Girl's Basketball (7th and 8th Grade)
Football (7th and 8th Grade)
Track (Boy's and Girl's)
Volleyball (7th and 8th Grade)
Competitive and Side Cheer (7th and 8th Grade)
Wrestling
Cross County (Boy's and Girl's)

CHAIN OF COMMAND FOR ATHLETICS

BOARD OF EDUCATION

SUPERINTENDENT

BUILDING PRINCIPAL
HIGH SCHOOL OR MIDDLE SCHOOL

ATHLETIC DIRECTOR

VARSITY HEAD COACHES

ASSISTANT COACHES

NOTE: It is very important that this chain of command for athletics be followed. Each link in the chain has the following jurisdiction areas:

1. Board of Education - Policy Making
2. Superintendent - Programs and Financial Concerns
3. Building Principals - Facilities
4. Athletic Director - Operational Concerns
5. Varsity Head Coaches - Program Development
6. Assistant Coaches - Program Implementation

ATHLETIC POLICIES

ACADEMIC ELIGIBILITY

I. HIGH SCHOOL

- A. In order to qualify for participation in the athletic program of Schoolcraft Community Schools, a student must have successfully completed at least five (5) classes during his/her last semester of regular attendance.
- B. In order to remain eligible for participation in any sport in grades 7-12, a student must be successfully passing in five (5) subjects in the semester during which he or she is presently enrolled. The Athletic Director will issue "Tri-Weekly Eligibility List" to each teacher who shall grade each athlete, using a grade which is cumulative from the beginning of the marking period. The Athletic Director will then determine whether or not any athlete has fallen below the minimum requirements for eligibility.

II. MIDDLE SCHOOL

- A. Eligibility for co-curricular activities is determined weekly. Students must be successfully completing work in at least five classes each week to be eligible for participation. Students are notified by their coaches by Friday concerning eligibility for the following week.
- B. A student determined to be ineligible for participation will not be permitted to participate in contests or events until eligibility has been re-established by earning passing grades in at least five classes. For purposes of this policy, week of eligibility extends from Monday morning through the following Sunday evening.
- C. Teachers will calculate grades based on cumulative student performance of the marking period through the Friday preceding the reporting date each week. Typically, grades for eligibility are reported to the office by Wednesday of each week.
- D. Students who do not earn passing grades in at least five classes for a semester are determined to be ineligible for participation in co-curricular activities for the entire following semester.

STUDENT ABSENCES

A student must be present in school all day during the day of an athletic contest or other school activity in which he/she plans to participate in order to be considered for practices. A student may be pre-excused by the Principal. Requests for doctor and dental appointments, etc., must be made in advance of the pre-excused absence. Students must be in school by 11:00 a.m. on Friday to be eligible to compete or practice on the next day (Saturday).

AWARDS

Schoolcraft athletes are honored tri-annually at awards programs. Athletic awards are the joint responsibility of the Athletic Director and the coaches. Coaches must submit a list of athletes who participated in their particular sport and what classification of award (varsity, junior varsity, etc.) they should receive. The coach must select and express to the athletes what criteria will be used in determining varsity award winners. The Athletic Department will then issue the award based on the following criteria:

1. All participants receive either a varsity or junior varsity certificate.
2. Athletes will receive only one chenille letter regardless of how many varsity awards they earn. They will receive this upon completion of their first varsity sport.
3. Athletes will receive only one set of chenille numbers regardless of how many junior varsity awards they earn. They will receive this set upon completion of their first junior varsity sport.
4. Athletes who perform in the same varsity sport for more than one year will receive bonus awards for each additional year.
 - A. First Year Varsity Award - Chenille Letter
 - B. Second Year Varsity Award - Insert
 - C. Third Year Varsity Award - Medallion
 - D. Fourth Year Varsity Award - Four Year Plaque
5. Any senior who participates in at least one varsity sport will receive a Senior Athletic Plaque indicating their participation.
6. Any student who performs in three varsity sports in one academic year will receive the Eagle Pride Award.
7. Any senior with a 3.2 grade point average or higher who has participated in at least one varsity sport will receive a scholar-athlete award.

Coaches should be reminded to include managers, ball boys, helpers, etc., in their awards list. Any further awards for outstanding athletes (all league, all state, etc.) will be handled by the varsity coaches. It is the responsibility of the Athletic Director and the varsity coaches to insure that Schoolcraft athletes receive the optimum recognition they deserve.

