BEAL CITY ATHLETICS

COACHES HANDBOOK, RESOURCES AND FORMS

2014-2015

Superintendent: William C.Chilman IV
Principal: Jeff Jackson
Athletic Director: Aarron Butkovich

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BEAL CITY PUBLIC SCHOOLS
ATHLETIC HANDBOOK

The purpose of this handbook is to define the athletic policies and procedures of Beal City Public Schools. The success of the athletic program depends upon the understanding, teamwork, and cooperation of administration, staff, athletes, and parents in carrying out the athletic policies. In addition to the local policies as defined in this handbook, Beal City Public Schools' athletics are governed by the rules and regulations of the *Michigan High School Athletic Association*.

MISSION STATEMENT

Beal City Public Schools **in harmony with the home and community** will educate our children in a positive learning environment that meets individual needs and goals in order that all students successfully function in an ever-changing global society.

ATHLETIC PHILOSOPHY

Athletics are a part of the extra-curricular educational process of Beal City Public Schools, serving as an arena for learning. We strive to have each student-athlete enjoy a positive experience while developing competitive teams. Within this framework, the participation of all student-athletes is encouraged, without compromising that competitive nature.

COVENANTS FOR BEAL CITY ATHLETICS

(Binding agreement that can be witnessed)

1. PRIDE
2. WORK ETHIC
3. RESPECT

EDUCATIONAL OUTCOMES OF PARTICIPATION IN ATHLETICS

PHYSICAL GROWTH:

- Achieving Personal Fitness
  - Condition - Run
  - Condition - Life
  - Condition - Agility
  - Condition - Stretching
  - Condition – Rules Alcohol/Tobacco/Drugs

- Learning To Deal With Stress
  - Team Problem Solving/Meeting
  - Pressure Situations In Controlled Environment
  - Techniques To Deal With Stress
  - Prioritize/Perspective

- Learning Skills For Participation
  - Lifelong Activity
  - Skills For Specific Sports
  - Discipline/Rules Of The Game

- Learning good health habits
  - Training Rules
  - Diet
  - Trainer
  - Physical Activity

EMOTIONAL GROWTH:

- Gaining Self-Confidence,
- Self-Worth
- Self-Discipline
- Make Sure Students Learn From Both Their Success And Failures
  - Give Constructive Criticism
  -
- Learning To Accept Criticism
  - Positive Reinforcements (Always + With -)

- Learning To Accept Success And Failure
  - Defining Roles
  - Setting Goal

INTELLECTUAL GROWTH:

- Learning A Sense Of Pride In Achievement
  - Weight Lifting Goal Shirts
  - Certificate For Free Lunch On Bounce Back Points
  - Team And Individual Goals On Statistics, Posters In Display Cases

- Learning Commitment To A Goal
  - Signing Form Of Commitment To Athletic Code
  - Helping Them Keep Up On Academics (Grades)
  - Do Team Study Hours

- Learning Time-Management Skills

SOCIAL GROWTH:

- Developing Interpersonal Relationship Skills
  - Structured Environment
  - Relays - Practice And Competition
  - Big Sister/Little Sister

- Developing Loyalty To A Group
  - Make them be there - *practice*
  - When a teammate is competing everyone cheers
  - The points they score/role they play are valuable to the team

- Learning To Win/Lose Graciously
  - End of game shake hands
  - Encourage teammates win or lose
  - One on One consoling
  - Analyze each competition for successes and ways to improve in win and loss

- Learning To Work In A Group - Teamwork

- Learning Sportsmanship - Fair Play
  - Setting An Example (Coach)
  - Teach them the rules
  - Teaching the fundamentals

- Learning Respect For:
  - Teammates
  - Opponents
  - Coaches
  - Officials

- Demanding Tolerance For Others constant reinforcement of expectations work on an individual basis - conferences

- Representing yourself, your team, and your school in a positive manner
  - Dress/uniform expectation (appearance)
  - Shaking hands after competition
  - Respecting opponent's performance
  - Respecting teammates; performance

BEAL CITY PUBLIC SCHOOLS
FLOW CHART OF COMMUNICATION

BOARD OF EDUCATION

SUPERINTENDENT OF SCHOOLS

PRINCIPAL

DIRECTOR OF ATHLETICS

VARSITY HEAD COACH

ASSISTANT & SUB-VARSITY COACHES

ADMINISTRATION OF BEAL CITY HIGH SCHOOL ATHLETICS

As a member of the Michigan High School Athletic Association, Beal City High School pledges to abide by the MHSAA constitution and the by-laws that govern its members. As a member of the Highland Conference, Beal City High School pledges to abide by the conference rules and regulations as put forth by the principals of the member schools who formulate, regulate, and interpret conference policy.

ATHLETIC CODE FOR THE SUPERINTENDENT

- Use all means possible to bring to the community a full realization of the value of athletics as an educational tool in training citizens.
- Develop district-wide policies that foster good sportsmanship, protect civil rights of all constituents, and promote maximum opportunities for participation by students.
- Create a definite understanding with principals and Athletic Director concerning the school athletic policy and expect and give mutual support in carrying out that policy.
- Evaluate those in charge of the athletic program by the conduct and attitudes of contestants and spectators rather than on the number of games won or lost.
- Advise the board of education of the privileges and obligations of schools' membership in the Michigan High School Athletic Association, keep the board informed of proposed and adopted changes in MHSAA regulations, and hold the board accountable for the support and enforcement for its school in the MHSAA.

DUTIES: SCHOOL BOARD AND SUPERINTENDENT

Overall policies of the school are determined by the school board and the superintendent of schools. They, in turn, delegate authority to the high school principal for the efficient operation of the entire school program, which includes the athletic program. The high school principal is held responsible by the MHSAA for conducting the athletic program in his/her school and in delegating authority as set down by his/her superintendent and school board. Salaries for coaching duties are determined by the superintendent, the school board and the education association. Adding or dropping interscholastic sports must be authorized by the school board and the superintendent.

ATHLETIC CODE FOR THE PRINCIPAL

- Develop a complete understanding of the athletic policy of the school system and of the individual responsibility of all concerned.
- Certify eligibility of contestants and base that certification on complete information concerning the student's athletic and scholastic status. Questionable cases will be referred to the Michigan High School Athletic Association before the privilege of competition is given.
- Support coaches in their efforts to carry out MHSAA and Beal City policies.
- Instruct the student body of its responsibilities in making the athletic program a valuable one and require desirable types of conduct at "home" and "away" games.
- Endeavor to foresee possible differences and misunderstandings with other schools and, as far as possible, settle them or provide means of settlement before they materialize.
- Insist that any misunderstanding that may arise be settled privately between official representatives of the schools concerned.
- Have a definite understanding with the Athletic Director about officials, schedules, supervision of coaches, etc., and give that person assistance in carrying out such duties.

- Present promptly and privately to the school involved any information received about possible rule violations by that school; and if the internal investigation and action by that school is not satisfactory, report that potential violation to the MHSAA.
- Attend as many of the athletic contests of the school as responsibilities will allow.
- Commend opposing schools for outstanding examples of fine citizenship and sportsmanship.

DUTIES: PRINCIPAL

a) The high school principal is the administrative head of the school athletic program. He/she is responsible to the MHSAA for the athletic program. The principal may delegate authority to his/her designee (i.e. Athletic Director).

b) The principal must approve player eligibility and contracts. The principal is held responsible for the conduct of the students, athletes, coaches, and the fans at all athletic events in which his/her school is involved.

c) The final decision for the scholastic eligibility of our athletes rests with the high school principal, who will in turn follow MHSAA regulations along with school policy.

d) The principal may authorize payment of claims other than supplies and equipment, which are authorized by the Athletic Director.

e) The principal shall represent our school in all matters concerning the MHSAA and the Highland Conference.

ATHLETIC CODE FOR THE ATHLETIC DIRECTOR

- Place the athletic policy of the school district in writing and communicate it often to coaches, athletes, parents, spectators, and support groups.
- Cooperatively lead the school and community in creating and maintaining an atmosphere which is conducive to an educationally sound athletic program.
- Develop schedules which are educationally and physically sound for the athlete.
- Originate contracts with school and officials which are complete and specific.
- Hire officials who have the confidence and agreement of both teams, and arrange for their comfort and security.
- Support officials in cases of adverse rulings, and rate officials objectively on the basis of all parts of their effort and all events, not isolated parts of a single contest.
- Provide every athlete on each level in all sports proper equipment and uniforms for practice and competition.
- Prepare and maintain the contest site in the best possible condition.
- Maintain sidelines for exclusive use of players, coaches and officials, and handle crowds so there is no encroachment on playing space.
- Refuse admission to athletic contests to persons who have shown a lack of sportsmanship.
- Provide printed programs which accurately report names of players and help spectators understand the purpose and rules of the sport and encourage good sportsmanship.
- Provide working accommodations for media covering the contest.

