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Vestaburg Community Schools Coaches Guidebook

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Vestaburg Community Schools



Coaches Job Description

I. Coach:

Shall give the best professional services of which the coach is capable in the school; exhibit conduct in professional work and personal life which shall be consistent with the aims of the school district, and abide by regulations of the sport. Specific duties of coach range from his/her responsibility of fielding a representative team in the school tradition; providing an atmosphere of sportsmanship and character building by his/her own conduct and within the framework that will not call for the use of alcoholic beverages, illegal drugs or obscene language in the presence of his/her team or any other of the school; being responsible for the overall athletic equipment and facilities being utilized by his/her team which includes cleanliness of fields, locker rooms, vehicles, etc; responsible for the conduct and dress (neatness) of his/her team while going to and returning from athletic contests; responsible for carrying through with the school's policy of athletics and academic affairs.

II. Reports to:

The Athletic Director and/or Head Coach, who provides overall objective and final evaluation in conjunction with the high school or middle school principal.

III. Supervises:

His/her athletic team and facility

IV. Job Goal:

To instruct athletes in the fundamental skill, strategy and physical training for them to realize a degree of individual and team success. At the same time, students shall receive instruction that will lead to the formulation of moral values, pride of accomplishment, acceptable social behavior, self-discipline, and self-confidence.

V. General:

- a. The success of athletic programs has a strong influence on the community's image of the entire school system. The Public exposure is a considerable responsibility and community/parent pressure for winning performance is taxing, but must not override the objectives of good sportsmanship and good mental health.
- b. The position includes other unusual aspects such as extended time, risk injury factor, and due process predicaments.

- c. It is the express intent of this job description to give sufficient guidance to function. In cases not specifically covered, it shall be assumed that a coach shall exercise common sense and good judgment.

VI. Duties and Responsibilities for all Coaches:

- a. Has a thorough knowledge of all athletic policies approved by the VCS Board of Education and is responsible for its implementation by his/her entire staff.
- b. Has knowledge of existing system, state, and league regulations and implements them consistently.
- c. Understands the proper administration line of command and refers all requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.

Attendance is required once per year at the following:

- 1. MHSAA Rules Meeting (Head Coach)
- 2. Coaches Evaluation Meeting
- 3. VCS Coaches Pre Season Meeting
- 4. Conference Selection Meeting (Head Coach)

VII. Head Coach Responsibilities

- 1. Establishes the fundamental philosophy, skills, and techniques to be taught by staff. Designs clinics and staff meetings to insure staff awareness of overall program.
 - a. Provides assistant coaches with offense/defense used in program
 - b. Provides sport specific basic drills for his/her program.
- 2. Trains and informs staff, encourages growth by encouraging clinic attendance.
- 3. Delegates specific duties, supervise implementation, and at season's end, analyze staff effectiveness and evaluate all assistants.
- 4. Maintains discipline, discuss problems, and works to increase morale and cooperation.
- 5. Keeps the program competitive through off-season camps and playing opportunities. Performs such other duties that may be assigned by the Athletic Director or Principal.

VIII. Administrative Duties:

- 1. Assist the Athletic Director in scheduling.
- 2. Informs the Athletic Director of situations that occur at practice and/or games.
 - a. Technical fouls, injuries, discipline problems, etc.

3. Provide documentation to fulfill state and Athletic Department requirement concerning physical examinations, parental consent, and eligibility.
4. Provides proper safeguards for maintenance and protection of assigned equipment sites.
5. Advise the Athletic Director and recommend policy, method, or procedural change.

Vestaburg Athletic Department



Policy for Training, Conditioning and Nutrition

Coaches have a legal responsibility to condition properly.

1. Know the five essentials of conditioning. Warm-up/cool down, overload, progression, specificity and reversibility; implement them according to the developmental level of the athlete.
2. Know and be able to teach activities that develop and maintain the basic level of conditioning needed for support.
3. Know the components of physical fitness and the appropriate levels of each in relation to age and sport specific demands.
4. Know the essential food groups and how to provide a balanced diet for athletes.
5. Know what foods to suggest for a pre-competition meal and when the meal should be eaten.
6. Recognize typical drug use patterns exhibited by athletes and intervene if necessary.
7. Know the legal responsibilities of adults working with minors as they relate to potential use of alcohol, tobacco, performance enhancing supplements and other drugs.

