



LINDEN HIGH SCHOOL COACHES HANDBOOK 2017-18

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Mission/Belief Statement

The purpose of Linden High School Athletics is to provide opportunities for all participating students to learn life-long values in a safe environment.

These values include: Cooperation, Sportsmanship, Pride, Respect, and Leadership Skills

The athletes, coaches and parents of the Linden Athletic Department believe:

- that student athletes will develop leadership characteristics through athletic competition that carry into the classroom and the future.
- that self-discipline and sportsmanship are essential to a sound athletic foundation.
- that pride builds respect, which helps create strong and lasting friendships through athletic competition.
- that a strong commitment is an important ingredient to the success of Linden Athletics.
- that athletics should be fun as well as character building.

Purpose of Coaches Handbook

- To serve as a reference for the coaches, Athletic Department, and other school officials who need to be knowledgeable of procedures, policies, duties, and responsibilities as they relate to educational athletics in Linden Community Schools.
- To serve as a guide in the promotion of a well-planned program of interscholastic sports which subscribes to and promotes educational values, as expressed in the policies of Linden Community Schools, to support Michigan High School Athletic Association rules and to fulfill the Federal Title IX guidelines.

LINDEN HIGH SCHOOL INTERSCHOLASTIC ATHLETIC PROGRAM

The Linden Community School District offers a varied program of interscholastic athletics. The purpose of this program is to aid in the development of leadership, cooperation, sportsmanship, competitive spirit, and physical well-being. Students in grades 9-12 may try out for any team. It is our hope that all students have the experience of participating on one or more of the following athletic teams:

FALL SPORTS – BOYS*

Cross Country - Varsity
Football - FR, JV and Varsity
Soccer - JV and Varsity

FALL SPORTS – GIRLS*

Sideline Cheer
Cross Country - Varsity
Golf - JV and Varsity
Volleyball - FR, JV and Varsity

WINTER SPORTS – BOYS*

Basketball - FR, JV and Varsity
Bowling
Hockey - Varsity
Wrestling - JV and Varsity
Ski

WINTER SPORTS – GIRLS*

Basketball - FR, JV and Varsity
Bowling
Competitive Cheer - Varsity
Ski
Gymnastics

SPRING SPORTS – BOYS

Baseball - JV and Varsity
Golf - JV and Varsity
Track and Field - Varsity
Lacrosse

SPRING SPORTS – GIRLS

Soccer - JV and Varsity
Softball -JV and Varsity
Track and Field - Varsity
Lacrosse

(*Girls may participate in football, hockey and wrestling. Boys may participate in the fall sideline cheer squads.)

Linden High School is a member of the Flint Metro League.

Other members of the FML include:

Brandon	Blackhawks	Royal Blue and White
Clio	Mustangs	Orange and Black
Fenton	Tigers	Orange and Black
Flushing	Raiders	Orange and Black
Holly	Bronchos	Red and White
Kearsley	Hornets	Blue and Gold
Owosso	Trojan	Black and Gold
Swartz Creek	Dragons	Red and White

LINDEN MIDDLE SCHOOL INTERSCHOLASTIC ATHLETIC PROGRAM

SEPTEMBER/OCTOBER – BOYS*

Football – 7th grade and 8th grade

SEPTEMBER/OCTOBER – GIRLS*

Sideline Cheer - 7th /8th grade (combined)
Basketball - 7th grade and 8th grade

NOVEMBER/DECEMBER – BOYS*

Wrestling

NOVEMBER THRU JANUARY -- GIRLS

Volleyball - 7th and 8th grade A & B teams

FEBRUARY/MARCH – BOYS

Basketball - 7th grade and 8th grade

FEBRUARY/MARCH – GIRLS*

Competitive Cheer - 7th grade and 8th grade

APRIL/MAY – BOYS

Baseball - Combined 7th and 8th
Track – Combined 7th and 8th

APRIL/MAY – GIRLS

Softball - Combined 7th and 8th
Track – Combined 7th and 8th

(*Girls may participate in football and wrestling. Boys may participate in cheerleading.)

Linden Middle School is a member of the Flint Metro League. Other members of the MS FML include:

MHSAA CODE OF CONDUCT FOR COACHES

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

1. Develop an understanding of the role of interscholastic athletics and communicate it to players, parents and the public.
2. Develop an up-to-date knowledge of the rules, strategies, precautions, and skills of the sport and communicate them to players and parents.
3. 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.
4. Develop fair, unprejudiced relationships with all squad members.
5. Allow athletes to prove themselves anew each season and do not base team selections on previous seasons or out-of-season activities.
6. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
7. Give the highest degree of attention to athletes' physical well-being.
8. 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.
9. Teach players strict adherence to game rules and contest regulations.
10. Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
11. Attend required meeting, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
12. Present a clean and professional image in terms of personal appearance and provide a positive role model in terms of personal habits, language and conduct. Use of tobacco within sight of players and spectators and use of alcohol any time before a contest on the day of the contest is not acceptable.

MHSAA CODE OF CONDUCT FOR ATHLETES

1. Know and adhere to the athletic code of the school.
2. Exceed all attendance and academic requirements as practical evidence of loyalty to school and team and proper philosophy of school-sponsored athletics.
3. Observe completely all policies regarding conduct, doing so as a duty to school, team and self.
4. Counsel with the Athletic Director over questions of eligibility.
5. Practice and play, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.
6. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
7. Demonstrate respect for opponents and officials before, during, and after contests.
8. Participation in extracurricular competitive interscholastic athletics is a student's privilege, not a right that can be removed at any time for failure to meet the set standards and requirements.

ELIGIBILITY RULES

The existing regulations and policies of the MHSAA will determine eligibility...NO exceptions can be made to MHSAA regulations.

MHSAA – Summary of Eligibility Rules (High School Regulations)

1. **Enrollment** – To be eligible for interscholastic athletics, a student must be enrolled in a high school no later than the fourth Friday after Labor Day (1st or 2nd trimester) or fourth Friday of February (2nd or 3rd trimester). A student must be enrolled in at least 66% of full credit load potential.
2. **Age** – A student who competes in any interscholastic athletic contests must be under nineteen (19) years of age, the exception to that is a student whose nineteenth birthday occurs on or after September 1st of a current school year.
3. **Physical Examination** – No student shall be eligible to represent a high school for whom there is not a physician's statement on file, in the offices of the superintendent, principal or the athletic director for the current school year. This statement must certify that the student has passed a physical examination and is physically able to compete in athletic tryouts, practices and contests. (A physician's statement for the current school year is interpreted as a physical examination given after April 15th of the previous school year.) Additionally, there has been consent for disclosure to the MHSAA of information otherwise protected by FERPA and HIPAA for the purpose of determining eligibility.
4. **Maximum Enrollment** – A student shall not compete in athletics who has been enrolled in grades 9-12, inclusive, for more than eight semesters or twelve trimesters. The seventh and eighth semester OR the 10th, 11th and 12th trimester must be consecutive.
5. **Maximum Competition** – A student, once enrolled in grade 9 shall be allowed to compete in only four first and four second semesters OR four first, four second and four third trimesters. A student shall be limited to participation in only one sports season when that sport is sponsored twice during the school year.
6. **Undergraduate Standing** – A student who is a graduate of a regular four-year high school shall not be eligible for interscholastic athletics. Any foreign exchange student who has graduated from their school in their home country is ineligible.
7. **Previous Academic Credit Record** – No student shall be allowed to compete in any athletic contest who does not have to his or her credit in official school records, at least 66% of full credit load potential for a full time student. **In Linden, 66% is equivalent to passing four of five classes per trimester.**
8. **Current Academic Credit Record** – Academic eligibility checks of not more than seven weeks (trimesters) are required. If a student is not passing at least 66% of full credit load potential when checked, that student is ineligible for competition until the next check but not less than the next Monday through Sunday.
9. **Transfers** – Generally, a student must have had an accompanying change of residence from his parent or other persons with whom he or she has been living during the period of his/her last high school enrollment, into the district or service area of the school he/she now attends to be eligible his/her first semester. **(All transfer students must get clearance from the athletic director.)**
10. **Undue Influence** – Any person or persons, directly or indirectly, associated with the school or its athletic program can secure or encourage the attendance of a student or the student's parents or guardians as residents of the school district.
11. **Amateur Status / Awards** – Eligibility for interscholastic athletics at MHSAA member schools is limited to amateurs, meaning those student-athletes who have not received gifts of material or money and have not received other valuable considerations (see MHSAA handbook for details). A student may accept, for participation in athletics, a symbolic or merchandise award, which does not have a "fair market value" or cost in excess of \$25.00. Awards for the athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed. A violation of this rule may lead to

ineligibility. **(Should you have a question about amateur status, or non-school statewide / national events, contact the athletic director.)**

12. **Limited Team Membership** – A student who, after practicing with (including tryouts) or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his/her school in the same sport season shall become ineligible for a minimum of the next three (3) contests and maximum of the remainder of the season in that school year.

