**HOLTON PUBLIC SCHOOLS**

**RED DEVIL COACHES HANDBOOK**

**2016-2017**

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*We play for those who came before, and set the standard for those who follow.*

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**Mission Statement**

*It is the mission of Holton Public Schools Athletic Department to inspire each student to extraordinary achievement every day.*

* Provide a comprehensive athletic program that emphasizes the development of lifelong learning, values and skills through hard work, sportsmanship, ethical conduct, and fair play.
* The program is based upon open communication and mutual respect among school administration, instructors, coaches, athletes, parents and officials.
* The program serves as a positive, powerful, productive force for our schools, community and most importantly the student-athlete. The program will provide an opportunity.

**Athletic Department Objectives:**

To provide an attractive program for the student-athlete:

* Provide the student-athlete with an enjoyable and rewarding experience.
* Make player safety and welfare our highest priority.

To give quality instruction in the fundamentals of each sport offered:

* Specific athletic skills and strategies.
* Sportsmanship, ethical conduct, and fair play.

To be an integral part of the secondary school curriculum:

* Inspiring all athletes to give their highest effort in the classroom, as well as, on the playing field.
* To stress the importance of self-discipline in both the classroom, the community and on the field.
* Teach our athletes that dignity, self-worth and self-esteem are achieved through hard work
* To create a positive school climate that is enhanced when student-athletes and remaining student population work together as a team to represent their school in interscholastic competition.
* Develop concepts of goal attainment through hard work and rigorous self-discipline, and to provide a vehicle for the development of interest in curricular school programs and for post-secondary educational opportunities.

To make the athletic program a source of both school and community pride:

* Help each athlete to interact positively with faculty, community, and fellow students.
* Make the team a positive influence on all who come in contact with it.
* To demonstrate the social competence of operating within a set of rules, thus gaining a respect for the rights of others, and an understanding that penalties follow rule violations.

**Coaching Philosophy**

Qualities that all participants can expect from the head coach at all levels:

* Care: Player-Coach rapport is a critical key to earning the trust of the team.
* Communication: Both players and parents should always know your intentions. No surprises, no promises.
* Commitment: A desire to make the program better is unfounded without the effort to follow through.
* Organization: Structure is important in all areas; practice, games, statistics, etc.
* Class: A coach is a representative of the community and the team. More importantly, he or she is a role model to the young men and women who watch his or her every move.
* Leadership: Showing young men and women the “right way” is our constant goal.

**Expectations and Policies for Staff**

Consistency among the following policies across all athletic teams and coaching levels:

* Loyalty: A member of the Holton Athletic Department coaching staff cannot be anything less than 100% loyal. Without loyalty, we are not giving our young men and women the best chance to succeed.
* Open Bench Policy: All members of the staff within a given sport will be welcomed on any bench for support, seventh grade through varsity.
* Positivity: Inform players what they *can* do, instead of what they *can’t* do. Attitudes are contagious and we want to develop winning attitudes here in Holton.
* Your First Job: Great assistants make great coaches because they concern themselves with being a good assistant first and foremost.
* Cooperation: Coaches should work together across programs to achieve what is in the best interests of the student-athlete and Holton Athletics.
* Commitment: In order to establish a strong interest in Holton Athletics, we need staff that is committed to the players.
* Fairness: Coaches who are fair and consistent will earn trust.
* Class, Class, Class: Be a role model. Remember the student-athletes will watch and imitate the behaviors they see from their coach.

**Section 1 – Philosophy**

**Association Regulations:**

1. MHSAA and CSAA rules will govern all Holton Public Schools sports seasons.
2. Each coach shall review both the MHSAA and CSAA regulations to be sure he/she understands these regulations. The athletic director has a copy of the MHSAA regulations which can also be found on MHSAA.com website. The CSAA constitution is attached to the back of this handbook.

**Athletic Code:**

1. Coaches must make sure that athletes have signed their athletic permission form, found at the back of the student-athlete handbook, before participation in any sport.
2. A coach is responsible for making sure all student-athletes follow the athletic code. Failure, by the coach, to report a student’s athletic code violation(s) will result in the coach being disciplined. (see athletic code below)

Athletic Code of Conduct

Holton Public Schools believes strongly in the educational value of athletics. One of the most valuable outcomes is the mental and physical development of the students who represent our school in athletics. To achieve this goal, training is emphasized in the program. To prevent any later complications regarding training, the athletic department at Holton Middle/High School has formulated a code of conduct that Holton athletes are expected to follow.

