L'Anse Creuse PUBLIC SCHOOLS

ATHLETICS

COACHES HANDBOOK

Last Updated: 11.2.2026

Preface

Established in August 2025, this Coaches Handbook serves as the official guide for all athletic programs within L'Anse Creuse Public Schools. It provides clear expectations, responsibilities, procedures, and resources for coaches at both the middle and high school levels. This handbook outlines district policies, MHSAA compliance requirements, and best practices to ensure consistency, safety, and professionalism across all athletic teams.

A comprehensive and up-to-date handbook is essential to support student-athlete well-being, promote sportsmanship, and maintain high standards for conduct, communication, and coaching performance. It also ensures alignment between athletic goals and the educational mission of the district, helping to foster positive experiences for students, families, and the community.

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Policy Statement

Section 14. Interscholastic Athletics (AG)

The District interscholastic athletic program is designed to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

Title IX Policy Non-Discrimination

The District does not discriminate on the basis of sex in its education programs or activities, in accordance with Title IX of the Education Amendments of 1972 and its implementing regulations. This includes admission and employment. Inquiries about the application of Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights (OCR), or both.

Code of Conduct for Coaches

(Adapted from the "Athletic Code for Coaches", MHSAA Handbook)

The coach is an official representative of the school and, in that capacity, the following standards should be practiced:

- Develop an understanding of the role of interscholastic athletics and communicate it to players, parents and the public.
- Develop an up-to-date knowledge of the rules, strategies, safety precautions, and skills of the sport and communicate them to players and parents.
- Develop, communicate, and model policies for athletes' conduct and language.
- Develop fair, unprejudiced relationships with all squad members.
- Allow athletes to prove themselves anew each season and do not base team selections on previous seasons or out-of-season activities.
- Allow athletes time for involvement in other activities provided by their family, church, school, and community (balance).
- Give the highest degree of attention to the athletes' physical well-being.
- Teach players respect for authority and refrain from critical comments in public or the media about players, officials, etc.
- Teach players strict adherence to school, team and game rules.
- Attend District, league, and MHSAA meetings and keep abreast of District, school, league, and MHSAA policies regarding the sport.
- Present a clean and professional image in terms of personal appearance, personal habits, language and conduct. Use of tobacco within sight of players and spectators, and use of alcohol any time before contact with players or while supervising players is not acceptable.

Note: Alcohol/tobacco are not to be consumed while the coach is responsible supervising students. This includes field trips, athletic events, scholastic events, trips, any team event or function, etc.

Expectations/Responsibilities of Coaches

A. Responsibilities

- Directly responsible for all matters relative to the program including but not limited to, player personnel, practice sessions, care and maintenance of equipment, and supervision of players during practices, games, travel and other team functions.
- Be knowledgeable of and consistently enforce school, District, league, and state association (MHSAA) rules and policies.
- Effectively communicate with players, officials, fellow coaches, parents, administrators, and community members. Please see *Board Policy Manual, Article X. Section 5. Relationships and Communications with Students Prohibited* for further guidance.
- Ensure that the safety and welfare of the athletes is the top priority in the organization and implementation of practice and game situations.
- Be responsive to instructions and directions of the Athletic Coordinator and other appropriate school administrators.
- Support and promote activities designed to further the District's goal of a coordinated, sequential athletic program.
- Participate in activities designed to contribute to program and professional growth, including CPR and first aid training.
- Present a professional image and provide a positive role model in terms of personal habits, language and conduct.
- It is expected that all coaches will conduct themselves in a professional manner at all times when representing L'Anse Creuse Public Schools. At no time should vulgar language/actions be used directly/indirectly when at practice/games.
- It is important to maintain a professional relationship with parents/guardians of the athletes that are on your team. Please be aware that through communication to the athletes and parents, many problems can be avoided.
- At no time should you give an athlete a ride home by yourself. You should provide the student with access to a telephone to call the parent. If you have to have a discussion with an athlete, be sure to have another coach present to verify what you are telling the student.
- At no time should you be texting or calling an athlete about issues other than emergency situations such as cancelled/changed games or practices.
- At no time should you discuss another player's problems or status on the team with another player

B. Middle School/High School Program Coordination

Coaches are expected to support and be responsive to the philosophy of a coordinated, sequential program from middle school through the high school level. Each coach is expected to stress individual and team fundamental skills that are appropriate for the age of the student and the development of the athlete as well as the sport. The high school varsity head coach in each sport is expected to facilitate the coordination between the levels. Each high school varsity head coach with a feeder program at the middle school level must hold a pre-season meeting with all coaches (middle school and high school) in that sport. Expectations in terms of fundamentals to be taught, techniques, offensive and defensive systems, and support from coaches between levels should be mutually agreed upon.