MHSAA – Summary of Eligibility Rules (Middle School Regulations)

1. **Enrollment – Grades of Work** - To be eligible for interscholastic athletics, a student must be enrolled in a middle school no later than the fourth Friday after Labor Day (1st semester) or fourth Friday of February (2nd semester). A student must be enrolled in the school for which he/she competes. **No student who is enrolled in the 6th grade or below may compete on the same team with or against 7th and/or 8th graders.**
2. **Age** - A 7th grade student who competes in any interscholastic athletic contests must be under fourteen (14) years of age, the exception to that is a student whose fourteenth birthday occurs on or after September 1st of a current school year. An 8th grade student who competes in any interscholastic athletic contests must be under fifteen (15) years of age, the exception to that is a student whose fifteenth birthday occurs on or after September 1st of a current school year. No student who is enrolled in the 6th grade may compete with/against 7th and/or 8th graders.
3. **Physical Examination** – No student shall be eligible to represent a high school for whom there is not a physician’s statement on file, in the offices of the superintendent, principal or the athletic director for the current school year. This statement must certify that the student has passed a physical examination and is physically able to compete in athletic tryouts, practices and contests. (A physician’s statement for the current school year is interpreted as a physical examination given after April 15th of the previous school year.) Additionally, there has been consent for disclosure to the MHSAA of information otherwise protected by FERPA and HIPAA for the purpose of determining eligibility.
4. **Semesters of Enrollment/Competition** – Students enrolled in 7th and 8th grades are not limited in the number of semesters of competition.
5. **Previous & Current Semester Record** – A 7th or 8th grade student is ineligible if they are not passing 50% of their coursework (at least three classes). That student is ineligible for competition until the next eligibility check, but not less than the next Monday through Sunday.
6. **Limited Team Membership** – A student who, after practicing with (including tryouts) or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his/her school in the same sport season shall become ineligible for a minimum of the next two days of competition and maximum of the remainder of the season in that school year.

Linden High School – Summary of Eligibility Rules

The Linden Community Schools takes great pride in emphasizing the academic accomplishments of the students in our schools. The student-athletes must meet minimum requirements in order to participate in athletics.

1. Students are required to pass 4 out of 5 classes per trimester to be eligible for participation in Michigan High School Athletic Association (MHSAA) sponsored activities and extra curricular activities sponsored by LHS.
2. Deficiencies in credits of the previous trimester, including incompletes may be made up during a subsequent trimester. Eligibility may be reinstated once the credit has been regained.
3. Eligibility checks will take place on all extra-curricular activities weekly. Any student who is failing a course will be required to attend “Eagle Study Table” on Tuesday, Wednesday and Thursday of the following week from 2:30 to 3:30. Students who fail to attend study table will be suspended from athletic participation for the first offense and will be dismissed from the team on the second offense.

4. Students who are failing one class per week will be put on probation; if they continue to fail the same class in the following week they will be ineligible for a one week period (until next check).
5. Students who are failing two classes will be ineligible for a minimum of a one week period (until next check).
6. Eligibility week runs from Sunday to Saturday.
7. Eligibility list will be compiled by the athletic office and distributed to staff and coaches by the end of the day on Thursday. Grades may be updated until Friday at noon.
8. Students with an IEP must be meeting the requirements of their IEP in order to participate.
9. This process will begin with the second week of the first trimester; however, if a student is consistently ineligible prior to the end of the marking period and receives a failing grade for his/her final trimester grade, he/she will remain ineligible until bringing the grade above failing. Transfer students will be allowed a one week grace period before their eligibility will be monitored on a weekly basis.
9. Students who are ineligible are expected to attend mandatory practices and team meetings, but will not be permitted to dress with the team during contests.

Appeals of the academic policy will take place as follows:

Level One Hearing

A student who wishes to appeal his/her eligibility must make his/her request to the athletic director before 12:00 p.m. on Monday.. The assistant principal or the athletic director will hear the appeal. The basis for granting eligibility is the existence of clearly established extenuating circumstances.

Level Two Hearing

A student who is not satisfied with the decision of the level one hearing may appeal the decision to the building principal. The student will be permitted to continue in extra-curricular activities during the appeal process. The appeal will take place no later than the following Tuesday, and decisions of the building principal in matters of athletic eligibility shall be final.

Linden Middle School – Summary of Eligibility Rules (Middle School Regulations)

The middle school student athlete must be passing three classes at all times. Middle school coaches can figure student-athlete GPAs with the help of a middle school counselor. A coach can raise the state / Linden standard, but may not lower it. Should a coach wish to establish a team GPA requirement, he/she must have approval from the athletic director and the middle school principal.

Linden Community Schools-School Board Policies

2431 - INTERSCHOLASTIC ATHLETICS

The Board of Education recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible.

The program of interscholastic athletics should provide students the opportunity to exercise and test their athletic abilities in a context greater and more varied than that which can be offered by a school or the School District alone.

The program should foster the growth of school loyalty with the student body as a whole and stimulate community interest in athletics.

Game activities and practice sessions should provide many opportunities to teach the values of competition and good sportsmanship.

The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The Board further adopts those eligibility standards set by the Constitution of the Michigan High School Athletics Association (MHSAA) and shall review such standards annually to ascertain that they continue to be in conformity with the objectives of this Board.

Since the primary purpose of the athletic program is to enhance the education of participating students as indicated in this policy, the Board places top priority on maximum student participation and the values of good sportsmanship, team play, and fair competition, rather than on winning, particularly at sub-varsity levels. The Superintendent is to develop guidelines for coaches to follow which will ensure that as many team members as possible get the chance to play, so they have the opportunity to benefit from the learning experience.

Use of a performance-enhancing substance by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board.

A list of performance-enhancing substances developed by the State Department of Community Health shall be included in AG [2431D](#). This list will be distributed to parents and local physicians who might provide such test.

The Superintendent shall develop appropriate administrative guidelines for the operation of the Athletic Program and a Code of Conduct for those who participate. Such guidelines should provide for the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a licensed physician and/or parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
A female student shall be permitted to compete for a position in all interscholastic athletic activities. If the District has a girl's team in an interscholastic athletic activity, a female shall be permitted to compete for a position on any other team for that activity.
- B. Any student who is found to have a health condition which may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a licensed physician that has determined the conditions under which the student may participate.
- C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.

In support of the Michigan High School Athletic Association's program to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote, the ideals of good sportsmanship, ethics, and integrity;
- B. establish standards for athletic participation which reinforce the concept that athletic activities are a privilege, not a right;
- C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- D. support and the recognition of participants, coaches, school administrators, and fans who display good sportsmanship;

- E. recognize the value of school athletic activities as a vital part of education.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes. (See Policy [5330](#))

The Superintendent is also to develop guidelines for ensuring that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate. Such guidelines should include the MHSAA's set of expectations for each type of participant as well as the Sportsmanship Code of Conduct which each type of participant is to follow. The Superintendent is authorized to implement suitable disciplinary procedures against those who violate this Code of Conduct.

M.C.L.A. 380.1289, 380.1318
Good Sportsmanship Campaign, Michigan High School Athletic Association

Revised 4/18/07
Revised 10/17/07

5532 - PERFORMANCE-ENHANCING DRUGS/COMPOUNDS

The Board of Education recognizes that the use of dietary supplements that contain performance-enhancing compounds and/or performance-enhancing drugs poses a serious health risk to students.

Accordingly, no staff member, volunteer, or contractor shall knowingly sell, market, distribute, or promote the use of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug (e.g., anabolic steroids) to a student with whom the staff member, volunteer, or contractor has contact as a part of his/her duties. Furthermore, the staff member, volunteer, or contractor shall not endorse or suggest the ingestion, intranasal application, or inhalation of a dietary supplement that contains a performance-enhancing compound or a performance-enhancing drug by a student with whom s/he has contact as part of his/her duties.

Use of a performance-enhancing substance regardless of source by a student is a violation that will affect a student's athletic eligibility and extra-curricular participation, as determined by the Board. A list of performance-enhancing substances developed by the State Department of Community Health shall be updated annually and included in AG [2431D](#). This notice and list shall also be published in the Parent/Student Handbook provided annually.

The Superintendent shall require that the warning notice concerning anabolic steroids as well as a warning notice about dietary supplements that contain a performance-enhancing supplement is installed and properly maintained in each of the District's locker rooms or athletic dressing areas.

M.C.L.A. 333.26301 et seq., 380.1318

Revised 2/27/07

5830 - STUDENT FUND-RAISING

The Board of Education recognizes a desire and a need by some school organizations and school-related organizations for fundraising. The Board acknowledges that the solicitation of funds from and by students must be limited since compulsory attendance laws make the student a captive donor and may also disrupt the program of the schools. The Board also recognizes the need to regulate the fundraising activities to avoid placing excessive financial pressure on the District's students, parents, faculty,

community members and local businesses and to ensure that fundraising activities are conducted in a safe and appropriate manner.

For purposes of this policy "student fund-raising" shall include the solicitation and collection of money from and by students for any approved school-sponsored event and shall include donations or the collection of money in exchange for tickets, papers, or any other goods or services for approved student activities.

The Board will permit student fund-raising by students in school, on school property, or at any school-sponsored event only when the profit therefrom is to be used for school purposes or for an activity connected with the schools.

In-School/On School Property

All fundraising activities by school organizations whose funds are managed by the District must receive the prior written approval of the principal.

All fundraising activities by school-related organizations whose funds are not managed by the District must receive the prior written approval of the principal and the Superintendent.

Off School Property

All fundraising activities off school property must receive the prior written approval of the principal and the Superintendent.

The Superintendent shall establish administrative guidelines for the solicitation of funds.

The Superintendent shall distribute this policy and the guidelines to each organization granted permission to solicit funds.

The School District expects all students who participate in approved fundraising activities to represent the school, the school organization, and the community in a responsible manner by adhering to the administrative guidelines.