The purpose of this code is not to set forth regulations that will deprive deserving students of an opportunity to benefit from the experiences gained through participation in school athletics. Rather, the purpose of this code is to help develop respectable, responsible young men and women.

Life teaches us that we must be willing to accept reasonable rules and regulations or be willing to accept the penalty for not doing so. Holton School’s Athletic Code is closely in line with regulations set forth by the Michigan High School Athletic Association. It is considered reasonable and expected to be followed.

The Holton Public Schools Athletic Code can be found in the Student-Athlete handbook, all students are expected to read this handbook before they participate on any school athletic team.

**Athletic Issues:**

1. If a problem arises between a Holton Public Schools coach and an opposing coach or other opposing school official, the situation must be brought to the attention of the athletic director or principal on the first school day following the incident.
2. Situations with fans must be reported to the athletic director as soon as possible.
3. If problems with parent(s) arise, they shall not be discussed with members of the team.
4. Any parent that approaches the athletic director with a problem or concern will be directed to meet with the coach first. The athletic director will notify the coach of these concerns. The coach will be directed to contact the parent.
5. If problems arise between coaches, they should never be discussed in the presence of the student-athletes. When a solution cannot be reached, the problem should be brought to the attention of the athletic director. If the problem is not settled to the satisfaction of the parties involved, it can be brought to the attention of the principal.
6. If you are a coach and a parent simultaneously, issues involving your child’s coach should be directly discussed with the coach and then, if not satisfied, with the athletic director.

**Code of Ethics:**

1. For coaches and officials at all athletic events the use of tobacco products of any kind within sight of players and spectators or on district property is strictly prohibited.
2. The use or consumption of alcohol during a contest or anytime that day before a contest is strictly prohibited.
3. Establish player safety and welfare as the highest priority. If there is any question as to the extent of an injury a physician must be consulted, and a written release obtained.
4. As a coach you are part of the entire Holton Athletic Program, at no time will you speak negatively of another sport, coach, teacher, or administrator. Concerns with other coaches, teachers, or an administrator are not to be discussed with students, parents, or community members.
5. At no time will a coach invite or allow students at their home to “hang out” unless it is an event where the entire team was invited to participate, as this may lead to or be interpreted as favoritism or inappropriate behavior. (Examples of accepted times: end of the season functions, pre-game meals, etc.)
6. As a coach you are a role model and mentor to your student-athletes. Coaches are recommended to not interact with student-athletes through **personal** social media accounts. Team or professional social media accounts are welcomed. (Example: Holton Red Devil Wrestling account or Coach John Smith account)
7. A coach must act professionally at all times. Outbursts, temper tantrums, and other demonstrative behaviors are not appropriate, especially when done for show. Rudeness to parents, other coaches, officials, students, and administrators will not be tolerated.
8. The use of profanity on the part of coaches and athletes will not be tolerated in the Holton Athletic Program. Violations of this will result in disciplinary action up to and including dismissal from coaching duties.
9. It is important that all coaches dress properly and professionally at all times. At games, coaches are expected not to wear jeans, fleece sweatpants, or t-shirts. Polo or dress shirts with khaki or dress pants are acceptable. Skirts are also acceptable for female coaches. Nice/professional warm-up pants or full suits may be worn on days of an all-day invitational.
10. Provide proper supervision of student-athletes while under the coach’s direction.
11. Establish and model fair play, sportsmanship, and proper conduct during practices, contests, and in the community.
12. Understand the proper administrative chain of command and refer all requests or grievances through proper channels, i.e. equipment purchases, fundraising, program funding, eligibility, etc.
13. Properly instruct players in the safe use and care of equipment and uniforms.
14. Do not recruit student-athletes from other schools.

