

WAYLAND UNION SCHOOLS



COACHES HANDBOOK

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Wayland Union Website: www.waylandunion.org

MHSAA Website: www.mhsaa.com

WAYLAND UNION SCHOOLS

ATHLETIC HANDBOOK

The purpose of this handbook is to define the athletic policies and procedures of Wayland Union Schools. The success of the athletic program depends upon the understanding, teamwork, and cooperation of administration, staff, athletes, and parents in carrying out the athletic policies. In addition to the local policies, as defined in this handbook, Wayland Union Schools' athletics are governed by the rules and regulations of the [*Michigan High School Athletic Association*](#).

All coaches must also read and understand the [Wayland Union Schools Student Athlete Handbook](#)

MISSION STATEMENT

Coaches must be dedicated to the physical and mental growth of the student/athlete and the concept of TEAM.

Coaches will exhibit positive constructive behavior and sportsmanship at all athletic activities.

EDUCATIONAL OUTCOMES OF PARTICIPATION IN ATHLETICS

Coaches should be focusing on growing their student athletes physically, emotionally, and mentally:

PHYSICAL GROWTH:

- Achieving Personal Fitness
- Learning To Deal With Stress
- Learning Skills For Participation
- Learning good health habits

EMOTIONAL GROWTH:

- Gaining Self-Confidence
- Self-Worth
- Self-Discipline
- Make Sure Students Learn From Both Their Success And Failures
 - Give Constructive Criticism
- Learning To Accept Criticism
 - Positive Reinforcements (Always + With -)
- Learning To Accept Success And Failure
 - Defining Roles
 - Setting Goals

INTELLECTUAL GROWTH:

- Learning A Sense Of Pride In Achievement
- Learning Commitment To A Goal
- Learning Time-Management Skills

SOCIAL GROWTH:

- Developing Interpersonal Relationship Skills
- Developing Loyalty To A Group
 - The points they score/role they play are valuable to the team
- Learning To Win/Lose Graciously
 - End of game shake hands
 - Encourage teammates win or lose
 - Analyze each competition for successes and ways to improve in win and loss
- Learning To Work In A Group - Teamwork
- Learning Sportsmanship - Fair Play
 - Setting An Example (Coach)
 - Teach them the rules and fundamentals
- Learning Respect For:
 - Teammates
 - Opponents
 - Coaches
 - Officials
- Demanding Tolerance For Others
 - constant reinforcement of expectations on an individual basis - conferences
- Representing yourself, your team, and your school in a positive manner
 - Dress/uniform expectation (appearance)

WAYLAND UNION SCHOOLS

ATHLETIC CODE FOR THE ATHLETIC DIRECTOR

- Place the athletic policy of the school district in writing and communicate it often to coaches, athletes, parents, spectators, and support groups.
- Cooperatively lead the school and community in creating and maintaining an atmosphere which is conducive to an educationally sound athletic program.
- Develop schedules which are educationally and physically sound for the athlete.
- Originate contracts with school and officials which are complete and specific.
- Hire officials who have the confidence and agreement of both teams, and arrange for their comfort and security.
- Support officials in cases of adverse rulings, and rate officials objectively on the basis of all parts of their effort and all events, not isolated parts of a single contest.
- Provide every athlete on each level in all sports proper equipment and uniforms for practice and competition.
- Prepare and maintain the contest site in the best possible condition.
- Maintain sidelines for exclusive use of players, coaches and officials, and handle crowds so there is no encroachment on playing space.
- Refuse admission to athletic contests to persons who have shown a lack of sportsmanship.
- Provide printed programs which accurately report names of players and help spectators understand the purpose and rules of the sport and encourage good sportsmanship.
- Provide working accommodations for media covering the contest.

