

WOODHAVEN



WARRIORS

**COACHES
HANDBOOK**

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Mission/Belief Statement

The purpose of Woodhaven-Brownstown School District Athletics is to provide opportunities for all participating students to learn life-long values in a safe environment.

These values include: Cooperation, Sportsmanship, Pride, Respect, and Leadership Skills

The athletes, coaches and parents of the Woodhaven Athletic Department believe:

- that student athletes will develop leadership characteristics through athletic competition that carry into the classroom and the future.
- that self-discipline and sportsmanship are essential to a sound athletic foundation.
- that pride builds respect, which helps create strong and lasting friendships through athletic competition.
- that a strong commitment is an important ingredient to the success of Woodhaven Athletics.
- that athletics should be fun as well as character building.

Thank you to the following stakeholders for their time, effort and energy in the development of the Coaches Handbook:

Tim Coleman – Boys / Girls Tennis

Keith Christnagel – Football

Mike Dennisuk – Boys Cross Country / Track

Sean Kelly – Boys / Girls Swimming

Jim Lambert – Softball

Zack Matzo – Hockey

Chris Norton – Baseball / Boys Basketball

Rick Smith – Boys Basketball

Bryan Sullivan - Hockey

Bernie Turner – Boys / Girls Soccer

Rudy Weirich - Wrestling

Melissa Yack - Volleyball

Purpose of Coaches Handbook

- To serve as a reference for the coaches, Athletic Department, and other school officials who need to be knowledgeable of procedures, policies, duties, and responsibilities as they relate to the interscholastic athletic program in the Woodhaven-Brownstown School District.
- To serve as a guide in the promotion of a well-planned program of interscholastic sports which subscribes to and promotes educational values, as expressed in the policies of Woodhaven-Brownstown School District. To support Michigan High School Athletic Association rules and to fulfill the Federal Title IX guidelines.

Expectations of Coaches

The WBSD is proud of the tradition of excellence our coaches have built over the years. Coaches are role models for athletes in our interscholastic program and for the entire school community. The conduct of a coach is closely observed by students, other staff, parents and the community. His/her behavior should be above reproach in all areas. Verbal, mental or any type of physical abuse of athletes will not be tolerated. All coaches will be expected to:

- be positive, enthusiastic, supportive, and maintain high standards of ethics, integrity, sportsmanship and leadership.
- follow the policies and guidelines set forth by Woodhaven-Brownstown School District, the Michigan High School Athletic Association, and the Downriver League.
- communicate regularly with parents, media and other interested spectators.
- maintain up-to-date knowledge of the rules, skills, strategies and safety precautions of the sport and communicate them effectively to athletes and their parents.
- provide a safe practice environment.
- organize properly planned activities.
- know emergency procedures and basic first aid for injuries common to your sport.
- keep the facility clean, picked-up and locked at all times, including coaches' offices and locker rooms.
- supervise athletes at all times (i.e. before, during, after practices and contests in all facilities, including the weight room).
- work together with all coaches within a program regarding try-out process and procedures.
- understand how his/her sport fits into the total athletic effort of Woodhaven-Brownstown School District
- demonstrate knowledge and understanding of fundamentals in his/her field of specialization.
- demonstrate the ability to relate to and deal with different people (i.e. students, parents, faculty and administrators).

Failure to follow rules and regulations may result in disciplinary action up to and including immediate dismissal from coaching.

Varsity Head Coach

Under direction of the Athletic Department, the Varsity head coach:

- will be responsible for developing his/her entire program K-12.
- will be responsible for providing feedback to his/her entire program.
- will develop and distribute guidelines for his/her entire program which will include: chronology of the sport skill development, participation and playing time, disciplinary regulations, practice and contest schedules, and awards for 9th grade through varsity levels.
- will attend yearly MHSAA rules meetings, conference coaches meetings, and pass on pertinent information to coaches involved with your program.
- will complete the MHSAA Coaches Advancement Program (CAP) through at least Level 2 within the first three years of the coaching assignment.
- will develop a professional growth program for his/her coaching staff.
- will work to develop a strong infrastructure, through a variety of resources.

Sub-Varsity Coaches

Under the direction of the Varsity head coach, the sub-varsity coaches will:

- assist in the development of the entire program.
- are expected to be assistant coaches to the Varsity head coach in all areas.
- submit inventory and equipment to the Varsity head coach at the end of the season.
- scout as needed
- assist the Varsity head coach in organizing and running a summer program

Responsibilities of all Coaches

All coaches will be expected to complete and return the following checklists to the athletic office by the deadline indicated on each form.

- Pre-Season Checklist (Appendix #1, p. 24)
- In-Season Checklist (Appendix #2, p. 25)
- Post-Season Checklist (Appendix #3, p. 26)

Pre-Season

The following must be completed prior to your first practice.

