



# CHARLOTTE HIGH SCHOOL COACHES HANDBOOK 2016-2017





Dan Stafford  
Athletic Director  
[staffod@charlottenet.org](mailto:staffod@charlottenet.org)  
Cell # 517-881-4804

Derek Sanders  
Athletic Trainer  
[dsanders@hgbhealth.com](mailto:dsanders@hgbhealth.com)  
Cell # 517-281-0114

Kathy McCoy  
Administrative Assistant  
[mccoyk@charlottenet.org](mailto:mccoyk@charlottenet.org)  
Office # 517-541-5160

Athletic Director's Vision  
Charlotte High School  
2016-2017

The handbook is designed to communicate efficiently to all coaches the vision and plan for the athletic department. This will also have procedures and guidelines for coaches and volunteers to follow for effective running of their athletic program and continuity of the athletic department.

**Vision of Charlotte Athletic Department**

A continuous and constant focus on providing our students with a hardworking and competitive environment where students can achieve success and learn life lessons to help them develop into productive young adults in our community. Our student athletes will be held accountable in and out of the classroom and develop into positive role models for our youth programs and leaders in our school.

**Vision of Leadership**

Relationships are at the core of education and coaching. All coaches should take ownership of their team and help to ensure success in their programs. Our coaches and leadership should be innovative and open to new ideas and techniques that will help their programs to be successful. I will always help coaches to improve and guide them to be a positive leader for their program.

Athletic Department and Coaches Expectations  
Charlotte High School





2016-2017

In order to effectively interact and ensure the best possible education for our students, it is essential that we identify our expectations for one another and stick to them. Therefore, I have outlined my expectations of you, as well as what you can expect from me. If, at any time, I do not uphold one or more of the expectations, please let me know, just as I will let you know if you are not upholding one my expectations of you.

### **What You Can Expect From Me**

- 1) Positive support with parent and player concerns. I will be in your corner 100% unless a mistake is made and we will talk about correcting that mistake.
- 2) I will never ask you to do something that I have not done as a coach myself.
- 3) Professional development will consist primarily of your coaches association and any other training that you may feel will help with your development as a coach. Cost of entrance into clinics will be paid by athletic office.
- 4) My door is always open. Shoot me a quick text or email that you need to talk and we can set up a time if that works better for your schedule.
- 5) You can count on me to support you, as long as you are acting in the best interest of our student athletes, the athletic department and our community.
- 6) I will always talk to you to hear your side of the story before responding to any situation.
- 7) I will keep confidential information confidential, except in need to know instances.
- 8) I will work hard to help improve our overall athletic department and help you to improve your own athletic programs and assist you in new ideas or events that will enhance your teams and programs.
- 9) The athletic department will run as a team and I will help to lead everyone in a common goal of success for our students.

### **What I Expect From You**

- 1) Professional attitude toward parents, players and other coaches.
- 2) Be a good role model who pushes our student athletes to improve as young adults and be a positive example for our young people.
- 3) Utilize professional development time effectively to improve the teaching and learning in the school.
- 4) Communicate, communicate, communicate. If you have an issue that needs to be addressed, please come see me and we can work out a solution.
- 5) Always act in the best interest of our kids.
- 6) Always do your job to the best of your ability.
- 7) Take care of equipment and uniforms as if you bought it yourself. Collect all equipment and notify me of things that might be needed to add to your program.
- 8) Attend all league meetings that you are asked to attend. If you can't attend then please do everything in your power to get an adequate representative to go in your place.
- 9) Work your hardest, every day, to make this the best school in the county, area, and state.
- 10) Always communicate often and effectively with parents and players. If a problem arises or you perceive a situation that might arise with a player, parent, or community member please communicate with myself as soon as possible.
- 11) Take advantage of opportunities to share your thoughts and ideas, and be an active member of the school community and the overall athletic department. Be a visible member of the community at school events.





