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I. INTRODUCTION

A. PHILOSOPHY

The purpose of this manual is to facilitate the development and operation of the Buckley Community Schools Athletic Department by setting forth the procedures and policies which have evolved over a period of years and which are now in effect. This manual will define individual responsibilities of administration (superintendent, principal, and athletic director) and coaches to serve as a reference for information pertaining to athletic procedures, practices, responsibilities and attitudes. Buckley Community Schools recognizes the value to the District and to the community of a program of interscholastic athletics for as many boys and girls as feasible.

B. ACADEMICS

Student-Athletes at Buckley Community Schools are students first. Consult the Athletic Policy for the academic eligibility requirements. All those involved with the athletic program should promote the importance of a strong academic performance.

C. SPORTSMANSHIP

Coaches should remember that they are on public display as representatives of Buckley Community Schools. It is important to conduct themselves so as to maintain the principles, the integrity, and the dignity of the school.

SCHOOL ADMINISTRATORS are expected to:

1. Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the conference, and the Michigan High School Athletic Association. This program should stress that disrespectful behavior, especially taunting, trash talking, and intimidation, will not be tolerated.
2. Provide appropriate supervisory personnel for each interscholastic event.
3. Attend events whenever possible and function as a model of good sportsmanship. This includes communicating with spectators during an event what is acceptable and unacceptable behavior.
4. Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards

COACHES are expected to:

1. Be a positive role model for students. Exemplify the highest moral/character, behavior, and leadership, adhering to strong ethical and integrity standards. Practicing good citizenship is practicing good sportsmanship!
2. Respect the integrity of the individual athlete, the game officials, the opposing coach and players. Abide by and teach the rules of the game in letter and in

spirit. Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash talking, and intimidation will not be tolerated.

3. Shake hands with the officials and the opposing coaches before and after the contest in full view of the public and demand the same of his/her players.
4. Display modesty in victory and graciousness in defeat in public and meeting/talking with the media. Confine his/her remarks to game statistics and to the performance of his/her team.

II. RESPONSIBILITIES


A. ATHLETIC DIRECTOR SHALL:

Direct and coordinate all activities of the Department of Athletics and be directly responsible to the Principal/Superintendent.

1. Evaluate all coaches at the conclusion of their season.
2. Oversee all ticket sales and the handling of ticket revenue.
3. Maintain eligibility records for all current sports teams.
4. Ascertain that all rules and regulations of the Michigan High School Athletic Association are upheld and enforced.
5. Strive to promote good public relations with the general public, news media, opponents' schools, civic organizations, and booster clubs.
6. Aide Superintendent to arrange for the transportation of all athletic teams.
7. Check the readiness of all facilities for teams and spectators prior to game time.
8. Coordinate scheduling with coaches for such events as athletic assemblies, Parents' Night, Homecoming, Banquets, Booster Club Activities, etc. and clear them with the Principal/Superintendent.
9. Prepare all game contracts, specifying the date, time, and location
10. Make arrangements and maintain records for physical examinations for athletes.
11. Arrange for the purchase of team awards through the Varsity Coaches
12. Ensure all volunteers have completed the appropriate background check **PRIOR** to contact with athletes. See office for form.
13. At the conclusion of each team's season a survey will be sent to all athletes and parents. This will help with continuing to improve Buckley's Athletic Department to take feedback and improve the student-athlete experience for our student athletes

B. VARSITY HEAD COACHES SHALL:

1. Be responsible for all matters relating to the organization and administration of the sport under his/her direction, including support and guidance to the sub-varsity and middle school level coaches.
2. Help with feedback to the AD with regards to all sub varsity coaches

3. Hold preseason parent meetings to go over team rules and player expectations, give out practice and game schedules, and answer any questions parents may have regarding the upcoming season.
4. Set team rules and hold players accountable to those rules. A coach's team rules will supersede the athletic code if the consequence is more severe.
5. Enforce all rules of the Michigan High School Athletic Association related to his/her sport.
6. Ensure that they are eligible to coach under all guidelines of the Michigan High School Athletic Association. e.g, rules meetings, concussion training, CAP classes, and all other applicable expectations.
7. Assign duties to assistant coaches and evaluate their performance annually..
8. Plan all practice sessions and supervise out-of-season conditioning programs.
9. Plan and organize special events such as assemblies, Parents' Night, Homecoming, banquets, etc;
10. Maintain an accurate and current squad roster and submit copies to the Athletic Director prior to the first scheduled contest. Keep the Athletic Director updated of any changes.
11. Cooperate with the Athletic Director to verify that no candidate is issued equipment or allowed to practice until his/her physical examination card has been completed and all equipment from previous seasons has been received.
12. Provide supervision of all athletes until they have left the building.
13. Ensure that all windows and doors are locked in any area that has been used during practices.
14. Prepare a detailed equipment inventory and supply request and submit it to the Athletic Director to receive compensation.
15. Arrange for the presentation of team awards through the Athletic Director two weeks before the scheduled banquet. Awards banquets are to take place within 3 weeks of the last played contest.
16. Recommend teams that may be scheduled for future contests.
17. Report injuries promptly and submit  Athletic Accident Report.PDF to the Athletic Director.
18. Follow MHSAA Concussion Protocol [MHSAA Concussion Protocol](#)
19. Exercise great care in dealing with all injuries and particularly those that are of serious nature. In all cases, the coach should assure that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and/or parent before the athlete is allowed to participate again in athletic activities.
20. Ensure all volunteers have completed the appropriate background check **PRIOR** to contact with athletes. See office for form.