- Hold a pre-season meeting with potential candidates to discuss the following:
 - Starting dates and times
 - Parent meeting schedule
 - Try-out criteria and time periods
 - Last day to begin practice
 - Equipment needed
 - Tryout qualifications
 - Practice schedule
- Supply the athletic office with a list of students that are trying out. Confirm eligibility status of all athletes with the athletic office.
- Check with the athletic office to make sure that all potential players have a physical on record.
- Collect Pay to Participate funds and provide receipt to student with copy to Athletic Department; receipt book issued to coach at start of season.

- Be involved with the Athletic Boosters.
- Inventory all of your equipment and provide a copy to the athletic office.
- Provide the athletic office with criteria for determining your team.
- Attend all coaches meetings. Including goals meeting with Athletic Director.

In-Season

The following must be completed throughout the remainder of your season.

- Verify with the athletic office at the end of each day you have a scheduled athletic event to determine if all athletes can participate.
- Stay up-to-date on athlete academic eligibility. Coaches are expected to contact the athletes' parents when an athlete is listed on the weekly eligibility report.
- Report scores to local newspapers (varsity) and to the athletic office.
- Complete an injury report form and submit to athletic office when appropriate.
- Report all disciplinary actions to the athletic office.
- Be involved with the Athletic Boosters Club.
- Submit copies of any correspondence with parents or players to the athletic office.
- Submit any student announcements to the athletic office for approval.
- Inform the athletic office of all practices that will occur over a vacation period.
- Attend all coaches meetings.
- Plan a night in which the seniors and their parents will be recognized.
- Submit end-of-season report to the athletic secretary (Appendix #4, p. 27).
- Be involved with the middle school and elementary level programs.

Out of Season/Post-Season

The following must be done at the completion of your season and throughout the off-season.

- Complete a post-season meeting within two weeks of last contest with the Athletic Director to review program needs, check in equipment from all levels, discuss staff and self-evaluations (Appendix #5 p. 28, and #6 p. 30), and plan your schedule for next year. **Varsity Head Coach**
- Attend the Downriver League end of season meeting.
- Attend all coaches meetings including end of season evaluation meeting with Athletic Director.
- Attend the Middle and High School informational meeting held in the spring.
- Assist with physical night.
- Schedule the weight room and other facilities through the athletic office.
- Set dates, times, and schedules for summer programs.
- Attend conferences and clinics for professional development.
- Be involved with the Athletic Boosters Club.
- Stay current with state coaches associations for your sport.
- **Remain involved with Woodhaven Athletic Programs – support other coaches/teams.**

Parents' Meeting

Each varsity coach is required to schedule a parent meeting before the season for all team members in the program. **Notify the athletic office of date, time and location.** The meeting is designed to communicate with parents and team members. Handouts are a good idea and should be reviewed with Athletic Director. The following topics should be discussed at each meeting:

- team rules, behavior expectations and penalties
- how to earn a letter in your sport
- transportation policy
- extra curricular conflict policy
- attendance policy
- Athletic Code
 - specifics
 - duration
 - signature needed of both parent and player
- school equipment policy
- urge parents to join the athletic boosters
- coaching philosophy
- playing time philosophy
- communication process to voice concerns or questions
- practice and transportation schedules should be available

Practice Sessions

A draft of the season's practice schedule must be submitted to the Athletic Director for discussion before it is distributed to the athletes and their families. Coaches should inform athletes, parents and the athletic office of a change in the schedule as soon as possible. All in-season sports have priority when it comes to facility usage such as the gym, practice field, weight room or class room. Any additional use of athletic facilities must be scheduled through the athletic office. These facilities must be signed out in advance by the coach.

Practices must be well planned and supervised at all times. At no time will a practice be scheduled **without a coach present**. Athletes must not be in the practice facility setting up equipment or practicing without a coach present. Team practices, formal or informal, required or optional will not be scheduled on Sundays or holidays without **prior** approval from the athletic department.

Coaches are responsible for everything that takes place at practice including:

- providing a safe and appropriate environment.
- proper warm-up and stretching is administered.
- designing a variety of experiences which build skills and technique for your sport.
- teamwork and team building.
- provide an opportunity for all team members to participate.

When a coach is using a facility, the following rules need to be observed:

- never open the area and leave it unattended.
- never allow students who are not on your team to use the facility unless they are accompanied by a coach.
- always lock the doors and turn off the lights before leaving the facility.
- do not allow cleats to be worn in the school.

Coaches must remain with their teams **before and after** practice or have a responsible adult with their team. The person in charge must remain until **all** of the athletes are out of the facility.

Locker Room Usage

Each coach is responsible for supervision of their athletes when they are in the locker room. The locker room should be kept clean following your exit from the facilities as well as the lights being turned off.