DUTIES: ATHLETIC DIRECTOR/ATHLETIC OFFICE

- The Athletic Director acts as the principal's designee in all matters concerning the athletic program. He/she is charged with the supervision of the athletic program.
- The Athletic Director should constantly be aware of the need for good public relations with the staff, administration, patrons, and opposing schools. This also includes maintaining a highly acceptable level of publicity for the entire athletic program.
- It is the duty of the Athletic Director to work with the principal and coaches of the sport in season in setting up a schedule of games that does not conflict with school procedure. **(limits the interference with school procedure)**
- Formulates all schedules for interscholastic contests. In so doing, considers suggestions from the head coach in each sport and makes contracts with the approval of the principal.
- Contracts all game officials. Will consider the coaches' recommendations pertaining to which officials to hire.
- Checks and keeps on file scholastic eligibility of each athlete. (Keeps a record of all ineligible athletes)
- Uses Final Forms to keep all necessary consent forms and athletic physicals on file.
- Keeps on file an inventory of athletic equipment and supplies as reported by the coaches.
- Keeps records on file pertaining to each sport's won-loss record by season, letter winners, and individual record holders as reported by each head coach.
- Arranges all transportation for away athletic contests with the transportation supervisor.

- Schedules the use of all athletic facilities, with the cooperation of the coaches and advisors involved.
- Oversees ticket sales and collecting money for athletic contests, home and away as needed. Needs to make sure the “Events Coordinator” understands the importance of the “Ticket Tracking” sheet used for auditing purposes.
- Supervises advertising and publicity for athletic contests. This may be delegated to coaches as appropriate.
- Supervises the maintenance of athletic equipment and facilities. Facility maintenance will be coordinated with the maintenance director.
- Provides for supervision of all home athletic contests and has responsibility for crowd control.
- Submits all forms to the MHSAA pertaining to tournaments.
- Orders and distributes tournament tickets.
- Evaluates head coaches and makes recommendations to the principal regarding employment.
- Authorizes payment of equipment, materials, and uniforms ordered and received. No bill for athletic supplies and equipment will be paid unless the head coach has checked the invoice and approved it.

ATHLETIC CODE FOR COACHES

The coach is the official representative of the school at interscholastic athletic activities. In this important capacity, these standards should be practiced:

- Develop an understanding of the role of interscholastic athletes and communicate it to players, parents and the public.
- Develop an up-to-date knowledge of the rules, strategies, safety precautions, and skills of the sport and communicate them to players and parents.
- Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
- Develop fair, unprejudiced relationships with all squad members.
- Allow athletes to prove themselves anew each season and not base team selections on previous seasons or out-of-season activities.
- Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
- Give the highest degree of attention to athletes' physical well-being.
- Teach players, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
- Teach players strict adherence to game rules and contest regulations.
- Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
- Game day personal appearance and attire should be exemplary.
- Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
- Sportsmanship is a must. Lead by example, everywhere and at all times.

DUTIES OF ALL COACHES

- HAVE FUN, LEARN, TEACH, WIN
- Abide by all binding MHSAA and Conference policies and regulations.
- If you do not know if something is okay to do, or not, ask. Ask the athletic director, principal, Superintendent, or you may find your answer within our Board Policies. Board Policies are available online and can be found here <https://go.boarddocs.com/mi/wayland/Board.nsf/Public>.
- Be present and actively working in a coaching capacity at all practice sessions and contests.
- Be responsible for the good conduct of your team members.
- Be visible and energetic to promote a positive image.
- Conduct themselves in a professional manner at all times, especially when directing our athletes in competition with other schools.
- To recognize the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
- To remember that an athletic contest is only a game.
- To stress the values derived from playing the game fairly.
- To show cordial courtesy to visiting teams' fans and officials.
- To respect the integrity and judgment of sports officials.
- To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
- To encourage leadership, positive attitudes, use of initiative, and good judgment by the players on the team.
- To encourage each student to excel to the best of his/her ability.
- To teach and practice good sportsmanship.
- To promote fun and enjoyment for all participants.
- To build a winning attitude while also making every effort to involve as many athletes as possible in athletic competition.
- Plan- Use sound and acceptable teaching practices and run well-organized practices.
- Many athletes participate in multiple extracurricular activities, respect this and work together.
- Make efforts to attend and support Wayland Union Schools' students at other activities outside of your sport.
- To work hand in hand with their athletic director, principal, other coaches, maintenance staff, and transportation staff.
- Cooperation and respect for scheduling facilities with other coaches in regard to use of lock rooms, practice areas, and equipment, etc.
- Treat school equipment and property better than you would your own.
 1. Do not leave anything lying out after practice and return all equipment to proper storage facilities.
 2. All doors and facilities must be locked up after use.
 3. Instruct athletes on proper use and storage of equipment
- Facilities- Each coach is responsible for the following:
 1. To keep practice areas and locker rooms in order
 2. To store equipment neatly and use equipment properly
 3. To keep storage areas locked
 4. Respect each other's equipment and facility area.
 5. Do not prop doors leading to outside