ELEVATING PLAYERS IN ATHLETIC PROGRAMS

The following procedure will be used for elevating players in any program to levels above their present grade level (examples, bringing a sophomore or freshman up to varsity or a freshman up to the JV level):

1. Before notifying the player of your intentions contact the players' parents or guardians to make sure they agree with the move. If they do not; the process will end at this point.
2. If the parent's agree to the advancement, contact the player and spell out the move completely to them.
3. If needed, give all parties time to discuss and consider their decision completely.
4. Contact the athletic director to announce your advancement move.

This procedure is not meant to deter advancements in your program, but is a guide to help make them as smooth as possible for all parties involved.

M.H.S.A.A.

The School Athletic Department is ultimately subject to all policies and guidelines set forth by the Michigan High School Athletic Association. It is the responsibility of the building principals and the Athletic Director to insure rigid implementation of all MHSAA standards. Coaches are expected to be familiar with MHSAA guidelines and report any suspected violations or ask any pertinent questions regarding these guidelines as they arise.

CUT POLICY

There will be a cut policy available for all sports in grades 9-12. The athletic director and the high school principal will provide oversight of the cut policy. All coaches who may be implementing this policy must consult with the high school principal and athletic director before initiating cuts.

1. An evaluation form must be available in advance for prospective student-athletes and parents to inspect if desired.
2. The evaluation period must be at least the length of time in three regular practice sessions.
3. Each evaluating coach must fill out an evaluation form on each prospective-athlete.
4. Coaches will meet with each athlete that has been cut individually.
5. Cuts will not be posted publicly by coaches.
6. Coaches should encourage all student-athletes who are out to consider the following options:
 - A. Be part of the team in another capacity (manager, statistician, etc.)
 - B. Get involved in a non-athletic school sponsored club.
 - C. Get involved in intramural athletics.
 - D. Develop skills and try for the sport in future years.
7. Cut players may participate in another sport in the same season with permission of the second coach and the athletic director.

PHYSICALS AND RESPONSIBILITY/CONSENT FORM:

Physicals - According to the Michigan High School Athletic Association, ALL students who participate in interscholastic athletics must have a physical card on file in the high school office by April 15, of the year in which they participate. The Athletic Department provides a service of issuing physicals for a nominal price one a year (usually the first week of June) for all Schoolcraft athletes. This takes care of the physical form requirement for the next full school year. Should the student athlete miss the physicals on that night, they must see a physician and get a physical form from the high school office in order to participate. Coaches must not let any student-athlete participate in any games or practices without having a physical card on file in the office.

Responsibility/Consent Form - the school office must have records of the student-athletes Responsibility/Consent Form on file before that person may participate in games or practices. This form takes care of all sports the student-athlete may participate in during that academic year. It is part of the physical form.

PRE-SEASON PRACTICE

1. The MHSAA is very explicit in regulating starting dates, number of players that can be used under the presence of a coach, and how pre-season workouts can be run. **IF YOU ARE NOT COMPLETELY FAMILIAR WITH THE MHSAA STANDARDS GOVERNING YOUR SPORT, CONTACT THE ATHLETIC DIRECTOR IMMEDIATELY.**

2. Schoolcraft coaches may NOT use athletes in pre-season or off-season workouts that are presently participating in another sport. If the athlete requests to attend or does attend a pre-season workout while still participating in another sport, it is the responsibility of the coach running the workout to tell the athlete not to participate until the present sport has been completed.

RULES MEETINGS

All varsity coaches are required to complete online rules meetings with penalty of probation to those schools whose coaches do not comply. Schedule of all rules meetings will be provide to coaches by the athletic director.

RULES VIOLATIONS

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community school administrators, and the coaching staff feels strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major focus and transcends any other consideration.

Students have no absolute right to participate in extracurricular athletics. Such participation is a privilege accorded to students that is encouraged by the Board of Education. To be eligible to participate, students must comply with the provisions of the policy.

1. Violations - The following are violations of the Schoolcraft Athletic Training code:

a. The possession of, distribution and/or drinking of alcohol.

Alcohol: Any liquor, wine, beer or other beverage containing alcohol.

b. The use, possession and/or sale or distribution of drugs and/or drug paraphernalia in any manner (except as medically prescribed). Drugs: Any drug, including illegal drugs, marijuana, inhalants, legal prescription and over-the-counter drugs used or possessed or distributed for other than legitimate medical reasons, counterfeit (look alike) substances and tobacco.