Locker room Rules

- Keys should not be given to athletes to open the facilities.
- **All athletes will dress in the locker room.**
- Stress that all lockers must be **locked** and that the school is not responsible for lost or stolen items.
- Do not let the athletes use the phones in the offices unless they are directly supervised.
- **Cellular telephones may NOT be used in the locker rooms under Board Policy.**
- The locker room should be empty when you leave and the doors are to be locked.
- The locker room should be locked at all times during practice time.
- The locker room should be kept orderly at all times. Leave it cleaner than you found it!

Equipment Care

Each coach is responsible for the safe use and care of their own equipment. Make sure that all athletes learn a sense of caring for the equipment. Discourage misuse of equipment.

- All equipment needs to be inventoried prior to the beginning of the season. This will help you to determine what equipment was not returned.
- All equipment should be properly stored in the appropriate areas.
- Equipment should be kept in proper working order so that it is safe.
- No uniforms or school issued equipment should be worn except for athletic contests or with administrative approval. This is to help reduce the wear and tear on uniforms and make them last longer.

Games

Each coach should set an example of proper behavior and reaction. They are responsible for the behavior of their athletes, other coaches, and any people who are connected to the team. Care should be made to explain and model good sportsmanship to each person involved in the program.

Do not "ride" an official for a bad call. If you need to discuss a call do so in a calm, controlled, professional manner. Your reactions to officials and situations will be observed and modeled by your team, the fans and the public in general.

Maintain a professional demeanor whenever you are in a position of being observed by others.

Mandatory Meetings

A Varsity head coach **must** attend the Downriver League Pre and Post Season meetings and the MHSAA Rules meetings. All assistant coaches are encouraged to attend.

All Coaches are required to attend the Woodhaven Athletic Department Coaches Meetings. If you are a staff member of Woodhaven-Brownstown School District, all practices are to be scheduled around staff and departmental meetings. When, on occasion, this is not possible, please make arrangements with your building principal well in advance for approval to miss a building staff meeting and to arrange for a meeting to go over the meeting material.

Transportation

Each varsity coach must fill out a transportation schedule and return it to the athletic department prior to the start of their season. The athletic department will supply a copy of away games to the varsity coach. The varsity coach will then fill out the departure time from school as well as the time returning to school for the away games. Only coaching staff and athletes are allowed to travel on the bus to or from an event.

On regular school days, all team members must travel and return from away contests with the team, except with **prior** approval of the coach and athletic office (Appendix #7, p. 31). A travel release form must be completed prior to the date of the contest. If a request to ride home with the parent is granted, the coach must meet with the parent before allowing the parent's child to leave. Athletes may not ride with anyone other than their parent or guardian.

The WBSD does not provide transportation to athletic contests on non-school days. These are trips where parents are required to provide their own athlete's transportation to and from the event sites. This includes but it not limited to all Saturday events. Parents and students acknowledge their understanding of this policy by their yearly signature on Athletic Code of Conduct and Statement of Understanding Form in the WBSD Athlete's Handbook.

Communication

Communication is always important within any system. It is important the athletic department is informed before problems arise. It is important communications be done in writing when at all possible. The following communications need to be shared with the athletic office: student announcements, handouts, fund raisers, etc. prior to general distribution.

Dealing With a Team

Try Outs

Students wishing to participate on athletic teams must:

- meet the residency requirements set forth by the MHSAA
- meet the academic requirements
- show proof of a physical exam
- sign the athletic code

Students who join a team after the first official practice (date set by coach, which cannot be earlier than the MHSAA beginning date) must practice with the team for at least two (2) weeks before being allowed to participate in an athletic contest. Students who participate in a fall or winter sport with an extended season (districts, regionals, etc.) will be able to participate in winter or spring seasons as soon as the previous season ends. This conflict must be communicated to the coach of the new sport prior to the beginning of the season.

Coaches are encouraged to finalize their rosters and submit them to the athletic office within two (2) weeks of the official start date. Students who wish to participate or try-out in these sports after the first official practice date must make arrangements with the coach and athletic director.

Coaches who have to limit the number of athletes who can participate in their program must provide a well-planned, written record, structured and unbiased try-out schedule which allows each athlete the opportunity to do their best. Athletes, parents and the athletic office should be informed of the skills and the process of evaluation going into the try-out. Athletes must be given a minimum try-out of at least 2 days. Participation in out-of-season conditioning programs and summer camps should not be over-weighted. The goal is to encourage multi-sport athletes.

Cutting Players

A time line must be established and followed for the try-out period. The coach has the responsibility to explain to the athlete, if asked, why they were not selected as well as ways to improve. **THE CONCERN FOR THE ATHLETE'S FEELINGS IS VERY IMPORTANT IN THIS PROCESS. DO NOT IDENTIFY THOSE WHO DID NOT MAKE THE TEAM.**

Changing Sports

Prior to cuts, any athlete has the right to try-out for any team but must be aware that they will not be given special extension to the cut dates.

