



# COACHES HANDBOOK

**School Year**

**2022-2023**

KELLY KALB, ATHLETIC DIRECTOR  
CAMRYN KLOCINSKI, PRINCIPAL  
SCOTT SALOW, SUPERINTENDENT

## **2022-2023 Board of Education**

Terry Keller, President  
Keith Olmstead, Vice-President  
Emily Hamilton, Treasurer  
Kelly Sweeney, Secretary  
Carrie Franzen, Trustee  
Katie Iott, Trustee  
Abby Stanger, Trustee

## **Central Office Administration**

734-279-1035  
Scott Salow, Superintendent  
Joshua Dyer, Business Manager

## **Jr./Sr. High School Administration**

734-279-1012  
Camryn Klocinski, Principal  
Ext. 138  
  
Kelly Kalb, Athletic Director  
Ext. 137 734-777-1256 (cell)  
  
PJ Kottke, Transportation Director  
Ext. 112

## **Tri-County Conference Schools**

Britton Deerfield  
Erie Mason  
Madison  
Morenci  
Pittsford (Bowling)  
Sand Creek  
Summerfield  
Whiteford

# Table of Contents

Forward	4
Coaches Code of Ethics	4-5
Academic Eligibility	5
Athletic Boosters	5
Building/Facility Use	6
Citizenship and Sportsmanship Expectations	6
Coaching Responsibilities	7-9
<b>Head Coaches</b>	7
<b>All Coaches</b>	7-8
<b>Volunteer Coaches...</b>	8-9
Capturing Kids Hearts	9-10
Discipline of Student-Athletes	10
Equipment and Uniforms	10-11
Fundraising Guidelines	11
Medical Services	11
<b>Emergency Action Plan</b>	11
<b>Trainer &amp; Rehabilitation Services</b>	12
MHSAA	12
Parent Communication	12
<b>The 24-Hour Rule</b>	12
<b>Chain of Command</b>	13
Philosophy of Summerfield Athletics	13
Social Media	14
Team Schedules & Schedule Changes	16
Team Selection	16
Transportation	16
<b>School Transportation</b>	16
<b>'Drop Only' Events</b>	16
<b>Personal Transportation</b>	17
References	17
Acknowledgement Form	18

# Forward

The purpose of this handbook is to provide a reference for all Summerfield School coaches to assist in meeting expectations and fulfilling coaching duties. Some of the material in this handbook has been applied to our program for years while other areas are new and need to be reviewed closely by each coach.

Most problems and misunderstandings faced by coaches originate due to a lack of communication with players, parents, staff, and administration. A successful athletic program can only be achieved through the full cooperation and open communication of the entire coaching staff.

No handbook can cover all topics or situations that may arise during a season. Questions and concerns need to be directed to the athletic director as soon as possible.

All coaches are expected to read the handbook and sign the acknowledgement form (found at the end of the document). The form can be turned in at the pre-season coaches meeting or not later than the first scheduled practice.

## Coaches Code of Ethics

*From the National Federation of State High School Associations*

The function of a coach is to properly educate students through participation in interscholastic competition. The athletic program is designed to enhance academic achievement and should never interfere with opportunities for academic success. Athletes should be treated as though they are members of the coach's family, and their welfare should be of primary concern at all times.

**The coach** must be aware that he/she has a tremendous influence, either good or bad, in the education of a student and thus shall never place the value of winning above the value of instilling the highest desirable ideals of character.

**The coach** must constantly uphold the honor and dignity of the profession. In all personal contact with the student-athlete, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall set an example of the highest ethical and moral conduct.

**The coach** shall take an active role in the prevention of drug, alcohol and tobacco use and under no circumstance should condone their use.

**The coach** shall promote the entire interscholastic program of the school and direct his/her program in harmony with the total school program.

**The coach** shall be thoroughly acquainted with the contest rules and is responsible for their interpretation to team members. The spirit and letter of the rules should be regarded as absolute values. The coach shall not try to seek an advantage by circumventing the spirit or letter of the rules.

**The coach** shall actively enhance sportsmanship amongst spectators by working closely with cheerleaders, the booster club, and administrators.