Vestaburg Athletic Department



Policy for Professional Development & Certification

1. Coaches are encouraged to complete all five levels of MHSAA CAP Certification.
2. Varsity coaches will attend required MHSAA rules meetings and Wolverine Conference coaches meetings.
3. Coaches are encouraged to be active members of their specific sport coaches association.
4. Coaches are encouraged to attend their coaches' association yearly coaching clinic.
5. Coaches should attend a conference or clinic at the minimum on a bi-annual basis.
6. Coaches are encouraged to attain CPR and Basic First Aid certification.

Vestaburg Athletic Department



Simple Money Rules for Coaches

1. When collecting from parents of athletes, ask for payments to be made by check or money order.
2. Issue a receipt for any cash payment, turn in all receipt copies with your deposits to the athletic office
3. DEPOSIT – do not store cash. Turn it in to the athletic office as soon as possible.
4. Always have a witness when counting cash and have a written tally or deposit slip.
5. Only place orders for items with prior approval of the administration. Only purchase with a purchase order or district credit card, never with cash.
6. If you advance funds for anything, get a receipt in order to get reimbursement. Approval should be sought in advance from athletic director.
7. Maintain strict accountability of all cash incoming and outgoing. Do not operate your own petty cash fund. (Do not borrow from the t-shirt money for Friday night pizza.)
8. Only use district funds, district credit cards or purchase orders for district expenses. Never for personal items.
9. You may be responsible for funds collected by parents for team related matters. Be sure the same accountability and reporting practices are followed. Be sure parents and volunteers adhere to all district and athletic department policies.

Vestaburg Athletic Department



Request for Funds (Boosters)

Sport/Team requesting funds: _____

Purpose of Request: _____

Amount of Request: _____

Total Amount of Project: _____

Type of Request **Loan** **Donation** **Split**

Repayment Plan _____

Additional Fundraising Plans _____

Coach's Signature

Varsity Coach's Signature

Athletic Director Signature

- Request will require discussion at a regularly scheduled meeting and approval at the next scheduled meeting.
- Request is to be presented in person by coach requesting funds.

Fundraising opportunities are available by providing workers at the concession stand during sporting events

Vestaburg Athletic Department



Philosophy of Athletics

The interscholastic athletic program at Vestaburg Community Schools is a vital and integral part of the total educational program. Its purpose is to make positive contributions to the development of participants, spectators, school, and community. In as much, the Vestaburg Community School recognizes the Michigan High School Athletic Association's annual Handbook as the governing body over our interscholastic athletic code. The District realizes it must meet the minimum requirements set forth in the Handbook with more stringent requirements the District deems appropriate at a local level.

*Taken from Vestaburg Community Schools' Student Handbook pg. 40 section I.

Vestaburg Athletic Department



Reasons for Coach and Administrator Liability

1. Failure to supervise an activity.
2. Negligently entrusting a duty to an under-qualified or unqualified individual.
3. Failure to teach proper skills.
4. Failure to teach protective skills.
5. Failure to provide and maintain a safe coaching and playing environment.
6. Failure to inspect, repair and recondition equipment properly.
7. Failure to teach athletes to inspect their own equipment.
8. Failure to provide proper effective equipment.
9. Failure to properly play an activity.
10. Failure to create and set policies and procedures for an activity.
11. Failure to follow and enforce such policies and procedures.
12. Failure to adopt risk minimization standards of pertinent superior administrative organization.
13. Failure to match or equate athletes.
14. Failure to properly administer first aid.
15. Failure to warn of inherent dangers of activity.
16. Failure to assess an injury or incapacity in an athlete.
17. Failure to keep adequate and accurate records.

Vestaburg Athletic Department



Policy on MHSAA Rules

Coaches must be aware that participation by an ineligible student will result in the forfeiture of the contest. Consequences may include loss of league title, the return of trophies and a major community controversy. Coaches must know the basics of the eligibility rules.

It is the administrators, not the coaches, who make eligibility decisions.

Physical: All students must have a current physical on file with the athletic office before they may begin practice. It is recommended that all students have a current physical on file before participating in summer activities.

-In addition, Vestaburg coaches must have immediate access to emergency information for all athletes on the team.

Academic Requirements: All students must meet the academic requirements of the current and previous semester.