- Your actions and statements should always reflect confidence and respect for Wayland Union Schools.
- Continued education within your sport and keep informed as to new coaching techniques, points, plans, ideas, etc.
- Hazing and/or bullying is not tolerated at any level.
- Never conduct a one-on-one meeting behind closed doors without the presence of a third party.
- All coaches must follow the bus to away games and be aware of all athlete's mode of transportation home.
- Coaches are not permitted to drink alcoholic beverages while in a supervisory role with children or athletes even if you are 21 years of age.
- Never transport a student(s) or athlete outside of athletic contests without parent/guardian consent.
- Maintain statistics and records to submit at the end of the year.
- Conduct a post season banquet.

Student Athletes

- Encourage all of our athletes to excel in the classroom as well as in athletics.
- Do not leave athletes unsupervised. (practice, games & locker rooms)
- Strive to develop qualities, in our athletes, of sportsmanship and fair play.
- No athlete may try, neither practice nor play without a physical. Copies of physicals should be carried with you at all games and practices.
- Follow MHSAA and Wayland Union Schools procedures for return to play following an injury.
- You are responsible for the conduct of all your athletes and managers while under your supervision before, during and after the activity.
- Encourage and promote healthy living practices, including hygiene and proper apparel.
- Advise athletes to lock up their belongings.
- Report **ALL** injuries to the Athletic Trainer.
- Ensure student athlete safety and well-being during all supervised activities.
- Report any unusual conduct or problems, team or individual, to the Athletic Director.

Athletic Office

- Team rules and expectations to Athletic Director prior to parent meeting.
- Prepare daily written practice plans and submit as requested by the Athletic Director.
- Inform the athletic office of changed, canceled or added practices.
- Coordinate tournaments and invitational in conjunction with the athletic department.
- Assist the athletic department in submitting proper paperwork for all tournaments.
- Submit roster list to the athletic department after teams are finalized. Resubmit your roster list before the first contest with uniforms and demographic information.
- Practice schedule must be turned into the Athletic Department a minimum of 2 weeks in advance.
- Assist the athletic office in recruiting game workers. Provide lists of such workers to the athletic office.
- Hold athletes financially responsible for all unreturned school-owned equipment.
- Scheduling scrimmages: Athletic Director must be informed and give final approval. The Head Coach will be responsible for finding and funding officials if necessary.
- Assist the Athletic Director in the hiring process for hiring sub-varsity/middle school positions.

Facilities

- **You** are responsible for locker room supervision. Be sure that you are the last to leave the locker room and facility after all activities.
- School issued keys are **NOT** to be given to athletes for their personal use.
- No cleats are to be worn in the building.
- Please sign out all trainers' supplies with the Athletic Trainer.
- Report any facility and equipment damages that have occurred to the Athletic Director and a plan for replacement.
- Responsible for set up and take down of equipment before and after contests and end of season.
- Keep accurate record of all equipment and supplies issued to their athletes
- At the conclusion of the season, collect, inventory and store equipment and uniforms.
- Collect, clean and store uniforms and equipment at the conclusion of the competitive season. School-owned equipment and uniforms are not to be used during outside competitions.
- See that athletic areas are safe prior to the start of and secure following the conclusion of their practices.

DUTIES: HEAD COACHES

The head coach is directly responsible for the planning, implementing, and evaluation of his/her program from the sub-varsity level to varsity. The head coach will work towards helping each participant achieve a higher skill level, and appreciation for the values of discipline, and appreciation for the values of good sportsmanship, and increased self-esteem.