**Professional Development:**

1. Coaches are encouraged to attend educational opportunities to enhance their coaching abilities.
2. Coaches are encouraged to enroll in the MHSAA Coaches Advancement Program (CAP). CAP is an educational program geared to assist coaches in their growth and development as they advance in the field of educational athletics.

**Section 2: Athletic Program Staff Responsibilities & Duties**

**Athletic Director Duties:**

1. Be directly responsible regarding all athletic matters.
2. Keep the superintendent abreast to major athletic changes or proposals.
3. Act as liaison between coaching staff and administration.
4. Attend or arrange for supervision of all home events.
5. Schedule athletic events.
6. Schedule officials for athletic events.
7. Schedule practice times at all facilities.
8. Coordinate the use of athletic facilities with outside groups.
9. Handle MHSAA material, insurance claims, and physical cards.
10. Work with the business manager to determine, set, and manage athletic budget.
11. Bid and order athletic equipment.
12. Ensures that equipment is properly inventoried and maintained by coaches.
13. Order and distribute first aid materials and medical supplies.
14. Set up and administer athletic award policies.
15. Organize and direct MHSAA tournaments.
16. Handle communications between CSAA schools and GMAA schools concerning athletic activities.
17. Handle public relations concerning athletic matters.
18. Schedule team photo dates and parents’ night.
19. Work with custodial staff in matters effecting athletics.
20. Conduct varsity head coach evaluations.
21. Observe coaches sufficiently in order to make future recommendations in terms of job expectations and to make recommendations to the school principal as to coaches’ job assignments.
22. Constantly evaluates the program, presents recommendations for changes in athletic policies from the Athletic Department to the Principal and/or district personnel.
23. Responsible for the annual review of the Coaches’ handbook and the Student-Athlete/Parent handbook.

**Athletic Secretary Duties:**

1. Coordinate transportation for away athletic events scheduled Monday through Friday.
2. Organize annual physical examinations cards.
3. File physical forms, injury reports, and eligibility lists.
4. Conduct weekly eligibility checks.
5. Schedule officials for athletic events.
6. Oversee the release of funds to officials through RefPay.
7. Produce game programs.
8. Aid in the contracting of events and building of athletic schedule.
9. Maintain the online scheduling of games through Arbiter Sports.
10. Coordinate event volunteers for all home events.

**Head Coach Duties:**

*The head coach for each varsity sport will be responsible to each of the following persons or areas concerning the items listed.*

**To the Athletic Director:**

1. Organize and coordinate the high school program and supervise and/or assign duties to all assistant and sub-varsity coaches for that sport.
2. Have a well-organized yearly plan, and an organized plan for each practice.
3. Have a practice schedule on file in the Athletic office.
4. Return/submit all required materials at the end of the season.
5. Confer with the athletic director to arrange schedules.
6. Act in supervisory capacity in the absence of the athletic director or game manager.
7. Cooperate with the news media, win or lose. Report all scores, leaderboard information, etc. to them and the athletic secretary.
8. Treat opponents as guests at home events.
9. Issue athletic awards and letters in accordance with the Holton Athletic Award Policy
10. Report all routine problems to the maintenance supervisor.
11. Check your assigned mailbox in the MS/HS office weekly in season and monthly out of season.
12. Attend required MHSAA rules meetings prior to the season and/or MHSAA deadlines.
13. Bring to the attention of the athletic director the need for repair of equipment.
14. Organize and conduct all Invitational Tournaments in their respective sports.
15. Communicate all student athletic disciplinary situations, which may involve possible suspensions.
16. For teaching staff coaches, arrange classroom supervision or substitutes on days of early departure in advance.
17. Monitor athletic and academic eligibility on a weekly basis.
18. Notify a parent when a student is ineligible or suspended from play, with a phone call or a face-to-face meeting.
19. Complete evaluation and all required paperwork within two weeks of season’s final contest.
20. Attend all post-season meetings for your sport (all-conference, all-area, etc.)
21. Attend educational seminars and conferences when necessary to enhance the coaching of student-athletes.
22. Complete ratings of officials at all levels and enter them on the MHSAA web site.
23. All summer schedules must be on file in the athletic office.
24. All coaches will learn to set up for their respective sporting events.
25. A coach must be at a home game 45 minutes prior to the beginning of their contest.