**Contest officials** shall have the respect and support of the coach. The coach shall not participate in conduct that will incite players or spectators against opponents or officials. Public criticism of officials or players are unethical.

**Before and after contests**, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

**A coach** shall not exert pressure on faculty members to give student-athletes special consideration. It is unethical for coaches to scout opponents by any means other than those adopted by the leagues and or state high school athletic association.

## Academic Eligibility

The MHSAA requires an athlete must have passed at least 66% of a full credit load in the previous semester and must currently be passing the same on the academic transcript.

In addition to the MHSAA requirement, Summerfield Schools requires the following:

Eligibility Reports – Approximately run every other week, a student-athlete failing two or more classes will be academically ineligible and unable to compete in any sport until the following week.

End of Semester – An athlete failing two or more classes for a semester will be academically ineligible and unable to compete in any sport until at least the next academic period.

If an athlete fails four or more classes for a semester (a transcript grade), he/she is academically ineligible for 60 school days (per the MHSAA).

Students entering the 9<sup>th</sup> grade for the first time are granted automatic academic eligibility at the beginning of the school year (applies to fall sports only). Athletes may attend summer school to make-up a maximum of two class failures to gain academic eligibility.

## Athletic Boosters

The Summerfield Athletic Boosters is a group of parents and community members who care about and support Bulldog athletics. They provide financial support for all sports programs – positively impacting our student-athletes and coaches. Consider becoming a booster member (Membership Form - Available) and encourage your program parents to become members. The Summerfield Athletic Boosters currently meet every 1<sup>st</sup> Monday of the month at 6:00 p.m. in the Library or high school cafeteria. This date can change to accommodate members schedules.

### Fall Concessions

Each sports program is expected to partner with the Boosters in the concession stand during the fall season. A combination of student-athletes, coaches and parents (8-10) is expected to work concessions..

**Sign-up for home football concessions will occur via sign-up genius.**

### Requesting Athletic Booster Funding

Head coaches are expected to work directly with the athletic director to complete in advance the **NEW Athletic Boosters Request Form** - \*New and attend a regularly scheduled monthly booster meeting to request funds.

# Building/Facility Use

All scheduling of fields and gyms shall be submitted to the athletic director. Coaches shall complete and submit the **Facility Use Agreement Form** ( New )- for all out-of-season workouts, on-site fundraising events, and end-of-season banquets.

## Facility Use Reminders

- Be sure to close the outside locker room door; preventing access to thieves and critters.
- Building and equipment areas must be secured after each practice/event (all doors are to be locked and lights turned off).
- **Be especially aware of these expectations on the weekends when no custodial personnel are on campus to double-check and ensure everything is secure!**

## Supervision of Athletes

- Student-athletes are to be supervised at all times!
  - Use of the weight room requires constant supervision.
  - Do not send your athletes to the upper gym or a classroom without supervision.
  - Do not allow your athletes to wander the building!
- Remind student-athletes to bring all items with them to the locker room. They are encouraged to not return to their school locker after regular school day hours.

## Citizenship and Sportsmanship Expectations

*From the WIAA Sportsmanship Reference Guide*

- Exhibit the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards.
- Practicing good citizenship is practicing good sportsmanship!
- Respect the integrity and personality of the individual participant.
- Abide by and teach the rules of the game in letter and in spirit.
- Describe and define respectful and disrespectful behavior.  
Stress that disrespectful behavior (i.e. taunting, trash talking, intimidation, and excessive celebrations) will not be tolerated.
- Set a good example for players and spectators to follow – refrain from arguments in front of participants and spectators; no gestures which indicate disrespect to an official, judge, or opposing coach; no throwing of any object in disgust. Shake hands with officials, judges, and the opposing coaches before and after the contest in full view of the public. Demand the same positive behavior from your players.
- Respect the integrity and judgment of the officials/judges doing their best to promote interscholastic activities and the student/participant. Treat them with respect, even if you disagree with their judgment. This behavior will help create and reinforce a positive impression of you and your team.
- Display modesty in victory and graciousness in defeat in public and in meeting/talking with the media. Limit your comments to game statistics and the performance of your team without disrespecting the performance of the opponent.
- Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the top priority.
- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.