- If a coach is sick on a given day, it is their responsibility to notify the Athletic Director. Whether the coach is able to coach in practice or at a game on that particular day will be at the discretion of the Athletic Director. General rule of thumb, if you are too sick to work or teach, you are too sick to coach.
- Complete MHSAA Online Rules Meeting.
- Maintain CPR Certification
- Attend all athletic department, league and MHSAA required meetings.
- Rate officials each contest in accordance with the MHSAA.
- Attendance at your sports state coaches' association annual conference is highly recommended.
- Organize and schedule scouting assignments for the program.
- Develop and provide opportunities for out of season training, skill development and team building.
- Organize and carry out youth programs, including summer camps.
- Initiate and attend out of season activities that will promote your sport.
- Fundraise to meet the needs and wants of the program.
- Develop and maintain positive public relations with the media and media personnel.
 - Provide pre/current/post season information to the media and allow access for featured articles to all media outlets.
 - Report contest results to local media:
 - Newspapers
 - Radio Stations
 - MHSAA
 - Television Channels
 - Athletic Director
- Communicate with parents to keep them informed about your program including camps, practices, games, fundraisers etc. and provide a minimum of one direct communication tool for parents to contact you.
- Coaches must have a plan for mass team communication in case of inclement weather or emergencies.
- Conduct pre-season parent/student meetings which should include: Practice routines, schedule, tryout information, lettering requirements, practice guidelines/team rules (written form).
- Develop assistant coaches including sharing guidance, goals, covenants and focus.
- Participation of all student athletes is encouraged, especially at the lower levels of competition.

Student Athletes

- Ensure that all athletes meet MHSAA requirements.
- Actively assist student athletes and their families with college recruitment.

Athletic Office

- Provide a developmental plan for the entire program from youth through varsity and age appropriate playbooks.
- Evaluate all sub-varsity, and assistant coaches, using the provided evaluation tool.
- Scheduling scrimmages: Athletic Director must be informed and give final approval. The Head Coach will be responsible for finding officials if necessary.
- Responsible for completing purchase orders and internal account paperwork.
- Assist the Athletic Director in the hiring process for hiring sub-varsity positions.

DUTIES: SUB VARSITY COACH/ASSISTANT COACH

- If a coach is sick on a given day, it is their responsibility to notify the Head Coach and Athletic Director. Whether the coach is able to coach in practice or at a game on that particular day will be at the discretion of the Athletic Director. General rule of thumb, if you are too sick to work or teach, you are too sick to coach.
- Complete MHSAA Online Rules Meeting
- Maintain CPR Certification
- Attend all athletic department required meetings.
- Assist in advanced scouting as assigned by the head coach.
- Be directly responsible to the head coach.
- Assume responsibility for the teams they are assigned to coach.
- Develop and provide opportunities for out of season training, skill development and team building.
- Assist in all youth camps, including summer camps as directed by the head coach.
- Initiate and attend out of season activities that will promote your sport.
- Assist in fundraising activities to meet the needs and wants of the program.
- Develop and maintain positive public relations with the media and media personnel.
- Communicate with parents to keep them informed about your program including camps, practices, games, fundraisers etc. and provide a minimum of one direct communication tool for parents to contact you.
- Coaches must have a plan for mass team communication in case of inclement weather or emergencies.
- Conduct pre-season parent/student meetings which should include: Practice routines, schedule, tryout information, lettering requirements, practice guidelines/team rules (written form).
- Participation of all student athletes is encouraged, especially at the lower levels of competition.

WAYLAND UNION SCHOOLS ATHLETICS

PARENT NIGHT & AWARDS BANQUETS

All awards night and banquet arrangements require prior approval from the Athletic Director.

PARENT/ SENIOR NIGHT

Varsity sports, when appropriate, may have a senior night to introduce the athletes and parents/guardians. Date selection is up to the coach, but needs to be confirmed with the athletic department.

AWARDS BANQUETS

Responsibilities:

- The head coach of each sport shall be responsible for coordinating the awards format for his/her program at the end of each season.
- Make sure the Athletic Department knows well in advance the Varsity awards you would like ordered.
- Banquet is to be conducted within reason after the conclusion of your season.
- A facility use form must be completed and on file for banquets hosted at school.
- Coach athletes in advance on public speaking when applicable.