Limited Team Membership: Once a student begins practicing, they must end all outside competition on non-school teams. Students participating in individual sports may participate in 2 outside competitions during their season. This rule prohibits basketball team members participating in 3 on 3 tournaments during their season.

Age: Students who turn 19 prior to September 1 are ineligible to participate in athletics.

Awards: Students may accept symbolic awards that do not exceed \$25.00.

Amateurism: Students cannot receive money or other valuable consideration for participation in MHSAA sports or have signed a professional athletic contract.

Enrollment: Students must be enrolled at Vestaburg Community Schools to participate on our athletic teams.

Vestaburg Athletic Department



Statement on Hazing

In keeping with the national trend, the Michigan Legislature has enacted the Governor has signed a bill which defines and punishes HAZING. Act 111 of 2004 to be known as “Garrett’s Law” will be referenced in the compiled laws as 750.411T. The act became law on August 18, 2004. The act will apply to conduct in the 2004 school year.

Who is affected by the Law

The act applies to “a person who attends, is employed by, or is a volunteer of an educational institution.” Educational institution is defined as all public and private middle schools, junior high schools, high schools, vocational schools, colleges, or universities located in the state.

What is Hazing?

Hazing means an intentional, knowing or reckless act by a person acting alone or acting with others that is directed against an individual and that person knew or should have known endangers the physical health or safety of the individual, and that it is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in or maintaining membership in any organization.

What Actions are associated with Violation of the Hazing Act?

Any physical brutality, such as whipping, beating, striking, branding, electric shock, placing a harmful substance on the body or any similar activity, physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics that subject an individual to an unreasonable risk of harm or that adversely affects the persons health. Any activity involving the consumption of food, liquid, alcoholic beverages, liquor, drug or other substance that causes unreasonable risk or harm. Any activity that induces, causes, or requires a person to perform a duty or task that involves the commission of a crime or act hazing.

What Penalties are Associated with Violation of the Hazing Act

Violations of the hazing act range in proportion to the severity of the injury inflicted upon the person being hazed. Simple physical injury is a misdemeanor with 93 days in jail

and/or \$1,000.00 fine. A serious impairment injury is a felony with 5 years in prison and/or \$2,500.00 fine. A death results in 15 years and/or \$10,000.00 fine.

Is the Law Limited in any Way?

YES, the law does not apply to the victim of hazing even if they voluntarily undertook the activity. The law creates an exception for an activity which is “normal and customary” in an athletic, physical education, military training or similar program sanctioned by an educational institution. Also, it is not a defense to a crime that the person being hazed consented or acquiesced to the hazing.

What are the Practical Effects on Coaches

Coaches and athletic directors must review any and all practices of punishment. Included in this review should be toughness drills or traditional activities usually done as an initiation to a team or level of competition (senior tackle, hell nights), etc.). The institution must sanction the activity and the safest course for the coach is to have a practice plan sanctioned. Coaches need to be mindful of the ban on corporal punishment (MCL 380.1322), the child abuse statutes (722.622, 750.136B) and the ban on performance enhancing compounds (380.1317). We know that the hazing statute was the product of some very bad coaching techniques in subjecting younger athletes to traditional toughness drills without instruction, protection, or purpose other than to take the last hit by older players.

Additionally, coaches must clearly prohibit any behavior by their team that would violate the act. Any student engaged in prohibited conduct would be subject to this statute and likely the physical assault at school statute (MCL 380.1310), thus resulting in criminal charges and the suspension or expulsion of the athlete of note that the initial violation of the act only requires physical injury – no matter how slight. The act does not appear to make mental suffering part of the crime. Coaches should be very careful with any activity which sets apart the new team members of the squad, the youngest members of a group or creates activities for one sex as opposed to both.

Summary prepared by:
Al Bush, P.C.
MIAAA Attorney

Vestaburg Athletic Department



Policy on School Rules

1. The Vestaburg Community Schools Student Handbook holds students accountable for their actions.
2. Students must be in class the entire day to participate in after-school activities.
3. Coaches will be sent an email each day with that day's attendance. Coaches are responsible for upholding the handbook's policy in regards to attendance.

Vestaburg Athletic Department



Policy on Discipline and Punishment

While a positive approach to coaching discourages punishment, maintaining discipline is a must for all athletic teams.

Great coaches know the difference between discipline and punishment.