**To the Athletic Secretary:**

1. Turn in player information at least two weeks before the first contest.
2. Make sure the MHSAA physical cards, concussion awareness forms, and medial release forms are on file before athletes are allowed to practice.
3. Turn in award sheet listing all letters and all other award winners at least one week prior to the banquet.
4. Turn in win-loss records, the score of each game, contestants, outstanding individuals, and etc. at the conclusion of each game and a complete list at the conclusion of each season.
5. Turn in yearbook form at the conclusion of the season.
6. Submit spectator program information including roster information at least one week prior to the first contest and submit changes as necessary.
7. Coordinate parent’s night, banquets, and meetings with the athletic director.
8. Make sure all athletic handbook signatures and medical treatment forms are turned in before the first contest.

**To the Assistant Coaches:**

1. Supervise assistant coaches and assign duties to them.
2. Insure conveyance of all information and materials to assistants.
3. Continually evaluate and work to improve assistant coaches.
4. Develop an unselfish attitude of teamwork with your assistant coaches.
5. Be on the sideline or bench with the JV coaches.
6. Submit completed background check form for all unpaid assistant coaches to the athletic office.

**To the Student and School Security:**

1. Be fully aware of legal responsibilities of your activity; take precautions against negligence and keep staff fully informed thereof.
2. Supervise all athletes at all times.
3. Insure adequate provisions for care and maintenance of equipment and facilities of the entire program.
4. Do not leave until all student-athletes have left.
5. Lock up and turn out lights when leaving.
6. Be responsible for the security and care of the building and facility being used.

**Maintenance and Equipment:**

1. Be responsible for packing and storing of all equipment. This will be completed within two weeks following the completion of the season.
2. Keep accurate inventory of all equipment for your sport.
3. When first aid supplies are needed request them from the athletic department at least one week in advance of when you will need them. Return first aid kits and unused supplies to the athletic director within two weeks following the end of the season.
4. Submit requisition lists of the supplies needed for the following year at the completion of the season (included in evaluation materials).
5. Submit complete inventory list at the completion of the season (included in evaluation materials).

**Assistant and Sub-Varsity Coaches’ Duties:**

*The assistant or sub-varsity coach of each sport will be responsible to each of the following persons concerning the items listed.*

**To the Athletic Director:**

1. Administer game details for home and away contests.
2. Treat opponents as guests.
3. Assume responsibilities for equipment, facilities, and personnel under their jurisdiction.
4. Be aware of legal responsibilities and take precaution against negligence.
5. Monitor athletic and academic eligibility on a weekly basis.
6. Return coach’s folder at the end of the season with all materials completed.

**To the Athletic Secretary:**

1. Insure MHSAA physical cards and medical release forms are on file in the office before athletes are allowed to practice.
2. Turn in player information forms as soon as possible; at least two weeks prior to the first contest.
3. An award sheet listing all certificate winners must be turned in at least one week prior to the banquet.
4. Turn in team’s win-loss record, the score of each game, outstanding individuals, contestants, etc. after each game. Turn in a complete list at the conclusion of each season.

**To the Head Varsity Coach:**

1. Cooperate with and assist the head coach.
2. Organize and run the program on the level outlined by the head varsity coach.
3. Have a well-organized plan for each practice.
4. Prepare any reports requested by the head varsity coach.
5. Use plays and formations designated by the head varsity coach without deviations, unless the head varsity coach grants permission to change them.
6. Complete official ratings of all officials for all events.
7. Remain loyal in your support of the head varsity coach at all times.

**Section 3: Financial Responsibility**

**Budgeting and Purchasing:**

1. All athletic purchases must be approved by the athletic director.
   1. Athletic General Fund Purchases (equipment and supplies)
      1. Head Varsity Coach submits a requisition form with quote to Athletic Director
      2. Athletic Director reviews the requisition and quote, then approves (move to step iii) or denies purchase (returns requisition to coach with explanation of denial)
      3. Athletic Director forwards the requisition form to the Business Office for processing
   2. Athletic Internal Account Purchases (uniforms, warm-ups, etc.)
      1. Head Varsity Coach submits a requisition form with a quote to Athletic Director
      2. Athletic Director reviews the requisition and quote, then approves (move to step iii) or denies purchase (returns requisition to coach with explanation of denial)
         1. No purchase will be approved without sufficient funds in the account
      3. Secretary enters data from the requisition form into the accounting system
      4. Secretary processes the requisition with the issuing of a PO or check
2. Nothing that is school related may be purchased without a purchase order or check from the office. This includes items that the athletes will be paying for themselves. A requisition must be filled out and signed by the athletic director before a purchase is made.