Banquet Format

- It is strongly suggested that all banquets are kept at minimal fees in order to encourage whole families to attend.
 - Pot-luck dinner or dessert at school site.
 - Catered banquet at school site. (Not to be funded by athletic funds.)
 - Coaches and parents may determine to meet for awards presentations only.
- No alcoholic beverages are to be served and it is recommended to not host a banquet where alcohol is served.
- If a team elects to hold a team-only banquet, the decision must be approved by the student-athletes on that team.

Athletic Awards Criteria

AWARDS:

Junior Varsity
-Certificate

Varsity
-Varsity Certificate
-Sport pin
-Varsity letter – 1 per school year

The Wayland Union Athletic Department provides the following athletic awards:

- Varsity Letters
- Sport pins

- Three (3) end-of-year individual awards; at the coaches discretion. Anything above and beyond will need the athletic director's approval.

RESOURCES & REMINDERS

CASH BOX- There will not be any money taken from the athletic cash box to pay for officials, students, supplies, etc. All payments must run through the accounts payable process.

KEYS/FOBS- Do not allow students to control your keys/scan card. If you lose your keys/scan card, let the maintenance department know as soon as possible. You will be responsible for paying for new keys/scan card.

APPEARANCE- Coaches project the image of their team and Wayland Union Schools. Each sport lends itself to style of dress, but you should always look sharp.

ROSTERS & ELIGIBILITY- Turn final rosters into the athletic director or designee. Checking a student eligibility is a mandatory process. Letting ineligible students play may jeopardize the rest of the team's season.

PURCHASING- All purchases must be approved by the Athletic Director. Any unauthorized purchase may not be reimbursed. All orders must be processed through the Wayland Union Schools purchasing process.

After a coach presents the athletic director, with a purchase request, the coach and athletic director will need to determine where the money will come from for the purchase, athletics, fundraiser, or Athletic Boosters.

Requesting a purchase from the Athletic Boosters-

- 1 - The coach fills out a booster request form. Coach gives form to Athletic Director to forward to the Athletic Boosters. Athletic Boosters discuss over email or at the next scheduled meeting.
- 2 - After discussion with all booster members a decision is made
- 3 - The coach and athletic director will be notified via email of the decision.

All orders approved, by the Athletic Boosters, are purchased and invoiced through Wayland Union Schools. Ordering shall follow the Wayland Union Schools purchasing guidelines.

*Do not pay bills from money collected. All money (cash or check) should be turned in and then checks will be cut to pay all expenses. We must have a paper trail of all transactions.

All checks must be made out to Wayland Union Schools or they will not be able to be cashed.

EQUIPMENT/UNIFORMS- It is the responsibility of each coach to inventory, distribute, and collect all equipment/uniforms. The athlete should be made aware that he/she is responsible for the equipment/uniforms at all times. If lost, he/she will be responsible for the dollar amount for full replacement of the item lost.

When not in use, all equipment will be cleaned, inventoried, and stored properly. An inventory report shall be turned into the athletic director at the beginning and end of the season. Any additions or deletions should be made known to the athletic director.

Property of the Wayland Union Athletic Department is not to be used by outside programs nor outside the MHSAA season.

Old equipment should not be given away without the permission of the Superintendent. When uniforms or equipment is unusable, the items should be properly dismantled and destroyed.

TEAM RULES- Each coach should have a list of team rules. They should be put in writing and shared with each member of the team prior to the start of the season. Team rules must be shared with parents during a pre-season parent meeting or by a parent signed form. All rules should be reviewed by the athletic director before they are shared with the team/parents.

NON-SCHOOL PERSONNEL- Non-faculty coaches need to place special emphasis on becoming more familiar with the philosophies, goals, and objectives of the Wayland Union Schools and the athletic department. Communication between you and the athletic director, other coaches, and players must be maintained.

VOLUNTEERS- All volunteers must complete and pass a background check through the I-Chat process. In some instances, volunteer coaches will be asked to get fingerprinted. No person shall volunteer in any capacity with our students without the background approval. All coaching volunteers must be approved by the Athletic Department. **Any volunteer who does not follow this process will be asked to leave and may lose the privilege of coaching in the district.**

ATHLETICS & WINTER WEATHER PROCEDURES

The following guidelines in conjunction with the Board of Education policy will be used when determining whether or not athletic events are to take place in the event of a weather related school delay or closing.