## CHARLOTTE HIGH SCHOOL COACHES RESPONSIBILITY

1. The coach shall be responsible for carrying out the policies formulated by the Charlotte Board of Education, Superintendent, and Athletic Director.
2. Help in collecting of preseason paperwork and participation fees. (Physicals, Concussion Awareness, Code of Conduct, and \$150 Participation fee.
3. Follow code of conduct and eligibility requirements set for by MHSAA and CPS. If a coach has questions about student eligibility please communicate with athletic director or secretary immediately.
4. Help to maintain playing field, locker room, practice facilities and equipment. Work with players and students to develop respect for the facilities, uniforms and equipment.
5. Follow district guidelines for purchasing of equipment and materials for their teams.  
**SEE APPENDIX #2**
6. Develop a positive team chemistry where all teammates are valued and respected for their contributions to the team and programs.
7. Help student athletes to maintain their grades and work with teachers if behavior or grade issues are brought to the coaches attention.
8. He/she shall maintain discipline during practice and sporting events and report discipline problems where help is required to the athletic director's office. All reasonable effort should be made to see that the parents of the students involved are informed of the problem.
9. Monitor: locker room, bus trips, and workouts for student athlete safety.
10. Communicate early and effectively with parents, trainer and other coaches about players health and well being.
11. Make every effort to have a parent meeting at the beginning of the season and set up an line of communication with parents an explain expectations of you as a coach.
12. If parent requests a meeting make sure you have another coach or adult there with you for the meeting. Use the 24 hour rule for after games and competitions.
13. Coaches should not talk about other student athletes if they are meeting with parents of a different player.
14. Do all preseason requirements set forth by the MHSAA. Rules Meeting/ Concussion awareness
15. Follow all off season and in season rules set out by the MHSAA. **SEE APPENDIX #1**





16. Follow all guidelines for students health and recovery set forth by the athletic trainer or team physician. If there are any questions about students ability to participate please contact our athletic trainer first.

**Coaches are expected to observe the following procedures in cases of accidents or illnesses that require immediate attention.**

- a) *Render first aid if needed.*
  - b) *Notify the athletic trainer as soon as possible. Send a student if necessary.*
  - c) *Contact parents if students has to miss the rest of practice or competition.*
  - d) *In the case of an accident, an Accident Report form is to be completed by the coach or trainer and filed in the office.*
  - e) *If the trainer sees the player and helps to diagnose the extent of the injury he will follow through with communication to parents.*
17. Be on time for practice and games. Make sure AD is aware of significant personnel problems that may interrupt coaching ability.
  18. Sub-varsity coaches will assist their varsity coaches with developing a strong program.
  19. Coaches will coach all of their games if a personal reason prevents the coach from being at a contest they will communicated to the athletic director in advance.
  20. Carry yourself in a professional manner in and out of season. A lot of eyes are on us so please be aware of that.
  21. Varsity coaches are to communicate with coaches, parents, players, and athletic director the movement of players to different levels in their program whether it is up or down a level.
  22. Rosters are to be sent to the athletic secretary before the first contest. If there are changes in this roster please communicate so programs and rosters can be correct.
  23. **Dress professionally.** This means to dress appropriately for your sport. Different sports have certain traditions for dress for their coaches. You are representing Charlotte when coaching and you should be a positive role model for your student athletes. Practice attire should be appropriate also, but your dress should not restrict you from properly performing your duties as a coach.
  24. **Professional attitude and coaching demeanor.** We all know that competition and coaching can be a very passionate endeavor. All coaches should keep the big picture in mind and set a positive example for their athletes and students watching. High school and middle school athletics has a philosophy of educational athletics.
  25. Coaches should always use appropriate language and not use personal attacks to players as means for motivation.





26. Coaches should not talk about other student athletes if they are meeting with parents of a different player.
27. Support all fundraisers that our athletic boosters organize and help run to provide money for our athletic teams. (Golf Outing, Drive one 4 your school, Booster Raffle, and concession stand workers. )
28. Use the MHSAA Website for a source or information to gain more information and to increase knowledge about high school athletics.

