

JEREMY R. THIESSEN HIGH SCHOOL

A MODEL OF A HIGH SCHOOL ATHLETIC HANDBOOK

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Philosophy Statement

Example statements:

“John Q. Schools aim is to provide its students with an opportunity to strive for excellence by participating and competing at their level of choice.”

“The athletic program should provide positive habits and beneficial attitudes”

“Provide students and athletes an experience that will allow them to develop as an athlete, citizen and student.”

“To compete in a variety of interscholastic categories and competitions.”

Goals

Examples:

“To enhance the athlete’s physical, social and psychological well-being through sport.”

“To encourage participation in high school sporting events and activities”

“All athletes ultimate goal should be successful academic achievement for graduation.”

Understanding the Message

Examples of proven statements?:

“Students involved in High School sport earn better grades.”

“Students involved in High School sport have lower drop out rates.”

“Students involved in High School sport have better attendance rates.”

Administration of Athletics

Example:

“The responsibility of high school sport within the school lies with the principle of the school and is administered by the physical education head.”

Basic Principles of Conduct

Examples:

“High School athletic programs should be conducted with the athletes safety and well-being at the foreground.”

“Teachers and coaches should have experience and proper training in the sport they are coaching.”

“High School athletics is integral to the total education of a student athlete.”

Sportsmanship

Example:

“High standards of courtesy, fair play, and sportsmanship must feature all association competitions.” (MHSAA by-laws)

Fair Play

Examples: (NCCP Level 1 Theory Manuel)

“Respecting the rules of the game.”

“Respecting officials and accepting their decisions.”

“Respecting the opponent.”

“Providing all participants with equal opportunities.”

“Maintaining dignity under all circumstances.”

Calendar of Events

Example:

This would be a schedule of the upcoming school year including holidays, home tournaments and any pertinent information.

Coaching Commitments:

Example:

A list of the current school years coaches and the sport(s) they are covering.
-- Varsity Volleyball - John Q. Setter

Coaches Contact List:

Example:

A list of all the coaches for the current year (similar to the coaching commitments) with phone numbers and/or email addresses.
-- John Q. Setter phone: 123-4567 email: bumpspike@dig

Coaches Code of Ethics:

Examples:

“Conduct him/herself in a professional, courteous and ethical manner at all times.”

“Be able to recognize the athletes differences in personalities and abilities.”

“To stress the importance of school and home matters as well as sport.”

“To be positive and professional with officials.”

“To ensure a safe environment.”

Coaches Quick Tips

Examples:

“Provide parents with as much information in regards to practices, games and tournaments as possible.”

“Report scores to proper authorities as soon as possible.”

“Practice what you preach.”

“Sandwich criticism. Begin and end with a positive statement when trying to correct an error or a bad habit.”

“Eliminate dead time during practices. Get as many people involved in drills at a time and move quickly between activities/drills.”

Coaches Checklist

Examples:

Determine budget, player fees, van and bus rentals, book hotel(s), attend meetings, draft parent letters, field trip forms, collect team fees and uniforms etc.

Checklist/Guidelines for an Outside Coach

Examples:

Similar to the above coaches checklist but with a coach who is not a teacher at the school. The outside coach should be in constant contact with a school representative of that team for information regarding school philosophies, budgets etc. An outside coach should represent the school in a professional and courteous manner.

Supervisors Responsibilities/Guidelines

Examples:

“Help the coach supervise students at all times.”

“Set a positive example for the students, coaches and officials.”

“Help with budgeting, hotels, uniform collection if needed.”

Sport Convenor Guidelines/Responsibilities

Examples:

“Contact school administration regarding use of gym, practice times, game times etc.”

“Register tournaments and fax eligibility forms to the MHSAA office.”

Manager Guidelines/Responsibilities

Examples:

“Organize officials, scorekeepers, linesmen, clock workers for home games etc.”

Student Athlete Guidelines/Responsibilities

Examples:

“Follow dress codes.”

“Win and lose graciously.”

“Notify coaches/supervisors if unable to attend practices and games.”

Parents Guidelines/Responsibilities

Examples:

“Make sure parental consent forms are filled out by their deadline date.”

“Attend organizational and parental agenda meetings.”

“Be a positive role model for your child and his/her teammates.”

Dealing with Difficult Parents

Examples:

“Try to avoid meeting with upset or concerned parents immediately after a sporting event.”