**Fundraising:**

1. The athletic director must approve all fundraisers.
   1. Coaches must fill out the request for fund raiser activity form and it must be approved by the central office prior to the start of the fundraiser.
2. All funds raised during the fund raiser must be recorded on the Final Deposit Report Form and submitted in the District Services Building office or HS/MS office to the attention of the AD.
   1. All money should be submitted for deposit on the next school day after being received and logged on the bottom of the Final Deposit Report Form.
      1. Deposits can be submitted at the DSB office or the HS/MS office.
3. Note: any fundraisers specific for an overnight trip must first have the trip approved by the board of education before the fund raiser can take place.

**Section 4: General Athletic Policies**

**Publicity, Promotion, Communication:**

1. Coaches need to cultivate a good rapport with non-coaching members of the faculty by supporting them. Make sure that athletes make a commitment to regular attendance and academic excellence. Do not take athletes out of class unnecessarily and do not ask for special favors.
   1. Keep the faculty as well as parents posted of all scheduled events well in advance. Notify them at once if changes occur.
2. Any correspondence that will be sent home with the student-athlete must be copied to the athletic director. This can be done electronically through email or by placing a copy in the AD mailbox.
3. In the interest of good public relations and giving our student-athletes the credit they deserve, it is important that the varsity coaches contact the media after every contest. You must do this regardless if you win or lose the contest.
   1. It is also the varsity coaches’ responsibility to check during an away game to see who the home school reports to and follow up if necessary with any missed media outlet.
4. If the Muskegon Chronicle or other local media outlet does a leaderboard specific to your sport, that the varsity coach fills out the forms and return them on time.
5. Coaches are encouraged to put their athletes up for athlete of the week, MVP, or other awards that our local media gives out when applicable.
6. All coaches are responsible to turn in to the MS/HS secretary(s) scores, win-loss records, outstanding individuals, game scores, etc. after each game for the school’s morning announcements. It is importatant that this information come in as early as possible before school starts.
   1. Wanda Finkler HS: 231-821-1726 or [wfinkler@holton.k12.mi.us](mailto:wfinkler@holton.k12.mi.us)
   2. Kerry Witte MS: 231-821-1786 or [kwitte@holton.k12.mi.us](mailto:kwitte@holton.k12.mi.us)
7. Coaches are encouraged to list information about their team and how the season is going in the local Know Your Schools newsletter. This information should be given to the Athletic Director to be submitted.

**Administrative Organization – Chain of Command**

1. Superintendent of Schools
   1. Is ultimately responsible for all phases of the public school program.
   2. Delegates authority for the administration and the inter-scholastic athletic program through the high/middle school principal to the athletic director.
2. High/Middle School Principal
   1. Is responsible for all activities affecting students in his/her building
   2. Is closely involved with the operation of the athletic program
   3. Coordinates the athletic program with other school activities.
3. Athletic Director
   1. Directs the operations of the athletic program and is responsible for:
      1. All sports schedules and changes
      2. Transportation
      3. Obtaining officials
      4. Game/Contest operations
   2. Recommends and supervises all coaches
   3. Evaluates the athletic program and the athletic staff
   4. Participates in budget preparation for the athletic program and oversees expenditures
4. Coaches
   1. Represents the school in inter-scholastic activities
   2. Work within the framework of the goals of the school system, the policies and procedures of the athletic department, and the regulations of the CSAA and MHSAA.
   3. Strictly enforce eligibility rules
   4. Select team members in a fair manner
   5. Consider athletics as part of the total education program, encouraging students to work to their maximum ability in both academics and athletics
   6. Exhibit proper and exemplary behavior at all times
   7. Are entirely responsible for the guidance of students in their charge
   8. Keep and maintain detailed inventories of uniforms, equipment, and supplies