## **KEYS**

1. Keys are issued to head coaches of teams in all areas where they need access. Key request will be made by athletic director and maybe picked up at Central Office when ready.
2. Do not lose your keys or let students or other adults use your keys to access the school buildings or facilities.
3. Any keys that are lost should be reported immediately to the athletic director or administrative assistant.

## **MAILBOXES/STAFF MESSAGE BOARD**

Each program has a mailbox in the mail room by the the athletic office. Please check it periodically if you are a varsity coach for information and correspondence with students from colleges.

## **Transportation**

1. Student athletes are expected to ride to and from contests on school nights. If the student can not leave when the scheduled bus time is then the student must ride with a parent or guardian to the game.
2. Students can check out after the game with the coach to leave with a parent or guardian to go home. The parent or guardian must be at the game and sign the student athlete out. (No: siblings, friends, or friends of parents can transport) **Check attached sign out form. Supplement #1**
3. Saturday events we have drop offs. This means that all teams will have transportation to their event and it is the responsibility of the parents to transport their student athletes back home. Coaches will load the team on the bus and follow the bus so they have a ride home.

## **Facility Use requirements**

1. Coaches are to make sure the facilities are secured at the end of each practice and doors are shut to the outside.
2. Coaches are to make sure the facilities are reasonably cleaned and equipment is stored in their cage area or another prescribed area for their equipment.





3. Coaches are not to sign out the gym for other groups, community members, or organizations. The board policy for facilities use is under **APPENDIX #3**
4. Off season workouts need to be communicated to athletic director so it can get on the main district schedule.

## **APPENDIX #1 Out of season and Summer rules and regulations**

[www.mhsaa.com](http://www.mhsaa.com) for more information

### **For Year-Round Principles ...**

**••COORDINATING OR ASSISTING:** During or in preparation for the four player period coaches are prohibited from making arrangements for activities they are prohibited from engaging in. Coaches may not provide transportation, create a schedule for more than four of their players or arrange for someone else to coach to get around the four player rule. Coaches may be spectators at events but not coach when more than four of their players are present; and they may distribute information produced by someone else regarding out-of-season camps or clinics. Involvement must be voluntary and clearly not part of selection to the school team. In hockey, a school may commit to rent ice for off season, non-school activity so as to secure in season ice rentals and pricing. If necessary, consult the exact Handbook language on what is generally prohibited and permitted during or in preparation for the four player period.

Four year-round principles apply to schools and coaches out-of-season ALL the time; both summer and off season during the school year at workouts, clinics, camps or competitions.

1. No activity may be mandatory or part of selection to the school team.
2. No school transportation or school or booster club funds for transportation.
3. No school general funds; a limit of \$200 per student and sport from school-approved fund-raised money is allowed.
4. No school competition uniforms or warm ups may be used (practice jerseys are permitted).

**••CONDITIONING AND WEIGHTLIFTING:** Provided they are not mandatory or part of team selection, conditioning and weightlifting are permitted year-round except during the summer dead period. Conditioning must be non-sport specific and not use any equipment such as balls, nets, dummies, sleds or helmets. Jump ropes, cones, fitness apparatus are permitted.

### **During the School Year ...**

During the school year, there are limitations on coaches and some permitted activities:

**••OPEN GYMS (& ROTATIONS):** May be conducted in one or more sports but must follow the four Year-Round Principles and especially not be part of team selection. Coaches may not coach, critique, evaluate or participate in the sport they coach. Open gyms are student conducted and recreational. There shall be no organized instruction or competition, drills or practice structure and no instruction by captains, parents or others. Open





gyms must be open to all students of the school; but not necessarily open to the general public or students from other schools. The Athletic Related Transfer Rule would render a student who attends an open gym and then transfers to that school ineligible for 180 school days.