# Coaching Responsibilities

## Head Coaches

Head coaches are responsible for the overall development of their program. This includes influencing the selection of assistant and volunteer coaches, creating team schedules, and the development and monitoring of the program.

Head coaches are expected to:

- Meet with the athletic director before, during, and after the season as needed
- Submit the annual membership form for their state coaches' association- Preference
- Establish and communicate to your coaching staff the rules and expectations of the program
- Promote your program (e.g.: set-up/maintain a team GroupMe , and/or Facebook and/or Twitter page)
- Post scores on MHSAA website as required and report scores to media (MENS Sports, Dundee Independent)
- Evaluate and submit signed evaluations on all coaches (assistants, JV, JH, & volunteers) using the **Head Coach & Sub-Varsity Evaluations - Year End Report**
  - Meet with individual coaches to discuss evaluation and secure coach's signature
- Work directly with the athletic director to order equipment and uniforms
- Attend TCC All-Conference and state coaches' association district meetings
- Submit a season summary complete with scores and both team and individual player statistics
- Schedule a season ending meeting with the athletic director
- Schedule a date to partner with the our Athletic Boosters to work concession stands (confirm date with athletic director)
- Schedule camp/clinic opportunities for elementary and secondary students

## All Coaches

### Pre-Season...

- Complete (attend in person or online) the annual MHSAA Rules Meeting
- Maintain a valid CPR/AED/First Aid certificate/card
- Inform the athletic director of any volunteer coaches, non-Summerfield contracted coach **before** they are involved in practice. Volunteers must fill-out the **Volunteer Coaching Application** - and first be approved before they serve in any capacity.
- Attend the pre-season coaches meeting
- Establish rules and expectations for your team. Submit team rules/expectations to the athletic director **before** your first practice.
- Review and confirm transportation times with the athletic director
- Provide a written practice calendar to the athletic director in advance of your first practice
- Conduct a parent meeting prior to your first contest (provide date/time in advance to the athletic director)
  - Provide a copy of team rules/expectations and practice, game, and transportation schedules to student-athletes and parents

### In-Season

- Prepare, and save written daily practice plans. Be sure to document important safety instructions. Be very specific about the date, the athletes in attendance, and the safety technique(s) being taught.

- Submit a list of student-athletes to the athletic office immediately after your first practice (email or paper copy is acceptable)
- Collect and submit Athletic Code documents \* NEW (Athlete Release Form, Athlete) and physical cards from every team member within the first week of practice. **NO physical card means NO practice!**
- Submit team roster with jersey numbers, grade level, position(s), height, weight (optional)
- Submit all roster changes to the athletic secretary immediately
- Supervise athletes in the locker room, hallways, cafeteria, buses, and at away events
- Stay after an event/practice until ALL your team members have left campus
- Ride the team bus to and from away contests and scrimmages
- Evaluate game officials after each contest using the **MHSAA Game Officials Rating Guide** and submit ratings using the MHSAA online platform.
- Present a clean and professional image every day...at practices and games
- Refrain from using profanity and sarcasm with student-athletes and parents
- Stress the importance of respect for self, the game, and sportsmanship
- Ensure that food and trash are disposed of and tables are wiped clean after team meals.
- Collect all uniforms and equipment immediately after your last contest. Uniforms/equipment are NOT to be turned into the office!

## End of Season

- Submit list of missing uniforms/equipment with replacement cost to the athletic office
- Complete and submit an **Inventory List & Supply Request Forms** - found in the Year End Report
- Submit a season summary complete with contest scores
- Turn in athletic department issued keys unless otherwise instructed
- **Award Program/Banquet**

These gatherings must be designed to celebrate the season. **There is no place in these programs for negatives.** This is not the time to speak of player weaknesses, deficiencies, or other negatives.