C. ASSISTANT AND SUB VARSITY COACHES SHALL:

1. Set team rules and hold players accountable to those rules at the start of each season. A coach's team rules will supersede the athletic code if the consequence is more severe.
2. Support the Varsity head coach in the conduct of his/her particular sport and the total athletic program.
3. Fulfill all responsibilities assigned by the Varsity head coach.
4. Be prepared to assume the responsibility of the head coach, if and when necessary.
5. Cooperate with the Athletic Director to verify that no candidate is issued equipment or allowed to practice until his/her physical examination card has been completed and all equipment from previous seasons has been received.
6. Provide supervision of all athletes until they have left the building.
7. Ensure that all windows and doors are locked in any area that has been used.
8. Report injuries promptly and submit **■ Athletic Accident Report.PDF** to the Athletic Director.
9. Follow MHSAA Concussion Protocol [MHSAA Concussion Protocol](#)
10. Exercise great care in dealing with all injuries and particularly those that are of serious nature. In all cases, the coach should assure that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and/or parent before the athlete is allowed to participate again in athletic activities.
11. Ensure all volunteers have completed the appropriate background check **PRIOR** to contact with athletes. See office for form.

D. ATHLETIC BOOSTERS

1. "The mission of the Buckley Athletic Boosters is to support the success of students and coaches involved in the Buckley athletic programs. Funds raised from Buckley Athletic Booster activities will be utilized to purchase items for the athletic program, which are not a required item, as part of the school's athletic fund. Membership in the Buckley Athletic Boosters is voluntary; however, parent involvement is an essential component for success."
2. All coaches are encouraged to work with the Athletic Boosters to maximize fundraising opportunities including concession stands. The Athletic Boosters also makes funds available to teams for the purchase of athletic needs outside the regular required items. Please see any Athletic Boosters member for information.
3. Coaches are encouraged to attend Athletic Booster monthly meetings.

NOTE: A coach shall not have tenure. All extra-curricular positions are annual appointments and the Board is authorized to terminate any coach from their position for any reason at any time.

III. TEAM DESIGNED PHILOSOPHY

Interscholastic athletics should provide for the development of life-long attitudes and values toward doing one's best, strong teamwork, fair play, and good sportsmanship.

Each coach should stress the importance of physical fitness throughout life to help students develop attitudes and values indicated above, and to practice a mind-set and behaviors related to respect for opponents, coaches, officials, teammates, and spectators.

Although winning is a desirable goal and something to strive for, it should not overshadow the educational purposes of athletics and the positive impact athletic activity can have on developing ethical, productive, and well-rounded citizens.

A. TEAM SELECTION

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Buckley, we encourage coaches to keep as many student-athletes as possible within the framework of high school interscholastic competition. Prior to trying out, the following information will be made available to all athletes for the team:

1. Extent of tryout period.
 - A. A minimum number of practice sessions (3 days/sessions minimum if "cuts" are to be made)
 - B. Have performed in game-like setting during practice (unless extenuating circumstances prevent such a setting)
2. Criteria used to select the team - coaches must utilize an evaluation tool (document) for each candidate. Practice commitment if they make the team (practice times and sites, including possible holiday conflicts and/or commitments).
3. Game commitments.
4. Season commitments.

B. MIDDLE SCHOOL (7th/8th grades and 6th grade if needed to fill teams)

1. Student-athletes should be able to explore and expand interests and abilities.
2. Coaches should maximize opportunities for as many students as possible to participate.
3. Major focus on teaching and time commitment should focus on basic fundamentals of the activity. Emphasis is on building skills and participation.
4. As much playing time as possible will be made available for all participants.
5. The goal at the middle school level is to have fun, learn positive and challenging life lessons, grow as an individual and as a teammate, and be excited about returning to the sport the following season.
6. The focus should never be on the scoreboard and the number of wins. Engage students and prepare them for the next level where being competitive becomes a little more important.