**•FOUR-PLAYER PERIOD:** Coaches are limited to providing coaching in their sport to four students in grades 7-12 of the school district in which they coach. Even though MHSAA membership now extends to 6th graders, the out-of-season coaching limitation applies to grades 7-12 so existing programs to 6th graders with school coaches may continue. The four player period runs from the Monday when Aug. 15 occurs through the Sunday after Memorial Day. (Aug 15, 2016 through June 5, 2017). Coaches can coach out-of-season up to four “players” (students in grades 7-12 are called players for this rule). This applies to any setting including a camp, clinic, AAU game, travel softball team or indoor soccer league.

**•INCIDENTAL PRESENCE OF MORE THAN FOUR PLAYERS:** Bowling and golf coaches may be present coaching within the four-player rule at a non-school facility even if more than four students of their school district in grades 7-12 are present provided they are only coaching four players and other students’ presence is coincidental and not prearranged by the coach. This same allowance is permitted to any coach at non-school facilities with multiple playing surfaces.

**•PRESEASON DOWN TIME:** Just prior to each season, to establish an official start to practice, this period prohibits open gyms, competitions, or sport specific camps or clinics from occurring at the school or sponsored elsewhere by the school regardless of whether that school sponsors the sport. No competition, intra squad or inter squad may occur with groups that resemble school teams. Voluntary conditioning, weight lifting and four player coaching may continue in the preseason down time – but no open gyms, practices or rotations. The fall sports down time is Aug. 1 to the start of practice, winter sports is 14 calendar days before practice begins and the spring sports down time runs from March 1 to the start of practice. Middle schools observe this period 14 days before practice begins.

**•CALLING SOMETHING A CLINIC,** charging a fee or holding the event at a non-school facility (batting cage, indoor soccer or lacrosse) does not waive the four player rule. Booster clubs may not fund or support activities during the school year which the school or coach are prohibited from doing such as batting cages, indoor courts or fields, hire trainers, etc. High school administrators (including athletic directors) acting on their own in programs involving students in grades 9-12, may not sponsor or support out-of-season programs or perform out-of-season functions which the school or coach is prohibited from doing. Administrators may be involved with middle school age students out of season. And as always, has been the case, two coaches does not increase the limit to eight players.

Because conditioning is so similar to actual practices in swimming, cross country and track, coaches in these sports may not provide instruction in any sport specific technique or conduct sessions which involve both time AND distance during the preseason down time.

**•ROTATIONS** (also known as circuit training or stations) are permitted provided there is no more than one four player group with sport-specific instructions. Rotations from open gyms, weight lifting or conditioning to four player sport specific skill workouts should be a more efficient approach to off season workouts. Sport-specific equipment is permitted at an open gym but there may not be any coaching instruction. Any number of rotations can have sport equipment for students to select from, but only one group may have coaching instruction and this group may not exceed four students. These rotations must adhere to the elements of an open gym. See the next page on open gyms. Two gyms on the same campus does not permit two four-player skill groups. The four Year- Round Principles continue to apply – especially that all sessions are voluntary and not part of team selection.





••**CHEER RESTRICTIONS:** Because of the similarity between Competitive & Sideline Cheerleading a school which sponsors MHSAA Competitive Cheer may not hold any cheer activities from the end of winter sports (the last Monday of March – 3/27/17) through the 3rd Friday in May (5/20/17). This restriction prohibits coaches or cheerleading advisers from working with more than four students from the school district grades 7-12 in cheer related activities including but not limited to tumbling, gymnastics, instruction, routine development, tryouts, etc. This rule prevents competitive cheer teams or individuals from holding out-of-season activities under the premise of sideline cheer practices or try outs. (Note: Interpretation 236 prohibits a coach from “coordinating or assisting” during or in preparation for the four player period. A coach may not arrange for a parent or non-staff person to coach out-of-season or to do that which the coach is prohibited from doing). Ending the cheer restriction time by the 3rd Friday of May allows a school, if it so chooses, to have fall sideline cheerleading tryouts before school is out in June. Competitive cheer coaches remain subject to the four player rule through the Sunday after Memorial Day.