DUTIES: ATHLETIC DIRECTOR

a) The Athletic Director acts as the principal's designee in all matters concerning the athletic program. He/she is charged with the supervision of the athletic program.

b) The Athletic Director should constantly be aware of the need for good public relations with the staff, administration, patrons, and opposing schools. This also includes maintaining a highly acceptable level of publicity for the entire athletic program.

c) It is the duty of the Athletic Director to work with the principal and coaches of the sport in season in setting up a schedule of games that does not conflict with school procedure.

d) Formulates all schedules for interscholastic contests. In so doing, considers suggestions from the head coach in each sport and makes contracts with the approval of the principal.

e) Contracts and makes payment to all game officials. Considers the coaches' recommendations pertaining to which officials to hire.

f) Checks and keeps on file scholastic eligibility of each athlete. Reports on same to MHSAA through the principal.

g) Checks and keeps on file athletic physical and parent consent forms. Reports on same to MHSAA through the principal. These forms are kept on file in the Athletic Director's office.

h) Keeps on file an inventory of athletic equipment and supplies as reported by the head coaches.

i) Keeps records on file pertaining to each sport's won-loss record by season, letter winners, and individual record holders as reported by each head coach.

j) Arranges all transportation for away athletic contests with the transportation director.

k) Schedules the use of all athletic facilities, with the cooperation of the coaches and advisors involved.

l) Oversees ticket sales and collecting money for athletic contests, home and away as needed.

m) Supervises advertising and publicity for athletic contests. This may be delegated to coaches as appropriate.

n) Supervises the maintenance of athletic equipment and facilities. Facility maintenance will be coordinated with the maintenance director.

o) Schedules all ticket takers and sellers and supervisory help for home athletic contests.

p) Provides for supervision of all home athletic contests and has responsibility for crowd control.

q) Submits all forms to the MHSAA pertaining to tournaments.

r) Orders and distributes tournament tickets.

s) Works with the Beal City Athletic Association in promoting Beal City athletics. Establishes a policy of funding requests with the coaches to be presented to the boosters club.

t) Evaluates head coaches and makes recommendations to the principal regarding employment.

u) Authorizes payment of equipment, materials, and uniforms ordered and received. No bill for athletic supplies and equipment will be paid unless the head coach has checked the invoice and approved it. (To facilitate the checking of invoices, each person who makes a purchase must give the purchase receipt to the central office administrative assistant, including the name of vendor and the sport designated, on the invoice.

v) Keeps a financial record of all receipts and expenses of each sport.

DUTIES OF ALL COACHES AND ADMINISTRATORS

- To recognize the purpose to athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- To remember that an athletic contest is only a game.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams' fans and officials.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- To encourage leadership, use of initiative, and good judgment by the players on the team.
- To encourage each student to excel to the best of his/her ability.
- To learn and practice good sportsmanship.
- To promote fun and enjoyment for all participants.
- To build a winning attitude while also making every effort to involve as many athletes as possible in athletic competition.
- Many athletes participate in multiple extracurricular activities, respect this and work together.

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:

- Develop an understanding of the role of interscholastic athletes and communicate it to 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 at other appropriate times.

- Develop fair, unprejudiced relationships with all squad members.

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

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

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

- Teach players, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.

- 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 unproven 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.

- Sportsmanship is a must. Lead by example, everywhere and at all times.

DUTIES: HEAD COACHES

a) HAVE FUN, LEARN, TEACH, WIN

b) If a coach is sick on a given day, it is their responsibility to notify the Athletic Director. Whether the coach is able to coach in practice or at a game on that particular day will be at the discretion of the Athletic Director. General rule of thumb, if you are too sick to work or teach, does not coach. On staff coaches must supply a doctor's note if they do not attend their regularly scheduled work schedule.

c) Be present and actively working in a coaching capacity at all practice sessions and contests.

d) Be responsible for the good conduct of your team members.

e) Be visible and energetic to promote a positive image.

f) Conduct themselves in a professional manner at all times; especially when directing our athletes in competition with other schools.

g) Treat school equipment and property better than you would your own.

   i. -Do not leave anything lying out after practice and return all equipment to proper storage facilities.

   ii. -All doors and facilities must be locked up after use.

   iii. -Instruct athletes on proper use and storage of equipment.

h) Complete MHSAA Online Rules Meeting.

i) Abide by all binding MHSAA, Highland Conference and Beal City policies and regulations.

j) Attend all athletic department, league and MHSAA required meetings.

k) Rate officials each contest in accordance with the MHSAA.

l) Attendance at your sports state coaches' association annual conference is highly recommended.

m) Organize and schedule scouting assignments for the program.

n) Continued education within your sport and keep informed as to new coaching techniques, points, plans, ideas, etc.

o) Never conduct a one-on-one meeting behind closed doors without the presence of a third party. Never transport a students or athlete outside of athletic contests.

p) Develop and provide opportunities for out of season training, skill development and team building.

q) Organize and carry out youth programs, including summer camps.

r) Maintain statistics and records to submit at the end of the year.

s) Initiate and attend out of season activities that will promote your sport.

t) Make efforts to attend and support Beal City students at other activities outside of your sport.

u) Cooperation and respect for scheduling facilities with other coaches in regard to use of locker rooms, practice areas, equipment etc.

v) Fundraise to meet the needs and wants of the program.

w) Conduct a post season banquet.

x) Develop and maintain positive public relations with the media and media personnel.

y) Provide pre/current/post season information to the media and allow access for featured articles to all media outlets. Submit a school announcement to high school secretary after each contest. Also report contest results to local media:

Agency	Phone	Email
Morning Sun	989-779-6060	prepsports@oakpress.com
Saginaw News	989-894-9600	
9&10 News	800-782-7910 EXT. 2	
WNEM 5	989-755-8191	

- Other Media as Requested
- Newspapers
- Opponents Media
- Radio Stations
- MHSAA
- Television Channels
- Etc.

z) All coaches must park designated parking lots at the school and sports complex.

aa) Coaches must ride the bus to and from away contests, unless otherwise approved by Athletic Director.

bb) Communicate with parents to keep them informed about your program including camps, practices, games, fundraisers etc. and provide a minimum of one direct communication tool for parents to contact you.

cc) Coaches are not permitted to drink alcoholic beverages while in a supervisory role with children or athletes even if you are 21 years of age.

dd) Hazing and/or bullying is not tolerated at any level.

ee) Coaches must have a plan for mass team communication in case of inclement weather or emergencies.

ff) Conduct pre-season parent/student meeting which should include: Practice routines, schedule, tryout information, lettering requirements, practice guidelines/team rules (written form).

gg) Develop assistant coaches including sharing guidance, goals, covenants and focus.

hh) Participation of all students athletes is encouraged, especially at the lower levels of competition.

ii) Nominate student athletes for post season awards.

Student Athletes

a) Encourage all of our athletes to excel in the classroom as well as in athletics.

b) Do not leave athletes unsupervised.

c) Strive to develop qualities, in our athletes, of sportsmanship and fair play.

d) No athlete may try, neither practice nor play without a physical. Copies of physicals should be carried with you at all games and practices.

e) Ensure that all athletes meet MHSAA requirements.

f) Follow MHSAA and Beal City procedures for return to play following an injury.
g) You are responsible for the conduct of all your athletes and managers while under your supervision before, during and after the activity.
h) Encourage and promote healthy living practices, including hygiene and proper apparel.
i) Advise athletes to lock up their belongings.
j) All athletes must park designated parking lots at the school and sports complex.
k) Athletes must wear appropriate clothing while at school facilities and shirts must be worn at all times.
l) Report **ALL** injuries to the Athletic Trainer and follow the Beal City emergency procedure when necessary.
m) Ensure student athlete safety and well being during all supervised activities.
n) Report any unusual conduct or problems, team or individual, to the Athletic Director.
o) Actively assist student athletes and their families with college recruitment.

Athletic Office

a) Team rules and expectations to Athletic Director prior to parent meeting.
b) A facility use form must be completed and submitted to the athletic office for all out of season activities.
c) Prepare daily written practice plans and submit as requested by the Athletic Director.
d) Inform the athletic office of changed, cancelled or added practices.
e) Provide a developmental plan for the entire program from youth through varsity and age appropriate playbooks.
f) Coordinate tournaments and invitationals in conjunction with the athletic department.
g) Assist the athletic department in submitting proper paperwork for all tournaments.
h) Evaluate all assistant and volunteer coaches using the provided evaluation tool.
i) Submit roster list to the athletic department after the first practice. Resubmit your roster list before the first contest with uniforms and demographic information.
j) Collect physicals, team rules and sport consent forms
k) Practice schedule must be turned into the Athletic Director a minimum of 2 weeks in advance, so it can be posted to the Beal City Website. Winter schedules will be completed by the Athletic Director.
l) Assist the athletic office in recruiting game workers. Provide lists of such workers to the athletic office.
m) Hold athletes financially responsible for all unreturned school-owned equipment.
n) Scheduling scrimmages: Athletic Director must be informed and give final approval. Head Coach will be responsible for finding officials if necessary.
o) Responsible for completing purchase orders and internal account paperwork. A minimum of 3 quotes must be presented to the Athletic Director before a purchase order is submitted as necessary.
p) Assist the Athletic Director in the hiring process for hiring sub-varsity positions.