Revised 3/24/04

Revised 4/26/06

Expectations of Coaches

Linden High School is proud of the tradition of excellence our coaches have built over the years. Coaches are role models for athletes in our interscholastic program and for the entire school community. The conduct of a coach is closely observed by students, other staff, parents and the community. His/her behavior should be above reproach in all areas. Verbal, mental or any type of physical abuse of athletes will not be tolerated. All coaches will be expected to:

1. be positive, enthusiastic, supportive, and maintain high standards of ethics, integrity, sportsmanship and leadership.
2. follow the policies and guidelines set forth by the Linden Community School District, the Michigan High School Athletic Association, and the Flint Metro League.
3. communicate regularly with parents, media and other interested spectators.
4. maintain up-to-date knowledge of the rules, skills, strategies and safety precautions of the sport and communicate them effectively to athletes and their parents.
5. provide a safe practice environment.
6. organize properly planned activities.
7. know emergency procedures and basic first aid for injuries common to your sport.
8. keep the facility clean, picked-up and locked at all times, including coaches' offices and locker rooms.
9. supervise athletes at all times (i.e. before, during, after practices and contests in all facilities, including the weight room).
10. work together with all coaches within a program regarding try-out process and procedures.
11. understand how his/her sport fits into the total athletic effort of Linden High School.
12. demonstrate knowledge and understanding of fundamentals in his/her field of specialization.
13. demonstrate the ability to relate to and deal with different people (i.e. students, parents, faculty and administrators).

Failure to follow rules and regulations may result in disciplinary action up to and including immediate dismissal from coaching.

Varsity Head Coach

Under direction of the Athletic Department, the Varsity head coach:

1. Will be responsible for developing the entire program K-12.
2. Will be responsible for providing feedback to the entire program.
3. Will develop and distribute guidelines for the entire program which will include: chronology of the sport skill development, participation and playing time, disciplinary regulations, practice and contest schedules, and awards for 9th grade through varsity levels.
4. Will attend yearly MHSAA rules meetings, conference coaches meetings, and pass on pertinent information to coaches involved with your program.

5. Assist AD in interviewing prospective coaches for assigned assistant positions.
6. Encourage athletes to excel in academic work, i.e. study tables, progress reports, etc.
7. Submit score keeping records and season summary.
8. Supervise issuance, care, cleaning, return, and storage of all athletic equipment.
9. Submit equipment, uniform, and supply requests at the end of the season.
10. Oversee, at all times, the safety and security conditions of the facility or practice area and report any deficiencies to the AD.
11. Enforce disciplined behavior and encourage sportsmanship. Establish and oversee penalties for not following team and school standards.
12. Establish positive working relationships with athletes.
13. Establish positive working relationships with parents and encourage parent involvement and communication.
14. Hold a pre-season parent meeting.
15. Attend practices, games, and meetings punctually.
16. Demonstrate positive role modeling by using professional conduct, language, and decorum with athletes, opponents, officials, fans, and media.
17. Maintain player information and at all times have available the emergency information for each athlete.
18. Teach athletes the skills necessary for the highest possible individual and team achievement.
19. Plan, schedule, and supervise a regular program of practice during the season.
20. Assist students regarding future plans, i.e. college, scholarships, NCAA Eligibility Center, etc.
21. Work closely with AD in scheduling athletic contests.
22. Submit team rosters within one week of team selection.
23. Submit "Athlete of the Week" paperwork by Sunday night during season.
24. Adhere to rules, regulations, and policies detailed by the MHSAA, Board of Education, and Code of Conduct handbooks.
25. Submit entries to tournaments and other contests in a timely fashion.
26. Submit criteria for earning a Varsity letter.
27. Submit a list of needed certificates, awards, etc to athletic secretary at least two weeks prior to banquet.
28. Plan and participate in a team banquet/awards program.
29. Submit a list of award winners to the athletic office at season end.
30. Report contest scores to the media regardless of the outcome.
31. Submit school announcements following each game for student daily announcements.
32. Submit official's ratings on time.
33. Be aware of and follow all Athletic Booster procedures.
34. Read the weekly eligibility report and notify athletes of eligibility status and study table attendance when necessary.
35. Assist the AD in evaluating assistant coaches.
36. Plan and supervise all off-season plans and activities.
37. Schedule an end of the season appointment with the AD. Payment will be requested at this time.

Sub-Varsity Coaches

Under the direction of the Varsity head coach, the sub-varsity coaches will:

1. Assist in the development of the entire program.
2. Be expected to be assistant coaches to the Varsity head coach in all areas.
3. Submit inventory and equipment to the Varsity head coach at the end of the season.
4. Scout as needed.
5. Assist the Varsity head coach in organizing and running a summer program
6. Attend all Athletic Department meetings and at least one Athletic Booster meeting.
7. Maintain professional competency by attending clinics. Attendance at state rules meetings are optional, but suggested.
8. Encourage athletes to excel in academic work, i.e. study tables, progress reports, etc.
9. Submit score keeping records and season summary.
10. Assist head coach in issuance, care, cleaning, return, and storage of all athletic equipment.
11. Submit a list of equipment, uniform, and supply requests to the head coach at the end of your season.
12. Submit annual inventory of athletic equipment and uniforms to the head coach at end of the season.
13. Oversee, at all times, the safety and security conditions of the facility or practice area and report any deficiencies to the AD.
14. Enforce disciplined behavior and encourage sportsmanship. Establish and oversee penalties for not following team and school standards.
15. Establish a positive working relationship with athletes.
16. Establish a positive working relationship with parents and encourage parent involvement.
17. Participate in a pre-season parent meeting.
18. Attend practices, games, and meetings punctually.
19. Demonstrate a positive role model by using professional conduct, language, and decorum with athletes, opponents, officials, fans, and media.
20. Maintain player information and at all times have available the emergency for each athlete.
21. Teach athletes the skills necessary for highest possible individual and team achievement.
22. Plan, schedule, and supervise a regular program of practice during the season.
23. Work closely with Athletic Director in scheduling athletic contests.
24. Submit team rosters (home and away) within one week of team selection.
25. Adhere to rules, regulations, and policies detailed by the MHSAA, Board of Education, and Codes of Conduct handbooks.
26. Submit entries to tournaments and other contests in a timely fashion.
27. Submit official's ratings on time.

28. Be aware of and follow all Athletic Booster procedures.
29. Read the weekly eligibility report and notify athletes of eligibility status and study table attendance when necessary.
30. Submit a list of needed certificates, awards, etc to athletic secretary at least two weeks prior to banquet.
31. Plan and participate in a team banquet/awards program.
32. Provide supervision of locker, training and weight rooms at all times when athletes are present.
33. Schedule an end of the season appointment with the Athletic Director. Payment will be requested at this time.

Pre-Season

The following must be completed prior to your first practice.

1. Hold a pre-season meeting with potential candidates to discuss the following:
 - Starting dates and times
 - Parent meeting schedule
 - Try-out criteria and time periods
 - Last day to begin practice
 - Equipment needed
 - Tryout qualifications
 - Practice schedule
2. Supply the athletic office with a list of students that are trying out. Confirm eligibility status of all athletes with the athletic office.
3. Ensure that each athlete trying out for your sport has a valid try-out card prior to participating in any practice/try-out.
4. Assist in the collection of Pay to Participate fees and prohibit play by those athletes that owe fees.
5. Be involved with the Athletic Boosters.
6. Inventory all of your equipment and provide a copy to the athletic office.
7. Provide the athletic office with criteria for determining your team.
8. Attend all coaches meetings.

In-Season

The following must be completed throughout the remainder of your season.

1. Verify with the athletic office at the end of each day you have a scheduled athletic event to determine if all athletes can participate.
2. Stay up-to-date on athlete academic eligibility. Coaches are expected to contact the athletes' parents when an athlete is listed on the weekly eligibility report. Make sure you check the list each Friday.
3. Ensure that athletes required to attend Eagle Study Table are informed and follow up on their attendance.
4. Report scores to mLive (varsity), local newspapers (varsity), and to the athletic office.
5. Send announcements following each contest to Sherri St. Claire for the video announcements by 7:30am.
6. Complete an injury report form and submit to athletic office when appropriate.

7. Provide proper supervision at all times in both the practice facility and lockerooms.
8. Report all disciplinary actions to the athletic office.
9. Be involved with the Athletic Boosters Club.
10. Submit a copy of a monthly practice schedule and notify the athletic office as soon as any changes are made to the schedule.
11. Submit nominations for the Athlete of the Week by each Sunday night every week of the competitive season.
12. Attend all coaches meetings.
13. Plan a night in which the seniors and their parents will be recognized.
14. Submit end-of-season report to the athletic director (Coaches Resource Page-web site).
15. Be involved with the middle school and elementary level programs.

Out of Season/Post-Season

The following must be done at the completion of your season and throughout the off-season.

1. Complete a post-season meeting within two weeks of last contest with the Athletic Director to review program needs, check in equipment from all levels, discuss staff and self-evaluations (Coaches Resource Page-web site), and plan your schedule for next year. **Varsity Head Coach**
2. Attend the Flint Metro League end of season meeting.
3. Attend all coaches meetings including end of season evaluation meeting with Athletic Director.
4. Schedule the weight room and other facilities through the athletic office and community education.
5. Set dates, times, and schedules for summer programs.
6. Attend conferences and clinics for professional development.
7. Be involved with the Athletic Boosters Club.
8. Stay current with state coaches associations for your sport.
9. **Remain involved with Linden Athletic Programs – support other coaches/teams.**

MENTORS

Coaching is exciting and rewarding, however, it is not easy. It is the responsibility of the varsity coach to mentor the coaches in the MS, JV and Asst. Varsity positions. Contact your staff periodically to check on how things are going. Offer ideas for practice plans, communicating with parents, handling situations, etc.