Organization is important for this event. Coaches need to review and complete the following in preparation for the banquet:

- Choose a date and time that allows for 100% student-athlete participation. Be aware of when the next season's practices begin.
- Submit a **Facility Use Form** – (\*NEW) to request a room/cafeteria/gym
- Discuss with team members any expectations you have...attire, arrival time, etc.
- Request awards early through the Athletic Office
- Invite administrators and individuals that helped throughout the season (book, clock, statistics)
- Be prepared to collect remaining equipment/uniforms from team members...this will be your last 'easy' retrieval opportunity
- Plan an agenda and prepare your presentation
- Balance your presentation amongst all players
- Be prepared to say something positive about each student-athlete.
- Provide a season summary to the team members. This could include statistics, a narrative, or some other treasure like a season highlight video.

## Volunteer Coaches...

- Must receive approval of the athletic director and Superintendents Office **before** serving in any capacity.



- Must complete and submit the **Volunteer Coaching Application** - and pass a background check prior to starting as a volunteer.
- May conduct a practice, game, or program without the presence of the contracted coach with prior approval.
- Should have an understanding of the behavioral & physical development of students.
- Should have specific knowledge in the program they are assisting with.
- Must follow the directions of the contracted coach at all times.
- Must comply with school policies, rules, and expectations.
- Must adhere to the same expectations of a contracted coach.

## Capturing Kids Hearts

### A Leadership and Team-Building Curriculum

What do relationships have to do with increasing motivation? When students feel connected to an adult at home or school, they will do almost anything to keep from disappointing them. In fact, perceived home or school connectedness is protective against virtually every adolescent risk behavior including skipping school and dropping out.

### Affirmations

Affirming one another verbally and in written form is practiced and modeled

- What good things do you and they see happening?
- Communicate good things so the student-athlete feels recognized.

### EXCEL

**E – Engage** every athlete every day (positive greeting, handshake, affirm, model)

**X – Explore** (listen, probe with open-ended questions, How can I help you?)

- “Good Things” – Start practice by encouraging athletes to share ‘good things’

**C – Communication** (captivate, be creative, be responsive, 2-way conversations)

- 55% of every message is communicated through your body language
- 38% of your message is communicated through your tone of voice
- Only 7% of your message is communicated by your words

**E – Empower** (develop skills, encourage and support, allow athletes to fail, your coaching becomes their doing)

**L – Launch** (review/summarize practice/contest, end on a powerful note)

### Personal Responsibility

You are responsible for your **thoughts, actions, and attitude!**

### Reframe

Take a negative comment or situation and change YOUR perspective on it so you can move on.

### Relational Capacity

Build relationships so that trust and honesty exist.

### Sarcasm & Threats

These types of comments are NEVER appropriate to use!

## Social Contract

- How will the group treat each other?
- How does the group want to be treated?
- How should each individual treat each other?
- How does the leader want to be treated?

## Discipline of Student-Athletes

**While a positive approach to coaching discourages punishment, maintaining discipline is a must for all athletic teams.** Great coaches know the difference between discipline and punishment.

### Discipline includes:

- Setting limits on behavior
- Making rules simple, few, and consistent
- Being a role model for appropriate behavior
- Ignoring annoying behaviors that do not cause real problems

### With discipline, your athletes will:

- Know what is expected
- Control and change their behavior
- Become responsible for their own actions
- Learn a lesson that will positively affect their future behaviors
- Increase feelings of self-worth and self-confidence

### Unintended results of punishment could:

- Emphasize athletes' failures
- Lead to resentment and frustration
- Destroy self-esteem and self-confidence
- Lead to athletes not being responsible for their own behaviors

Using a positive approach to coaching with emphasis on discipline will help you develop in your student-athletes the character traits that we want to see developed.

## Equipment and Uniforms

### Inventory

- Collect all uniforms and equipment immediately after your last contest. Uniforms/equipment are **NOT** to be turned into the office!
- Uniforms must be clean and inventoried at the end of the season
- Equipment must be stored neatly and correctly
- Complete and submit an **Inventory List** - See Year End Report
- Missing, lost, stolen, misused equipment must be paid for by the athlete to whom it was issued. No athlete should receive any award until all fines have been paid.
- Missing uniforms and equipment must be reported to the athletic office

### Ordering Equipment/Uniforms

When ordering equipment and/or uniforms, the head coach must do the following:

**BEFORE placing an order...**

- Request and receive a quote from a vendor specifically listing approved items
- Complete and submit a **Requisition Request Email** - ...be sure to **include shipping**

**Once the order is received...** Together with the school employees

- Verify that the equipment received matches exactly what was ordered
- Inform the athletic director of any discrepancies
- If all items have been received in good condition, submit the packing slip to the athletic director marked 'OK to Pay' and with your signature.