Facilities

a) You are responsible for locker room supervision. Be sure that you are the last to the leave the locker room and facility after all activities.

b) School issued keys are **NOT** to be given to athletes for their personal use

c) No cleats are to be worn in the building.

d) Please sign out all trainers' supplies with the Athletic Trainer.

e) Report any facility and equipment damages that have occurred to the Athletic Director and a plan for replacement.

f) Responsible for set up and take down of equipment before and after contests.

g) Keep accurate record of all equipment and supplies issued to their athletes

h) At the conclusion of the season, collect, inventory and store equipment and uniforms.

i) Collect, clean and store uniforms and equipment at the conclusion the competitive season. School-owned equipment and uniforms are not to be used during outside competitions.

j) See that athletic areas are safe prior to the start of and secure following the conclusion of their practices.

DUTIES: SUB VARSITY COACH/ASSISTANT COACH

a) HAVE FUN, LEARN, TEACH, WIN

b) If a coach is sick on a given day, it is their responsibility to notify the Head Coach and Athletic Director. Whether the coach is able to coach in practice or at a game on that particular day will be at the discretion of the Athletic Director. General rule of thumb, if you are too sick to work or teach, does not coach. On staff coaches must supply a doctor's note if they do not attend their regularly scheduled work schedule.

c) Be present and actively working in a coaching capacity at all practice sessions and contests.

d) Be responsible for the good conduct of your team members.

e) Be visible and energetic to promote a positive image.

f) Treat school equipment and property better than you would your own.

   i. -Do not leave anything lying out after practice and return all equipment to proper storage facilities.

   ii. -All doors and facilities must be locked up after use.

   iii. -Instruct athletes on proper use and storage of equipment.

g) Complete MHSAA Online Rules Meeting.

h) Abide by all binding MHSAA, Highland Conference and Beal City policies and regulations.

i) Attend all athletic department, league and MHSAA required meetings.

j) Attendance at your sports state coaches' association annual conference is highly recommended.

k) Assist in advanced scouting as assigned by head coach.

l) Be directly responsible to the head coach.

m) Assume responsibility for the teams they are assigned to coach.

n) Continued education within your sport and keep informed as to new coaching techniques, points, plans, ideas, etc.

o) Never conduct a one-on-one meeting behind closed doors without the presence of a third party. Never transport a students or athlete outside of athletic contests.

p) Develop and provide opportunities for out of season training, skill development and team building.

q) Assist in all youth camps, including summer camps as directed by head coach.

r) Submit a school announcement to high school secretary after each contest.

s) Maintain statistics and records to submit at the end of the year.

t) Initiate and attend out of season activities that will promote your sport.

u) Make efforts to attend and support Beal City students at other activities outside of your sport.

v) Cooperation and respect for scheduling facilities with other coaches in regard to use of locker rooms, practice areas, equipment etc.

w) Assist in fundraising activities to meet the needs and wants of the program.

x) Conduct a post season banquet.

y) Develop and maintain positive public relations with the media and media personnel.
z) All coaches must park designated parking lots at the school and sports complex.
aa) Coaches must ride the bus to and from away contests, unless otherwise approved by Athletic Director.
bb) Communicate with parents to keep them informed about your program including camps, practices, games, fundraisers etc. and provide a minimum of one direct communication tool for parents to contact you.
cc) Coaches are not permitted to drink alcoholic beverages while in a supervisory role with children or athletes even if you are 21 years of age.
dd) Hazing and/or bullying is not tolerated at any level.
ee) Coaches must have a plan for mass team communication in case of inclement weather or emergencies.
ff) Conduct pre-season parent/student meeting which should include: Practice routines, schedule, tryout information, lettering requirements, practice guidelines/team rules (written form).
gg) Participation of all students athletes is encouraged, especially at the lower levels of competition.
hh) Nominate student athletes for post season awards.

Student Athletes

a) Encourage all of our athletes to excel in the classroom as well as in athletics.
b) Do not leave athletes unsupervised.
c) Strive to develop qualities, in our athletes, of sportsmanship and fair play.
d) No athlete may try, neither practice nor play without a physical. Copies of physicals should be carried with you at all games and practices.
e) You are responsible for the conduct of all your athletes and managers while under your supervision before, during and after the activity.
f) Follow MHSAA and Beal City procedures for return to play following an injury.
g) Encourage and promote healthy living practices, including hygiene and proper apparel.
h) Advise athletes to lock up their belongings.
i) All athletes must park designated parking lots at the school and sports complex.
j) Athletes must wear appropriate clothing while at school facilities and shirts must be worn at all times.
k) Ensure student athlete safety and well being during all supervised activities.
l) Report **ALL** injuries to the Athletic Trainer and follow the Beal City emergency procedure when necessary.
m) Report any unusual conduct or problems, team or individual, to the Athletic Director.

Athletic Office

a) Team rules and expectations to Athletic Director prior to parent meeting.
b) A facility use form must be completed and submitted to the athletic office for all out of season activities.

c) Prepare daily written practice plans and submit as requested by the Athletic Director.
d) Inform the athletic office of changed, cancelled or added practices.
e) Coordinate tournaments and invitationals in conjunction with the athletic department.
f) Assist the athletic department in submitting proper paperwork for all tournaments.
g) Submit roster list to the athletic department after the first practice. Resubmit your roster list before the first contest with uniforms and demographic information.
h) Collect physicals, team rules and sport consent forms
i) Practice schedule must be turned into the Athletic Director a minimum of 2 weeks in advance, so it can be posted to the Beal City Website. Winter schedules will be completed by the Athletic Director.
j) Assist the athletic office in recruiting game workers. Provide lists of such workers to the athletic office.
k) Hold athletes financially responsible for all unreturned school-owned equipment.

Facilities

a) You are responsible for locker room supervision. Be sure that you are the last to the leave the locker room and facility after all activities.
b) School issued keys are **NOT** to be given to athletes for their personal use
c) No cleats are to be worn in the building.
d) Please sign out all trainers' supplies with the Athletic Trainer.
e) Report any facility and equipment damages that have occurred to the Athletic Director and a plan for replacement.
f) Responsible for set up and take down of equipment before and after contests.
g) Keep accurate record of all equipment and supplies issued to their athletes
h) At the conclusion of the season, collect, inventory and store equipment and uniforms.

BEAL CITY ATHLETIC DEPARTMENT
POLICY FOR
AWARDS BANQUETS

All banquet arrangements require prior approval from the Athletic Director.

Responsibilities

- The head coach of each sport shall be responsible for coordinating the awards format for his/her program at the end of each season.
- Banquet is to be conducted within three weeks of the conclusion of your season.
- A facility use form must be completed and on file for banquets hosted at school.
- Coach athletes in advance on public speaking when applicable.
- Athletics allows $50.00 for varsity awards and $45.00 for sub varsity awards. Internal account funds may be used for anything in excess of the amounts listed. Per MHSAA Guidelines, the limit to any award is $25.00 per individual.
- Recommended that banquet includes sub varsity teams.

BANQUET FORMAT

- It is strongly suggested that all banquets are kept at minimal fees in order to encourage whole families to attend.
  - Pot-luck dinner or dessert at school site.
  - Catered banquet at school site.
  - Dinner banquet at local restaurant.
  - Picnic pot-luck at local shelter.
  - Coaches and parents may determine to meet for awards presentation only.
- No alcoholic beverages are to be served and it is recommended to not host a banquet where alcohol is served.

BEAL CITY HIGH SCHOOL
ATHLETIC AWARDS CRITERIA

FIRST YEAR AWARD:

- A first time athlete can earn the following for team membership:

Freshman	Junior Varsity	Varsity
-Certificate	-Certificate	-Varsity Certificate
-Numerals - As requested	-Numerals - As requested	-Numerals – As requested
		-Letter "BC" or, Sport Pin if earned "BC" in earlier season sport.

SECOND YEAR AWARD:

- Second year athlete in same sport can earn:

Junior Varsity	Varsity
-Certificate	-Varsity Certificate
	-Sport Pin

THIRD YEAR AWARD:

- Third year athlete in same sport can earn:

Junior Varsity	Varsity
-Certificate	-Varsity Certificate
	-Sport Pin

FOURTH YEAR AWARD:

- Fourth year athlete in same sport can earn:

Varsity
-Varsity Certificate
-Sport Pin

The **Beal City Athletic Department** provides the following athletic awards:

- Numerals
- Letter "BC"
- Sport pins
- Three (3) end of year individual awards; at the coaches discretion. Anything above and beyond is to come out of the internal account.