MHSAA RULES MEETINGS

New this year, the MHSAA requires that each coach of a varsity or sub varsity team (on staff or volunteer) shall 'attend' (either in person or online) the MHSAA rules meeting for that sport for the current school year if meetings are held. If the coach does not complete a rules meeting prior to the deadline that coach shall be prohibited from coaching in that season's MHSAA tournament for the sport involved and shall not be present at the facility where the MHSAA tournament involving that coach's team is being held. Meeting dates and times can be found on the MHSAA website at www.mhsaa.com.

TEAM SELECTION

*No one can try out for a team unless they meet the MHSAA eligibility requirements at the time of tryouts. **Each athlete attending tryouts must turn in a TRY-OUT card to the coach prior to the beginning of the tryout. NO EXCEPTIONS.***

Students wishing to participate on athletic teams must:

- meet the residency requirements set forth by the MHSAA
- meet the academic requirements
- show proof of a physical exam
- sign the athletic code
- submit a complete emergency form

Philosophy

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program of our school district, coaches are encouraged to keep as many students as possible on the team without compromising the integrity of the sport. Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, please strive to maximize the opportunities for our students without diluting the quality of the program.

Coaches who have to limit the number of athletes who can participate in their program must provide a well-planned, written record, structured and unbiased try-out schedule which allows each athlete the opportunity to do their best. Athletes, parents and the athletic office should be informed of the skills and the process of evaluation going into the try-out. Athletes must be given a minimum try-out of at least 2 days. Participation in out-of-season conditioning programs and summer camps should not be over-weighted. The goal is to encourage multi-sport athletes.

Cutting Policies

- A. Choosing members of athletic squads is the sole responsibility of the coaches of those squads. The varsity coach is allowed to comment on the selection of athletes at every level.
- B. Lower-level coaches shall take into consideration the policies as established by the varsity coach.
- C. Prior to trying out, the coach shall provide the following information to all team candidates (written form preferred to verbal form, but either/both are permitted.)
 1. Extent of try-out period
 2. Criteria used to select team
 3. Number of athletes to be selected
 4. Practice commitment should they make the team
 5. Game commitments

TEAM MEMBERSHIP

1. If an athlete is dropped from a team for disciplinary reasons, he/she may not go out for a next-season sport until after the last game his/her team plays in the dropped sport during that season.
2. Athletes are required to be in school when school begins on the morning following a previous night's game. Coaches and parents should impress this on their athletes.
3. Athletes must travel to and from away contests with the team. In the event a parent has a justifiable reason to have the athlete return with them, that parent must request this from the Athletic Director in writing 24 hours prior to departure. The parent must pick up the athlete from the coach after the game.
4. During Out of School Suspensions (OSS), students are suspended from participation in all extra curricular activities, including athletic practices and contests. Suspended students are not permitted on school grounds without permission from the principal.
5. If a coach suspends an athlete from his/her team, the coach must notify the Athletic Director by the next morning stating the reasons for the actions.

TEAM CAPTAINS

Team captains can play a vital role on your team. Don't simply make all seniors a captain or someone a captain simply because they are a senior or have outstanding athletic ability. Choose someone who will be a role model at all times. Consider having students interview for this honor. (Determine questions and evaluate who would do the best job.) You don't always have to have a captain. Once chosen give the captain clear direction as to what their role is, the duties will be and expectations you have. Just because someone is named a captain doesn't mean they will know automatically what to do...you need to teach them what you want. You can take away the title of captain if so warranted for reasons such as, but not limited to, not meeting the obligations set forth by the coach, actions unbecoming an athlete, disciplinary measures, etc.

Parents' Meeting

Each varsity coach is required to schedule a parent meeting before the season for all team members in the program. Notify the athletic office of date, time and location. The meeting is designed to communicate with parents and team members. Handouts are a good idea and should be reviewed with Athletic Director. The following topics should be discussed at each meeting:

1. team rules, behavior expectations and penalties
2. how to earn a letter in your sport
3. transportation policy
4. extra curricular conflict policy
5. attendance policy
6. Athletic Code
7. sportsmanship expectations
8. eligibility and Eagle Study Table

9. pass out guide sheet and discuss concussion signs/symptoms
10. urge parents to join the Athletic Boosters
11. provide sign-up sheets for concessions
12. coaching philosophy
13. playing time philosophy
14. communication process to voice concerns or questions
15. practice and transportation schedules should be available

Practice Sessions

A draft of the season's practice schedule must be submitted to the Athletic Director for discussion before it is distributed to the athletes and their families. Coaches should inform athletes, parents and the athletic office of a change in the schedule as soon as possible. All in-season sports have priority when it comes to facility usage such as the gym, practice field, weight room. Any additional use of athletic facilities must be scheduled through the athletic office and Community Education. These facilities must be signed out in advance by the coach.

Practices must be well planned and supervised at all times. At no time will a practice be scheduled **without a coach present**. Athletes must not be in the practice facility setting up equipment or practicing without a coach present.

Coaches are responsible for everything that takes place at practice including:

1. providing a safe and appropriate environment.
2. proper warm-up and stretching is administered.
3. designing a variety of experiences which build skills and technique for your sport.
4. teamwork and team building.
5. provide an opportunity for all team members to participate.

When a coach is using a facility, the following rules need to be observed:

1. never open the area and leave it unattended.
2. never allow students who are not on your team to use the facility unless they are accompanied by a coach.
3. always lock the doors and turn off the lights before leaving the facility.
4. do not allow cleats to be worn in the school.

Coaches must remain with their teams **before and after** practice or have a responsible adult with their team. The person in charge must remain until **all** of the athletes are out of the facility.

Locker Room Usage

Each coach is responsible for supervision of their athletes when they are in the locker room. The locker room should be kept clean following your exit from the facilities as well as the lights being turned off.

Locker room Rules

1. Keys should not be given to athletes to open the facilities.
2. **All athletes will dress in the locker room.**

3. Stress that all lockers must be **locked** and that the school is not responsible for lost or stolen items.
4. **Cellular telephones may NOT be used in the locker rooms under Board Policy.**
5. The locker room should be empty when you leave and the doors are to be locked.
6. The locker room should be locked at all times during practice time.
7. The locker room should be kept orderly at all times. Leave it cleaner than you found it!

Dress Policy

All student athletes will be expected to meet the minimum standard for the school dress code while at practices, games and other school-associated activities, except for those instances where the expected uniform or training equipment is less than the dress code allows (i.e. a swimsuit).

Interpretations of this requirement include, but are not limited to:

1. Male athletes in sports such as football, basketball, soccer, etc. must always wear a shirt and shorts while participating in team activities. Such apparel must meet the same standard that would be expected during the school day.
2. Female athletes may not practice or participate while only wearing a sports bra or the equivalent.
3. When teams travel to away sites, they will have two options for where they may change into uniforms:
 - a) At LHS/LMS in a locker room or bathroom prior to leaving for their contest.
 - b) At the host facility in a locker room or bathroom. Should the athletes not be aware of the availability of proper changing facilities at the away school, then they are to change at LHS/LMS prior to leaving.
4. Students (male and female) are not to change (remove clothing down to only underwear, bare chest, etc.) while on a school bus or in the public domain (i.e. in a gym behind a bench.)

Supervision

It is the coaches' responsibility to supervise their athletes until they are picked up by a parent/friend after a practice or contest. At no time is it acceptable to leave a student at the school. This is especially critical at the middle school level. Parents entrust their child to the coach; coaches cannot ignore this fact and leave the child at school. Also, it is unacceptable to leave a group of athletes at school. **The coach should always be the last person to leave the site. Ignoring this regulation may result in dismissal of the coach .** If an athlete is continually late getting picked up, have a polite conversation with the parent reminding them that you have family obligations and other commitments that you need to attend to after practice.

Indefensible Acts

Supporting coaches is something every athletic director wishes they could do at all times and in most cases they can. However, sometimes coaches make mistakes and need to be dealt with accordingly. Sometimes an apology to the athlete and/or their parents is acceptable. Other times, termination will be the reality.

Some of the items that cannot and will not be tolerated by the coaching staff (either volunteer or paid) are:

1. Sexual harassment – any form
2. Inappropriate language – swearing and/or vulgar language is never acceptable
3. Discrimination – any form
4. Inappropriate behavior – this includes, but is not limited to, the use of alcohol or tobacco when your athletes are present
5. Lack of supervision
6. Lack of proper instruction
7. Hazing – Michigan law...effective August 18, 2004.
8. Spending an inordinate amount of time, outside of regularly scheduled practices/contests, with an athlete. Always contact the parent and seek permission for a particular activity.
9. **You are encouraged to NEVER be alone with one athlete...**this includes taking an athlete home. A student may make an allegation and your reputation and career could be ruined.

Equipment Care

Each coach is responsible for the safe use and care of their own equipment. Make sure that all athletes learn a sense of caring for the equipment. Discourage misuse of equipment.

1. All equipment needs to be inventoried prior to the beginning of the season, which will help you to determine what equipment was not returned.
2. All equipment should be properly stored in the appropriate areas.
3. Equipment should be kept in proper working order so that it is safe.
4. Submit a list of equipment not returned by athletes at the end of the season, including the replacement cost. Athletes not returning uniforms or equipment are not to receive awards.