C. Organizational Structure

The coach is responsible for the organization, management, and supervision of his/her team. Questions or concerns from parents, students or staff related directly to matters dealing with a specific sport should first be directed to the coach of that sport. The Athletic Coordinator is the administrator of the total athletic program. He/she is responsible for the administration of the program and will deal with appeals of decisions made at the coaches' level. The administrative "chain of command" beyond that point is as follows: Principal, Director of Student Support Services.

D. Sportsmanship

Unsportsmanlike conduct will not be tolerated by any party associated with our athletic programs. Coaches, Athletic Coordinators and other school personnel are expected to make every reasonable effort to emphasize good sportsmanship with players, athletic staff, parents and spectators, and to take issue with individuals displaying unacceptable behavior at athletic events.

Whenever possible, the Athletic Coordinator or a designee will be available on-site for home competitions to assist in controlling the crowd. Head coaches are responsible for the behavior of their players and other personnel associated with their team.

E. Buses

After the first week of practices the coaches will make arrangements with the Athletic Secretary for bus times for away events. Please keep in mind that we want to limit as much as possible the amount of time that an athlete is out of the classroom. This is to maintain the educational structure.

A coach or designated representative is required to ride the bus on all round-trip athletic events. For one-way trips, the head coach or representative must personally check in each player before departure and follow the bus to the destination to ensure proper supervision. The head coach is ultimately responsible for overseeing student-athletes during transportation to and from events.

F. Coaches Meetings

Coaches are responsible for attending the following meetings.

- Start of year meeting (Fall/Winter/Spring)
- Preseason MAC meeting
- Post Season MAC meeting
- MHSAA Rules meeting
- Pre-Season Coaches meeting
- Any Coaches Association Meeting

G. Boosters

All coaches should be involved in the L'Anse Creuse Public Schools Boosters in some degree. Programs are responsible for providing a parent representative. The varsity head coach of each sport will be the one to ask the sports boosters for equipment and other team requests. The head coach will be responsible for preparing the information and presenting it to the representatives at appropriate sports boosters meeting.

The Board of Education only recognizes the following External Organizations that support our district:

L'Anse Creuse High School Athletic Boosters

L'Anse Creuse High School North Athletic Boosters

LCN Football Club

LC Quarterback Club

LC Unified Hockey

L'Anse Creuse High School Band Boosters

L'Anse Creuse High School North Band Boosters

L'Anse Creuse Foundation

LC Takedown Wrestling Club

The Board recognized organizations listed above will be required to provide annual reports as listed in the Administrative Guidelines to the Business Office, including providing the group's EIN # and official 501(c) status letter from the IRS.

External organizations must be approved by the Board of Education or Superintendent. No other organization will be permitted to operate as a separate organization that utilizes district coaches or staff and imply they are soliciting donations or fundraising on behalf of L'Anse Creuse Public Schools.

H. Gate Receipts

For all sports sanctioned events, gate receipts must be deposited into the General Fund. Gate proceeds may not be donated to charities, causes, or outside organizations. In addition, gate proceeds for a sanctioned event may not be deposited into an internal account.

AG Athletic Gate Procedures - DRAFT

I. Locker Rooms

Lockers rooms will remain locked at all times. Players must be monitored while in locker rooms.

Hiring of Coaches (HR Committee)

A. Procedure

The hiring of coaches is a function of the Human Resources Department. Please see the HR webpage for more details on postings and how to apply.

B. Criminal Background Checks

Paid Coaches

Before a person selected for a paid coaching position can be hired and begin working in that role, he/she must submit to and pass a criminal background check including fingerprinting. Arrangements will be made through the Human Resources Department.

Volunteer Coaches

Before any volunteer coach is allowed to help in a program, they must fill out a volunteer form (ICHAT form) from the Athletic Department. However, the volunteer coach must be fingerprinted if left unsupervised with any students. Volunteer coaches will be able to assist with the program after Athletic Coordinator approval. Volunteer coaches will not be paid through district funds or individual fundraising accounts and are responsible for fingerprinting fees, if applicable.

C. Non-Faculty Coaches - Paid and Volunteer Positions

- Whenever possible, coaches should be members of the regular teaching staff of the school District. If a non-faculty person is used as a coach (paid or volunteer), he/she must be registered by the school with the MHSAA using a form provided by the MHSAA for that purpose. A non-faculty coach must be at least eighteen (18) years of age and not a current high school student.
- All non-faculty coaches are considered at-will employees and must be renewed annually.