Student Activity Funds (Internal Accounts) Reminders
also refer to
Board Bylaws & Policy 6610 and Administrative Guidelines 6610A/6610B

End of Year Procedures for Internal Accounts

Internal account books should be balanced including any outstanding bills that have not been paid yet and turned into the internal account secretary at the end of each school year. Once the secretary and the auditor confirm the balance and all questions have been answered the books can be picked up from the school office.

Internal Account Accounting

The supervisor for the internal account holder must pre-approve all purchases before you make them. Authorization for an expenditure must be accompanied by an approved requisition, and certified by the supervisor that funds are available for the expenditure. No student –activity organization shall be obligated for purchases made by students, faculty, and/or others unless approved by the internal account holder's supervisor.

NO Petty Cash

Petty cash cannot exist with an internal account. All money (cash or check) must be deposited into the internal accounts. Individuals will be reimbursed for expenditures only when receipts of purchase are provided. Internal account funds shall not be used for any purpose which represents an accommodation, loan, or credit to board employees or any other persons. Postdated checks will not be accepted and all checks and cash must be deposited into the internal account.

Do not pay bills from money collected. All money (cash or check) should be turned in and then checks will be cut to pay all expenses. We must have a paper trail of all transactions.

All incoming checks to the internal account fund for fundraisers, donations, or sponsorships, etc… must be made out to Beal City Public Schools or they will not be able to be cashed.

All monies collected should be secured in one of the School offices or in a designated depository within twenty-four (24) hours of the collection or the next business day following the last business day of that week.

Mileage Reimbursement

Mileage reimbursement is done at the IRS mileage reimbursement rate. Internal accounts cannot reimburse gas receipts or requests for reimbursement of gas purchases.

Fundraising

Fundraising should be done in accordance of with Board policies 5830 and 9700.

Fund-raising projects for any student activity shall, in general, contribute to the educational experience of students and shall not conflict, but add to, the instructional program.

All fundraising, sales projects or programs must be approved by the principal and the Superintendent at least two (2) weeks prior to the sale or event. Please turn in the fundraiser form to Mr. Joe Judge, so it can be approved. Please put a "budgeted" amount on the form prior to the event. That way, someone externally reviewing deposits can use the approval form to better help determine if all of the funds made it to the school. It can be difficult to guess how much a fundraiser or event will bring in, but if you have done the event on a regular basis you have a pretty good idea of what to expect to make. Again this will help you and the school.

Employee Stipends from Internal Accounts

Employee Stipends from internal accounts are not an encouraged practice. We must remember that most of the funds in these accounts are fundraised money by our students and the community.

Some of the internal accounts holders are paid schedule B positions, which should have a job description with requirements and expectations. If the internal account holder does something outside of the job description they should check with their supervisor before requesting a stipend for that work. (Example -

summer camps) If the internal account holder is asking for a stipend for a volunteer helper that should also be approved by a supervisor to make sure all of the procedures are being followed.

Auditor's recommendation

When our employees are compensated for work performed for the school, they MUST be paid through the payroll system. We cannot pay them with an accounts payable check. The employees are responsible for paying taxes on those wages and retirement costs.

When an employee is being compensated with funds from internal accounts rather than the district's general fund, an invoice will be prepared to bill the internal account fund for the wages and benefits paid to the employee. The internal account will pay the wages as well as the employers portion of retirement and FICA expenses.

6610A - STUDENT ACTIVITY FUND

The Board of Education has formulated Policy 6610 which governs the management and control of all student activity funds. The following guidelines should be used to implement this policy.

A. Principals shall approve the sponsors of each activity group and present this information to the Superintendent for approval.

B. The Board shall authorize, by resolution recorded in the official Board minutes, those student activity programs it wishes to be operational.

C. A system of internal controls should be implemented in order to safeguard the assets of the student-activity funds to ensure that the student will receive the benefits sought.

D. Monthly and annual financial reports for student-activity funds shall be prepared by the internal account secretary and submitted to the Superintendent's office. Funds must be accounted for on a fiscal-year basis and financial reports furnished to each sponsor on a regular basis.

E. Fundraising must be done in accordance with Board policy 5830 and 9700. Fund-raising projects for any student activity shall, in general, contribute to the educational experience of students and shall not conflict, but add to, the instructional program.

F. All Fundraising, sales projects or programs must be approved by the principal and the Superintendent at least two (2) weeks prior to the sale or event.

G. Investments shall be approved by the Superintendent. Interest earned on the investment of these monies should be handled in accordance with State law.

H. Authorization for expenditures must be accompanied by an approved requisition, and certified by the principal that funds are available for the expenditure.

I. Expenditures must be approved by the appropriate student activity group advisor.

J. Student-activity funds shall not be used for any purpose which represents an accommodation, loan, or credit to Board employees or other persons. Postdated checks will not be accepted and all checks and cash must be deposited into the internal account.

K. Board employees or others may not make purchases through an internal account in order to take personal advantage of the internal student activity account purchasing privileges.

L. No student –activity organization shall be obligated for purchases made by students, faculty, and/or others unless approved by the internal account holder’s supervisor. Then Individuals will be reimbursed for expenditures only when receipts of purchase are provided.

M. No purchase may be made unless there is sufficient cash in the fund to pay for that purchase, plus outstanding orders.

N. All monies collected should be secured in one of the school offices or in a designated depository

within twenty-four (24) hours of collection or the next business day following the last business day of that week. Internal account holders are prohibited from having a Petty Cash account.

O. Payments from a student-activity fund to an employee are subject to standard payroll deductions.

P. The disposition of unspent activity funds will be determined by the class officers, activity sponsor, and the principal.

Q. An internal audit of the financial accountability and compliance of student activities policies shall take place on an annual basis. A formal report shall be presented to the Board. Internal account books should be balanced including any outstanding bills that have not been paid yet and turned into the internal account secretary at the end of each school year. Once the secretary and the auditor confirm the balance and all questions have been answered the books can be picked up from the school office.

R. All incoming checks to the internal account fund for fundraisers, donations, or sponsorships, etc… must be made out to Beal City Public Schools or they will not be able to be cashed.
S. Millage reimbursement will be done at the IRS millage reimbursement rate. Internal accounts cannot reimburse gas receipts or requests for reimbursement of gas purchases.

"ATHLETIC" INTERNAL ACCOUNT GUIDELINES

General Description: The internal accounts at Beal City are intended for sport specific athletic teams to use toward added amenities inclusive to their program. They are intended for the things that are above and beyond what the school annually budgets. All cash, check and invoice transactions must be completed through the internal account.

Internal Account Uses:

- Overnight accommodations for one coaching conference.
- Meals reimbursed at the following maximum rates:
    - Breakfast - $6.00
    - Lunch - $8.00
    - Dinner - $12.00
- Equipment requests that are above and beyond the normal spending of the athletic program.
    - Eg. Basketballs, Practice Jerseys, T-Shirts, Jackets, and Warm-ups, etc.
- Youth league program expenses incurred for sport specific programs.
    - Eg. CMYBA, Elementary Basketball Program, and Little Pro, etc.
- Summer Camp Expenses.
    - Eg. Camp T-shirts, Officials Fees, etc.
- Reimbursements for mileage for scouting purposes.
- Uniforms purchased out of the regular rotation.
- Others as approved by Athletic Director and Superintendent.

1. All requests for spending of the internal accounts must be approved by the Athletic Director and superintendent.
2. Purchase orders and/or internal account request form must be completed and pre-approved before anything is ordered.
3. When requesting payment or reimbursement from an internal account, a coach must fill out an **Internal Account Deposit/Withdrawal Requisition (carbon copied from his/her particular sport's ledger).** The Internal Account Deposit/Withdrawal Requisition Form must be signed by the Athletic Director before the funds can be deposited or withdrawn.

*When asking for a reimbursement, receipts must be accompanied with the request form (found in the coaches' mailbox room).

BEAL CITY SCHOOLS
OPEN GYM EXPECTIONS AND RESPONSIBILITIES

- A facility use form must be filled out by a single individual that is willing to take responsibility for the open gym times requested. This individual will be the facility supervisor.

- The facility supervisor will be responsible for those individuals attending the open gym as well as children that may be present. All children must remain in the gymnasium and will not have free roam of the remainder of the school.

- The facility supervisor will be responsible for turning in a schedule of the individuals who will be supervising the open gyms (preferably a staff member) if the facility supervisor happens to be unavailable. This schedule must be turned in to the Athletic Director at the time of the request for the facility.

- The gym may be signed out 1 month at a time. This would be the 1st day through the last day of each month.