Facility Use Procedure

YOU MUST PLAN AHEAD!!! Many groups use our school buildings and athletic fields. If you plan on having practices, holding team or parent meetings, or having the banquet in any of these facilities, you must plan ahead and fill out a building use form. The only way you are guaranteed to get the facility you want, on the day that you want, is to be the first person to reserve it. (Facility Use Form: Coaches Resource Page-web site)

Game Conduct

1. Each coach should set an example of proper behavior and reaction. They are responsible for the behavior of their athletes, other coaches, and any people who are connected to the team. Care should be made to explain and model good sportsmanship to each person involved in the program.
2. Do not "ride" an official for a bad call. If you need to discuss a call do so in a calm, controlled, professional manner. Your reactions to officials and situations will be observed and modeled by your team, the fans and the public in general.
3. Maintain a professional demeanor whenever you are in a position of being observed by others.

National Anthem

Prior to the first event, coaches should explain the proper National Anthem etiquette to their athletes. Proper etiquette includes looking at the flag and standing still. Hands should be down by your sides, together behind your back or right hand over the heart. Failure to have this discussion may very well result in unacceptable behavior that will be noticed by our fans and make both the team and coaches look bad. Don't assume that players will know how to act---**practice** it just like any other skill that you teach!

Practice Pre-Game/Post-Game Handshake

Each sport has a different way of acknowledging the opponents either pre-game or post game. Become familiar with what is expected and customary for your sport and make that part of what you practice with your team. Make clear the expectation that Linden athletes will always demonstrate good sportsmanship by looking the opponent in the eye and offering a firm handshake. Unsportsmanship behavior by athletes will not be tolerated and may result in suspension or removal from the team. Coaches must demonstrate good role modeling by always practicing the same decorum when shaking hands with opponent coaches.

Excusing Athletes From Class

1. Athletes will not be excused from class for practice without the Athletic Director or Principal's approval.
2. Athletes will be excused no earlier than fifteen minutes before the time the bus is to leave for an away contest.
3. **It is the responsibility of the coach to submit a team roster to the attendance office secretary at least 24 hours prior to the day/time that athletes will need to miss class.**

Mandatory Meetings

1. A Varsity head coach **must** attend the Flint Metro League Pre and Post Season meetings, the Flint Metro League Varsity Coaches meeting in June, and the MHSAA Rules meetings.
2. All Coaches are required to attend the Linden Athletic Department Coaches Meetings. If you are a staff member of Linden School District, all practices are to be scheduled around staff and departmental meetings. When, on occasion, this is not possible, please make arrangements with your building principal well in advance for approval to miss a building staff meeting and to arrange for a meeting to go over the meeting material.

Transportation

1. Each varsity coach must fill out a transportation schedule and return it to the athletic department prior to the start of their season. The athletic department will supply a copy of away games to the varsity coach. The varsity coach will then fill out the departure time from school as well as the time returning to school for the away games. Only coaching staff and athletes are allowed to travel on the bus to or from an event.
2. On regular school days, all team members must travel and return from away contests with the team, except with **prior** approval of the coach and athletic office (Parent/Guardian Agreement to Transport Form: Coaches Resource Page-Web Site). A travel release form must be completed 24 hours prior to the date of the contest. If a request to ride home with the parent is granted, the coach must meet with the parent before allowing the parent's child to leave. Athletes may not ride with anyone other than their parent or guardian.
3. The Linden School District does not provide transportation to athletic contests on non-school days (for most teams). These are trips where parents are required to provide their own athlete's transportation to and from the event sites. This includes but it not limited to all Saturday events.

Communication

Communication is always important within any system. It is important the athletic department is informed before problems arise. It is important communications be done in writing when at all possible. The following communications need to be shared with the athletic office: student announcements, handouts, fund raisers, etc. prior to general distribution.

Dealing With a Team

Problems

1. Remember to correct or discipline only observable behavior. When dealing with a problem refer to observed actions or behaviors that are inappropriate.
2. Try to handle individual problems in private. Do not hold personal discussions in the presence of others.
3. Do not betray the confidence of others by discussing those matters with other team members, parents, coaches, etc. who are not involved. Maintain confidentiality.

Parents

1. Establish and maintain communication with the parents of your athletes. Establish and explain to them the appropriate times and places that they can contact you. Be open to their input and concerns.
2. If you have a problem with a parent, always refer to observable actions and behaviors in trying to correct an inappropriate situation.
3. Try to work the problems out between you, the parents, and the athlete when appropriate.
4. If the problem is not resolved, report it to the athletic director as soon as possible.

Media

1. Each Varsity head coach is responsible to call in the scores of home events to the newspapers (mLive, Tri-County Times).
2. It is important when talking to the media to keep your comments positive when discussing individual athletes and team goals. Specific negative comments should not be shared with the media at any time.
3. Working with the media can greatly enhance our school image and that of your team and sport. Do your best to help the reporter understand your sport and your team. Many times the reporters assigned to high school athletics are beginners. Help them establish positive information that can make their reports interesting.
4. Remember if you refuse to talk to a reporter they can write their own impression
5. of your team and the contest which may not be as you or the school would like.

Internet

Coaches and players should refrain from posting on the Internet any information that is not directly related to team schedule or items as would be in a newsletter. Have discussions with your team regarding the appropriate and inappropriate use and consequences of social networking.

Injuries/Accidents

1. Coaches should show sound judgment in treatment of injuries and should become professionally competent enough to show such judgment. Coaches should continually update their personal knowledge in the areas of first aid and athletic training. This can be done through workshops, the American Red Cross, and working with the school's athletic trainer.
2. **A coach will not diagnose or treat beyond normal first aid.**
3. In the event of injury, coaches may initiate contact with the athletic trainer and the athlete's parents.
4. Stay with the athlete until the athletic trainer and/or parent takes over.
5. The participant's doctor, the team doctor, or athletic trainer will determine when an athlete may resume practice, at what intensity, and when he/she may return to competition. In the case of concussion, a doctor's written release must be received by the athletic department prior to allowing the athlete to return to participation.
6. Fill out all necessary forms to report injuries/accidents within 24 hours and submit immediately to the athletic office. **Always put it in writing!**
7. Coaches should follow up on injuries with parents immediately and notify the athletic office of serious injuries. Make every effort to visit athletes in the hospital or call at home to show your concern for them and their parents.
8. All head coaches must warn each athlete of the possibility of injury while participating in a particular sport.
9. If the injury occurs outside of school and an outside doctor is consulted, no athlete will be allowed to participate until they are released in writing from that doctor.
10. Review the signs/symptoms of concussion with parents and athletes.

Accident Report Forms

Accident Report forms must be filled out for every injury requiring attention by a doctor. Either the coach or trainer may complete out the form. (See the Accident Report Form on the Coaches Resource Page-Web Site)

Officials

Be aware that the officials at your contests are professionals who are trying to maintain fairness in the contest. Coaches must familiarize themselves with the policy of the Linden School District and the MHSAA in dealing with an official. Maintain a professional demeanor whenever you are in the position of being observed by others. It is appropriate to ask an official to clarify a call. It is inappropriate to verbally harass an official. You are an example for your team and the fans in the stands. They will treat officials like you do. Be a good role model. Remember that you are able to rate an official's performance at the end of the season. The committee assigning officials to end of the season tournaments takes ratings into consideration when making the assignment.

1. The MHSAA Representative Council adopted, in May of 1987, a **Handbook** regulation that makes clear and emphatic the responsibility of MHSAA member high schools to rate officials who work contests (home and away). Officials' ratings are maintained in the sports of football, boys' and girls' basketball, ice hockey, wrestling, volleyball, boys' and girls' soccer, baseball, and softball. High schools which fail entirely to rate **any** varsity officials during the season shall be subject to the penalties outlined under Regulation V, Section 4(A), including any or all, but not limited to, censure, probation with or without competition, loss of privilege of revenue sharing, and/or expulsion.
2. Middle schools coaches are urged to rate officials, but it is not required.

Scrimmages and 3 (or 4)-Person Practice Rule

1. Scrimmages are defined as practice sessions involving a Linden team with at least one other school, organization, or group (including alumni games).
2. Coaches are responsible to schedule all scrimmages with the assistance of the athletic director.
3. Coaches must notify the athletic director of all scrimmages, home and away.
4. Scrimmages must follow school, league, and MHSAA rules.
5. During the school year and outside of a specific sport's defined season, only 3 players may work with a coach or coaches of that sport at any one time without limitations of equipment used and instruction given (4 students if the coaching does not involve practice or competition with students or others not enrolled in that school district).
6. During the school year and outside of a specific sport's defined season, any number of athletes may participate in "conditioning" activities that are restricted. No sport specific coaching may occur nor can any equipment such as balls, nets, starting blocks, pads, dummies, bases, etc. be used. Generic equipment such as cones, weights, jump ropes, and other fitness apparatuses are permitted.
7. It is a MHSAA violation of the 3 (4)-person practice rule for a boy to practice with the girls team of his school and for a girl to practice with the boys team of her school in those sports where there are both boy and girl teams, exceptions are in cross country

and track and field. If a boy or girl participates in a practice of the other gender, the practice must be called a scrimmage, which would count as one of the allowed scrimmages for the year.

Out of Season Limitations

A coach may coach a maximum of 3 (or 4) students in their sport at any one time from the same school in grades 7 through 12, from Monday the week of Aug. 15 through the Sunday after Memorial Day is observed. During the summer, informal football activities can be with a coach and a maximum of seven players.

1. Out of season activities may never include the following:
2. The use of school transportation.
3. The use of school issued warm-ups or uniforms.
4. Payment with school district funds of entry fees for teams or individuals to camps or competition unless those funds were generated through school approved activities of booster clubs, school teams, student groups, and community, civic or service groups and are not provided to athletes on the basis of athletic ability or potential.
5. Coaches may not require practices outside of the defined MHSAA season for the sport.
6. "open gyms" are allowed if they are open to all students and offer a variety of activities and are not organized programs of instruction.
7. Conditioning programs are permitted if they do not involve equipment which is specific to interscholastic sports.