All decisions will be made by the Athletic Director in conjunction with the superintendent, high school principal, transportation director and/or varsity coaches. A minimum of three of the above mentioned individuals must be in communication before a final decision is determined.

High School Contests:

1. In addition to the above stated procedures, the Athletic Director will communicate with the opposing school when determining whether or not to proceed with a scheduled contest on days in which the entire school day was canceled. (If the Athletic Director is unavailable, the responsibility will be handled by the high school principal.)
2. If students are sent home during the school day, due to weather conditions, all events and practices will be canceled.

Middle School:

In the event that school has been canceled, all contests and practices will be canceled.

EMERGENCY PROCEDURE

In case of serious injury, the following plan shall be implemented:

1. If an Athletic Trainer is on site, follow their instructions before advancing.
2. Call 911 and ask for an ambulance.
 - A. Who will call?
 1. Assistant Coach
 2. Head Coach.
 3. Responsible Adult.
 - B. What to say on the phone.
 1. Request an Ambulance.
 2. What type of situation is it (life-threatening/ non-threatening)?
 3. What type of injury?
 - a. Head injury.
 - b. Neck injury.
 - c. Knee injury.
 4. Is the athlete conscious or unconscious?
 5. The athlete's vital signs (if given).
 - a. Pulse.
 - b. Breathing rate.
 6. What assistance is being given?
 - a. CPR.
 - b. Rescue breathing.
 - c. Stabilizing athlete.
 - d. AED
 7. Location of phone.
 8. Exact location of injury (Football Field, HS GYM, MS GYM).
 - Know the school's addresses
3. After activating EMS contact the athletes' parents.
 - a. If parents are unavailable, refer to the athlete's emergency card for secondary contact.
 - b. Inform parents of the situation.
4. After making the phone calls, return to the injury site for further instructions.

TEAM SELECTION

PHILOSOPHY

In accordance with our overall athletic philosophy and our desire to see as many students/athletes as possible participate in the athletic program while at Wayland Union Schools, we encourage our coaches to keep as many students/athletes as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, personal preference and other factors will place limitations on the most effective squad size for any particular sport. However, when developing your individual sport policy in this area, please strive to maximize the opportunities for our students/athletes without diluting the quality of your program.

LIMITATION OF TEAM MEMBERSHIP POLICY

Minimum and maximum team membership limits will be determined by the coaches of respective sports and the Athletic Director. In cases when the "Team Reduction Policy" is utilized, the coach should keep the Athletic Director informed concerning the method and time of "cuts".

TEAM REDUCTION

A. Responsibility

- Choosing the members of any of our athletic teams is the sole responsibility of the coaches of those teams and programs.
- There is no such thing as a final team cut. The athlete's on any team is always subject to proper behavior and the following of specified team guidelines.
- Sub varsity level coaches shall follow the policies as established by the head coach in that particular program when selecting team members.
- Every athlete has an equal opportunity to try out. Team membership is not predetermined.
- Prior to try-outs, the coach shall provide the following information to all candidates for the team:
 - a. Extent of the try-out period
 - b. Criteria used to select team
 - c. Number to be selected
 - d. Practice and game commitment if they make the team

B. Procedure

- When a team cut becomes necessary, the process should include these important elements:
 - a. Have completed a minimum number of practices
 - b. Be allowed, when possible, to compete in a scrimmage situation.
 - c. Be informed by the coach of the cut and the reason for it in person.
- **Cut lists will not be posted.**
- Coaches should take the opportunity to discuss alternative possibilities for participation in the sport.
- If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the Athletic Director ahead of time.

C. Moving Athletes Up

- Have a clear picture of the athlete's physical and mental ability. What effect will the movement have on the teams? Will they get playing time? Are you moving someone up who is as good or better than any of your starters?
- Discussion with coaching staff and finalization by the varsity coach.
- Notify the parents of what you would like to do and why. Be complete in your explanation of what you are doing. Get their permission.
- Notify the athletic director of decisions and process.
- Talk to the athlete about his/her role and expectations. Get his/her permission.
- Talk to the team and explain your motives.