- At the start of open gym, the doors will be unlocked for 15 minutes. When the 15 minute window has ended, the doors will be locked. The doors should be locked during the open gym time with exception of the 15 minute start-up period. For example, if open gym begins at 5:30 p.m., the main door (one door only) will be unlocked until 5:45 p.m. There should not be any other doors open at this time. If an individual shows up late for open gym (beyond the window of opportunity) then they must go around to another door of the gym and will need to be let in with coach's knowledge.

- Be sure to check the doors so that they are not propped open. Failure to do so will result in loss of privileges regarding the open gym time. If it cannot be determined who is guilty of leaving doors propped open, then all those that were scheduled for gym time will lose their privileges. Do not leave the doors open!

- Treat school equipment and property better than you would your own.
  - Properly store all equipment and clean up facility of garbage..
  - Lock up everything, every open gym.
  - Instruct athletes on proper use of equipment.

- You are responsible for the conduct of all your athletes while under your supervision.

- Always be the last to leave the building. Do not leave athletes unsupervised. Be sure that the athletes are gone before you leave.

- School issued keys are **NOT** to be given to athletes for their personal use.

- If athletes use the locker rooms, be sure that they are clean before you leave the facility.

- Advise athletes to lock up their belongings.

- All athletes must park in the main parking lot in front of the school.

- No cleats are to be worn in the building.

- Athletes must wear appropriate clothing while at open gym.

- Report any misconduct or problems to the Athletic Director.

- Young children must be supervised. Failure to do so will result in loss of privileges regarding the open gym time.

BEAL CITY ATHLETIC DEPARTMENT
POLICY FOR
SEVERE WEATHER

All MHSAA and Beal City Public Schools adopted policies will be followed.

Threatening Weather/Watch

Practice:
Practice should be held on campus under close supervision. All athletes should be kept within an area where they can be called in if necessary.

Contest:
When games are started or are in progress when the watch is in effect, the coaches and officials will monitor the change in weather and if it becomes at all questionable the contest will be suspended.

Lightning or Thunder

When lightning is visible practice or contests will be suspended and all athletes and coaches will take cover for a minimum of 30 minutes from the last thunder heard or lightning seen.

Warning

All practices and contests will be canceled when a warning occurs. All athletes will be directed to a safe location under supervision of the coach or coaches. Visiting team will be encouraged to take cover at the site of the host school. All athletes will be kept in a safe place until the "all clear" is issued.

Heat and Humidity

See MHSAA Heat and Humidity information in the *Coaches Forms and Resource*s packet for more information.

Good Judgment

Always use good judgment when dealing with the weather. Take no chances with lightning. If there is a doubt - cancel.

Athletics and Winter Weather Procedures

The following guidelines in conjunction with the Board of Education policy will be used when determining whether or not athletic events are to take place in the event of a weather related school delay or closing.

All decisions will be made by the Athletic Director in conjunction with the superintendent, high school principal, Athletic Director, transportation director and/or varsity coaches. A minimum of three of the above mentioned individuals must be in communication before a final decision is determined.

High School Contests:

1. In addition to the above stated procedures, the Athletic Director will communicate with the opposing school when determining whether or not to proceed with a scheduled contest on days in which the entire school day was cancelled. (If the Athletic Director is unavailable, the responsibility will be handled by the high school principal.)

2. If students are sent home during the school day, due to weather conditions, all events will be cancelled without consideration of open gyms.

3. When high school teams do not have a scheduled contest the immediate day following the day school was closed, open gyms will not be considered.

4. In the event, a high school team has a scheduled contest the immediate day following a school closing, the approval of an open gym will be considered, not to begin before 3:00.

5. "Open gym" means that any athlete unable to attend the session will not have any team sanctioned rules held against him/her.

6. Morning practices: we will attempt to address possible weather related issues the day before the practice. If school is cancelled or delayed early enough, we will attempt to contact coaches to cancel practice. In the event that a practice does not get canceled, it is imperative that the coach stays until all athletes have been picked up.

Junior High: In the event that school has been canceled, all contests and practices will be canceled and there will not be any consideration of an open gym.

BEAL CITY EMERGENCY PROCEDURE

In case of serious injury, the following plan shall be implemented.

1. If an Athletic Trainer is on site, follow their instructions before advancing.
2. Call 911 and ask for an ambulance (on east wall of main entrance).
    A. Who will call?
        1. Assistant Coach
        2. Head Coach.
        3. Responsible Adult.
    B. What to say on the phone.
        1. Request an Ambulance.
        2. What type of situation is it (life-threatening/ non-threatening).
        3. What type of injury.
            a. head injury.
            b. neck injury.
            c. knee injury.
        4. Is the athlete conscious or unconscious.
        5. The athlete's vital signs (if given).
            a. pulse.
            b. breathing rate.
        6. What assistance is being given.
            a. CPR.
            b. rescue breathing.
            c. stabilizing athlete.
            d. AED
        7. Location of phone.
        8. Exact location of injury (Beal City Football Field).
            a. Corner of Winn Road and Beal City Road-
            Go west and school is on the north side.
        9. ALWAYS HANG UP LAST.

3. After activating EMS contact the athletes' parents.
    a. If parents are unavailable, refer to the athelete's emergency card for secondary contact.
    b. Inform parents of situation.
4. After making the phone calls return to injury site for further instructions.

Policy for Team Selection

PHILOSOPHY

In accordance with our overall athletic philosophy and our desire to see as many student/athletes as possible participate in the athletic program while at Beal City High School, we encourage our coaches to keep as many student/athletes as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, personal preference and other factors will place limitations on the most effective squad size for any particular sport. However, when developing your individual sport policy in this area, please strive to maximize the opportunities for our student/athletes without diluting the quality of your program.

LIMITATION OF TEAM MEMBERSHIP POLICY

Minimum and maximum team membership limits will be determined by the coaches of respective sports and the Athletic Director. In cases when the "Squad Reduction Policy" is utilized, the coach should keep the Athletic Director informed concerning the method and time of "cuts".

TEAM REDUCTION POLICY

A. Responsibility

1. Choosing the members of any of our athletic teams is the sole responsibility of the coaches of those teams and programs.
2. There is no such thing as a final team cut. The athlete's membership on any team is always subject to proper behavior and the following of specified team guidelines.
3. Sub varsity level coaches shall follow the policies as established by the head coach in that particular program when selecting team members.
4. Prior to try-outs, the coach shall provide the following information to all candidates for the team:
    a. Extent of the try-out period
    b. Criteria used to select team
    c. Number to be selected
    d. Practice commitment if they make the team
5. Every athlete has an equal opportunity to try out. Team membership is not pre-determined.

B. Procedure

1. When a team cut becomes necessary, the process should include these important elements:
    a. Have completed a minimum number of practices
    b. Be allowed, when possible, to compete in a scrimmage situation.
    c. Be informed by the coach of the cut and the reason for it in person.
2. **Cut lists will <u>not</u> be posted.**
3. Coaches should take the opportunity to discuss alternative possibilities for participation in the sport.
4. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the Athletic Director ahead of time.

BEAL CITY ATHLETIC DEPARTMENT
POLICY FOR TRANSPORTATION

I. Policy

Beal City Public schools will provide transportation to all games scheduled Monday – Friday and all MHSAA tournament events. Parents are responsible for transporting their son/daughter to and from regular season contests scheduled on Saturday.

II. General Guidelines

A. When Beal City Public Schools provides transportation it is required that all athletes ride to the event with the team and it is highly recommended the athlete ride home on the team bus. In extreme situations, this may be exempt with the completion of the driver approval form. First, to be completed and signed by a parent/guardian, secondly, signed by an administrator.

B. The school system provides:

1. School buses
2. Van and/or car (when available)
3. Mileage to coaches when in a supervisory role.

C. When parents are unable to make arrangements for their child to be transported to the event, the coach will meet the athlete and transport him/her, NEVER ALONE.

D. Student/athletes are not permitted to drive themselves to a contest, unless accompanied by a parent/guardian. (Discipline action may be taken per student handbook if infringed upon.)

E. Coaches driving their own vehicles for authorized travel, transporting athletes, or required meetings will be reimbursed at the current federal rate.

F. In the event, there is an abundance of athletes that do not have parental transportation, school bussing may be considered.

III. Specific Areas

A. Coaches are responsible for:

1. Completing "transportation request" forms and turning them into the Athletic Director by the end of your sports first week of practice.
2. Seeing that assistants, team members, and managers are aware of the departure time and that all team members, coaches, and managers ride school transportation versus private, unauthorized transportation.
3. Seeing that no unauthorized person rides on team transportation.

B. Coaches are encouraged not to authorize any unscheduled stops by the bus.

C. Athletes may leave an away athletic event only with a parent or legal guardian, providing the driver approval form has been properly completed.

IV. Bus Courtesy

A. Coaches will require team members to use respect and courtesy with all drivers. Common sense dictates that we will treat those that help us with respect.