D. Supplemental Coaches

- A supplemental coach is defined as a person who has assumed a coaching position that is not listed on Schedule C of the teacher's contract. The position must be approved by the Athletic Director in advance. The stipend to be paid to the coach for services rendered must be paid through the Business Office. The District must be reimbursed through internal accounts for the total amount of the compensation, including benefits and retirement for District employees and non-faculty coaches in accordance with the teacher's contract.

  Note: If proceeds from school/team fund raising activities will be used to pay stipends to coaches, this information must be disclosed to all parties involved in the fund raising and printed on promotional materials.

- All supplemental coaches are considered at-will employees and must be renewed annually.

Requirements:

- The applicant must be at least 18 years of age and not a current high school student.
- The applicant, because they are receiving payment, is considered a non-faculty employee. Therefore, they must contact Human Resources for onboarding paperwork before their first season.
- The school must register any non-faculty coach with the MHSAA on the Non-Faculty Coaches Registration form provided by the MHSAA.
- The contracted coach (not the supplemental coach or volunteer coach) retains responsibility for the immediate supervision, training, and coaching of the athletes. This responsibility cannot be delegated to a supplemental or volunteer coach.
- The supplemental coach or volunteer coach must perform duties in a responsible and professional manner within the normal scope of duties assigned by the contracted coach for that sport.
- All coaches must abide by all District rules and maintain a clean and professional image.

Training of Coaches

A. CPR/First Aid/AED

CPR/First Aid certification and AED training is required before the MHSAA deadline. Seminars on basic information related to the prevention and care of athletic injuries are sponsored periodically by the District and coaches are encouraged to attend, otherwise coaches are to obtain the certification and training on their own.

All varsity, junior varsity, and 9th-grade head coaches of each high school team must have a valid current Cardiopulmonary Resuscitation (CPR) certification.

CPR Certification is tracked by the school Athletic Coordinator, similar to meeting-risk management course requirements for assistant and sub varsity coaches. Athletic Coordinators must confirm (attest) each season through MHSAA.com that both these requirements have been met. If a coaching requirement is not complete prior to the deadline, the school shall prohibit that coach

from coaching in that season's MHSAA tournament for the sport involved and shall not be present at the facility where the MHSAA tournament involves that coach's sports team is being held.

B. Coaches Advancement Program

The Coaches Advancement Program (CAP) is a joint venture of the MHSAA and the Michigan State University Institute for the Study of Youth Sports. This program has 6 levels, with 6 hours of training required to complete a level. Coaches are provided with the latest information pertaining to their day-to-day coaching responsibilities, including legal responsibilities, effective instruction, effective communication, working with parents, teaching skills, and managing time and stress. All first-year varsity coaches are required to take one CAP course per MHSAA rules and regulations. Veteran coaches are encouraged to participate in CAP training.

C. MHSAA Rules Meeting

Before each season, every coach is required to take an MHSAA rules meeting, most of which are online. All assistant and sub varsity coaches are also required to complete the rules meeting, with schools attesting that all coaches have completed this requirement. All certificates must be submitted to the Athletic Coordinator upon completion.

D. Workshops/Conferences

Coaches are encouraged to participate in activities that contribute to their professional growth. In general, the District's athletic budget will not cover individual costs incurred for workshops, conferences or seminars.

E. Evaluations

Coaches specified in the teachers' contract will be evaluated at least once a year by the Athletic Coordinator. Evaluations are intended to be a positive aid in helping coaches evaluate and improve their performance. Coaches will not be issued an evaluation until all end of season duties are completed.

Athletic Coaches - Evaluation Form

Coaches and Game Workers Pay

A. Contracted Coach

The pay for each District coaching position is determined based on the teacher's contract. Middle school and high school coaches will be paid by the end of the high school fall, winter, and spring sport seasons on a date determined by the Business Department.

B. Supplemental Coaches

Process for Paying Supplemental Coaches:

- The position and salary to be paid must be approved by the Athletic Coordinator in advance of the person assuming the position. The required documentation must be sent to the Supervisor for Human Resources.
- Prior to the end of each sport season (fall, winter, and spring), the Athletic Coordinator will send a list of approved supplemental coaches for that season to Human Resources.
- Human Resources will review the information and verify pay. Payment will be processed by the Business Office.

C. Gate, Game or Meet Workers

Gate, Game, and Meet Workers' pay rates are determined by the district. Coaches may obtain the approved pay rates from the Athletic Coordinator. All workers are paid through the Business Office.

Physical Screenings for Athletes

A. Requirement

The MHSAA requires that before a student can practice or participate in games, he/she must have on file at the school a statement for the current school year certifying that the student has passed an athletic screening examination and is physically able to compete in practices and games. The M.D., D.O., Physician's Assistant or Nurse Practitioner who administered the examination must sign the statement. A statement for the current year is defined as an examination given on or after April 15 of the previous school year.