Athletic/Dual Sports/Fine Arts Participation Agreement

Despite all scheduling efforts by the administration, conflicts will develop between co-curricular activities. The following guidelines shall apply for the students who experience conflicts between school-related activities.

1. When a conflict occurs between two scheduled activities the student's first duty is to notify both coach/sponsors as early as possible. The coach/sponsors will attempt to resolve the conflict to best allow the student to participate in as many activities as possible. The student will then be advised of the recommendation OR propose an equally acceptable alternative for the coaches'/sponsors' consideration.
2. When a conflict occurs between a competition/performance and a scheduled practice, students will be expected to attend the competition/performance (without loss of group membership or standing in the other activity).
3. When a conflict occurs between scheduled practices, the student will be expected to participate in one (without loss of group membership in the other activity). Frequently missing practice sessions may jeopardize a student's standing within his/her group. In Dual Sport situations, the primary sport will take precedence. If the student/parent/coaches together determine balancing the dual sport responsibility is not working, the primary sport will take precedence.
4. When a conflict occurs between competitions/performances, students may participate in one activity without loss of group membership or standing in the other activity.
5. There may be times when students may participate in one activity and part of another by arrangement with the sponsors.

Postponements/Cancellations

1. Postponements and cancellations are the responsibility of the athletic office.
2. If a coach is postponing practice, they are to immediately notify the athletic office and have an announcement made in school to inform the students.
3. *Coaches should check with the athletic office on poor weather days for decisions on cancellations. The decision to cancel is the responsibility of the host school. Decisions are usually not made before 1:00 p.m.*

Linden High School Athletic Code

Alcohol, Drug and Tobacco Use

1. The possession or use of alcoholic beverages, drugs, drug paraphernalia, or tobacco products shall fall under the following regulations which pertain to all students involved on an athletic team. (Note: Student-athletes are expected to avoid association at activities where the illegal use of alcohol or drugs is present. *The student-athlete must make a conscious effort to leave the area or situation when he/she realizes that a controlled substance is being used or is present. A student's presence at such area or situation will result in the same disciplinary action as a student who is in possession of or using alcohol, drugs or tobacco.*)
2. Athletes will be disciplined whenever a referral is made to the coach and/or school administration based on the following: (1) being caught in the act by school personnel, or authorities; (2) police report or court action brought to the attention of school personnel; (3) self-admittance resulting from investigation of an incident.
3. Violation of the rule involving the possession, association with, or use of alcoholic beverages, drugs, or tobacco products will result in the following:

A. First Offense:

Will result in suspension from competition for 21 calendar days, not to exceed 1/3 of scheduled competition. This suspension will carry over for the athlete if in between seasons. The athlete will be placed on athletic probation for one year.

- a) The student-athlete must meet the following criteria during the 21 day suspension:
 - Register no discipline related referrals.
 - Maintain academic eligibility.
 - Avoid any negative situations or behavior off school grounds.
- b) A final reinstatement review will be conducted prior to reinstatement.
- c) The athletic suspension will commence upon receipt of a substance abuse assessment and/or notification of the student-athlete's

enrollment in a substance abuse treatment program, as well as a letter of reinstatement to the athletic department.

- d) The student-athlete and parent(s)/guardian must provide proof of assessment and/or enrollment. Linden Community Schools will not be financially responsible for the chosen assessment or program.
- e) The suspension can be appealed to the building principal in writing. There will be no guarantee of playing time upon a student-athlete's reinstatement. All decisions of the building principal are final in matters pertaining to athletics.

B. **Second Offense**: An athlete involved in a second offense will be suspended from athletic participation for one calendar year.

C. **Third Offense**: An athlete involved in a third offense will be suspended from athletic participation for the remainder of their high school career.

Performance Enhancing Drugs

1. Many nutritional/dietary supplements contain banned substances. In addition, the U.S. Food and Drug Administration (FDA) does not strictly regulate the supplement industry; therefore, purity and safety of nutritional dietary supplements cannot be guaranteed.
2. Impure supplements may lead to a positive drug test. The use of supplements is at the student-athlete's own risk. Student-athletes should contact their physician for further information. Possession or use of any National Collegiate Athletic Association banned drug is not permitted and shall subject the student to the same penalties that have been established for possession/use of tobacco, alcoholic beverages and illegal drugs.
3. The Department of Community Health shall develop, periodically update and make available to school districts, public school academies and nonpublic schools a list of performance-enhancing substances. The Department of Community Health shall base the list on the list of banned drugs contained in the Bylaws of the National Collegiate Athletic Association.

Suspension From School

Athletes suspended from school are not permitted to attend practices or games at any facility, home or away, during the period of their suspension.

Transfer Students

A student in grades nine through twelve who transfers to another high school prior to the fourth Friday after Labor Day and does not meet one or more of fifteen published exceptions for immediate eligibility becomes eligible to participate in an interscholastic contest on Martin Luther King Day. A student who does not qualify and has transferred by the fourth Friday of February becomes eligible following August 1.

Undue Influence

The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes will cause the student to become ineligible for a minimum of one semester.

Limited Team Membership

After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. Students in individual sports may participate in a maximum of two non-school individual meets or contests during the school season while not representing their school.

All - Star Competition

Students shall not compete at any time in any sport under MHSAA jurisdiction in All - Star Contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.

Awards and Amateurism

Students cannot receive money or other valuable considerations for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the HANDBOOK. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award which does not have a value over \$25.00. Banquets, luncheons, dinners, trips and admission to camps or events, are permitted if accepted "in kind". Awards in the form of cash merchandise, certificates, or any other negotiable document are not allowed. Any other specific rules or regulations can be found in the athletic office.

Complaint Procedure and Guidelines

Parents and Athletes

Unfortunately, complaints do occur in the coaching profession. Most are mere misunderstandings. They are usually resolved with communication between the two individuals involved. However, there are times when the complaint cannot be resolved at this level. Then, the complaining party should begin Step #2 in the process. Keep in mind when going through the process, whether the complaint is small or large, the mediation process is very important and will be handled in a manner which treats the individual with fairness and concern. No coach shall treat an athlete differently as a result of a parent's complaint, opinion, or action.

When a complaint is brought to any level of the administration, it shall be processed in the following manner:

- Step 1 The individual with the complaint shall be directed to discuss their concern with whomever they have a complaint.

- Step 2 If the complaint is not satisfactorily resolved, the complaint shall be investigated by the athletic director.

- Step 3 If the complaint is not satisfactorily resolved, at Athletic Director's level, the complaint shall be investigated by the building principal or their designee.
- Step 4 If the complaint is not satisfactorily resolved at this level, the superintendent of schools or designee may hear the complaint and take whatever action is determined to be prudent.

Coaches and Staff

When a coach or staff member wishes to express a complaint about the Athletic Administration the same procedure should be followed as above beginning with Step 1. The same progression should be followed if the complaint is not satisfactorily resolved.

Fundraising

1. All fundraising activities **must be approved in advance** by the Athletic Director and the Building Principal. A request will be submitted by the coach at least three weeks prior to the beginning of the activity. If the fundraiser is to occur at a sporting event, it should be coordinated with the Booster club.
2. All purchases, deposits and bill payments are to go through the Athletic Office.

Linden High School Award Requirements

Varsity awards are given to those athletes who meet the requirements designated by each sport. (Requirements to earn a varsity letter are determined by the Varsity head coach of each sport, are communicated to all athletes in writing, and must be on file in the athletic office.) A list of award winners must be given to athletic office before the athletic banquet so that awards can be ordered. Each Varsity program will be given \$40.00 for team awards. No money will be given for freshman or JV awards.

All-State Awards

All state selections are completed by coaches in some sports. It is important to join respective associations that will ensure Linden athletes gain individual state recognition. It is the responsibility of each Varsity head coach to join associations and encourage assistants to join and attend all-district selection meetings. The athletic department will pay the cost of the association membership annually for the varsity coach.

State Tournaments and Trips

Competing in a state meet should be considered the highlight of an athlete's career. Everything should be done to provide the athlete with an environment most conducive for an outstanding performance. It is the coach's responsibility to complete and turn in on time all necessary entry forms and paperwork before the scheduled trip. All expenses must be approved by the Athletic Director and missed school time must be approved by the principal in advance of the trip.

1. Trip **must** be discussed with the Athletic Director as soon as it becomes apparent that an overnight stay will be necessary.

2. The athletic department will pay the cost for rooms for MHSAA events located more than 60 miles away for those athletes and coaches who will participate in the event.
3. A budget will be established containing hotel and food cost.
4. Each coach is responsible for securing hotel rooms and submitting a check request.
5. Transportation is to be set-up with the Athletic Office.
6. Itinerary and list of student-athletes going must be written and turned into the Athletic Office as soon as possible.
7. **The district approved over-night trip packet must be completed, signed by the coach and athletic director, and approved by the school board prior to any trip that requires an over-night stay.** Form located in the on the Coaches Resource Page on the Athletic Web Site.