**Transportation Policies:**

1. Team members must ride the bus to and from any weekday contest that school transportation is provided. A student may ride home with a parent or guardian once the coach is presented a note or is notified by the parent of guardian in person.
   1. Any other arrangements must be presented in writing to the athletic director and be approved prior to the contest. This is only for extenuating circumstances.
2. Each head coach must either ride the bus with their team or have a responsible adult supervise the bus if the coach is not able to ride on the bus due to work schedule or other schedule conflict.
3. The athletic director and transportation director will work together to produce a transportation schedule. No changes will be made without the consent of the athletic director and transportation director.
4. The Holton Travel Procedure is listed as follows:
   1. Holton Public Schools will provide transportation to and from away sporting events that are scheduled Monday through Friday.
   2. Coaches are responsible for their student-athletes’ behavior on the bus and at any stop made during the trip. This includes eating and trash pick-up on the bus.
   3. Coaches are responsible for accounting for all student-athletes through roll call or attendance procedures.
5. If another means of transportation is used, those arrangements must be approved by the athletic director prior.
   1. Field trip permission forms can be provided upon request.

**Section 5: In-Season Practice & Participation**

**Practice:**

1. MHSAA & CSAA rules govern all Holton Public Schools sports seasons.
2. Athletes may not start practice for a second sport while participating in a sport that is in progress unless the athletic director and current coach clear them.
   1. Weight programs and conditioning is allowed as long as it doesn’t interfere with the in-season sport schedule.
3. There shall not be any Sunday practices, film sessions, or squad meetings unless they are cleared through the athletic director. *Approved Sunday sessions cannot be mandatory.*
4. Any student that was not in attendance for the entire day of school cannot participate in practice or any contest that day. An excused absence will allow a student to participate as long as they attend school for at least half of the day.
5. A coach must be present whenever there are students working out under their direction. This means in direct eyesight of the activity and not just in the building.
   1. At no time are athletes to practice without direct supervision.

**Locker Room & Facilities:**

1. Locker rooms must be free of trash and belongings at the end of each practice and game. This includes bench areas and dugouts for outside sports.
2. All personal items in the locker room must be locked in lockers.
   1. Holton Public Schools is not responsible for lost, stolen, or damaged belongings.
3. No student is allowed in the weight room unsupervised. Weight room doors will be shut and locked when not in use.
4. Proper field maintenance shall occur after each softball/baseball game and or practice.
5. Stage area of the HS Gym should be kept clean during and after practices and games. Students not only need to change in the locker rooms, but also need to keep their belongings in there during practices and games.

**Keys:**

1. Key inventory cards must be filled out, signed, and submitted to our facilities director when keys are issued to coaches.
   1. Keys need to be returned within two weeks of the facilities director or athletic director notifying an individual to turn keys in.
   2. Unreturned keys will result in a fine/bill for the cost of replacement.
2. Coaches shall not loan their keys to any student for any reason. An exception to this is when the keys are given to a student-athlete during a practice or game to retrieve something from the locker room or storage area.
   1. Keys should not be copied or attempted to copy.

**First Aid & Medication:**

1. Coaches are responsible for taking a first aid kit to every practice and game. Only the coach should administer first aid to the athlete in the absence of the trainer.
2. Redressing and medication is considered treatment and is not the responsibility of the school.
3. No medication by mouth is to be given to any athlete at any time. Do not carry medication in the med kits.
4. It is recommended that all coaches become first aid and CPR certified.

**Urgent/Emergency Medical Situations:**

*Includes, but are not limited to: any life threatening condition, difficulty breathing, loss of consciousness, serious head injury, spinal injury, choking, burns, poisoning, seizures, suspected major bone break (arm or leg), uncontrolled bleeding*