Appropriate

Discipline includes:

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

With discipline, your athletes will:

1. Know what is expected
2. Control and change their own behavior
3. Become responsible for their own actions
4. Learn a lesson that will positively affect their future behavior
5. Increase feeling of self-worth and self-confidence

Inappropriate

Punishment techniques include:

1. Yelling
2. Lecturing
3. Sarcasm
4. Threats
5. Use of physical force

Use of punishment:

1. Emphasizes athletes failures
2. Leads to resentment and frustration
3. Destroys self-esteem and self-confidence
4. Does not teach athletes to become responsible for their own behaviors

Experts (including lawyers) discourage the use of physical activities (i.e. running laps or push-ups) to punish athletes. Using a positive approach to coaching, with its emphasis on discipline will help you develop in your athletes the character traits that we want to see developed.

Vestaburg Athletic Department



Policy for Dealing with Concerned Parents

1. **Never** meet with an irate or concerned parent immediately after a contest.
2. **Always** suggest that the parent call and set up a mutually convenient meeting.
3. Prepare for this meeting by trying to determine what the parent's concern is about and gather all the necessary information (statistics) needed for the meeting. (In other words, get your "ducks in a row.")
4. If need be, invite me (the athletic director) to sit in on the meeting as a third party. I can serve to mediate, provide counsel and to help clarify positions.
5. Listen to the parent's complaint or concern. Venting by the parent is an important 1st step.
6. **Do not** allow the parent to yell at you, be rude, obnoxious or to use foul language. Explain that this is totally unacceptable and while you are more than willing to meet with them, they need to conduct themselves in a calm and civil manner.
7. **Do not** sink to their level. As difficult as it may be, maintain poise and professionalism.
8. While listening to a parent concern, do not interrupt. Make mental notes and save your comments.
9. Try to find some common ground and make your comments as positively as possible.
10. Avoid making generalizations concerning the parent's motivation, attitude or character.
11. Do not use extreme statements such as, "you never..." Or "you always..."
12. Try to stay away from unhelpful and diversionary statements over "facts." Focus instead upon, "it seems to me..." Or "as I recall..."
13. While you should be straightforward and honest, do not explain any more than necessary. Often a parent is looking for some small opening to gain hold in order to build their case or attack.
14. Always thank the parent for expressing his or her point of view. Try to end the conversation with, "I will take this conversation into consideration." While this statement does not guarantee any action other than thinking about what was discussed, it does provide the parent with a feeling that he/she has accomplished his/her goal. In this manner, everyone comes out feeling that they have won.

Vestaburg Athletic Department



Policy for Facility Usage

The coach has a legal responsibility to maintain safe playing conditions.

1. All practices, scrimmages and meetings requiring use of the school facilities beyond the normal day, on days when school is not in session or any other situation out of the ordinary must be cleared through the athletic director's office.
2. All activities in or on the school site must be supervised by a staff member. Those supervising are responsible for the conduct of the participants and securing the facility after its use.
3. Recognize the environmental and safety hazards likely to affect athletes in practice and competition. Report any unsafe areas immediately to athletic director, custodian or principal. Follow-up with written documentation with-in 24 hours.
4. Establish and follow procedures for identifying and correcting unsafe conditions.
5. Require the use of appropriate and adequate safety equipment by all athletes in the sport being coached during all practices and competition.
6. Be responsible for the cleanliness of the facility. At the conclusion of practice, make sure that the area is clean and all doors secured. Turn off all lights if appropriate.
Report any cleanliness issues to the athletic director within 24 hours.
7. No student is allowed in the weight room, gym, or on a practice field without the direct supervision of a coach or staff member assigned for supervision purposes.
8. **Doors to the school facility are not to be propped open. Coaches are responsible for locking and unlocking doors at appropriate times.**

Vestaburg Athletic Department



Policy for Use of Locker Room

1. Each coach is responsible for the actions of his/her athletes in the locker room.
2. It is the coach's responsibility to be present at the time his/her athletes are reporting to practice or games, or leaving practice or games.
3. The coach shall see that all lights and showers are turned off, doors locked and equipment properly stored away.
4. Each coach should set a time limit for his/her team to be out of locker room after practice or contests.
5. Each coach shall keep a list of lockers assigned and combination of locks used by each athlete.