Drug Paraphernalia: Equipment or apparatus designed for or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.

c. Being charged with the commission of any crime (misdemeanor or felony)

2. Coverage - 365 days a year

3. Area of Jurisdiction - violations that occur on or off school property in this community or another, shall result in the same disciplinary action against the person violating the policy or rule.

4. Penalties - For violations of Section 1 the following progression of penalties will be implemented.

1st offense: Loss of 20% of the season and option of in-school counseling and/or professional treatment. Professional treatment at student's expense.

2nd offense: Loss of 50% of the season and option of in-school counseling and/or professional treatment. Professional treatment at student's expense.

3rd offense: Loss of one(1) calendar year and option of in-school counseling and/or professional treatment. Professional treatment at student's expense.

4th offense: Referred directly to Board of Education for recommendation on penalty. Professional treatment at student's expense.

5. Accumulation of Penalties: Students will be under jurisdiction of the code from grades 7-12. After the first violation, the student athletes record will be cleared if he/she completes three years without an additional violation.
6. Enforcement -
 - a. Who can report? School personnel or any responsible adults who are made aware of a violation of any of the aforementioned policies may report to the proper school authorities.
 - b. Procedure for reporting violations - the person aware of the violation shall notify the Building Principal, the Athletic Director or the coach involved. Administrators may act upon violations they are made aware of and need verification to implement penalties.
 - c. The school district reserves the right to search an athlete present on school property or at a school sponsored event and to search the athlete's locker, desk or personal effects or to demand that the student submit to a drug test where there is reasonable suspicion that such procedures will provide evidence that these rules have been violated.
7. Hearing - Any athlete who is suspected of violating the above rules shall be afforded an opportunity for a hearing with the responsible school official (coach, principal or Athletic Director). The school official shall inform the athlete of the evidence supporting the charge of a violation and provide an opportunity for the athlete to respond. If the athlete is found to be in violation of the rule(s), the school official, in accordance with the schedule of penalties, shall inform the athlete of the penalty being implemented.
8. Administering Penalties - The responsible school official will contact the athlete's parent(s) or guardian either in person or by phone, if possible and shall send a letter describing the details of the violation and the discipline being imposed. A copy of this Code should be enclosed notifying the parent(s) or the appeal procedures. Discipline will be served immediately, or at the discretion of the Principal or Athletic Director, may be suspended pending completion of the appeal. A period of suspension will be carried over to the next sport in which the student participates if not completed in the current sport.
9. Multiple Violations - Should a student-athlete be reported for multiple violations during one incident, it will count as one violation with penalties served concurrently.

10. Practicing Under Suspension - The athlete is allowed to practice with permission of the coach of the sport involved, the Athletic Director and the building Principal.
11. Transfer Student - Students who transfer to Schoolcraft Schools fall under the athletic code upon date of enrollment. However, the building principal will review and evaluate any record of violations from the previous school. The principal determination will be subject to the appeals process (Athletic Council and Board of Education).
12. Composition of Athletic Council
 - Athletic Director
 - Building Counselor
 - Building Principal
 - Board of Education
 - Building Faculty Member (to be appointed by Athletic Director)
13. Appeals - The student and/or parent/guardian may appeal an athletic disciplinary action by following these steps:
 - a. Provide the Building Principal with written notice of the desire to appeal within three days of the notification given pursuant to Section 8.
 - b. Appeals are first heard by the Athletic council within five (5) days of the notification of appeal or as soon thereafter as its members can convene. The Athletic Council shall forward its written recommendations to the Board of Education within two (2) days of the completion of its hearing.
 - c. The Board of Education shall consider the recommendation of the Athletic Council within five (5) days of its receipt or as soon thereafter as it may reasonably be convened, but if not within five (5) days then no later than its next regularly scheduled meeting. A student appealing the disciplinary measure shall be given an opportunity to present his/her version of the event(s) which led to the imposition of discipline and make a state to the Board of Education. The student may continue the appeal as promptly as is reasonable in the circumstances. The Board of Education may suspend this imposition of the penalty pending completion of the appeal.
14. Team Rules - The Head coach, in consultation with the Athletic Director and Principal, may suspend an athlete for a period of time or dismiss an athlete from the team for violations of team rules or insubordination if the head coach feels that such action is in the best interest of the team and the athletic program. In addition to the hearing procedures above, such as SEVERE WEATHER