## Purchases

### Internal Account/Fundraiser Purchases

Equipment and uniforms ordered through a program's internal account become property of the school and must be paid for using athletic department funds. To make such purchases, the head coach must make the purchase through the athletic department using the requisition/purchase order process.

Receipts and invoices are required to be submitted with all payment requests.

### Uniform Purchases

All uniform purchases including accessories, regardless of the funding source, must first be approved by the athletic director.

## Fundraising Guidelines

A fundraiser is any activity which is used to seek gifts and or materials (gifts-in-kind) in support of an organization or for a charitable purpose.

- All fundraisers (selling items, solicitation of area businesses, discount cards, etc.) **must first be approved by the athletic director**
- Monies derived from authorized fundraising projects must be wholly deposited into the sport fundraising internal activity account.

## Medical Services

### Emergency Action Plan

In the event of an injury, the coach should notify the athletic trainer ASAP. If no trainer or school administrator is available, use your best judgment regarding the best plan of action. Provide necessary first aid where possible.

When in doubt about the health of an athlete, coach, or spectator, call 911 immediately. Have your first aid kit with you at all practices and contests. Notify the athletic trainer if you need items in your first aid kit restocked after you use them (bandages, ice packs, tape, gauze, etc.).

Follow the Emergency Action Plan - for both minor and major (life threatening) injuries.

Coach or Trainer will need to complete and submit an Accident Report for each incident that occurred under your supervision in which an athlete, coach, or observer sought medical treatment.

## Trainer & Rehabilitation Services

Summerfield Schools contracts with Mercy Health Systems to provide athletic training and rehabilitation services to our student-athletes. Coaches are not, under any circumstances, to advise student-athletes or their parents to seek medical advice from another athletic training provider. This is a violation of the contract between the district and Mercy Health.

In the event of an injury, the coach should notify the trainer ASAP. Coaches must work with the trainer to make sure that proper documentation of the injury is completed promptly. The athletic trainer is a licensed professional and will work with the athlete, coach, and parents to determine the best course of action to diagnose, treat and rehabilitate an injury to allow the athlete to return to activity as safely and as soon as possible.

In every instance where an athlete has been under the care of a medical personnel (MD, DO, PA), a **Return to Athletic Participation** document or similar is required **BEFORE** the athlete may return to restricted or full participation.

## MHSAA

The Michigan High School Athletic Association (MHSAA) is a private, not-for-profit corporation of voluntary membership by over 1,500 public and private senior high schools and junior high/middle schools which exists to develop common rules for athletic eligibility and competition. Schools and coaches must follow and adhere to all MHSAA regulations. There are MHSAA guidelines that govern all sports programs and specific rules pertaining to individual sports and can be found in the MHSAA Handbook. There is no excuse for not knowing and following MHSAA rules and regulations.

The athletic director is the district's primary contact with the MHSAA. Do not contact the MHSAA with questions or concerns...always go through the athletic director!

**MHSAA Website:** [www.mhsaa.com](http://www.mhsaa.com)

## Parent Communication

### The 24-Hour Rule

**Parent-Child Relationship:** This is a tool for giving 'space and time' to allow discussions to occur in a fruitful environment. Parents who are upset with a child are encouraged not to discuss anything about the game for 24 hours. A delay of twenty-four hours allows for discussion of the concern in a calm manner, without emotions from the day before, and many times it just isn't as important as it seemed the day before. Lessons are still taught and learned the next day, but all involved have a better chance of doing so in a more constructive setting.