C. JUNIOR VARSITY (9th-12th grades)

1. The junior varsity level is a transitional period that calls for a balance between participation and being competitive.
2. The major focus continues on the teaching of basic fundamentals to further develop the

skill level of each participant, while stressing more defined team concepts in all aspects of participation.

3. Whenever possible, each student-athlete will be given the opportunity to participate in practice and contests.
4. All student-athletes will perform in practice competition on a daily basis (except when eligibility has occurred for the second time in a season for an athlete)
5. Like Middle School, the focus should be on building relationships, teaching life lessons, and preparing students for the Varsity level while instilling more focus on being competitive day in and day out.

D. VARSITY (9th-12th grades)

1. Major focus on working toward the mastery of fundamentals to further develop individual skill level and enhance competitiveness of the team.
2. At the varsity level, the emphasis is on playing those who provide the team the best opportunity to be competitive and successful, without sacrificing the rules, good sportsmanship (positive attitude), and welfare of the team.

****NOTE: AN ATHLETE'S GRADE LEVEL DOES NOT AUTOMATICALLY DETERMINE WHAT TEAM THEY MAKE WHEN DETERMINING JUNIOR VARSITY OR VARSITY TEAMS**

E. DUAL-SPORT PARTICIPATION

A student may participate in only two sports simultaneously in one season. Students must declare which sport will be their primary, and participation conflicts will be as follows:

1. Regular season primary sport.
2. Postseason over regular season regardless of primary sport.
3. If both sports are in the postseason, the decision will be made in writing by both the student and parent.

IV. GENERAL INFORMATION

A. PRE-SEASON CHECKLIST FOR COACHES (Please discuss the following items with your players.)

1. Physical exam card on file **before** the athlete is to be allowed to practice.
2. All previously issued school equipment/uniforms must be turned in before receiving equipment/uniforms for current sport.
3. Team Rules / Expectations (i.e. attendance, appearance, team loyalty, dual-sport, sportsmanship, ect.).
4. Proper Equipment Needs (i.e. shoes, gloves, other).
5. Season calendar / important dates (i.e. team photos, homecoming, parent/senior night, fundraising opportunities, conflicts/absences, ect.).
6. Team communications (email, social media, app, ect).
7. MHSAA rule changes.

B. KEYS AND USE OF FACILITIES

1. It is your responsibility as a coach to check locker rooms before you leave to make sure all of your athletes have left. Each coach is to report to the Athletic Director any conditions which he/she is aware could cause injury to the participants or spectators. Make sure the building is secure upon your departure. **Keys are not to be given out for use of facilities by coaches.** Arrangements for use of facilities must be made through the Athletic Office/Building and Grounds Department.

C. CARE OF EQUIPMENT

1. In order to give athletes a **sense** of responsibility for their equipment, squad members are to be held accountable for the abuse or loss of it. No additional equipment shall be issued until all school issued equipment from the previous season has been received. It is the responsibility of the head coach to ensure that athletes put away all equipment after contests.
2. No students/athletes are to use gyms, weights, or locker rooms unless supervised by a coach or faculty member. The coach/faculty member in charge is responsible for returning all equipment to its proper place of storage.

D. TRANSPORTATION

1. All athletes must travel to and from away contests with their team in school authorized transportation. Parental requests to deviate from this rule must be presented directly to the coach in written form. Emergencies shall be handled at the discretion of the coach of that sport. Coaches may only release athletes to parents/guardians.
2. At the beginning of the season, the Athletic Director will produce a transportation schedule for all coaches. All changes will function through the Athletic Director. A coach shall travel on the bus at all times.
3. Emergency procedures and responsibilities while traveling to or from an athletic contest.
4. Bus Driver's Responsibilities- Repair and care of the bus. Securing alternate vehicles if necessary.
5. Coach's Responsibilities- Safety and control of team members. Notify the host school, or Buckley AD, if arriving late. Notify Buckley administration of a problem.
6. Alternate Transportation Possibilities - Repair Bus/Request second bus be sent/ Use school bus of school in town where breakdown occurred (with approval of their transportation director) - using our driver or theirs.
7. Call to Buckley - One call should be made to one of the following school employees with the following information: 1) Phone number where disabled coach/bus can be reached; 2)

exact location of breakdown; 3) exact nature of breakdown and repair parts needed; 4) alternative plans.