General Locker Room Behavior Guidelines

1. Rough housing is not allowed in the locker room area.
2. All showers must be turned off after using.
3. No glass containers are to be in the locker rooms.
4. Athletes are to be in their locker room area only. Non-athletes are not permitted to be in any locker room area.
5. No Cleated or Spiked shoes are allowed in the gym or hallways. If a student must travel through part of the school to get to the locker room, those cleats must be removed.
6. Equipment must be removed from the locker room within 2 days of the conclusion of the competitive season.
7. Trash must be thrown in waste containers.

Vestaburg Athletic Department



Policy for Supervision

*The duty to supervise is one of the
14 recognized legal duties of a coach.*

1. Provide proper general and specific supervision of athletes at all times.
2. Arrive at practice, events, and for away trips at least 15 minutes prior to when athletes are scheduled to arrive.
3. Be the last to leave the site. Do not leave until all athletes have left. If student/athletes have not been picked up after 15 minutes, please contact parents. Never leave a student/athlete in an UNSAFE situation.
4. Cover student/athlete behavior expectations when an adult is not present.
5. Set high standards for conduct in locker room area.
6. Control reckless player behavior and horseplay. Set high standards. Notify parents when an athlete misses practice and is unexcused. The parent may not know that their child missed practice.

Vestaburg Athletic Department



Policy on Post – Game Responsibilities

1. All varsity coaches must contact the appropriate media with event results immediately following the event.
2. An event summary form must be completed and submitted to the athletic office by 7:55 a.m. the following day. This can be accomplished by completing the form and dropping it off in the athletic office (my mail box). If the coach is unable to deliver the form, a student may be assigned to deliver it.
3. Announcements summarizing your results must be submitted to Mrs. Hanus by 7:45 a.m. each morning. This also can be accomplished by e-mail at: chanus@vcs-k12.net
4. Coaches must rate officials on-line with-in 7 days of completed competition at: <http://www.mhsaa.net/schools/login/login.aspx>

Vestaburg Athletic Department



Policy for Practice or Contest when school is closed due to Inclement Weather Conditions

As a general rule of thumb, coaches should not plan to practice or participate in scheduled contests when school is closed or students are sent home due to inclement weather conditions. There will be times, however, when it will be possible to have some activities even though school has been closed. With that in mind, all coaches should:

1. Discuss inclement weather possibilities with team members prior to the season and review information on an occasional basis throughout the season.
2. Have a plan of communication with team members via a fan out system. (Publish phone numbers)
3. Listen to a local radio station for information regarding school activities.
4. Use common sense, do not take unnecessary risks

Cancellation of scheduled contests will be determined by 1:00 p.m. by the athletic director.

Vestaburg Athletic Department



Policy for Severe Weather

1. When **lightening is visible or thunder is heard**, all practices and contests must be suspended immediately. All student/athletes and coaches must seek shelter immediately.
2. Practices and contests cannot be resumed until lightening has not been seen or thunder heard for 30 minutes.
3. If a **tornado watch** is issued, all practices and contests must be suspended and student/athletes sent home.
4. If a **tornado warning** is issued, student/athletes, coaches and spectators should seek immediate shelter. All student/athletes will be directed to a safe location under the supervision of the coach or coaches. All student/athletes will be kept in a safe place until the “warning” is cancelled.
5. Always use good judgment when dealing with weather. Take no chances with threatening weather. If in doubt, CANCEL.

Vestaburg Athletic Department



Policy on Healthy Living

1. Coaches must not provide student-athletes with any medication.
2. Coaches must not provide or promote any substance that claims performance-enhancing qualities, not even products which are legal and for sale at health stores.
3. **Public Act 187** of 1999 prohibits coaches from promoting or supplying dietary supplements, which carries claims of enhanced performance.
4. Coaches of sports where students may be preoccupied either with weight gain or weight loss must be especially clear and consistent in their message.

Vestaburg Athletic Department



Event Report Form

Date _____ Sport _____ Opponent _____

Results: Vestaburg _____ Opponent _____

Conference Record _____ Overall Record _____

Anything I should be aware of:

Positives (plays, point leaders, attitude, etc)

Negatives (technical fouls, poor sportsmanship, language, etc)

Roster Updates: (Please indicate any additions or subtractions to roster)

-Please get this form in my mailbox by 7:55 am the day after the game.

-Get announcements to Mrs. Hanus (chanus@vcs-k12.net) by 7:45 am the day after the game.