**Parent-Coach Interactions:** This rule also works well with parent-coach interactions. If something is bothering a parent about their child's status on the team, etc., inform your parents to allow 24 hours before contacting you. Expect parents not to contact you for at least 24 hours after a contest. The 'time

delay' will provide both parties an opportunity to look at the situation from a different perspective and provide a more constructive environment to discuss the concerns without intense emotions.

## **Chain of Command**

### **Step #1**

Ask parents to be a good listener and encourage their son/daughter to figure out options for dealing with the concern on his/her own. Student-athletes also need to be encouraged to discuss concerns directly with his/her coach.

### **Step #2**

Whether the parent has been a sounding board for their student-athlete or has drawn their own conclusions, there may be a need to conduct a parent-player-coach meeting. Since the focus of the meeting will be on the student-athlete, expect and ask that the player be a part of the meeting.

### **Step #3**

There still may be a need/desire for a meeting with the athletic director to discuss the concern or issue. Once again, the player will be expected to participate in the meeting. Depending on the issue, the coach may or may not be asked/expected to attend this meeting.

Parents may appeal or address concerns to the next administrative level. The chain of command goes from the coach, to the athletic director, to the principal, to the superintendent.

## **Philosophy of Summerfield Athletics**

Summerfield Schools believe that interscholastic athletics are an essential part of a complete educational program. Within this program, the growth and development of the student-athlete must be the focus. Our athletic programs are to provide individuals with learning experiences and opportunities for the development of character and leadership in addition to the joy of participation and competition. It is our belief that the lessons learned on the playing field/court are in many ways lessons in life.

### **Athletics teach the following lessons:**

- The value of setting common, achievable goals that will challenge the team
- The value of teamwork and working together to achieve those common goals
- The value of sportsmanship
- The value of setting individual goals to support the team and then working to achieve them
- The value of accepting responsibility
- The value of having a desire to succeed
- The value of developing healthy lifestyle habits
- The value of respecting authorities, teammates, opponents, fans, the school, and community

### **Philosophical Differences for Participation at Different Levels**

- **The junior high/ middle school level** should serve as a time of exploration and discovery as student-athletes participate in interscholastic sports for the first time. We provide an opportunity for all junior high students to develop their skills in a sport by following a 'No Cut' policy when possible. Practice and playing time are maximized to benefit the development of athletic skills. Playing time is granted by first providing the opportunity to all

who are able to participate, while considering qualities such as effort and attitude observed during practices.

- **At the junior varsity level**, the athlete needs to discover what it takes to be a successful athlete. Dedication, desire, and willingness to sacrifice for the good of the team are just three of the many character traits that begin to be emphasized. Playing time is determined by taking into consideration many factors including skill development, effort, teamwork, and attitude observed during practices. Success is **not** measured by wins and losses. Team success can be measured by the quality of the effort and performance, how the team represents the school and community, how the team measures up to its potential, and if the team achieves its goals.
- **The varsity level** is the culmination of the athletic experience. Emphasis at this level is on the use of fundamentals of the sport, dedication, desire, hard work, and sacrifice for the team to succeed. Success **is measured by much more than** simply wins and losses. Team success can be measured by the quality of the effort and performance, how the team represents the school and community, how the team measures up to its potential, and if the team achieves its goals.

## Social Media

Coaches are encouraged to develop and maintain a social media presence for the sole purpose of communicating information with parents and players. However, a coach should NEVER use private messaging to individual players (email, instant messaging, texting, etc.). GroupMe or Remind 101 are good tools of communication. Communications should always be to the team as whole and never to individual players. Remember, all messages leave an electronic footprint and may be recovered and retrieved at any point in the future.

### *Rules of Engagement for Responsible Coaches on Social Media*

ResponsibleSports.com (02/14/14)

---

As a responsible coach, you play an important role in the lives of your youth athletes. In addition to being their coach, you serve as a mentor, a role model, and sometimes as a friend. Your athletes come to you seeking advice on everything from skills and drills to dating, school challenges, and family issues. You are a coach because you care about these kids!

Outside of coaching, you've witnessed the blurring of professional and personal lives in social media. (Your colleague friended you on Facebook and now you see his family's weekend photos and a bit too much detail about his dog, kids, and friends.)