Injuries/Accidents

11. Coaches should show sound judgment in treatment of injuries and should become professionally competent enough to show such judgment. Coaches should continually update their personal knowledge in the areas of first aid and athletic training. This can be done through workshops, the American Red Cross, and working with the school's athletic trainer.
A coach will not diagnose or treat beyond normal first aid.
12. In the event of injury, coaches may initiate contact with the athletic trainer and the athlete's parents.
13. Stay with the athlete until the athletic trainer and/or parent takes over.
14. The participant's doctor, the team doctor, or athletic trainer will determine when an athlete may resume practice, at what intensity, and when he/she may return to competition. In the case of concussion, a doctor's written release must be received by the athletic department prior to allowing the athlete to return to participation.
15. Fill out all necessary forms to report injuries/accidents within 24 hours and submit immediately to the athletic office. **Always put it in writing!**
16. Coaches should follow up on injuries with parents immediately and notify the athletic office of serious injuries. Make every effort to visit athletes in the hospital or call at home to show your concern for them and their parents.
17. All head coaches must warn each athlete of the possibility of injury while participating in a particular sport.
18. If the injury occurs outside of school and an outside doctor is consulted, no athlete will be allowed to participate until they are released in writing from that doctor.
19. Review the signs/symptoms of concussion with parents and athletes.

NCAA Eligibility Rules

Student athletes planning to participate in Division I or II college athletics must apply for certification from the NCAA Clearinghouse before graduation from high school. As a coach, you are responsible to help your athletes through this process and monitor their progress. Application forms are available online at www.ncaa.org Check this website for yearly updates.

Budget

1. All purchases **must be authorized** by the Athletic Department. The Athletic Department will process all purchase orders and order items well in advance of the start of the season. When the purchase is received, the coach is responsible to check for imperfections or missing items, and should notify the Athletic Department if there is a problem.
2. **Coaches who make unauthorized purchases will be held personally responsible for payment of the purchase.**
3. Coaches are **required** to do an inventory of equipment and uniforms at the conclusion of each season, this will help aid in preparing your individual budgets.
4. Any item purchased with budget money becomes the property of the Linden School District and is not to be given to any athlete without the Athletic Office's permission.

Internal Accounts and Money Handling Procedures

Each team has an internal account. Money is to be used for purchases of non-budgeted items. If a coach purchases an item, they may turn the receipts into the athletic director for reimbursement. Examples of items to be paid for with internal account money are: additional end of the year awards, parent night flower money, uniforms, equipment, team parties, camps/clinics, etc... Check with the athletic director if you have a question as to acceptable use of this money. Deposits – deposit slips can be picked up in the athletic office. If you are collecting money for a number of items, (i.e. camp, clothes, and candy) you must use a different deposit slip for parents/athletes, you **MUST** write them a receipt. You may get a receipt book from the athletic office which is in triplicate....one for the parent/athlete, one to be turned in with the deposit and one to remain in the receipt book. Do **NOT** allow parents to make checks payable to you for any reason---all checks should be made payable to Linden Community Schools or Linden Athletics.

Camps

Having a summer camp is a great way for a coach to build a feeder system for a program. All camps will be scheduled through the Athletic Department as well as the Community Education before publication to parents/students. Care must be taken to avoid scheduling camps at the same time in consideration of those who are multi-sport athletes. All overnight camps taken as a team must be submitted to the School Board for approval.

Forfeitures, Violations, and Ejections

1. Accidental, intentional or other use of ineligible players shall result in forfeiture of all games in which the ineligible players participated.
2. If a team is removed from competition in protest, the contest is forfeited to the opponent and the coach and principal of the removed team must appear before the Executive Committee of the MHSAA.
3. If the coach is ejected from the contest and an assistant coach or assigned school representative is not available to continue as the coach, the event is forfeited to the opponent.

4. When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school from at least the next day of competition for that team.
5. When a coach is disqualified during a contest for unsportsmanlike conduct, that coach shall be prohibited by his/her school from coaching or attending at least the next day of competition for that team.
6. Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified three or more times for unsportsmanlike conduct, and any player or coach who is ejected for spitting or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

Volunteer Coaches

All volunteer coaches must be approved by the Athletic Director and complete all paperwork and approvals before they begin work with the team. Please contact the Athletic Director for more information regarding this process. At **no time** is a volunteer coach to be left alone to supervise a team.

Weight Room Rules of Conduct/Safety

1. Keys for the weight room are available from the athletic office.
2. Weight work-outs must be conducted with a coach present.
3. Athletes are not to be in the weight room unsupervised.
4. Shirts/shoes must be worn at all times. Hats are not allowed.
5. Athletes must be on an approved program.
6. Athletes should follow their workout. We want this to be a fun and productive time, however this is not a place of social gathering. Other groups may want to use the facility.
7. Music should not be played at a moderate volume – if allowed.
8. All weights must be put on weight stacks after workout! Turn out the lights! Lock the door!

Admission Fees

Gate receipts are an important component of the athletic revenue budget. We depend on ticket and punch card sales to help balance the budget. Single game tickets at Linden Middle School are \$3 for all spectators. Single game tickets at Linden High School are \$5 for all spectators. Students who pay a high school "participation" fee will be allowed free entry into all Linden High School games, and students who pay a middle school "participation" fee will be allowed free entry into all Linden Middle School games. The most cost effective way for parents to attend athletic competitions is to purchase the All Sports Punch Card or for families to purchase the LCS Family Pass. Ticket prices are set by the Flint Metro League. When we participate with schools in other leagues, prices may vary. The punch card is not valid for any MHSAA tournament.

Directions to All FML Schools

HS and MS coaches should distribute directions to contests to parents at the pre-season parent meeting. (Go to www.flintmetroleaguesports.com) Contest locations for both high school and middle school events are listed here with maps to each location. This is a NEW site, we are no longer using highschoolsports.net

Inclement Weather

It is the policy of the Athletic Department that athletic events will be conducted in a manner that provides optimum safety for students during inclement weather.

Rules & Regulations

A. Fall & Spring Sports

1. Prior to the game the AD, with input from the coach, will be responsible for determining cancellations. Input may come from the HS principal and superintendent.
2. During an athletic contest, the responsibility for continuation of a game during inclement weather (i.e. electrical storm) would be that of the officials. (If an official recommends play continue and you feel extremely uncomfortable with that call...discontinue play.)
3. Crowd control will be the responsibility of the athletic director or in her absence the game manager. This responsibility includes giving direction for those in attendance.
4. During a practice session, the coach will be responsible for determining continuation or cancellation of that practice.
5. Storm "warning" issued during or prior to practice/contest=practice or contest will be cancelled or moved inside.
6. WARNING=there is definitely a storm in the area.
7. Storm "watch" issued prior to practice=AD and coach will determine whether or not to cancel or continue the practice. If "watch" issued during practice=coach will determine whether or not to cancel or continue the practice.
WATCH=conditions are right for the possibility of inclement weather.
8. At the HS level, in the event of school being called for hazardous weather (snow day, flood, ice storm, etc.) administration and coach will determine if practice is to continue or be cancelled.
9. At the MS level, in the event of school being called for hazardous weather (snow day, flood, ice storm, etc.) PRACTICES AND CONTESTS WILL BE CANCELLED.

B. Winter Sports

1. In the event of inclement weather, the home AD will be responsible for determining cancellations.
2. If a storm should erupt during contest and it is deemed a safety hazard, the AD will confer with the officials regarding continuation of the contest.
3. At the high school level, in the event of school being called for hazardous weather (snow day, flood, ice storm, etc.) administration and coach will determine if practice is to continue or be cancelled. The majority of all freshman and JV

practices will be cancelled. Any varsity practice or contest must have AD and superintendent approval.

4. At the MS level, in the event school is called for hazardous weather, PRACTICES AND CONTESTS WILL BE CANCELLED.

Athlete of the Week Information

The State Bank of Fenton holds an "Athlete of the Week" contest each week of the fall, winter and spring sports seasons. The schools involved are Fenton, Hartland, Holly, Lake Fenton and Linden. During your season it is the responsibility of the varsity coach to turn in a completed "Athlete of the Week" form by Sunday night at the latest. The meeting is held each Monday at the State Bank of Fenton. Each winner will receive a certificate, key chain/medal and T-shirt. Photos of the winners will be featured on the State Bank website as well as our own website. Note: Write-ups must have details and be convincing! An athlete may only win once during a season. Should an athlete be nominated and not win they may be nominated again. Always nominate someone...even if you think your team had a rough week. (See the Athlete of the Week Nomination form on the Coaches Resource Page on the Athletic Web Page)

Announcements/Media/Reporting Contest Scores

Student athletes want and need to hear their contest results reported on the school announcements. They deserve this small tribute whether the contest was won or lost. MS coaches should submit announcements to kcornell@lindenschools.org and HS coaches to sstclair@lindenschools.org (with a copy to either cnorth@lindenschools.org for the website unless you plan to add your own announcement to the website). The HS announcement needs to be submitted by 7:30am the day after the contest on school days and prior to 7:30 am on Monday for weekend events. This needs to be completed for ALL levels following EACH contest.

Results need to be posted to our Linden Athletics website as soon as possible following your contest (story, stats etc. may follow later, but get the score up asap for our fans). If you are unable to post the scores yourself, you may email, text or call me and I will post them for you.

The more content that you post to your page on the website the better. Parents, students and fans check our site regularly for updates and this is a great way to support your program and athletes.

Media Do's and Don'ts

10 Do's:

9. Be prepared – preparing an appropriate media response takes planning. You are under no obligation to answer a reporter's question.
10. Use key messages – identify two or three main points you wish to make during the interview.
11. Speak in clear and quotable languages – make your remarks interesting and more quotable by using anecdotes or examples to illustrate your points.

12. Keep answers brief and simple – be concise; short, interesting answers are often quoted because they are easy to understand and enhance a reporters story.
13. Take your time – take a few moments to think through your answer before responding spontaneously...your answer will be better.
14. Know when to stop talking, silence is OK – don't feel obligated to keep talking if you've already made your point.
15. "I don't know" is a fair response – if you are unsure of an answer, tell the reporter that you will get back to him/her on that point.
16. Tell the truth – if you don't know the answer, say so. Don't make up an answer.
17. Respect deadlines – try to return calls the same day.
18. Protect the school's image – always promote the school in a positive manner.