••**CURRICULUM COURSES:** Classes with content specific to an MHSAA Tournament sport (e.g. football class) must be open to any student and must provide nearly equal attention to three different topics in an academic term such as other sports, weight training, fitness, etc. In football, except during the season, plays and schemes of the school team may not be taught and regular or improvised football equipment may not be used.

## 2016- 2017

### During the Summer ...

During the Summer some limitations continue. Except for football, fewer restrictions are in place. There are no school teams in the summer, however, school coaches and students may assemble from the same school over the summer in various settings. Football has a limit of no more than seven players in the summer prior to Aug. 1 in informal football activities in helmets and shoes with a coach.

## OUT-of-SEASON COACHING REGULATIONS

••**SUMMER COMPETITION LIMITS:** Five sports are limited to 15 dates of competition when more than four or seven students from that school and a school coach are present in competition against others not enrolled in that school. Basketball, volleyball and ice hockey (four players and coach); soccer, lacrosse and football (seven players and a coach). Football may only have seven summer dates of competition (passing league games). Summer competition must be prior to Aug. 1 and must follow the travel rule if held outside of Michigan: ALL teams at an event must be within 300 miles or from bordering states (not just those you play against). Sports not on this list are not limited in summer competition, but the four Year-Round Principles continue to apply.

••**INCOMING 9TH GRADERS** become “high school students” when the four player rule ends on the Monday after Memorial Day. Provided these former 8th graders are not still involved in middle school sports, they may begin working out with high schools in the summer . This does not change the rule that prohibits recruiting for athletic purposes (undue influence).

••**THE FOUR-PLAYER PERIOD ENDS** on the Monday after Memorial Day which is also the Monday after baseball and softball district tournaments and the track finals. Except for the dead period (below) any number of players may have contact with their coach in the summer provided the four Year-Round Principles apply (There is a seven player limit in football). Schools must regulate the frequency and intensity of any summer voluntary workouts so students may participate in more than one sport and so that families may have time away from school sports.





••**SUMMER DEAD PERIOD:** A seven-day zero player/coach and zero school facility period of time from the end of school or participation in the MHSAA spring tournaments to Aug 1. No coach contact whatsoever is allowed including at fund raisers, functions or places of employment. Each school sets its own seven day dead period and it applies to ALL sports, except that non-school summer baseball or softball games and practices (American Legion) may continue in the summer dead period. Most schools select a seven-day period which includes July 4.

••**FOOTBALL:** Only football helmets and football shoes are permitted out-of-season in ANY setting including camps or clinics, whether held in state or out-of-state. No pads except during the season. In the summer, a school football coach has a limited allowance to conduct or coach at a bona fide football camp with any number of players from the school. If a school is conducting a football camp, be sure and consult the Handbook for the actual rule. In the summer, besides the seven dates of competition (passing leagues) school coaches and up to seven players may assemble at one time for informal football activities or workouts which must also follow the four Year-Round Principles.

## **APPENDIX #2 PURCHASE ORDERS PROCEDURE**

No purchases will be made without a purchase order, with the exception of items being placed on a district issue purchase card.

Authorized staff submit purchase order requisitions on line through the accounting software to the building administrator or department supervisor for electronic signature showing approval. Purchase order requisitions will be used to create purchase orders in the system by authorized personnel.

The purchase order requisition is viewed and checked for accuracy in the system by the accountant. All purchase orders are then reviewed and approved by the Business Director. Any items over budget are noted and a request for budget amendment is sent to the authorizing administrator.

A copy of the purchase order is maintained in SDS and can be viewed by the administrator and employee creating the invoice, as well as business office staff. Invoices over \$50 will not be paid without authorized proof of receipt (email or verbal verification from the receiving employee is acceptable).

The purchase order system assigns purchase order numbers sequentially.

Once approved the purchase order is placed by the accountant by fax, phone, US mail, or internet. The date in which the order is placed is noted on the purchase order listing. Faxing the purchase order is always assumed unless otherwise stated in the comments section of the purchase requisition.