B. If radios are "allowed" by the coach, please see that the noise level is kept down.

C. On returning, buses must be picked up by the team and/or coaches. Please leave the bus in satisfactory condition.

1. Muddy cleats or shoes should be taken off before boarding the bus.
2. Extremely muddy jerseys should be taken off -- when and where possible.
3. If the team is allowed to eat on the bus, please have all waste paper put in a proper receptacle.

SAME SEASON/TWO SPORT/POLICY

Athletes at Beal City High School are allowed to participate in more than one Sport during a particular season. If a student decides to participate in more than one sport at a time, a coach shall in no way discourage this decision. Rather, the coaches involved should work together to make this situation as smooth as possible. Realizing that there is potential for conflicts arising when an athlete is participating in two sports at the same time, the following guidelines will be adhered to:

1. The athlete will declare a primary sport and a secondary sport.
2. A contest will always take precedence over practice in the other sport.
3. A league contest will always take precedence over a non-league contest.
4. A league meet (ex-track) will take precedence over any contest.
5. If league contests are scheduled on the same day, the athlete will participate in his/her primary sport.
6. MHSAA tournament events will take precedence over non-league or league events. In the event that two MHSAA tournaments are held on the same day, the primary sport will take precedence as in #5.
7. If non-league contests are scheduled on the same day, the athlete will participate in his/her primary sport.
8. In the event that it would be possible for an athlete to participate in both sports on the same day, he/she will not be allowed to drive to the second contest. Only an athlete's parent or guardian will be allowed to transport the athlete.
9. Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in his/her other sport.
10. On days that an athlete is not in competition, he/she should make an effort to practice both sports. If only one sport can be practiced, it should be the primary sport.
11. All eligibility rules will remain the same.
12. An athlete must begin practicing in each of the two sports at the beginning of each sport's season.
13. **Before being allowed to participate in two sports during a season, the athlete, his/her parents/guardian, Athletic Director, and the two coaches involved must meet and sign below.**

_____	_____
(Student Athlete)	(Parent/Guardian)
_____	_____
(Primary Sport)	(Secondary Sport)
_____	_____
(Primary Sport Coach)	(Secondary Sport Coach)

DATE:_____

Beal City Athletics
Team Roster

Sport_____ **Year**_____ **Coach**_____

Jersey #	First Name	Last Name	Height	Weight	Position	Grade

DATE:_____

Beal City Athletics
Sport Equipment Inventory

(Eg. Basketballs, baseballs, etc.)

Sport_____ Year_____ Coach_____

Quantity	Size	Description	Condition

DATE:_____

Beal City Athletics
Uniform Inventory

Sport_____ Year_____ Coach_____

- ☐ **Varsity**
- ☐ **JV**
- ☐ **Frosh**
- ☐ **Jr. High**

Quantity	Size	Description	Condition

DATE:_____

Beal City Athletics
Uniform Distribution Form

Sport_____ Year_____ Coach_____

- ☐ **Varsity**
- ☐ **JV**
- ☐ **Frosh**
- ☐ **Jr. High**

Name	Jersey #	Bottom #	Warm up #	Returned

DATE:_____

Beal City Athletics
Projected Needs

Sport_____ Year_____ Coach_____

- ☐ **Varsity**
- ☐ **JV**
- ☐ **Frosh**
- ☐ **Jr. High**

Quantity	Description	Estimated Cost	Comments

DATE:_____

Beal City Athletics
Season Summary

Sport_____ Year_____ Coach_____

Opponents	Score	Outstanding Performances and Accomplishments (ex. All league, conf., state)
1. _____	_____ W/L/T	
2. _____	_____ W/L/T	1. _____
3. _____	_____ W/L/T	_____
4. _____	_____ W/L/T	_____
5. _____	_____ W/L/T	2. _____
6. _____	_____ W/L/T	_____
7. _____	_____ W/L/T	_____
8. _____	_____ W/L/T	3. _____
9. _____	_____ W/L/T	_____
10. _____	_____ W/L/T	_____
11. _____	_____ W/L/T	4. _____
12. _____	_____ W/L/T	_____
13. _____	_____ W/L/T	_____
14. _____	_____ W/L/T	5. _____
15. _____	_____ W/L/T	_____
16. _____	_____ W/L/T	_____
17. _____	_____ W/L/T	Season Record
18. _____	_____ W/L/T	_____ _____
19. _____	_____ W/L/T	League Standing
20. _____	_____ W/L/T	_____ _____

DATE:_____

Beal City Athletics
Coaching Interest Form
(For Next Coaching Season)

Name of Coach: _____

Current Position: _____

I intend to return to coach at Beal City Public School next year in the same coaching position. (Please circle) YES NO

I intend to apply for a different coaching position next year, if available. YES NO

If you answered yes to the above question, then which position would be of interest to you?

_____

I understand that answering the above information is not a coaching contract. The above information is merely to aid the Athletic Director in determining my intent for coaching next season so that he/she may prepare accordingly.

Coaches Signature: _____

Date of Signature: _____

DATE:_____

Beal City Public Schools Athletics
Coach Appraisal Form

Coach:		Assignment:	

No. of Years This Assignment:			Total Years in this Sport:	

Team Record This Year:		Won			Lost	
Team Record Career:		Won			Lost	

		Needs Improvement	Satisfactory	Not Applicable
I.	**Professional Relationships**			
1.1	Cooperation with A.D in regard to submitting participant lists, parent permission and physical slips, year-end reports, program information relative to your sport.			
1.2	Rapport with the athletic coaching staff.			
1.3	Appropriate dress at practices and games.			
1.4	Participation in a reasonable number of professional and in-service meetings.			
1.5	Public relations: Cooperation with newspapers, radio, T.V., Booster Clubs, parents, and interested spectators.			
1.6	Understanding and cooperation with rules and regulations as set forth by all governing agencies of your sport.			
1.7	Parent's Night, banquets, pep club, pep assemblies, band letters to colleges regarding players, and encouragement of students to enter sports for the benefits that can be obtained from participation.			
1.8	Sideline conduct at games toward players, officials, and workers.			
1.9	Works cooperatively with A.D. in budget matters.			

		Needs Improvement	Satisfactory	Not Applicable
II.	**Coaching Performance**			
2.1	Develops respect by example in appearance, manners, behavior, language, and interest.			
2.2	Supervision and administration of locker and training rooms.			
2.3	Is well versed and knowledgeable in matters pertaining to your sport.			
2.4	Has individual and team discipline.			
2.5	Prepares for daily practices with staff so maximum instruction is presented utilizing all opportunities for instruction and plans for contests.			
2.6	Provides for individual as well as group instruction.			
2.7	Helps other coaches become better coaches.			
2.8	Develops integrity with the coaching staff and among fellow coaches.			
2.9	Is fair, understanding, tolerant, patient, and sympathetic with team members.			
2.10	Is innovative using new coaching techniques and ideas, in addition to using sound, already proven methods of coaching.			
2.11	Is prompt in meeting team for practices and games.			
2.12	Shows an interest in athletes in off-season activities and classroom efforts.			
2.13	Provides leadership and attitudes that produce winners and winning efforts by participants.			

III. Related Coaching Responsibilities

		Needs Improvement	Satisfactory	Not Applicable
3.1	Care of equipment, including issuing, inventory and storage.			
3.2	Is cooperative in preparation of non-league scheduling.			
3.3	Is cooperative in sharing the use of facilities.			
3.4	Understands place in line of authority in relationship to: a. Head Coach – Athletic Dir. b. Head Coach – Assist. Coach.			
3.5	Shows self-control and poise in all areas related to coaching responsibilities.			
3.6	Displays enthusiasm and vitality in assignment as a coach.			
3.7	Keeps A.D. informed about unusual events with the sport activity.			

Suggested Recommendations in Areas Needed to be Improved:

Comments: .

Check One:		To be recommended for continued assignment.
		To be recommended for reassignment, provide an understanding can be reached where improvement is suggested.
		Not to be recommended for reassignment.

Evaluator's Signature		Coach's Signature

* The signature of the coach does not necessarily indicate agreement with the appraisal on the preceding pages, but indicates he/she has read the material. The coach may attach a memo explaining his/her disagreement regarding any aspect of this evaluation.