B. Completed Physical Screening Forms

Completed physical forms must be returned to the Athletic Coordinator and kept on file at the building. No student can participate in practices or games without a form signed by a physician.

Equipment

A. Coaches' Responsibilities

Athletes must be properly equipped for the activity. Coaches should be aware of essential equipment needed for their sport, know how to fit equipment properly and should routinely inspect equipment to ensure equipment is safe and in good repair. Coaches are responsible for ensuring that:

- Records are kept on equipment issued.
- All athletes have essential protective equipment and are properly attired.
- Equipment is in good repair (damaged equipment must be replaced or repaired).
- Equipment fits properly.
- Issued equipment is retrieved at the end of each season. (Every effort should be used to retrieve uniforms that are not turned in.)
- Equipment inventory is completed at the end of each season.

B. Budget

Athletics is provided with a District athletic budget that is designed to provide uniforms, basic supply needs of each sport, and for the periodic replacement and repair of essential equipment needed for each sport. The Athletic Coordinator is responsible for the monitoring and distribution of the building athletic budget.

C. Purchases (Aligned with District Athletics Budget)

All requisitions for athletic purchases to be charged to the athletic budget or team internal account must first be approved and signed by the Athletic Coordinator BEFORE the order is placed. The Athletic Department will obtain bids and/or quotes if necessary and place the order. The following guidelines need to be followed:

- Sufficient lead-time is needed (6-8 weeks for most equipment).
- Detailed specifications must be included with the requisition (brand, model, size, color, part number, etc.).
- Vendor input may be needed to help with selections. However, the vendor should be made aware that the District is not obligated to buy the equipment from that vendor.
- No coach is authorized to order an item or instruct a vendor to order items without obtaining an authorized purchase order number in advance from the Athletic Coordinator.
- Uniforms and other equipment will only be replaced when required as a result of excessive wear or safety concerns. Purchases of personalized equipment or replacement for aesthetic reasons will not be authorized using District funds.

District Athletics Budget-Basic Needs Sports Equipment List *(draft)*

D. Spirit Wear

All spirit wear orders must be made through the approval of the Athletic Coordinator. Artwork, cost, and all other variables must be presented by the coach to the Athletic Coordinator before information is dispersed to the team for purchasing. All checks must be made out to "L'Anse Creuse Public Schools".

E. Personalized Uniforms and Other Equipment

The District will not pay for uniforms or other equipment with players' names permanently affixed. Names on uniforms or equipment are discouraged. If a team desires to have players' names on equipment, prior approval must be obtained from the Athletic Coordinator and the coaches/players must pay the full purchase price of the equipment in advance of the purchase from an internal account from fundraised funds or individual family purchases.

Both HSN and LCHS have engaged in a partnership with Nike and BSN sports for the next three years (starting date: Fall of 2025). As part of the agreement, all varsity sports uniforms that are purchased in the timeline will be Nike and purchased through BSN. The uniform cycle already in place will be followed. Another requirement is all varsity teams have to offer a team store / spirit shop through BSN each season. As our preferred vendor, the athletic departments will get a quote from BSN before making most purchases.

F. Inventory

Each coach is expected to provide the Athletic Coordinator with an up-to-date digitized inventory of all equipment, clothing and supplies at the end of each season. In general, the inventory should include a description of the item, manufacturer, date of purchase, price, quantity and present condition. The equipment inventory should be the basis for the planning and prioritizing of all equipment purchases. This digital file should be shared with the Athletic Coordinator and Athletic Secretary.

G. Football Helmet Reconditioning

All football helmets used at the high school level will be professionally reconditioned yearly. At the middle school level, helmets will be reconditioned every other year or at the discretion of the Athletic Coordinator. All helmets must be complete prior to being inspected by the reconditioner. Coaches must replace any missing pads, chin straps, and face masks prior to reconditioning – even if they are replaced with damaged parts. (Note: This pertains to helmets after the season has ended and prior to reconditioning. At no time should damaged parts be used on helmets that will be worn by students).

H. Medical Supplies/First Aid Kit

Each athletic team must have access to a properly equipped first aid kit during all practices and games. Coaches are responsible for checking their kits on a regular basis and replacing consumed or outdated supplies. Contained in this handbook is a list of recommended medical supplies.

I. Emergency Action Plan

EAP Policy

REGULATION II, SECTION 3 (D) – Starting with the 2024-25 school year, high schools shall attest by each season's established deadline that all high school teams (varsity and sub varsity) have an emergency action plan specific to their practice and contest locations. These plans shall be posted, documented, and rehearsed at least once per season. Schools shall impose the penalty of Section 8(B) on high school head coaches (varsity and sub varsity teams) who do not meet this requirement.