Accident Report

Vestaburg Community School
7188 Avenue B
Vestaburg, MI 48891
(989) 268-5343 ext. 2153

1. Name of Injured _____
2. Home Address _____
3. Telephone _____
4. Date of Birth and Current Age _____
5. Grade _____
6. Social Security Number _____
7. Parents _____
8. Date and Specific Time of Accident _____
9. Place of Accident _____
10. How did Accident Occur (Please Be Specific) _____

11. Nature of Injury (Please Be Specific. Indicate Left, Right, etc.) _____

12. Parent Contacted _____
13. Immediate Action Taken _____

14. Witnesses _____
15. Date of This Report _____
16. Person Reporting Accident _____
17. Additional Comments _____

Vestaburg Athletic Department



Policy on Transportation

It is the policy of Vestaburg Public Schools to provide transportation to and from athletic events. School busses are one of the safest means of transportation.

1. Coaches will inform the athletic director of any time changes for transportation two weeks prior to first game.
2. Do not allow unauthorized individuals to ride the bus.
3. Athletes may leave an away athletic event only with a parent/legal guardian, providing the parent/guardian signs the athlete out with the coach. Any deviation of this requirement must have prior approval of athletic director.
4. Coaches will require team members to treat bus drivers with respect and courtesy.
5. Busses must be cleaned by team members and/or coaches upon return. Never leave a bus in worse condition than when you boarded it.
6. Muddy cleats and shoes must be removed prior to getting on busses. Extremely muddy jerseys should be removed if possible.
7. Stopping to eat after a contest must be prearranged. Students and parents must know in advance.
8. Use of private transportation must have appropriate approval from the coach. Proper forms must be signed. At no time should the capacity of a vehicle exceed the number of seat belts available.

Vestaburg Athletic Department



Private Auto Travel Release Form

* Name of Student: _____ Event: _____

Name of Parent/Guardian Transporting Student: _____

Parent/Guardian Signature: _____ Date: _____

* Name of Student: _____ Event: _____

Name of Parent/Guardian Transporting Student: _____

Parent/Guardian Signature: _____ Date: _____

* Name of Student: _____ Event: _____

Name of Parent/Guardian Transporting Student: _____

Parent/Guardian Signature: _____ Date: _____

* Name of Student: _____ Event: _____

Name of Parent/Guardian Transporting Student: _____

Parent/Guardian Signature: _____ Date: _____

* Name of Student: _____ Event: _____

Name of Parent/Guardian Transporting Student: _____

Parent/Guardian Signature: _____ Date: _____

* Name of Student: _____ Event: _____

Name of Parent/Guardian Transporting Student: _____

Parent/Guardian Signature: _____ Date: _____

Sports News and Phone Numbers

Newspapers	Phone	Fax
Bay City Times	(989) 895-8551	(989) 893-0649
Detroit Free Press	(800) 678-6728	(810) 222-5983
Lansing State Journal	(800) 365-1068	(989) 377-1298
Morning Sun	(989) 772-2400	(989) 779-6051
Saginaw News	(989) 752-7171	(989) 752-3115
The Meridian Weekly	(989) 834-2264	(989) 834-2066
Gratiot County Herald	(989) 875-4151	(989) 875-3159
Associated Press	(800) 642-4125	
Greenville Daily	(616) 754-9301	(616) 754-8559
Midland Daily	(989) 835-7175	(989) 835-6991
BR Pioneer	(231) 592-8356	(231) 796-1152

T.V.		
WNEM Chan. 5 - Bay City	(989) 758-2038	
WWUP Chan. 9 Cadillac	(800) 782-7910	(616) 775-2731
WLNS Chan. 6	(989) 372-1300	
WJRT Chan. 12	(810) 257-2802	(810) 257-2823
Chan. 9 & 10	(800) 782-7910	

Radio		
WCEN	(989) 772-9489	(989) 772-9420
WCFX	(989) 773-9595	
WMMI/WCZY	(989) 772-9664	(989) 773-5000

Vestaburg Athletic Department



Evaluations

There is much more to coaching on the interscholastic level than winning. A successful coach needs a broad spectrum of competencies that are, in most situations, not taken into account whenever he/she is evaluated.