The Board of Education believes that the school facilities and grounds of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board may permit the use of school facilities and grounds when such permission has been requested in writing by a responsible organization or a group of at least seven (7) citizens (non-student organizations) of the District and has been approved by the Superintendent or his/her designee.

District facilities and grounds shall be available for the below-listed uses. When there are competing interests for the use of facilities and grounds, approval will be given according to the following priorities:

- A. Uses directly related to the schools and the operations of the schools (curricular, co-curricular, and extra-curricular groups; i.e., drama clubs, class plays, student groups, and student concerts)
- B. Uses by groups affiliated with District activities and those groups whose primary goal is to benefit students (i.e., Parent Teacher Organization activities, Booster Club activities, Boy Scouts, Girl Scouts)
- C. meetings of employee associations and organizations
- D. uses by units of government (e.g. election activities)
- E. Community organizations or groups formed for charitable, civic, social, educational, political, recreational, religious, and social purposes
- F. Commercial or for-profit organizations and groups

The use of District grounds and facilities shall not be granted for private social functions or any purpose which is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board may make District grounds and/or facilities available for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the proper authorities to establish a disaster preparedness plan in order to





ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent shall develop administrative guidelines for the granting of permission to use District facilities and grounds including a schedule of fees for cost recovery. Such guidelines are to include the following:

A. Each user may be required to present evidence of the purchase of organizational liability insurance for the event(s) in question with limits of at least \$1,000,000 with the District named as an additional insured party.

B. Use of school equipment in conjunction with the use of school facilities and grounds must be requested specifically in writing, and may be granted by the procedure by which permission to use facilities is granted. The users of school equipment must accept responsibility and liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator. The District reserves the right to require users to utilize District personnel or contractors to operate certain equipment, provide District monitoring, and provide custodial services.

C. Users shall be liable financially for damage to the facilities and grounds and for proper chaperonage. Charlotte Public Schools assumes no responsibility for the property of any organization or group or any of their agents, employees, invitees, or licensees. All organizations and groups release and discharge the District from any and all liability for loss, injury, or damage to person or property sustained during the use of school facilities and shall hold the District harmless from all claims and damages resulting from the acts or omissions of any organization or group or any of their agents, employees, invitees, or licensees.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

Revised 1/12/09





### **Sunday Practice Guidelines during season for Varsity Sports**

*Sunday practices should not be a usual practice for our coaches, but there may be certain situations or circumstances where coaches will be allowed to have a Sunday practice.*

If a coach is planning a Sunday practice they must do the following:

- Agree they are to secure the building after all players and coaches have left. Check doors to make sure they are closed tight and turn off lights.
- Schedule the date with the Athletic Director, so it is on the district schedule.
- Try to schedule the practice at a time that is in as little conflict as possible with Sunday schedules of families. (We do realize that we might not be able to miss all conflicts)
- Be reasonable with players and families if players have a family event or activity that conflicts with the practice.
- Be efficient with your time in the gym. It should be 2 hours or less in time. Participation is voluntary *not* mandatory.
- If you hold a Sunday practice, try to find a time during the week to give the student athletes both a physical and mental break if possible.
- Communicate with parents and players well in advance of having a Sunday Practice. Try to identify dates ahead of time per the season schedule.

The Sunday before the State Tournament, as it has been, is an acceptable day to schedule a practice to prepare for the MHSAA tournament.





Coaches Handbook is located on the athletic page of the Charlotte Public Schools Website.  
[www.charlottenet.org](http://www.charlottenet.org)

I acknowledge that I have been give a copy of the coaches handbook or I am aware where I can find the handbook on-line.

I will follow the the guidelines set forth in the coaches handbook to the best of my ability and be a positive role model for our student athletes.

Coaches handbook is located on the [www.charlottenet.org/](http://www.charlottenet.org/) athletics.

Signature \_\_\_\_\_

Date: \_\_\_\_\_