Transportation

A. Buses

A coach or designated representative is required to ride the bus on all round-trip athletic events. For one-way trips, the head coach must personally check in each player before departure and follow the bus to the destination to ensure proper supervision. Athletes are required to ride the bus. The head coach is ultimately responsible for overseeing student-athletes during transportation to and from events.

B. Private Vehicles

The use of privately owned vehicles for school trips is discouraged. Circumstances, however, sometimes require that this mode of transportation be used. Only parent or coach/teacher drivers can be used. Drivers must complete the "Permission for Transportation by Private Vehicle" student travel permit form signed by a parent and clearly indicating that private vehicles will be used as needed for each student before using privately owned vehicles for school trips.

Facilities

A. General Use

The Athletic Coordinator has the responsibility to develop a master schedule for the use of building athletic facilities. The master schedule should be developed in cooperation with the coaches and must take into account and make allowances for other school groups and community activities that are entitled to use our facilities. Any deviations from the master schedule must be cleared in advance with the Athletic Coordinator to avoid potential conflicts.

B. Inspections

Inspection of the practice or competition facility for safety hazards is the responsibility of the coach. Coaches should inspect the facilities before permitting athletes to participate in practices or contests. If a safety hazard is present, it must be avoided by relocating, rescheduling, restricting the activity, or removing the hazard. Safety hazards that are not easily rectified must be reported to

the Athletic Coordinator or Administrator. At no time should a coach allow student-athletes to practice or play on facilities deemed unsafe.

C. Sports Camps

Sports camps conducted by District staff members using District facilities (equipment, indoor or outdoor facilities) must be coordinated through the Athletic Department. All programs must be self-supporting. All revenue and expenses must be processed through the Athletic Department. After all expenses have been paid, the balance will be deposited in the appropriate internal account for use by that sport.

Athletics Eligibility

A. Academics

The following athletic eligibility criteria follow all Michigan High School Athletic Association (MHSAA) and L'Anse Creuse Public Schools (LCPS) guidelines and apply to all student athletes. In order to be eligible to participate in a sport, all student athletes must meet BOTH of the following criteria:

1. Meet eligibility standards of MHSAA, have passed 66% or better of all classes the previous semester and currently be passing 66% or more of his/her current classes.
2. Meet eligibility standards of LCPS, have passed all classes in the previous semester and current semester and current quarter.

If a student fails one of more classes and wishes to participate in a sport the student must:

1. Attend Summer School to achieve the necessary credits for a fall sport if the class(es) was failed the previous June. If a student chooses not to attend Summer School to achieve the necessary credits, that student may not participate in any game until the first two weeks of school are completed and the student is shown to be passing all classes in the new school year.
2. If a student fails one of more classes in the previous quarter or semester for a winter or spring sport, that student may not participate in any game until the first two weeks of the second semester is completed and the student is shown to be passing all classes in the new semester. During this two-week period, the student must attend after school support sessions.

Eligibility for Holidays and Breaks

If a student is ineligible to check before a holiday break, that student cannot participate in competition for the duration of the break.

Eligibility Exception: The only exception that will be made to overturn an ineligible athlete is: Work turned in on time but not entered in PowerSchool before eligibility check.

Appeal Process: The student-athlete must print off PowerSchool grade report and have teacher sign off on the grade, indicating that work was turned in on time and that the work met the standard, making the student-athlete eligible.

B. School Attendance

Attendance in three out of six classes of each school day is required for students to be eligible to participate in practices and contests. A student who has an exempt absence because of a funeral, medical appointment, field trip or some other school approved activity is considered to be in school for that day. Exceptions will be dealt with on an individual basis through the Athletic Department. A student with an unexcused absence from school may not participate in the athletic contest or practice scheduled for that same day.

Awards

Each sport has established an award system to recognize students for participation in school sponsored interscholastic athletics. The criteria for a player to receive a "letter" or other special award should be in writing and conveyed to the players at the start of the season.

Discipline/Student Behavior

A. Discipline Plan/Team Rules

Sound discipline requires that team, school and District rules are well-defined in specific terms and enforced. Key points to an effective discipline plan include:

- Specifying, in writing, desirable and undesirable conduct in terms of team rules. Involve athletes in establishing team rules whenever possible.
- Inform players and parents of the team of the school and District rules at the beginning of the season. Give players and parents a written copy of the rules and require players and parents to sign a statement that they have read the rules and agree to abide by them. Keep the signed statements on file.
- Apply rules and penalties consistently and impartially.
- Document infractions and action taken.
- Program handbooks need to be presented and approved by the Building Principal and Athletic Coordinator.