DATE:_____

Beal City Athletics
Sub-Varsity/Assistant Coach Evaluation

Name: _____ Sport: _____ Level: _____ Date: _____

All items listed below will be rated by the head coach, with input from the athletic director as needed, based on the rating scale listed below:

3 = Highly Effective
2 = Effective
1 = Minimally Effective
0 = Ineffective
NA = Not Applicable

Professional Duties and Responsibilities

_____ Manage all matters relating to the organization and administration of the team under his/her direction.

_____ Abides by all relevant Board policies and administration guidelines

_____ Enforces all rules of the Michigan High School Athletic Association related to his/her sport

_____ Assigns duties to equipment managers and assistant coaches as necessary

_____ Maintains a complete and accurate roster including, but not limited to submission to athletic office and changes on the roster throughout the season

_____ Maintains supervision of student/athletes including: before, during and after the event including the locker room, playing arena, transportation, equipment rooms, etc

_____ Ensures proper storage and care for all equipment and facilities; problems are reported to head coach and/or administration

_____ Assists with the preparation and presentation of team awards through the athletic office/head coach in advance of banquet

_____ Aids the athletic director/head coach with scheduling and facility use as needed

_____ Enforces rules and regulations concerning conditioning of players, their health and safety, and conduct pursuant to safety and training guidelines

_____ Reports injuries promptly and exercises great care in dealing with all injuries in conjunction with the medical orders and trainers recommendations

_____ Following injures in which a student/athlete is under a physician's care, the coach secures or ensures the signed approval of the physician has been secured by the athletic trainer before any athletic activity may take place

Coaching Performance

_____ Develops respect by example in appearance, manners, behavior, language, and conduct

_____ Maintains suitable sideline control at games and tournaments

_____ Develops a well-organized practice schedule which utilizes all staff, facility, equipment and team to its maximum potential

_____ Establishes the programs fundamental philosophies, fundamentals, and knowledge the athletes are to be taught

_____ Shows understanding, tolerance, empathy, and patience with team members

_____ Innovative in implementing and assessing new coaching techniques and ideas

_____ Expresses support and interest in student/athlete's academics and out of season activities

_____ Provides leadership and demonstrates attitudes that produce positive efforts by participants

_____ Delegates authority with responsibility while remaining accountable for such delegations

_____ Models behaviors which reflect the values of good sportsmanship, fair competition, and ethical behavior

_____ Provides opportunities for all members of the team to participate, consistent with their abilities, effort, and level of teams participation

Professional and Personal Relationships

_____ Completes mandatory pre-season trainings and administrative paperwork for employment

_____ Develops rapport with the athletic coaching staff, teachers, administrators, and support staff

_____ Participates in expected professional development and meetings necessary to the welfare of interscholastic athletics

_____ Develops sound public relations by cooperating with newspaper, radio, television, Booster Club, and other interested spectators

_____ Promotes all sports in the athletic program and shows support for other student extra-curricular involvement

_____ Communicates and cooperates with parents including: providing contact information, introduction letter, team guidelines, pre-season meeting, banquet, etc.

Evaluator's Comments

Improvement Comments

Athletic Director Comments if Necessary

* The signature of the coach does not necessarily indicate agreement with the appraisal on the preceding pages, but indicates he/she has read the material. The coach may attach a memo explaining his/her disagreement regarding any aspect of this evaluation.

_____ _____

Sub Varsity/Assistant Coach's Signature Date

_____ _____

Head Coach's Signature Date

_____ Recommended for continued assignment

_____ Recommended for re-assignment provided an understanding can be reached in areas where improvement is suggested.

_____ Not recommended for continued assignment

_____ _____

Athletic Director's Signature Date

MHSAA® michigan high school athletic association

MODEL POLICY for MANAGING HEAT & HUMIDITY

Adopted March 22, 2013

1. **Thirty minutes prior to the start of an activity, and again 60 minutes after the start of that activity,** take temperature and humidity readings at the site of the activity. Using a digital sling psychrometer is recommended. Record the readings in writing and maintain the information in files of school administration. Each school is to designate whose duties these are: generally the athletic director, head coach or certified athletic trainer.
2. **Factor the temperature and humidity into the Heat Index Calculator and Chart** to determine the Heat Index. If a digital sling psychrometer is being used, the calculation is automatic.

3. If the Heat Index is below 95 degrees:

All Sports

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Optional water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action.

If Heat Index is 95 to 99 degrees:

All Sports —

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Optional water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action.

Contact sports and activities with additional equipment:

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Optional water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action.
- Helmets and other possible equipment removed while not involved in contact.

- **Reduce time of outside activity. Consider postponing practice to later in the day.**
- **Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.**

If Heat Index is 99 to 104 degrees:

All Sports —

- Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- Mandatory water breaks every 30 minutes for 10 minutes in duration.
- Ice-down towels for cooling.
- Watch/monitor athletes carefully for necessary action.
- Alter uniform by removing items if possible.
- Allow for changes to dry t-shirts and shorts.
- Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
- Postpone practice to later in the day.

Contact sports and activities with additional equipment:

- Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.

- **Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.**

If Heat Index above 104 degrees:

All Sports

- **Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.**

Note: When the temperature is below 80 degrees there is no combination of heat and humidity that will result in need to curtail activity.

— Over for Heat Index Chart —

HEAT INDEX CALCULATION AND CHART

Temperature (Fahrenheit)