1. Do not leave the injured person alone, even if they are transported. Someone from the school should remain with the child until the parent, guardian, or emergency contact arrives.
2. Seek medical assistance from one or more of the following:
   1. Dial 9-911
      1. State that you are from Holton (High/Middle or Elementary) School and you have an emergency situation.
      2. Describe the situation.
      3. State where a person will be to meet the emergency crew when they arrive, remember to be specific.
      4. Obtain both the Emergency Contact form and Athletic Permission form from your files and make a copy of each to send with emergency personnel.
   2. Use the Holton Public Schools (MERT) Medical Emergency Response Team Contact List to contact someone in the building nearest to the injured person. This person may begin administering first aid while waiting for the 911 emergency response personnel.
   3. Preferred Physician listed on the student-athlete’s Emergency Contact form.
3. Contact the parent(s), guardian(s), or emergency contact as listed on the child’s Emergency Contact form. Keep calling all listed numbers until you are able to reach someone.
   1. While a message can be left, do not stop until you have talked to someone.
4. Contact the MS/HS office at 231-821-1725 to communicate the situation and seek any additional information they can provide.
5. After the medical situation has been stabilized the coach is to fill out a Holton Public Schools Accident, Injury, & Incident Report form. A copy should be kept and a copy should be submitted to the athletic director no later than end of the next school day.
   1. Injuries must be reported whether they occur during practice, at a home contest, or at an away contest.
   2. Following an injury to an athlete, coaches must have written documentation that the athlete was released by their doctor for further competition. A copy should be submitted to the athletic office.

**Major Medical Situations:**

*Includes, but are not limited to: eye injury, knocked out tooth, any suspected sprain, strain, or broken bone (not a major break like arm or leg), injuries where bleeding has been controlled, but wound is not minor*

1. Do not leave the injured person alone, even if they are transported. Someone from the school should remain with the child until the parent, guardian, or emergency contact arrives.
2. Seek medical assistance from one or more of the following:
   1. Dial 9-911
      1. State that you are from Holton (High/Middle or Elementary) School and you have an emergency situation.
      2. Describe the situation.
      3. State where a person will be to meet the emergency crew when they arrive, remember to be specific.
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   2. Following an injury to an athlete, coaches must have written documentation that the athlete was released by their doctor for further competition. A copy should be submitted to the athletic office.

**Minor Medical Situations:**

*Includes, but are not limited to: falls, bumps, bruises, fever, upset stomach, diarrhea, rash, discharge from or redness of the eye*

1. Obtain the Emergency Contact form from your files.
2. Contact the parent(s), guardian(s), or emergency contact as listed on the child’s Emergency Contact form. Keep calling all listed numbers until you are able to reach someone.
   1. While a message can be left, do not stop until you have talked to someone.
3. Contact the MS/HS office at 231-821-1725 to communicate the situation and seek any additional information they can provide.
4. After the medical situation has been stabilized the coach is to fill out a Holton Public Schools Accident, Injury, & Incident Report form. A copy should be kept and a copy should be submitted to the athletic director no later than end of the next school day.
   1. Injuries must be reported whether they occur during practice, at a home contest, or at an away contest.

**Physical, Athletic Permission & Concussion Forms:**

1. Before a student is allowed to practice they must have a physical card on file in the athletic office. One physical is typically valid for the entire school year.
2. Before a student is allowed to practice they must have a concussion form on file in the MS/HS office. One concussion form is valid for the entire school year.
3. Before a student is allowed to practice they must have an athletic permission form found on the last page of the Student-Athlete Handbook signed and turned in to their coach. This should be submitted to the coach of each sport along with the Emergency Contact Form.

**Athletes:**

1. All student athletes will address coaches properly using their last name. Examples being: Coach Smith, Mr. Smith, or Miss/Mrs. Smith.
   1. Coaches are encouraged to not use another coach or teacher’s first name while in the presence of students.
2. Student-athletes must be dressed properly at all events. School dress codes must be followed at all times.
   1. Coaches may set reasonable dress requirements for game day at school, travel to other schools, and/or for contests attending prior to their own contest.

**Uniforms:**

1. Uniform and practice apparel issued by the department are to be worn at athletic events and practice sessions only.
   1. With the approval of the coach, game jerseys may be worn to school on game days.
   2. With the approval of the coach, team warm-ups may be worn to school on game days.
2. Whenever an individual is dropped from a team or quits, the coach must collect and check-in his/her equipment immediately.
   1. The equipment must be accounted for when checking out at the end of the season.