When it comes to youth sports, however, this blurring of the lines can be a big challenge. As your team comes together and really bonds with each other and with you, it's not uncommon for one of your athletes to send you a Facebook friend request—and you think, “Should I accept?” To friend or not to friend? How should responsible coaches handle social media contact with youth athletes?

### **Weighing Risks and Benefits of Social Media**

Social media outlets such as Twitter and Facebook can be indispensable tools for youth sports organizations and teams. Sending game day weather updates via Twitter or replacing the traditional phone chain with a quick Tweet to all parents can be invaluable. Facebook can be great for school team photo contests, or for spreading the word about your organization's activities. You can even get the word out about the fundraiser to a much larger group when you use social media.

But alongside all of the benefits of social media come some important cautions—especially when it comes to contact between adults and kids. Some schools around the country have outright banned social media contact between teachers and students.

We sat down with experts from Positive Coaching Alliance, along with representatives from our panel of youth sports parents to create a set of suggested guidelines and ideas that we hope will help responsible coaches navigate social media relationships with their athletes and team parents.

**1. Coaches who wish to engage with their team electronically should maintain separate professional and personal accounts.**

**2. Create and distribute a social media policies document.**

**3. Consider creating your Facebook presence not as an individual account or as a group associated with an individual account, but rather as an interest page** (at Facebook.com/pages/create). Facebook offers ‘School Sports Team’ and ‘Sports League’ as categories under the entertainment pages. The Responsible Sports Facebook page (facebook.com/responsiblesports) is an example of an interest page.

**4. Closely monitor commenting within your team social media presence.** Immediately remove any posts by athletes or parents that violate your team, league, or governing body’s principles for appropriate behavior. Promptly inform the athlete or parents of the offending post about why the post was not appropriate.

**5. Update your privacy settings for your personal social media sites to tightly maintain viewership.** Your athletes will undoubtedly search for you on Facebook or Twitter. Under the main menu bar, select “privacy options” in Facebook and change your default privacy to either friends or custom, not public. Private communication published on the Internet can become public and social media sites like Facebook often change their privacy settings and functions without much warning or explanation.

**6. Responsible coaches should never post identifiable youth athlete information, including photographs, without the permission of both the athlete and the parent.** You should not ‘tag’ photos of other coaches, parents, athletes without their prior permission. Even when you do have permission from athletes and parents to post team photos, never post a child’s first & last name...use first names only.

**7. Your social media presence must also comply with your league, association, and overall governing body policies.** This includes the disclosure of confidential information and the prohibition of using harassing, obscene, discriminatory, defamatory, or threatening language. The rules for what you can say out loud apply to what you can say or write in social media.

**8. As a community leader, you are also responsible for complying with the Children’s Online Privacy Protection Act (COPPA) whenever you engage in social media.** Take a minute to review these rules.

**9. Politely decline personal friend requests.**

**10. Exercise caution and common sense.** The landscape of social media keeps changing. When in doubt, err on the side of caution. Better to be the slightly less tech-savvy coach than the coach embroiled in controversy.

# Team Schedules & Schedule Changes

Contest schedules, class dismissal and bus departure times are available online through the Athletic Department webpage on the district's website. Please encourage your team parents and athletes to create a Big Teams/Schedule Star account and 'favorite' their team in order to receive instant notifications involving changes as soon as they occur.

## Weather Impacted Days

- The superintendent, or designee, has the option of canceling practices and contests at any time based upon inclement weather.
- If school is called off during the school day, the superintendent and athletic director will decide if practices will be held.
- If school is called off before the start of a school day
  - o Junior high contests will be canceled and no team practices will be held
  - o Junior varsity & varsity contests and a varsity only practice schedule will be determined no later than 1:00 p.m.
- Weather related changes/cancellations will be communicated to student-athletes and parents using the Big Teams/Schedule Star website, and the athletic department social media sites (Facebook & Twitter).

## Team Selection

In some sports, 'cuts' may be necessary to make up a team. In those sports where cuts occur, the head varsity coach is required to provide to the athletic director the criteria for squad selection. A variety of factors should be considered when selecting a team. Any notes written by the coaches should be saved by the head coach for documentation purposes.