B. District/School Rules

School and District rules apply to all school activities, including athletic practices, travel and events. Violations of school and/or District rules should be referred to the appropriate Building Administrator for disciplinary action. If the violation is also an infraction of a team rule, the coach should inform the Athletic Coordinator and collaboratively enact appropriate penalties.

C. Suspension/Dismissal

Failure to comply with team, school or District rules may result in an athlete being suspended for a specific period of time or removal from the team for the duration of the season. Rule infractions must be documented. The player, parents and Athletic Coordinator must be notified of any suspension or dismissal and the reasons for the action. The Athletic Coordinator must be provided with written rationale for the action and supporting documentation.

Health/Emergency Procedures

All coaches will have an emergency medical plan developed for their individual team in the event of emergency. This plan will be reviewed with the team and a copy will be placed on file in the Athletic Department.

A. Injuries

- CHECK-CALL-CARE, i.e., **CHECK** for life threatening conditions (unconscious, not breathing, no pulse, bleeding severely); if the parents are not present and the situation is life threatening or the emergency warrants, **CALL** 911 or send someone to call for medical assistance immediately then **CARE** for the injured party.
- Notify the parents.
- Prepare a Student Accident Form. Be specific in describing how the accident occurred (who, what, when, where, how, etc.), but general in describing the injury (e.g., during a rebounding drill at practice, John Doe came down on Bill Smith's foot and turned his left ankle). For the most part, coaches are not medical experts and should refrain from making a medical diagnosis.
- Report the incident to the appropriate Building Administrator.
- Follow-up with a call or visit to check on the condition of the injured party. (Note: Express concern, but do not place blame nor assume fault.)

B. Sports Physicals

Each student-athlete is required to submit a current sports physical in order to try-out, practice or compete. All student-athlete medical information is contained in their sports physical and is available to his/her head coach during the season.

C. Prevention

- Warnings are important. Check for and add as necessary appropriate signs, e.g. "Do not lift weights without a spotter".

- Avoid terminology such as "suicide drill" or "skull crushers" to describe conditioning or skill development drills.
- Supervise student activities at all times.
- Fluid replacement, proper nutrition, stretching and conditioning are key to prevention of injuries.
- Inspect equipment and facilities prior to all games and practices.
- Practices should be well planned and age/skill appropriate in terms of duration and content.
- Athletes should have access to water at all times during practices and games. Ample "water breaks" should be built into each practice.

D. Blood and Body Fluids

In order to protect yourself, all persons should be considered potentially infectious and universal precautions should be taken. Universal precautions should be used any time a person may be touching another person's blood or body fluids or when handling items or surfaces soiled with blood or body fluids.

E. Severe Weather - Lightning or Thunder, Tornado, Severe Storm, etc.

Games and/or practices must be suspended if the weather or playing fields are determined to be unsafe for the participants. Lightning or thunder necessitates suspension of all outside activities immediately. Players, coaches and spectators should leave the playing fields immediately when lightning is seen or thunder is heard. Shelter should be sought in a building or on the buses transporting the team - not under a tree! If a contest is suspended, contestants cannot return to the field until lightning has not been seen or thunder heard for 30 minutes from the last occurrence, field conditions permitting. Additional guidelines for game suspensions and the MHSAA tornado policy for athletic events are found in the MHSAA Handbook. Coaches are encouraged to review the guidelines and policy prior to the start of the season.

F. Head, Back or Neck Injuries

- When a player has experienced or shown signs of head trauma (loss of consciousness, visual disturbances, headache, inability to walk correctly, obvious disorientation, memory loss) or a possible neck or back injury (loss of consciousness, pain or tenderness over spine, numbness, weakness or heavy limbs, tingling feeling in extremities, loss of mobility), the PLAYER SHOULD **NOT** BE MOVED AND HEAD GEAR AND OTHER EQUIPMENT SHOULD **NOT** BE REMOVED.
- Make sure the athlete is breathing, and then call 911 for immediate medical assistance.
- The player should not be allowed to return to practice or games without permission in writing from the proper medical authorities.

G. Heat-Related Illness/Hydration

Coaches and others supervising athletes are responsible for recognizing basic signs and symptoms of dehydration and procedures to follow in preventing and dealing with heat-related illness.

- Heat Exhaustion – Serious condition that may lead to heat stroke.
- Heat Stroke – life-threatening disorder, call 911 immediately
- Hydration – Fluid Replacement
- Prevention
- With temperatures of 80-90 degrees, give athletes fluid breaks every 10-15 minutes and 10-minute rest periods every hour.
- With temperatures of 90-100 degrees, practices should be postponed or shortened, intensity decreased, amount of clothing/pads decreased.
- Practice early in the day or late in evening on hot days.
- Take rest/fluid breaks in the shade whenever possible.
- Have fluids readily available at all times.
- Familiarize athletes with hydration and fluid replacement recommendations.