All members of any Schoolcraft athletic team shall be under the supervision and direction of the head coach of that sport during the time that a game, event, meet, practice or trip is in progress. Exceptions: The Superintendent of Schoolcraft Community Schools, the principal of the school build-

SEVERE WEATHER

All members of any Schoolcraft athletic team shall be under the supervision and direction of the head coach of that sport during the time that a game, event, meet, practice or trip is in progress. Exceptions: The Superintendent of Schoolcraft Community Schools, the principal of the school building involved (Schoolcraft High School or Schoolcraft Middle School), or the Athletic Director of Schoolcraft Schools shall have authority to overrule any decision made by the head coach regarding procedures to be followed during a weather emergency.

Special procedures to be adhered to:

1. If a Tornado watch or warning exists prior to bus departure to an away event, do not leave Schoolcraft.
2. If a Tornado warning comes out en route to or at the site of an away contest, seek appropriate shelter as soon as possible. Do not return to Schoolcraft until weather conditions permit safe transport. Do not participate in the away contest.
3. If a Tornado watch comes out en route to or at the site of an away contest:
 - A. Stay at the site and play the contest if opposing school policies allow.
 - B. If opposing school policies do not allow play during Tornado watch periods, return to Schoolcraft when weather conditions permit safe transport.
4. The coach, after taking necessary precautions in a severe weather situation, shall make every effort to contact either the Schoolcraft dispatcher, the appropriate building administrator, the Athletic Director, or the Superintendent of Schools.
5. Rule of Thumb: The safety of the members of the team shall be considered first and foremost above any athletic contest considerations such as the outcome of the contest or rescheduling difficulties.

INCLEMENT WEATHER DAY

1. No Middle School games or practices on snow days.
2. High School games may occur on snow days if conditions 'significantly improve' by noon.
3. High School NON-MANDATORY practices may be held only between Noon and 6:00 p.m.

DUAL SPORTING

The Schoolcraft Board of Education has adopted a policy of accepting the desire of student-athletes who wish to participate in two sports during the same season. The guidelines regulating this policy are as follows:

1. Student-athletes may participate in two sports in a season provided they have the consent of parents and each of the coaches of the sports.
2. The student athlete must indicate a "priority sport." If there happens to be a contest conflict date between the two sports, the student-athlete will participate in the "priority sport".
3. Details on practice times and game participation will be worked out with the student-athlete and the two coaches incongruence with athletic policies.

TWO SPORT CONTRACT

Student-Athlete's Name: _____

Date: _____

Priority Sport: _____

Secondary Sport: _____

Schoolcraft has a policy adopted by the Board of Education of making available the opportunity for high school students to play two sports in the same season. To avoid unnecessary complications, the following contract has been developed. The student athlete must select a priority sport, which simply means that if there is a competition schedule conflict between the two sports on the same day, the athlete must attend the priority sport competition. Below are the details of a practice schedule that all undersigned parties agreed to uphold. Student-athletes are expected to follow all of the rules and regulations set forth by the coaches of both sports and the athletic handbook.

PRATICE SCHEDULE DETAILS

Student-Athlete

Parent or Guardian

Primary Sport Coach

Secondary Sport Coach

Athletic Director

WEIGHT ROOM

The Athletic Department encourages all Schoolcraft coaches and teams to take advantage of the weight room. If you are interested in using the weight room for your program, please follow this procedure:

1. SCHEDULE - Schedule the days, dates, and specific times you would like your team to use the weight room with the Athletic Director.
 2. SUPERVISION – Make sure that you are always present in the weight room when your athletes are lifting. DO NOT GIVE KEYS TO STUDENTS TO LIFT “ON THEIR OWN.”
 3. KEYS – Coaches can obtain keys to the weight room from the Athletic Director.
- D. MAINTENANCE – Make the maintenance, clean up, and general appearance of the weight room your team’s responsibility.

COACHING GUIDELINES

COACHES CONDUCT

Athletic teams invariably take on many of the same personality characteristics of their coach(es). Consequently, it is important to increase and improve upon our good qualities while recognizing and decreasing our poor ones. Coaching can be an extremely valuable and rewarding experience. It is imperative that Schoolcraft coaches coach for the student-athlete’s benefit above their own. The following is a list of guidelines for Schoolcraft coaches conduct.