There will be no posting of lists on a locker room door, wall, or bulletin board as to who makes a team! Coaches making cuts are required to meet with each player not selected for the team on an individual basis. During these conversations, coaches need to be sensitive to the individual in front of them and how they are feeling at that moment. Provide a fair and honest assessment as to why they were not selected and give them specific things they could work on to possibly make the team in the future. At the end of the meeting, look the student in the eye, thank them for trying out and shake their hand.

## Transportation

### School Transportation

Summerfield Schools provides transportation whenever possible for all athletic events. This service extends to scrimmages, tournaments, and practices in special cases. All athletes are expected to ride the bus to/from events unless approved by the coach AND an exception has been granted by a school administrator.

### 'Drop Only' Events

These trips will require an athlete's parent (or parent designated adult) to pick the athlete up at the away site. All student-athletes must sign out with their parent or designee before leaving the site in these 'drop only' situations.



Parent/guardian may complete an **Athletic Transportation – Parent Sign-Out Permission Form** -for adults that have approval to transport the athlete from an event. This form must be on file in the Athletic Office and may be updated throughout the school year.

On occasion, athletes traveling home after events may also ride with an adult (other than a parent), if prior arrangements have been made with the coach and a parental note has been received and signed ahead of time by the athletic director. Student-athletes **may not** transport themselves to or from an away contest without written permission from a parent and pre-approval from a school administrator.

### **Personal Transportation - “Plan B”**

The use of a coach’s personal vehicle and student drivers to transport student-athletes **is strictly forbidden** without prior consent of a school administrator. This might become more necessary with transportation difficulties.

## References

*Athletic Coach Handbook*, (2022), Sand Creek Community Schools (MI)

Capturing Kids Hearts, Flippen Group Publications

*Coaches’ Handbook: District Athletic Program*, (2013), Boone County Schools (KY)

*Good Practices for Great Coaches: A Guide to Good Coaching Practices*, (2012), DeSoto HS (WI)

*Coaches Code of Ethics*, [www.nfhs.org/nfhs-for-you/coaches/coaches-code-of-ethics/](http://www.nfhs.org/nfhs-for-you/coaches/coaches-code-of-ethics/).

National Interscholastic Athletic Administrator Assoc. (NAIAA) publications & website ([www.niaaa.org](http://www.niaaa.org))

ResponsibleSports.com, Courtesy. “Guidelines for Coaches Interacting with Young Athletes on Social Media.” *New York Metro Parents*, NYMetroParents.com, 31 Dec. 2000, [www.nymetroparents.com/article/ten-guidelines-for-coaches-to-follow-on-social-media](http://www.nymetroparents.com/article/ten-guidelines-for-coaches-to-follow-on-social-media).

“Sportsmanship Reference Guide.” *Wisconsin Interscholastic Athletic Association*, [www.wiaawi.org/Portals/0/PDF/Publications/sportsmanshipguide.pdf](http://www.wiaawi.org/Portals/0/PDF/Publications/sportsmanshipguide.pdf).

# Acknowledgement Form

I, \_\_\_\_\_, have received a copy of the Coach's Handbook issued by the District and understand and agree that I am to review the Handbook in detail and consult District and school policies and procedures with an administrator/my immediate supervisor if I have questions concerning its contents.

I understand and agree:

- that this Handbook is intended as a general guide to District personnel policies and procedures and that it is not intended to create any sort of contract between the District and any one or all of its employees;
- that the District may modify any or all of the referenced policies and procedures, in whole or in part, with or without prior notice; and
- that in the event the District modifies any of the information contained in this Handbook, the changes will be binding on me immediately upon issuance of the new or revised policy or procedure by the District.

I understand that as an employee or volunteer of the District, I am required to review and follow the information set forth in this Handbook and rules disseminated by the Michigan High School Athletic Association and other governing bodies specific to the sport I coach and I agree to do so.

\_\_\_\_\_  
Employee Name (print)

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

**Return this signed form to the Athletic Office before the start of the practice season.**