Call in order of availability:

1. Todd Frazee 616-204-5994
2. Buckley Community School: 231-269-3325
3. Jessica Harrand 231-631-5006

E. WEATHER CONDITIONS

1. Outdoor contests/practices are to be suspended during an electrical storm. All participants are to be provided appropriate shelter.
2. Appropriate precautions should be coordinated with the Athletic Director in case of tornado warning/watch.
3. The heat and humidity factor is to be considered when planning or conducting practices. Please refer to the MHSAA heat and humidity index guide [MHSAA Heat and Humidity Index Guide](#).
4. Athletic travel cancellations will depend on weather and road conditions at the time of departure as well as weather predictions. The closing of schools in the a.m. will not necessarily cancel an athletic trip in the p.m. A coach may terminate a trip if road conditions become unsafe while traveling.
5. During hazardous weather, practice sessions are not mandatory and may be canceled entirely.
6. Junior High practice and contests **will** be canceled if school is canceled.

F. PRACTICE

1. The head coach is responsible for outlining specific duties for his/her staff, and to provide leadership and direction necessary for successful training programs.
2. The coach or his/her assistant must be physically present during the entire period of practice that requires the presence of all or one of his/her team members. Responsibility of practice sessions extend to the use of equipment, facilities and materials (including weight room). Well organized and understood practice sessions should help eliminate any deviations from sound educational philosophies. To avoid conflicts in facility usage, and to develop a fair and equitable plan for teams, the Athletic Director will post a practice schedule at the beginning of the season. Any additions, deletions, or changes should be approved by the Athletic Director.

G. MEDIA

1. After contests, coaches will call the Media letting them know the results. Phone numbers are listed below.

TV 9&10	1-800-782-7910	sports@9and10news.com
Cadillac News	1-888-584-6564	sports@cadillacnews.com
TV 7&4	231 947-0354	hbeeby@chestv.com
Record Eagle	231 933-1410 or 800-968-8273	bquealy@record-eagle.com
Crystal Rath		crath@buckleyschools.com

H. POSTSEASON CHECKLIST FOR COACHES

1. Collect equipment from athletes.
2. Secure facilities and equipment.
3. Submit End of Season Report and sub-varsity and middle-school coaching evaluations.
4. List of team awards to AD two weeks prior to the banquet.
5. Team Record and Individual Records for Season.
6. Team banquet scheduled within three weeks of the conclusion of the season.
7. Inventory of all equipment.
8. Budget recommendations for the following year.
9. Recommendations for improvements.

***Entire checklist must be completed to receive a paycheck.**

V. BUSINESS

A. BUDGET

The Athletic Director is responsible for providing each coach with his/her budget allocation. Each coach is expected to expend dollars in accordance with the approved budget allocation. If necessary, the coach may seek approval from the Athletic Director for any budgetary change.

B. PURCHASE OF EQUIPMENT

1. All purchasing of athletic equipment shall be made through the Athletic Director. No expenditures are authorized by any individuals or coaches. Care should be taken by coaches, when making requests for equipment to specify: (where possible) catalog numbers, quantity, size, color, trim, material, etc., so that suppliers are quoting on equal products.
2. The coach will requisition equipment/supplies through the Athletic Director in advance of the season. The actual ordering of equipment/supplies will be handled through the use of an approved purchase order. Coaches requesting reimbursement for expenses without a **prior approved** purchase order will risk possible rejection of repayment.

C. FUNDRAISING

1. All fundraising projects must be approved by the Athletic Director. Approval will be based upon planned use of the funds, conflict with other projects, school interference, athletic interference, and community acceptance.
2. Each head coach is responsible for the fundraising account for his/her program. Transactions should be made through the business manager. Check request and deposit slips forms should be used.

D. ATHLETIC CONTESTS/SCRIMMAGES

Scheduling of events- the Athletic Director shall approve a contract for each athletic contest in which the school participates. Regulations established by the state, conference, and school shall be observed. Scrimmages and non-controlled contests must receive prior approval of the Athletic Director.

VI. EVALUATIONS

The evaluation of coaches has two purposes: 1) to improve coaching; and, 2) to guide employment decisions. (Any disciplinary action would be followed per the master agreement)

A. COACHES

All coaches will receive a complete evaluation within three weeks of the conclusion of her/his season. The evaluation will be based on a series of observations and other information accumulated by the administration. The AD will provide the coach with a copy of the completed evaluation. The coach may in turn respond to part or all of the evaluation within five days and return the copy to the AD to become part of the coach's personnel file. At appropriate times during the process either the AD or the coach may request a conference.

VII. FORMS

- A. [Roster](#)
- B. [Accident Report](#)
- C. [Deposit Slip](#)
- D. [Check Request/Reimbursement Form](#)
- E. [Fundraising Request/Report](#)
- F. End of Season Report (need form)
- G. [Athletic Code of Conduct](#)
- H. [Dual Sport Athlete](#)
- I. [Athletic Boosters Request Form](#)
- J. [MHSAA Concussion Protocol](#)
- K. [MHSAA Athletic Physical Form](#)