“Try and set up mutually convenient meetings.”

“Listen to the parents concern and avoid interrupting them.”

“Be straight forward but do not give out more information than is needed.”

“Maintain your poise and professionalism at all times, as difficult as it may be/seem.”

Crowd Control

Examples:

“Teachers should evict any students who has been drinking or on drugs, or is disruptive in any way.”

“Students should not be allowed to loiter in the hallways. They should be seated inside the gymnasium.”

“Visiting coaches should not leave until all his/her students are outside the school.”

Athlete Eligibility/ Forms

Consult the MHSAA handbook that every high school receives for athlete eligibility requirements. Athletic Eligibility forms can be found within ExNet on the MHSAA web-site. Each schools principal has a password and user ID to access the system.

Athlete of the Week Form

Can be downloaded from the MHSAA web-site.

Athletic Fees

Examples:

Some schools set one athletic fee that is to be payed at the beginning of the season, or do not charge their athletes to participate, or charge the athletes based on the number of tournaments, van rentals, hotel stays and divide the total up between all the team members. There are schools that fundraise to cover the costs. These are a few examples of what schools can do to cover athletic costs. Fundraising will be discussed later in the handbook.

Annual Athletics Awards Banquets

Schools can hold a banquet for all student athletes and teams where awards could be handed out for such things as Male/Female athlete of the year, most sportsmanlike player, most improved player, team of the year etc. If they do so, the handbook could give the time and date of the event and the cost if any.

Athletic Point System for Awards

A school could have a point grid for athletes. For example, for every sport a student is a team member, he/she could receive 5 points. At the end of the school year awards could be handed out to athletes who reach a certain number of points. Bonus points could be given for tournament all-star or MVP awards. The handbook could show and explain the grid and any prizes that could be won.

Athletic Injuries

Examples:

Types of insurance available to the student athlete.

Location of medical kits in case they are needed and informing coaches to take them along for away games.

Make sure all injuries are documented and proper authority figures are made aware of these injuries and how they occurred, parents should be made aware as soon as possible.

For treating injuries, it is important to assess the situation and do not cause further harm, if necessary contact an ambulance.

Athlete Uniform Conditions

Forms can be created that are to be signed by the athlete that explain any costs or deposits, trading of jerseys with teammates, whom to return jerseys to, wearing uniforms for games only etc.

Athlete Evaluations

Evaluations can be created that ask individual athletes to complete a questionnaire on their team coach. Questions can be about the coach's knowledge of the sport, fairness, asserting control, interest in individual students, enthusiasm etc. A copy of the evaluation can be placed in the handbook.

This could be reversed and given to coaches to fill out about individual athletes. The questions or point totals could pertain to sportsmanship, skills, leadership, commitment etc.

Choosing a Team

Topics that could be placed in the handbook are, possible guidelines that coaches should follow including, talking to individuals that do not make a team, the importance of maintaining the student's self-esteem, keeping a lot of players on your roster even if they can not dress every game etc. Other schools and coaches might feel that it is important to choose the best team they can to represent the school to their best ability.

Playing Time

Philosophies can be printed in regards to the possibilities of all team members getting the chance to play at some point. Be it exhibition games or in tournament play. Coach's discretion is important in basing playing times of his/her team.

Gym & Facility Use/ Practice Schedules

Whether or not a permit is required for the gymnasium or not and how far in advance the gym needs to be booked, the athletic departments role in granting facility use and setting practice schedules for all teams involved, coaches role in making sure gym is booked for necessary times. Costs for hourly rental can be included as well as hours of operation. Priorities to coach's whose sport is in season can be a possibility for the athletic department.

Tournaments

Maximum/minimum number of tournaments that a particular sporting team can participate in. The amount of funding that the school will cover, or if the tournaments need to be funded by the team. (Including meals, hotel stays etc.) How the team(s) will get to and from the host site can also be included. Some schools must get approval from the Phys. Ed. Department or from administration before applying for tournament entries.

Tournament Charging

Schools may have set prices that they charge for tournaments to help offset the costs of officials and expenses. If there are no set prices, maximum prices could be included in this section.

MHSAA Tournament Registration/Sanction Form

Within ExNet. Each school's principal is given the schools user id and password to get inside the ExNet program.