1. Ethical Conduct:

As a coach, you must serve as an example for your players. Obey the rules of the game at all times. Conduct yourself in an appropriate manner at all times.
2. Discipline:
 - A. Demand discipline from your team at all times.
 - B. Demand sportsmanship and proper respect toward game officials and opponents at all times.
 - C. Be consistent and fair in handling problems with players. Don’t react to problems with threats. Think first.
 - D. If a player is suspended or expelled from the team, consult with the Athletic Director.

3. Philosophy:

- A. Always remember that you are dealing with young people. Help them to develop.
- B. Try to play as many people in game situations as you possibly can. Your performance will not be judged on wins and losses, but on how you teach and develop individuals and teams.

4. Players:

Player conduct criteria shall be set from a combination of the coach's individual philosophies and policies, as well as, those of Schoolcraft Community School's and its Athletic Department. Included in this criteria for player conduct is the following guidelines:

- A. **TEAM COMMITMENT** – Interscholastic athletics involves commitment to a common purpose.
- B. **DEPENDABILITY** – Players must be disciplined enough to be at every team function at the time specified by the coach. If attendance or punctuality is impossible, it is the **PLAYER'S** responsibility to personally notify the coach.
- C. **GENERAL CONDUCT** – Athletes must conduct themselves in a way which will not harm the reputation of themselves, the team, the coach, and ultimately, the school system. This applies to all aspects of interscholastic athletics (practices, traveling, and actual participation).
- D. **OFFICIALS** – Athletes must learn to treat all officials with Respect. Schoolcraft athletes must be trained to concentrate on enhancing the quality of individual and team competition while ignoring the quality of the officiating.
- E. **RULES OF CONDUCT** – Explanation of rules and disciplinary responses are outlined in the Athletic Policy segment of this handbook.
- F. **UNIFORMS** – The wearing of Schoolcraft athletic uniforms and/or equipment without permission of the school authorities is not permitted.
- G. **SEASON PARTICIPATION** – Athletes will be expected to remain a squad member for the full season. Changing sports once the season has started and the athletes have become a member of the team, may only be done with the consent of the Athletic Director.

COLLEGE RECRUITMENT

Schoolcraft varsity coaches should be obligated to give their senior athletes as much exposure to college athletic recruiters as possible. The Athletic Department and varsity coaches are responsible for making contacts about potential college athletes. Coaches should be aware of all NCAA guideline and recent political development relating to the recruitment of high school athletes. The Schoolcraft Athletic Department is committed to insuring that student athletes get the chance to pursue their athletics careers in college if they so choose.

EQUIPMENT

1. Ordering equipment - All ordering of athletic equipment, uniforms, or supplies by the coaches must be done through the Athletic Director. All such orders must be preceded by a purchase requisition and a purchase order number before they are processed.
2. Maintenance of equipment - It is the responsibility of each coach to take care of the equipment necessary to run their programs. This equipment should be put away and locked up after every contest or practice and should be inventoried and put away at the conclusion of each season. Any items which cannot physically be taken care of by the coaches or teams (e.g., football goal posts, pole vault pad, etc.) will be handled by the custodial staff. It is ESSENTIAL that all coaches and members of the custodial staff strive to have a relationship which is conducive to the bettering of Schoolcraft Community Schools.

INJURIES

Injuries are part of athletics and as such must be dealt with by all coaches. Schoolcraft coaches must look at what is best for the student-athlete when dealing with injuries. Notification and further communication with the parents, trainers, and medical personnel is the responsibility of the coach.

1. Training - Proper training techniques in first aid are essential to Schoolcraft coaches. Coaches should be able to handle emergency situations until professional medical people arrive. Courses, seminars, and workshops will frequently be made available by the Athletic Director.
2. Sports medicine - The Schoolcraft Athletic Department is affiliated with the Southwestern Michigan Sports medicine Clinic. They send a trainer out to our schools once a week to treat student-athletes sports-related injuries free-of-charge. Make sure your athletes and their parents are aware of this service.