**Rosters:**

1. Rosters must be kept up to date at all times.
   1. The athletic director and secretary should be notified whenever there are changes throughout the season.

**Media:**

1. Coaches will contact the media after each home contest and after away contests in which the home school does not contact the Holton area media.
2. Coaches will be responsible for filling out and returning the preseason Chronicle, Free Press, and other media information.
3. Coaches will be responsible for notifying the Chronicle with leader board information.
4. Coaches will be responsible for attending all post-season nomination meetings including all-conference and all-area.

**Section 6: Post Season Responsibilities**

**Coaches Evaluation:**

1. Head varsity coaches will complete evaluations for each sub-varsity and assistant coach using the evaluation form provided by the athletic director.
   1. These evaluations should be turned in when the head varsity coach and athletic director meet.
2. The athletic director will set a meeting to conduct an evaluation of the head varsity coach within a reasonable amount of time relative to the end of the season.
   1. The head varsity coach should bring the following completed to this meeting:
      1. All assistant and sub-varsity coach evaluations
      2. Head coach self-evaluation form
      3. Inventories of all uniforms, equipment, and supplies

**Inventories:**

1. All uniforms, equipment, and supplies must be inventoried.
2. All uniforms, equipment, and supplies must be turned in within two weeks of the end of the season.
3. Head coaches will maintain detailed inventory lists for uniforms, equipment, and supplies for all varsity and sub-varsity programming of the same sport.

**Banquets:**

1. All sports banquets must be scheduled to occur within two weeks from the end of the season.
   1. Pick this date as early as possible during the season and check with the administrative secretary to fill out an Activities Permit Application.
   2. Notify parents and players as early as possible and remind regularly.
2. A minimum of one week prior to the banquet submit to the athletic director and athletic secretary what certificates, letters, pins, and any special awards that will be awarded.
3. It is the coaches’ responsibility to organize and conduct an awards program for their sport at the end of the season. This program typically takes place at the team banquet.

**End of Season:**

1. Sports seasons shall end at the conclusion of the last scheduled contest or elimination from tournament competition. The athletic director must approve any deviation from this.
2. All bills must be settled, inventory taken, and evaluations done before a coach is to be paid. This must occur within two weeks following the last competition.
3. To be paid the head coach must attend a meeting with the athletic director and bring all material included in the end of season memo sent out by the athletic director.
   1. No coach will be paid without completing all of his/her responsibilities.

**Section 7: Miscellaneous Athletic Policies**

**Athletic Director Meetings for Coaches:**

1. The athletic director will call meetings for head varsity coaches for the following reasons.
   1. Beginning of the school year meeting (typically will include the fall sports meeting)
   2. Winter sports meeting
   3. Spring sports meeting
   4. End of the school year meeting (may be encompassed in start of next year meeting)

**Eligibility:**

1. Eligibility will be run each Monday morning and emailed to all coaches.
   1. Academic eligibility will be effective from Monday to Sunday. Students failing to meet grade requirements will be ineligible the succeeding week.
   2. A student athlete must not be failing more than one classes. Reported grades are the cumulative average for the semester. Athletes will receive a (W) warning when their overall grade in a given class drops below a C-, and a (F) Failing when the overall grade drops below a D-.
2. It is the responsibility of the coach to notify the students whom are on the list.
   1. A coach may also make parental contact of these students.

**Lettering Requirements:**

1. Student-athletes can earn numerals, varsity letters, and pins for successfully completing an athletic season at Holton High School.
   1. To receive an award the athlete must complete the entire season for that sport.
      1. Exceptions made for injury or illness at the discretion of the coach or AD
   2. These awards are to be handed out the night of each sports banquet.
   3. Notify the athletic director of the number of pins, letters, and numerals needed one week prior to the banquet.
   4. The following order will be used to receive these awards:
      1. Numerals – awarded at the completion of the first junior varsity season
      2. Varsity Letter – awarded at the completion of the first varsity season
      3. Pins – awarded at the completion of each varsity season after earning a letter

**Requirements for an Overnight Stay:**

1. Regular season and tournament overnight travel is not permissible except in situations when it is deemed necessary and travel arrangements are properly made with approval by the athletic director.