TRANSPORTATION

Wayland Union Schools will do their best to provide transportation to all games scheduled as requested.

General Guidelines-

- When Wayland Union Schools provides transportation it is required that all athletes ride to the event with the team. Any exceptions will be determined by the coach.
- The school system provides: School buses and/or Van (when available)

Transportation Authorization Items-

- Coaches are responsible for:
 - Review departure and arrival times with the Athletic Director by the end of your sports first week of practice.
 - Seeing that assistants, team members, and managers are aware of departure times.
 - Seeing that no unauthorized person rides on team transportation.
- Coaches are encouraged not to authorize any unscheduled stops by the bus.
- Athletes may leave an away athletic event with parents/guardians following coach's approval.

Bus Courtesy

- Coaches will require team members to use respect and courtesy with all drivers.
- On returning, buses must be picked up by the team and/or coaches. Please leave the bus in satisfactory condition.
 - Athletes are encouraged to remove muddy cleats/shoes and jerseys/uniforms when possible.
 - If the team is allowed to eat on the bus, please have all waste paper put in a proper receptacle.

SAME SEASON/TWO SPORT/POLICY

Athletes at Wayland Union High School are allowed to participate in more than one sport during a particular season. If a student decides to participate in more than one sport at a time, a coach shall in no way discourage this decision. Rather, the coaches involved should work together to make this situation as smooth as possible. Realizing that there is potential for conflicts arising when an athlete is participating in two sports at the same time, the following guidelines will be adhered to:

1. The athlete will declare a primary sport and a secondary sport.
2. A contest will always take precedence over practice in the other sport.
3. A league contest will always take precedence over a non-league contest.
4. A league meet (ex-track) will take precedence over any contest.
5. If league contests are scheduled on the same day, the athlete will participate in his/her primary sport.
6. MHSAA tournament events will take precedence over non-league or league events. In the event that two MHSAA tournaments are held on the same day, the primary sport will take precedence as in #5.
7. If non-league contests are scheduled on the same day, the athlete will participate in his/her primary sport.
8. In the event that it would be possible for an athlete to participate in both sports on the same day, he/she will not be allowed to drive to the second contest. Only an athlete's parent or guardian will be allowed to transport the athlete.
9. Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in his/her other sport.
10. On days that an athlete is not in competition, he/she should make an effort to practice both sports. If only one sport can be practiced, it should be the primary sport.
11. All eligibility rules will remain the same.
12. An athlete must begin practicing in each of the two sports at the beginning of each sport's season.
13. **Before being allowed to participate in two sports during a season, the athlete, his/her parents/guardian, Athletic Director, and the two coaches involved must meet and sign below.**

Student Athlete

Date

Parent/Guardian

Date

Primary Sport

Primary Sport Coach

Date

Secondary Sport

Secondary Sport Coach

Date

Athletic Coaching Payment Checklist

(V = Varsity, JV = Junior Varsity, FR = Freshman)

The following list must be checked off and signed prior to releasing your final check.

Coach _____ Sport/Level _____

Pre-Season

- _____ 1. CPR Certification up to date (V,JV,FR)
- _____ 2. MHSAA Coaches Meeting Completed (V,JV,FR)
- _____ 3. A copy of program rules given to AD, if not already done so (V)
- _____ 4. Hold a Pre-Season informational meeting (V,JV,FR)

In-Season

- _____ 1. Parent Meeting to go over program expectations (V, JV, FR)
- _____ 2. Scores and results entered into Wayland Athletics website (V,JV,FR), emailed to local media sources (V), and entered into MHSAA website. (V)
- _____ 3. Roster sent to Athletic Secretary once team is decided (V, JV, FR)

Post Season

- _____ 1. Officials Ratings done per MHSAA website (V, JV, FR)
- _____ 2. All evaluations are completed and end of year meeting has been scheduled or completed with Athletic Director (V)
- _____ 3. All equipment and uniforms have been appropriately inventoried and adequately stored. If anything is missing notify Athletic Department to send an invoice (V, JV, FR)
- _____ 4. Post-Season Awards sent to Athletic Secretary (V)
- _____ 5. End of year banquet has been scheduled (V, JV, FR)

Signature of Coach

Date

Signature of Athletic Director

Date