H. Extreme Heat Guidance

Several LCPS gymnasiums and instructional spaces are not air conditioned. During periods of high heat, staff will monitor actual conditions, modify activities when necessary, and prioritize relocation or rescheduling before cancellation when reasonable.

MHSAA Heat & Humidity Guidance

LCPS will use the **MHSAA Model Policy for Managing Heat & Humidity** as the basis for decisions involving interscholastic athletics.

When the air temperature at the activity site reaches **80°F**, temperature and humidity should be monitored and the heat index determined.

This applies to volleyball, basketball, competitive cheer, wrestling, indoor conditioning, indoor practices for outdoor sports, and other strenuous athletic activities conducted in non-air-conditioned gyms.

Heat Index Below 95°F

- Activity may proceed.
- Water should be readily available.
- Monitor participants for signs of heat-related illness.

Heat Index 95°F to 99°F

- Increase hydration and rest opportunities.
- Reduce intensity as appropriate.
- Monitor conditions closely.

Heat Index 100°F to 104°F

- Mandatory 10-minute water/rest breaks every 30 minutes.
- Reduce activity duration and intensity.
- Reduce indoor activity when air conditioning is unavailable.
- Consider relocation, postponement, or rescheduling.

Heat Index Above 104°F

- **STOP** athletic activity in a facility without air conditioning.

Links

MHSAA Model Policy for Managing Heat & Humidity:
https://www.mhsaa.com/sites/default/files/Health%20Safety/heathumiditypolicy.pdf

MHSAA Heat & Hydration Resources:
https://www.mhsaa.com/about/general-resources/health-safety/heat-hydration-resources

Athletic Competitions

When conditions affect a home competition, our preference is:

Modify → Relocate → Reschedule → Cancel

If a home gym becomes unsuitable, Athletic Coordinators should contact the opponent to determine whether an air-conditioned facility is available. When practical, relocate the contest rather than cancel it. Coordinate changes with officials, transportation, families, and district administration.

IMPORTANT:

Symptoms override thresholds. Any student or staff member experiencing dizziness, weakness, headache, nausea, confusion, fainting, unusual fatigue, or other symptoms of heat-related illness should stop activity and receive appropriate attention.

Administrators may modify, relocate, postpone, or stop activities below these thresholds when conditions warrant additional precautions.

Insurance

The L'Anse Creuse Public School District does not provide accident coverage for athletes while on an athletic team. Students/parents will need to depend on their own insurance coverage for athletic related injuries. Coaches should make parents aware of this change and encourage parents without insurance to purchase medical coverage from a private vendor or government sponsored program (e.g., MiChild). In the case of an athletic injury, coaches are required to complete a Student Accident form, submit it to the Athletic Coordinator, and follow all other District procedures.

Limiting Squad Sizes / "Cutting"

Squad sizes will vary based on the nature of the sport, availability of equipment, number of coaches and reasonable expectation for playing time. The coach and the Athletic Coordinator should reach agreement on acceptable squad size prior to the first practice and that information should be conveyed to the players at the first practice.

When "cuts" are necessary, coaches can reduce the disappointment for students by the following:

- Coaches will use an evaluation tool using criteria for team or squad membership that should be fair and clearly defined.
- Discuss with the team prior to cuts, the reality that in competitive sports, some players will make the team and others will not. Making the team is neither a measure of self-worth nor an indicator of future success in that sport.
- Suggested alternatives to announcing or posting names:

  Meet with each player "cut" in private before he/she is removed from the team. Explain why they are being "cut" (you should be able to justify your decision!) and encourage them to talk about their disappointment. Respect their feelings and help them put things in perspective.

Practices

A. Expectations

Coaches are expected to have well-organized practices of reasonable duration and/or games, from the first date practice is allowed through the completion of the final competition. For some sports, this may involve practicing during vacation periods. The coach should establish practice times/days in cooperation with the Athletic Coordinator to ensure availability of facilities and compliance with administrative expectations.

B. Duration/Scheduling

Players and parents should be provided with a practice schedule in advance, indicating starting and ending times of practice. The coaches' expectation of the parents (and players) should be that

they deliver and pick up their children on time. The parents (and players) should expect that practices will start and end at the designated time.

Fundraising/Raffles

Advance approval by the Athletic Coordinator is required and all expenses and revenues must be processed through the building internal account. The intended use of the funds collected must be clearly stated on all tickets and promotional materials. Coaches must coordinate all fundraising activities through the Athletic Coordinator to ensure compliance with local, State and District laws and guidelines.