Relative Humidity at Site

	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
100	84	87	91	95	99	103	107	112	116	121	126	132	137	143	149	155	161	168	174	181	188	195
99	84	87	91	94	98	102	106	111	116	120	125	131	136	142	147	153	159	166	172	179	186	193
98	84	87	90	94	98	102	106	110	115	120	124	130	135	140	146	152	158	164	171	177	184	191
97	84	87	90	94	97	101	105	110	114	119	124	129	134	139	145	151	157	163	169	176	182	189
96	83	87	90	93	97	101	105	109	113	118	123	128	133	138	144	149	155	161	167	174	180	187
95	83	86	90	93	97	100	104	108	113	117	122	127	132	137	142	148	154	160	166	172	178	185
94	83	86	89	93	96	100	104	108	112	116	121	126	131	136	141	147	152	158	164	170	177	183
93	83	86	89	92	96	99	103	107	111	116	120	125	130	135	140	145	151	157	162	168	175	181
92	83	86	89	92	95	99	103	107	111	115	119	124	129	133	139	144	149	155	161	167	173	179
91	83	86	89	92	95	98	102	106	110	114	118	123	127	132	137	143	148	154	159	165	171	178
90	83	86	89	91	95	98	102	106	109	113	117	122	126	131	136	141	147	152	158	164	170	176
89	83	86	88	91	94	98	101	105	109	113	117	121	125	130	135	140	145	151	156	162	168	174
88	83	86	88	91	94	97	101	104	108	112	116	120	125	129	134	139	144	149	155	160	166	172
87	83	86	88	91	94	97	100	104	107	111	115	119	124	128	133	138	143	148	153	159	164	170
86	83	86	88	90	93	96	100	103	107	110	114	118	123	127	132	136	141	146	152	157	163	168
85	83	86	87	90	93	96	99	102	106	110	113	117	122	126	130	135	140	145	150	155	161	167
84	83	85	87	90	93	95	99	102	105	109	113	117	121	125	129	134	139	144	149	154	159	165
83	82	85	87	90	92	95	98	101	105	108	112	116	120	124	128	133	137	142	147	152	158	163
82	82	85	87	89	92	95	98	101	104	108	111	115	119	123	127	132	136	141	146	151	156	162
81	82	84	87	89	92	94	97	100	104	107	110	114	118	122	126	131	135	140	144	149	155	160
80	82	84	86	89	91	94	97	100	103	106	110	113	117	121	125	129	134	138	143	148	153	158
79	82	84	86	89	91	94	96	99	103	106	109	113	116	120	124	128	133	137	142	146	151	157
78	82	84	86	88	91	93	96	99	102	105	108	112	115	119	123	127	131	136	140	145	150	155
77	82	84	86	88	90	93	96	98	101	104	108	111	115	118	122	126	130	135	139	144	149	153
76	82	84	86	88	90	93	95	98	101	104	107	110	114	117	121	125	129	133	138	142	147	152
75	82	84	85	88	90	92	95	97	100	103	106	109	113	116	120	124	128	132	136	141	145	150
74	82	83	85	87	90	92	94	97	100	103	106	109	112	116	119	123	127	131	135	140	144	149
73	82	83	85	87	89	91	94	96	99	102	105	108	111	115	118	122	126	130	134	138	143	147
72	82	83	85	87	89	91	93	96	99	101	104	107	111	114	117	121	125	129	133	137	141	145
71	81	83	85	87	89	91	93	96	98	101	104	107	110	113	116	120	124	127	131	136	140	144
70	81	83	85	86	88	90	93	95	98	100	103	106	109	112	116	119	123	126	130	134	138	142
69	81	83	84	86	88	90	92	95	97	100	102	105	108	111	115	118	122	125	129	133	137	141
68	81	83	84	86	88	90	92	94	97	99	102	105	108	111	114	117	121	124	128	132	136	140
67	81	83	84	86	88	90	92	94	96	99	101	104	107	110	113	116	120	123	127	131	135	139
66	81	82	84	86	87	89	91	93	96	98	101	103	106	109	112	115	118	122	126	129	133	137
65	81	82	84	85	87	89	91	93	95	98	100	103	105	108	111	114	118	121	125	128	132	136
64	81	82	84	85	87	89	91	93	95	97	99	102	105	108	110	114	117	120	124	127	131	135
63	81	82	84	85	87	88	90	92	94	97	99	101	104	107	110	113	116	119	122	126	130	133
62	81	82	83	85	86	88	90	92	94	96	98	101	103	106	109	112	115	118	121	125	128	132
61	81	82	83	85	86	88	90	91	93	96	98	100	103	105	108	111	114	117	120	124	127	131
60	81	82	83	84	86	88	89	91	93	95	97	100	102	105	107	110	113	116	119	123	126	129
59	81	82	83	84	86	87	89	91	93	95	97	99	102	104	107	109	112	115	118	122	125	128
58	81	82	83	84	85	87	89	90	92	94	96	99	101	103	105	108	111	114	117	120	124	127
57	80	81	83	84	85	87	88	90	92	94	96	98	100	103	105	108	111	113	116	119	123	126
56	80	81	83	84	85	86	88	90	92	93	95	98	100	102	105	107	110	113	115	118	122	125
55	80	81	82	84	85	86	88	89	91	93	95	97	99	101	104	106	109	112	114	117	120	124
54	80	81	82	83	85	86	87	89	91	93	94	96	99	101	103	106	108	111	114	116	119	123
53	80	81	82	83	84	86	87	89	90	92	94	96	98	100	103	105	107	110	113	116	118	121
52	80	81	82	83	84	86	87	88	90	92	94	96	98	100	102	104	107	109	112	115	117	120
51	80	81	82	83	84	85	87	88	90	91	93	95	97	99	101	104	106	108	111	114	116	119
50	80	81	82	83	84	85	86	88	89	91	93	95	97	99	101	103	105	108	110	112	115	118
49	80	81	82	83	84	85	86	88	89	91	92	94	96	98	100	102	105	107	109	112	115	117
48	80	81	81	82	84	85	86	87	89	90	92	94	96	97	100	102	104	106	109	111	114	116
47	80	81	81	82	83	85	86	87	88	90	92	93	95	97	99	101	103	105	108	110	113	115
46	80	80	81	82	83	84	86	87	88	90	91	93	95	96	98	100	103	105	107	109	112	114
45	80	80	81	82	83	84	85	87	88	89	91	92	94	96	98	100	102	104	106	109	111	114
44	80	80	81	82	83	84	85	86	88	89	91	92	94	96	97	99	101	103	106	108	110	113
43	79	80	81	82	83	84	85	86	87	89	90	92	93	95	97	99	101	103	105	107	109	112
42	79	80	81	82	83	84	85	86	87	88	90	91	93	95	96	98	100	102	104	106	108	111
41	79	80	81	82	82	83	85	86	87	88	89	91	93	94	96	98	100	101	104	106	108	110
40	79	80	81	81	82	83	84	85	87	88	89	91	92	94	95	97	99	101	103	105	107	109
39	79	80	81	81	82	83	84	85	86	88	89	90	92	93	95	97	98	100	102	104	106	108
38	79	80	80	81	82	83	84	85	86	87	89	90	91	93	95	96	98	100	102	104	106	108
37	79	80	80	81	82	83	84	85	86	87	88	90	91	93	94	96	97	99	101	103	105	107
36	79	80	80	81	82	83	84	85	86	87	88	89	91	92	94	95	97	99	100	102	104	106
35	79	80	80	81	82	83	84	85	86	87	88	89	90	92	93	95	96	98	100	102	104	106
34	79	79	80	81	82	82	83	84	85	86	88	89	90	92	93	94	96	98	99	101	103	105
33	79	79	80	81	82	82	83	84	85	86	87	89	90	91	93	94	96	97	99	101	102	104
32	79	79	80	81	81	82	83	84	85	86	87	88	90	91	92	94	95	97	98	100	102	104
31	79	79	80	81	81	82	83	84	85	86	87	88	89	91	92	93	95	96	98	99	101	103
30	79	79	80	80	81	82	83	84	85	86	87	88	89	90	92	93	94	96	97	99	101	102
29	79	79	80	80	81	82	83	84	85	86	87	88	89	90	91	92	94	95	97	98	100	102
28	78	79	80	80	81	82	83	84	84	85	86	88	89	90	91	92	94	95	97	98	100	101
27	78	79	80	80	81	82	83	83	84	85	86	87	88	90	91	92	93	95	96	98	99	101
26	78	79	80	80	81	82	82	83	84	85	86	87	88	89	91	92	93	94	96	97	99	100
25	78	79	79	80	81	82	82	83	84	85	86	87	88	89	90	91	93	94	95	97	98	100
24	78	79	79	80	81	82	82	83	84	85	86	87	88	89	90	91	92	94	95	96	98	99
23	78	79	79	80	81	81	82	83	84	85	86	87	88	89	90	91	92	93	95	96	97	99
22	78	79	79	80	81	81	82	83	84	85	86	87	88	89	90	91	92	93	94	96	97	98
21	78	79	79	80	81	81	82	83	84	85	85	86	87	88	89	91	92	93	94	95	97	98
20	78	79	79	80	81	81	82	83	84	85	85	86	87	88	89	90	91	93	94	95	96	97
19	78	79	79	80	81	81	82	83	84	84	85	86	87	88	89	90	91	92	94	95	96	97
18	78	78	79	80	80	81	82	83	84	84	85	86	87	88	89	90	91	92	93	94	96	97
17	78	78	79	80	80	81	82	83	84	84	85	86	87	88	89	90	91	92	93	94	95	96
16	78	78	79	80	80	81	82	83	83	84	85	86	87	88	89	90	91	92	93	94	95	96
15	78	78	79	80	80	81	82	83	83	84	85	86	87	88	89	90	91	92	93	94	95	96
14	78	78	79	80	80	81	82	83	83	84	85	86	87	88	89	90	91	91	92	93	95	96
13	78	78	79	80	80	81	82	83	83	84	85	86	87	88	89	89	90	91	92	93	94	95

Beal City Athletics
School Accident Form

1. *School Accident Forms can be accessed online at www.setseg.org.*
2. *It is located under the property/casualty tab.*
3. *Then the forms tab.*

MASB-SEG PROPERTY/CASUALTY POOL, INC.

SET SEG
School Insurance Specialists

GENERAL LIABILITY
INCIDENT/ACCIDENT REPORT INSTRUCTIONS

Complete this form for all incidents/accidents that you become aware of, even if a claim is not being presented at the time of the occurrence. Examples of when this form should be completed include, but are not limited to, the following:

- Student altercations.
- Incidents/accidents arising out of sporting events.
- Incidents/accidents arising out of shop, gym, swimming, chemistry, etc.
- Any incident involving physical restraint of a student by a school employee.
- Any incident/accident involving member's transportation services resulting in an injury to an individual, i.e, student entering, leaving or riding in the vehicle.
- Any incident/accident involving children crossing streets while approaching or leaving school grounds, including incidents when crossing guard is present.
- Any allegation by a student involving molestation, bullying or harassment by another student or employee.
- Any visitor/volunteer injury and contractor injuries.

MASB-SEG PROPERTY/CASUALTY POOL, INC.

SET SEG
School Insurance Specialists

GENERAL LIABILITY
INCIDENT/ACCIDENT REPORT INSTRUCTIONS

GENERAL INFORMATION

MEMBER NAME | BUILDING NAME

DATE OF INCIDENT/ACCIDENT | TIME ☐ A.M. ☐ P.M.

NAME OF INJURED | SOCIAL SECURITY NUMBER

Is injured: ☐ STUDENT ☐ EMPLOYEE ☐ VISITOR ☐ VOLUNTEER ☐ CONTRACTOR ☐ CONTRACTED EMPLOYEE

DATE OF BIRTH | PARENT NAME

ADDRESS OF INJURED/PARENT

HOME PHONE OF INJURED/PARENT | OFFICE PHONE OF INJURED/PARENT

INSURANCE INFORMATION

Is the person covered by any other health care coverage (including coverage under parents/guardians plan)? ☐ YES ☐ NO

If no, sign here:

NAME OF HEALTH CARE COVERAGE PLAN | MAILING ADDRESS | CITY | STATE | ZIP

POLICY/CONTRACT NUMBER | GROUP NUMBER | GUARANTOR NAME

Location of accident: ☐ SCHOOL BLDG. ☐ SCHOOL GROUNDS ☐ SCHOOL BUS ☐ TO/FROM SCHOOL ☐ OTHER Describe:

Place of accident: ☐ CLASSROOM ☐ GYM ☐ SHOP ☐ HALLWAY/STAIRWAY ☐ PLAYGROUND
☐ PARKING LOT ☐ SPORTING EVENT/PRACTICE ☐ OTHER Describe:

Describe incident/accident:

WITNESS NAME | PHONE

NATURE OF INJURY

Was medical treatment sought? ☐ YES ☐ NO Where?

If hospital, was ambulance called? ☐ YES ☐ NO Ambulance company:

Additional remarks:

REPORT PREPARED BY | TITLE

PHONE | DATE