There is much to understand if one is to be a capable coach. Coaches need to understand growth and development patterns, strength development, stress factors, fatigue levels, psychological readiness, maturation rates, learning curves, modern training techniques, and proper sequential development of various skills. The list should be much longer, but the importance factor to remember is that it takes knowledge and command of many competencies to be a coach.

To implement a broad comprehensive evaluation of the coaching staff, it will be necessary to incorporate a multi-step process. It should include:

1. A thorough job description
2. A plan for self-evaluation by the coach
3. An informal meeting for in season assessment
4. Procedures for evaluation
5. A comprehensive, written end of season evaluation
6. An opportunity for coaches to respond

The following instruments have been developed to help the athletic director accomplish the goal of coaching assessment and improvement.

Procedure:

1. The head coach will conduct evaluations of assistant coaches.
2. The head coach will review evaluations with assistant coaches.
3. The athletic director will conduct evaluations of head coaches.
4. The final step is a conference with the head coach and the athletic director to review the written evaluations.
5. The evaluations are to be completed within four weeks following the conclusion of the season.

Vestaburg Athletic Department



Head Coach Evaluation Form

I. Background Information:

Employee:
Assignment
Building
Date of Conference

II. General Statement of Season Completed

III. Statement of Areas of Strength

IV. Statement of Areas for Improvement

Coach's Signature

Athletic Director Signature

Date

Vestaburg Athletic Department



Assistant Coach Evaluation Form

V. Background Information:

Employee:

Assignment:

Date of Conference:

VI. General Statement of Season Completed

VII. Statement of Areas of Strength

VIII. Statement of Areas for Improvement

Assistant Coach's Signature

Varsity Coach Signature

Date

Vestaburg Athletic Department



Policy for Purchasing Equipment and Supplies

1. Athletic Department regulation requires that all merchandise be purchased with district purchase order. Appropriate paperwork must be filed in a timely fashion.
2. Head coaches will prepare, justify and submit proposed budgetary requirements for the assigned sport to the athletic director.
3. Head coaches may solicit bids or work with a vendor who has proven to be reliable and carries quality products.
4. All coaches must operate within the current fiscal budget allowances for their sport.
5. Purchasing equipment without prior approval of athletic director (purchase order) is **not** considered a financial responsibility of Vestaburg Community Schools and becomes the responsibility of the purchaser.

Vestaburg Athletic Department



Lost / Damaged Equipment Form

Date:

Student Athlete: _____

Address: _____

City/Zip: _____

Dear Parent/Guardian,

Your son/daughter was charged with the care, custody, and control of certain athletic equipments items, and or uniform items. The following item(s) have been lost or damaged, and must be replaced at the replacement price charged to Vestaburg Community Schools. Often the replacement cost is higher because no quantity discount can be applied. It is unfortunate that this has occurred. A check or money order for \$_____ will be required at this time to replace the item(s) for use by future athletes.

Please make check or money order payable to: Vestaburg Community Schools and forward to:

Matt Walderzak
Vestaburg Community Schools
7188 Ave. B
Vestaburg, MI 48891

Item	Number	Replacement Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Athletic Director: _____

Coach: _____

Sport: _____

Vestaburg Athletic Department



Payment of Salary

Upon completion of the athletic season, the AD must have a scheduled inventory/budget/evaluation meeting with the head coach.

1. All equipment has been checked in, stored, and inventoried.
2. List of award winners and awards has been completed.
3. Books/season records are turned in to AD to be filed.
4. Sub varsity coaches must get the okay after their evaluation with the head coach before their payment is requested.
5. Coach's keys must be turned in to the AD.

The AD will see that payment is made at the next regularly scheduled pay period. You may receive your salary after all job responsibilities are completed.

Vestaburg Athletic Department



Policy on Off-Season Activities

1. All off-season activities must follow MHSAA regulations governing such activities
2. In-season activities have preference to facility usage
3. Student/athletes currently in-season, cannot participate or condition in another sport activity without prior permission of in-season coach.
4. Coaches are encouraged to follow their student/athletes as they participate in other school activities.
5. Coaches are encouraged to volunteer to assist the athletic department in their off-season with event management.

Vestaburg Athletic Department



Handbook Acknowledgment

Mandatory: To Be Returned With Contract Before Start of Season

I have read the coaches handbook and understand my responsibilities. I agree to fulfill these requirements for the duration of my coaching assignment.

Coach: _____ Position: _____

Date: _____

Athletic Director: _____