5 Don'ts:

1. Don't speak off the cuff – be prepared.
2. Don't give "off the record" statements – never assume you are off the record unless you have an established relationship with the reporter.
3. Don't take shots at competitors – the high road is always the best route to take; focus on our school...not our opponents.
4. Don't say "no comment" – some reporters may ask you to comment on a controversial issue....consider saying, "I'm sorry, I don't feel comfortable commenting" rather than "no comment".
5. Don't ask to review the article in advance – a reporter is under no obligation to show copy prior to publication.

Team Pictures

Our school uses Visual Sports Network for team photos. The athletic office will notify you of the date and time scheduled for your team pictures. Envelopes and order forms are available in the athletic office.

Banquets

A team banquet is to be held at the end of the season. Notify the athletic secretary and AD of the date, time and location of the banquet at least two weeks prior to the banquet. It is the coach's responsibility to reserve the location, plan the menu (when appropriate), and notify athletes/parents well in advance of the banquet. Make every attempt to keep any costs within reason. This is a special time for the athletes and their parents...take time to recognize each athlete and say something special about them. This evening will leave a lasting impression on both the athletes and their parents...make sure that it is a very positive one. Getting parent volunteers to head up the banquet works well for some coaches...make certain, however, that you know what they are planning. Don't forget to fill out a building use form if you plan on having the banquet in a school facility.

LHS Awards

Two weeks prior to your banquet the coach should submit a list of those athletes that will receive which awards.

1. MS athletes will be awarded a certificate.
2. An athlete will receive only one set of numerals (at either the FR or JV level), only one varsity letter, and only one sport specific pin during their high school career.
3. An athlete who wins a second, third or fourth varsity award in the same sport will receive a certificate and a bar. Bars indicate the number of varsity letters the athlete has won.

4. An athlete may be awarded their numerals if they participate on three varsity teams and will never participate at the FR or JV level.
5. Captains of varsity sports are entitled to receive a star inset.
6. Each varsity coach will determine the amount of playing time that will constitute the awarding of a letter. Seniors who have not won a letter in the sport and stay out for the team all season will receive a varsity award even though they do not have enough playing time (providing their conduct and attitude merit it).

Triple-Threat Award

Beginning with the 2011-12 school year, the Athletic Department began giving embroidered "Tuffy Eagle" patches for those athletes (sub-varsity through varsity) that successfully completed all three sport seasons for the school year. These awards will be given to seniors at the end of the year Honors Assembly, and for under-classmen at all school assemblies whenever possible.

Athletic Boosters

The Boosters are a vital organization and the athletic department relies heavily on their support. All coaches are encouraged to get involved. Meetings are held in the Senior Commons at the high school on the first Monday of each month beginning at 7:00 pm. Coaches wishing to request funds from the Boosters must first discuss the proposal with the Athletic Director and then fill out the Athletic Booster Coach Proposal. This form is located both on our website and as a hard copy in the back of this book.

Fundraising Activities

Each coach will determine whether or not their team needs to raise money to purchase items their athletic budget cannot cover. Fundraisers must be pre-approved. Coaches must keep accurate records of items/product distributed and money collected. Coaches should issue their athlete a receipt upon collection of money. Each coach will be responsible for making all of the necessary arrangements, depositing the money in their team's internal account, and requesting "wanted/needed" items to be purchased. All MHSAA guidelines must be followed when fundraising. See the form located in the back of this book.

Pay To Participate Fee

Due to increased costs and the desire to maintain the sport offerings that we currently have, all high school athletes will be required to pay a ONE-TIME (each year) participation fee of \$125 and all middle school athletes will be required to pay a ONE-TIME (each year) participation fee of \$75. All athletes are encouraged to participate in all three sport seasons. The fee must be paid prior to the teams' first contest. Checks are to be made payable to Linden Community Schools and should be turned in to the athletic office secretary or designated middle school secretary.

Trainer Fee

All high school athletes will be charged a yearly \$50 Trainer Fee to off-set the costs associated with our full-time Certified Athletic Trainer.

Coaches Conferences and Associations

Conferences/clinics are vital to the development of the coach. Coaches are encouraged to attend their sport's annual conference. The Athletic Department will pay for the annual dues of the head varsity coach for their association fees. Additional monies may take additional registration fees and lodging expenses from their team's internal account. **It is mandatory that each varsity coach join their sport specific association. Please submit the completed registration information to the athletic office each year.**

HAZING – It is simply NOT allowed. HAZING IS A CRIMINAL OFFENSE!!!

On August 18, 2004, the Michigan Legislature enacted legislation that prohibits hazing activities at educational institutions and provides penalties. (Public Act 750.111t)

What is Hazing?

Hazing is any intentional, knowing or reckless act, occurring on or off school property, by one person who acted alone or with others, that is directed against an individual and that person knew or should have known would endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation in, or maintaining membership in any organization. The law does not apply to an activity that was normal and customary in an athletic program sanctioned by the educational institution. Examples might include, but are not limited to the following:

- Any type of physical brutality.
- Any type of physical activity that subjects a student to unreasonable risk or harm.
- Any type of activity involving the consumption of alcoholic beverages or drugs.
- Any activity that intimidates or subjects a student to extreme mental stress, shame or humiliation.
- Any activity that induces a student to break the athletic code of conduct, school rules, or the law.

If the violation resulted in physical injury, the person would be guilty of a misdemeanor punishable by imprisonment for not more than 93 days, a fine of not more than \$1,000, or both. A violation resulting in impairment of a body function would be a felony resulting in imprisonment of up to five years and a fine of up to \$2500, or both. A violation resulting in death of the person hazed would be punishable by up to 15 years imprisonment and a maximum fine of \$10, 000 or both.

What are some myths about hazing?

1. Unity Builder. Hazing does not build unity. It separates the team into the "hazers" and the "hazes".
2. Motivator. Hazing does not motivate team members. It hinders achievement, damages self-esteem, causes emotional strain, and physical harm.
3. Harmless Fun. Hazing damages people and teams. Hazing doesn't just hurt the people who were targets; it hurts everyone!

How do you know if it's hazing?

- Is this activity an educational experience?
- Does it conform to the values and ideals of high school sports?
- Would you be willing to allow your parents to witness this activity
- Would you be able to defend this activity in a court of law before a judge and jury?

Index

Mission/Belief Statement	1	Officials	22
Purpose of Coaches Handbook	1	Scrimmages and 3-4 Person Practice Rule	23
LHS Athletic Program	2	Out of Season Limitations	23
LMS Athletic Program	2	Athletic/Dual Sports/Fine Arts Agreement	24
MHSAA Code of Conduct for Coaches	3	Postponement/Cancellations	24
MHSAA Code of Conduct for Athletes	3	LHS Athletic Code	25
MHSAA Summary of Eligibility Rules (HS)	4	Alcohol, Drug and Tobacco Use	25
MHSAA Summary of Eligibility Rules (MS)	5	First Offense	25
LHS Summary of Eligibility Rules	5	Second Offense	25
LMS Summary of Eligibility Rules	6	Third Offense	25
LCS School Board Policies--Athletics	6	Performance Enhancing Drugs	26
LCS School Board Policies--Performance-Enhancing Drugs	8	Suspension From School	26
LCS School Board Policies-Fund Raising	8	Transfer Students	26
Expectations of Coaches	10	Undue Influence	26
Varsity Head Coach Expectations	10	Limited Team Membership	26
Sub-Varsity Coach Expectations	12	All Star Competition	27
Responsibilities of All Coaches	13	Awards and Amateurism	27
Pre-Season	13	Complaint Procedure and Guidelines	27
In-Season	13	Parents and Athletes	27
Post-Season	14	Coaches and Staff	27
Mentors	14	Fundraising	28
MHSAA Rules Meetings	14	LHS Award Requirements	28
Team Selections	15	All-State Awards	28
Philosophy of Team Selection	15	State Tournaments and Overnight Trips	28
Team Cut Policies	15	Injuries/Accidents	29
Team Membership	16	NCAA Eligibility Rules	29
Team Captains	16	Athletic Budget Procedures	29
Parent's Meeting	16	Internal Accounts and Money Handling Procedures	30
Practice Sessions	17	Camps	30
Locker Room Usage	17	Forfeitures, Violations, and Ejections	30
Dress Policy	18	Volunteer Coaches	31
Supervision	18	Weight Room Rules of Conduct/Safety	31
Indefensible Acts	19	Admission Fees	31
Equipment Care	19	Directions to FML Schools/Sites	31
Facility Use Procedure	19	Inclement Weather	32
Game Conduct	19	Athlete of the Week Information	33
National Anthem Etiquette	20	Announcements/Media/Reporting Scores	33
Practice Pre-Game/Post-Game Handshake	20	Media Do's and Don'ts	33
Excusing Athletes From Class	20	Team Pictures	34
Mandatory Meetings	20	Banquets	34
Transportation	20	Awards--MHSAA Regulations	34
Communication	21	LHS Awards	34
Dealing With A Team	21	Triple Threat Award	35
Problems	21	Athletic Boosters	35
Parents	21	Fundraising Activities	35
Media	21	Pay To Participate Fee	35
Internet/Social Networking	22	Trainer Fee	35
Injuries/Accidents	22	Coaches Conferences and Associations	35
Accident Report Forms	22	Hazing	36