3. Ankle Supports - The Athletic Department has ankle supports in various sizes. Please follow the following guidelines in using these ankle supports:
 - a. In case of chronic or recurring ankle injury, refer to the athletic director for an ankle support.
 - b. Athletes must turn support back into the athletic director at the conclusion of the season.
 - c. In severe ankle injuries, taping a few days in a row may take care of the problem. If not, refer the athlete to the athletic director for an ankle support.

4. Injury during practice -
 - a. Stop practice immediately to examine the injured athlete.
 - b. If the injury appears minor, resume practice after your examination. Further participate in that practice by the athlete should be under strict discretion of the coach. Follow up questions regarding the status of the athlete's injury are prescribed.
 - c. If the injury is serious in nature, stop practice immediately and attend strictly to the athlete. Use only the First Aid Procedures which you are qualified to use. If the injury is severe enough to require immediate professional attention, call 911. Follow-up calls to parents of the athlete and the emergency area where the athlete and the emergency area which the athlete was sent are highly advisable.
 - d. If the injury is serious enough to prohibit the athlete from continuing practice, but does not require immediate professional attention (e.g. ice, elevation, wraps, etc.) after practice make sure the injured athlete is assured a way home and continue to follow up on the injury. A recommendation by the parents or coach for the athlete to see the athletic trainer or a sports medicine physician may be advisable.

5. Injury during competition -

a. The exact same procedures for handling injured athlete situations in practices should be implemented during games with the following notable exceptions:

(1) If you have an assistant coach or trainer with you in your sport, make them responsible for the necessary procedures while you assume the responsibility of coaching your team in competition.

(2) If you do not have an assistant coach or trainer, make sure you have followed all aforementioned injury procedures before resuming your coaching responsibilities.

6. Follow-up Procedures

a. Maintain contact with injured athlete, parents, and professional medical personnel after injury.

b. If the injury is severe enough to require a trip to the physician, do not allow the injured athlete to practice or play without a release form from that physician.

c. Utilize the professional trainer that Schoolcraft Schools employs weekly to diagnose nagging injuries and prescribe limits of activity and exercise necessary to optimize healthy recovery.

7. Common Sense Principles

a. You are the responsible adult in attendance during the athletic injury.

b. Give proper attention to all injuries.

c. Communicate with athlete, parents and medical professionals during and after injuries.

d. Do not try to perform first aid techniques you have not been trained to do.

e. Maintain responsibility with the remainder of your team during injury situations. Remain calm-it will affect your team positively.

f. Plan ahead for possible injury situations that may arise with assistants, trainer, and athletes.

8. Medical Release - athletes may not participate in contest while they are under the supervision of a doctor unless they have a written release from the doctor or their parents.

INVENTORY

Coaches are required to fill inventory uniforms and equipment at the conclusion of their sport season. Any equipment items which need replacement should be noted and brought to the attention of the Athletic Director. The coach is responsible to collect all uniforms from the players. In the event that a uniform is lost, stolen, or not turned in, the coach should make every effort to secure the uniform from the student athlete. If the matter is still not settled, the Athletic Director will intervene to receive uniform or payment.

STUDENT ATHLETES ARE RESPONSIBLE FOR THEIR OWN UNIFORMS. COACHES SHOULD STRESS THIS POINT TO THEIR ATHLETES

NON-FACULTY COACHES

Increasing participation in interscholastic athletics has caused a shortage of faculty coaches and has provided a call for more non-faculty coaches. The Schoolcraft Athletic Department sees the use of such non-faculty coaches as a plus provided that these coaches are willing to receive training in each of the following areas:

1. Athletic training and first aid
2. Fundamentals of the sport(s) they are coaching
3. Coaching young athletes

The Athletic Department will work with the non-faculty coaches to provide opportunities to be trained in each of the preceding areas.

PRACTICE

- A. Be punctual when beginning and ending practice sessions
- B. Be as consistent as possible in scheduling practices
- C. Notify athletes and parents of practice times well in advance
- D. Never leave your team unsupervised during practices. You are responsible for accidents and injuries
- E. If changes in your practice schedule must occur, notify the office as early in the day as possible (by 1:00 p.m. minimum). Try to change as few times as possible
- F. Notify building administrators whenever you are in their building

SUPERVISION

- A. Be responsible for locking all doors and turning off lights at close of practice or games
- B. Students should be only in gym area during practice seasons
- C. Protect other people's property as well as the school's property at all times
- D. The coach should be the first one to arrive and the last one to leave practice sessions. Plan to arrive one-half hour before scheduled practice time to insure that students are not unattended.
- E. Student-athletes should not be in the halls after practice. Coaches should stress that they bring books, coats, homework, etc., with them to the athletic locker room so that they have no need to be in the halls after practice. Coaches should stress that they bring books, coats, homework, etc. with them to the athletic locker room so that they have no need to be in the halls after practice.