MHSAA Tournament Results Sheet

Can be downloaded from The MHSAA web-site. This form is available outside of ExNet.

Road Trip Expectations

Examples:

“All team members are to represent ___ High School in a mature and responsible manner.”

“Team members are responsible to catch up on any missed school work.”

“All team members must be punctual and in attendance for all scheduled activities.”

“There is to be no alcohol or drugs in the possession of, or consumed by any team member at any time during the trip.”

Provincial Championships/ Wildcard

This section can include costs that the school will cover if their school is participating in provincials. Provincial sites and dates for each MHSAA sport can also be included.

Wildcard applications are available for teams that do not win their zone and wish to apply for provincials. The MHSAA handbook has the cost associated for applying. Wildcard applications must include a complete seasonal record, the check as stated earlier, and a letter of intent from the principal. It is the coach's duty to get the appropriate information to the MHSAA office by the assigned date that is stated in the MHSAA handbook.

Transportation

The process of booking busses for tournaments and games. If personal cars are involved, this section can explain the insurance coverage the school will give, how to obtain this coverage, whether or not driver or car forms need to be filled out. In most cases it is the coach or managers responsibility to arrange the transportation to games. Some schools include policies if the weather is not suitable for driving and who has the final say in those cases.

Mileage Stipend

Some schools may reimburse teachers or students for private auto use for school events. An example would be 30 cents/Km.

Fundraising

Principal approval is usually needed for schools to fundraise to help cover costs of officials, scorekeepers, tournaments etc. Money that is fundraised is usually required to stay within the school. Advertising is not allowed on team uniforms under MHSAA guidelines. Some schools encourage their teams to fundraise in order to keep costs down for parents and students. Accounts can be set up to determine where the money came from and where it will be going.

Team Accounts/ Banking

Some schools have their teams open and in charge of their own accounts. If this is the case, annual financial reports are usually required by administration. Coaches and managers are to be in charge of accounting and management. Schools usually require a signature from administration as well as the coaches. A budget for the year may also be asked from the coach and monitored by school administration.

Advertising

Advertising guidelines can be found on pages 99-100 in the MHSAA handbook.

Promotion and Publicity

Making student athletes' accomplishments public knowledge is seen as important to most schools. Some school handbooks have a list of local media contacts and phone/fax numbers for the coach's access. Some schools require all game and tournament results be sent to the local media. This gives the public awareness of what is happening in their local schools' athletic programs.

Team Pictures

These can be seen as essential for program promotion and the school's records. Adequate notice should be given to players and coaches. Photographs can be sent to local newspapers for the town/city to see who the team members are, as well as used for school yearbooks.

Arranging of Officials

Whose responsibility it is for arranging officials can be placed in this section. Most rural schools it is the home teams' job to arrange officials. If there is an official's organization there is someone from the organization who takes care of that aspect. The MHSAA is in charge of officials for provincial championships.

Drug/Alcohol/Tobacco Usage

School Guidelines can be placed here for the use of such products on school property or at school events. For example, suspension can occur if any of these products are used/consumed on school grounds or at tournaments, games etc. Performance enhancing products could also be placed in this category

Field Trip Proposals

This section can explain any forms that need to be filled out for out of town/province tournaments. Example forms can be found in the appendix section. Authorization can be from school administration, superintendent office or the school board (usually for lengthy trips or out of province trips). In most cases the principal must approve any field trips before they can occur.

Field Trip Policy

Most schools advise coaches to allow their teams to compete with teams outside their zone or conference. Tournaments/Field trips should be planned at the beginning of the season if possible to allow for the proper planning of entry fees, transportation, accommodations, transportation, substitutes etc. The proper supervision is extremely important, and the schools guidelines should be included in this section. For example, extended field trips should have 24-hour supervision. The supervision should be the responsibility of coaches, managers, supervising teachers and parent chaperons if they are present.

Sport Specific / MHSAA Information

The MHSAA handbook lists in order of the date of the event all provincial events and specific information for that sport. For the location, dates, convenor(s) of provincial championships browse the MHSAA handbook. This information can be implemented into your handbook for the benefits of coaches and administration. Sport specific information for the school teams can also be placed here with information regarding the basketball, volleyball, hockey season etc.

Rule Book Order Form

Located in the MHSAA handbook. A copy can be placed inside your handbook for easy access.

SAMPLE FORMS