AG - Fundraising

Fundraising Request Form

Fundraising Reporting Form

Note: No fundraising activity can begin, or contract entered into with a vendor, until a "Request for Fundraising Activity" form has been approved.

Facility Use

Follow current Facility Use as listed below:

Facility Use Terms & Conditions

Note: Facility use terms and conditions are under review. Future updates forthcoming.

Parents

A. Communication

Communication is the key to a good relationship between coaches and parents. Coaches must meet with the parents prior to the start of the season and should make a conscious effort to meet throughout the season in an effort to establish and maintain good lines of communication.

At a minimum, the following topics should be included for a pre-season meeting:

- Risks involved in athletics;
- Expectations of players;
- Team/School rules;

- Practice and game schedules;
- Parent/Coach expectations;
- Sportsmanship

Reimbursement

A. Expenses, Mileage, Meals and Lodging

In general, coaches will only be reimbursed for mileage for MHSAA State tournament games when private vehicles are used to transport students. The District will not cover meals and/or lodging for scrimmages, pre-season games, regular season games and non-MHSAA tournaments.

Keys

Keys will be distributed to coaches that are in season. Coaches will sign for keys they are issued.

Building Security

Coaches are responsible for the security of the building when they are in during non-school hours. Coaches will have all doors secured at all times while in the building. Before exiting, the coach will check all doors of the building. The coach will also not leave the school until all kids have left the premises. Failure to have the building secured during non-school hours will result in the privilege of using the building during non-school hours.

Safety First

The safety and well-being of our student-athletes is our top priority. Coaches, staff, and administrators are committed to providing a safe environment during all practices, games, and travel. We ask all participants and families to help us maintain this standard by following guidelines, reporting concerns promptly, and promoting responsible behavior both on and off the field.

Forms

Athletic Team Tryout Guidelines

Transportation by Private Vehicle

Private Vehicle Travel Permit

Release to Travel with Parent Legal Guardian

Reimbursement for MHSAA Tournament Expenses

Medical Supply List

Disposable gloves (non-latex)
Band-Aids: Large and small
CPR mask
Athletic tape ("stretchy" and regular)
Ace wraps
Gauze pads (sterile)
Scissors
Red Biohazard waste bags
Disinfectant for contaminated surfaces and clothing
Tongue depressors
Antibiotic ointment: Neosporin or bacitracin
Antiseptic: Betadine or hydrogen peroxide
Rolled cotton or nose plugs'
Pre-wrap
Skin lube
Heel and lace pads
Tape adherent
Foam padding
Contact lens case and solution
Eye wash

Optional Supplies:

Finger splints

Rubber bands

Shoe laces

Safety pins

Feminine protection

SAM splint

Foam cast padding

Extra uniform (in case of blood contamination)

DO NOT INCLUDE IN FIRST AID KIT OR ADMINISTER:

Medications (e.g., aspirin or Tylenol)

Ammonia inhalants

Parent - Coach Relationship

What Are the Expectations?

Parent - Coach Relationship

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of others and provide greater benefit to the students. As parents, when your children become involved in a school's program(s), you have the right to understand what expectations are placed on your child. This begins with clear communication with the coach of your child's program(s).

Communication you should expect from your child's coach:

1. Expectations the coach has for your child as well as the players on the squad
2. Location and times of all practices and contests
3. Team requirements, i.e., fees, special equipment, off-season conditioning
4. Procedure should your child be injured while participating
5. Team rules and guidelines, and letter requirements

Communication coaches expect from athletes:

1. Notification of any schedule conflicts in advance
2. Special concerns in regard to a coach's philosophy and/or expectations

As your children become involved in an athletic program, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way that your child wishes. At these times, discussion with the coach is encouraged.

Appropriate issues to discuss with coaches:

1. The treatment of your child – mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

It is very difficult to accept your child not playing as much as you desire. Coaches are professionals. They make judgment decisions based on what they believe to be the best for all students involved. As you see from the list above, certain things can be and should be discussed with your child's coach. Other things, such as the following, must be left to the discretion of the coach.

Issues <u>not</u> appropriate to discuss with coaches:

1. Playing time
2. Team strategy
3. Play calling
4. Other student-athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understand of the other position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern to discuss with the coach, the procedure you should follow:

1. Call to set up an appointment.
2. If the coach cannot be reached, call the Athletic Coordinator. He or she will set up a meeting for you.
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for the parent and the coach. Meetings of this nature do not promote resolution.

What can a parent do if the meeting with the coach did not provide satisfactory resolution?

1. Call and set up an appointment with the Athletic Coordinator or Principal to discuss a situation.

2. At this meeting, the appropriate next step can be taken.

Since research indicates a student involved in extracurricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided here makes both your child's and your experience with the school's athletic programs less stressful and more enjoyable.