TRANSPORTATION

- A. Travel to all athletic events will be secured by the Athletic Director. Coaches must notify the Athletic Director of any travel requests they may have.
- B. Saturday transportation – The Athletic Department has developed the following policy for transporting student-athletes to all day Saturday events.
 1. Larger teams may be transported to the Saturday event by bus but must be returned home by parents, guardians, or responsible adults given permission to transport student-athletes.
 2. Smaller teams may be transported by school vans or parent vehicles to and from all day Saturday events.
 3. All volunteer drivers will be required to have a completed volunteer driver information form on file with Schoolcraft Schools before transporting Schoolcraft student-athletes.
 4. All student-athletes who are affected by this Saturday transportation policy, must have an authorization form signed by parent or guardian on file with Schoolcraft Schools.
- C. Inclement weather. When inclement weather threatens athletic events during the school week or during weekend events the following procedure will be followed:
 1. During the school week the Athletic Director will inform the transportation director will inform the transportation director by 2:00 p.m. as to the status of the event.
 2. Tornado warning/watches will automatically cancel home/away athletic events. This does not include thunderstorm warnings.
 3. When potential disagreement arises over the possibility of cancellation of weekend events, the athletic director, transportation director, and principal determine if the events should continue. This decision will be made prior to scheduled bus departure on the day of the event. Should there be a need to check conditions of the highways the athletic director, principal, and transportation director will determine if conditions warrant canceling the events.

Items that will be taken into account:

- *Conditions of main roads to events
- *Weather conditions (which may include local forecasts)
- *Host school recommendation

BUS RIDING:

The following rules must be abided by when using school buses for transportation by the Athletic Department:

1. Follow all safety rules generally enforced in bus travel.
2. Keep noise at a reasonable level.
3. Do not allow the use of the back door except in emergency situations.
4. Do not allow students on the bus without a coach being present.
5. Cooperate with the driver at all times.
6. Be punctual and demand punctuality from your players in regards to bus departures.
7. Students transported to an extracurricular activity must be transported both ways by the school vehicle unless written permission has been given in advance or a transportation form is signed on site by a parent. Students may be given permission to drive to and from athletic events under special circumstances if they have a note signed by a parent in advance. Under no circumstances may students transport other students to or from an athletic contest they are participating in.

PRE SEASON PARENT MEETINGS

All coaches are strongly advised to conduct a preseason meeting with parents and student-athletes to discuss:

1. Philosophy
2. Team Rules
3. Expectations of student-athletes and parents
4. Sportsmanship
5. Academics
6. Practice and Game Schedules
7. Communication lines between coach and parent
8. Other

Playing Time Philosophy

Schoolcraft Schools is committed to offering an athletic program that will benefit our students in many ways throughout their careers and on into life. This program should be an 'extension of the classroom'. Consequently, we have developed a philosophy for team sports playing time that will best enhance our athletic program and service our student-athletes simultaneously.

1. Developmental Stage (middle school and freshman teams)

The optimum goals at this stage include teaching fundamentals of the sport, emphasizing sportsmanship and to provide practice and game playing time for all participants. Winning can be discussed to build team pride, but should not be stressed as to circumvent the original aforementioned goals.

2. Post Developmental Stage (JV team)

Coaches should balance student-athlete participation with the success of the team in this stage. Fundamentals in practice and sportsmanship are still goals for all participants. During games, personnel strategies can be made by the coaches to aid the success of the entire team. However, every effort should be made to provide as much playing time to all participants as possible.

3. Varsity Stage (varsity teams)

The success of the team is the main goal at this stage. Student-athletes should learn that in varsity athletics all participants are working together for the good of the unit. This is a lifetime skill. Game participation is handled exclusively by the coaching staff and although playing time will be provided for as many student-athletes as possible, the success of the team will be paramount. Coaches should stress to all participants that each is an important contributor to the team in many ways, but playing time cannot be afforded equally to all. Maximum student-athlete game participation is stressed but not mandated at this level.