Teams that do not cut may be willing to accept athletes who have tried out for another team but were cut. This will allow students some flexibility in choosing sports.

Athletes will not be able to change to a sport that has made their cut. (The exception to this would be new students to the building.)

Team Advancement

The intent of advancing an athlete to a level beyond that at which he/she would normally play (9th grade athletes on the freshmen level, 10th grade athletes on the junior varsity level and 11th and 12th grade athletes on the varsity level) is to provide an exceptionally talented athlete an opportunity to enhance his/her experience and skill development, as well as contribute to the team by participating at a higher level.

The following Team Advancement Guidelines must be adhered to in Grade 9 through 12:

- the Varsity head coach is responsible for making the initial recommendation regarding who should be considered for team advancement in the program.
- the proposed team advancement must be discussed with the Athletic Director, the Varsity head coach and the parent(s) prior to any discussion of the opportunity with the athlete. Academic progress, emotional maturity, and peer relationships as well as athletic ability, should be considered as part of these discussions.
- serious consideration should be given to the effect the advancement will have on the team the athlete may move to and the team the athlete may leave. Providing an enhanced experience for the exceptional athlete should be weighed carefully against the contributions and commitment to the program demonstrated by players at the higher levels.
- the team advancement decision must be assessed regularly by the coach, the Athletic Department, the athlete and the parent(s), and the placement decision may be reversed, if necessary.
- if an athlete is advanced for a second time during the same season, permanent placement at the higher level will continue until the end of the season.

Leaving a Team

An athlete desiring to drop from a team within the first two weeks of practice shall notify the coach immediately to obtain a release without penalty. The coach is required to notify the athletic office of said release within three working days.

An athlete desiring to drop from the team after the first two weeks of practice or after team selection has been made may be subject to a penalty during the next season in which the athlete participates. A meeting between the athlete, the coach and the Athletic Director will be held to decide the validity of a release or penalty.

Problems

Remember to correct or discipline only observable behavior. When dealing with a problem refer to observed actions or behaviors that are inappropriate.

Try to handle individual problems in private. Do not hold personal discussions in the presence of others.

Do not betray the confidence of others by discussing those matters with other team members, parents, coaches, etc. who are not involved. Maintain confidentiality.

Parents

- Establish and maintain communication with the parents of your athletes. Establish and explain to them the appropriate times and places that they can contact you. Be open to their input and concerns.
- If you have a problem with a parent, always refer to observable actions and behaviors in trying to correct an inappropriate situation.
- Try to work the problems out between you, the parents, and the athlete when appropriate.
- If the problem is not resolved, report it to the athletic director as soon as possible.

Media

Each Varsity head coach is responsible to call in the scores of home events to the newspapers (News Herald, Free Press and Detroit News). Please contact them for the appropriate phone number or email address.

It is important when talking to the media to keep your comments positive when discussing individual athletes and team goals. Specific negative comments should not be shared with the media at any time.

Working with the media can greatly enhance our school image and that of your team and sport. Do your best to help the reporter understand your sport and your team. Many times the reporters assigned to high school athletics are beginners. Help them establish positive information that can make their reports interesting.

Note: The ethics in media dictates that if you use the statement “off the record . . .” the reporter cannot use that as a quote. Explain yourself to the reporter and help them write an interesting and positive report.

Remember if you refuse to talk to a reporter they can write their own impression of your team and the contest which may not be as you or the school would like.

Internet

Coaches and players should refrain from posting on the internet any information that is not directly related to team schedule or items as would be in a newsletter.

Trainers/Doctors/Medical Reports

It is the head coach's responsibility to confirm that all athletes receive proper medical care if injured. All coaches should be aware if the athlete is seeing a doctor for sports related injuries. **Coaches should not prescribe or administer any care beyond first aid.**

Specific Information

- Medical exams are required for each athlete prior to them trying out for all teams. This form is covered in the pre-season information.
- If an athlete visits a doctor, a written evaluation should be returned to the coach. This report should include the nature of the injury, the limitations for the athlete and the **PLAN FOR THE IMPROVEMENT**. If the student returns without the report, he/she should not be allowed to participate.
- All head coaches should be informed by the doctor of any physical ailment the athlete has that may cause problems, such as asthma or other chronic ailments.
- No athlete who visits a doctor will be allowed to participate unless they are released in writing from the doctor.
- Under **no circumstances** may a coach dispense prescription or over the counter **medications** of any kind to an athlete; this includes **aspirin**.

Officials

Be aware that the officials at your contests are professionals who are trying to maintain fairness in the contest. Coaches must familiarize themselves with the policy of the Woodhaven-Brownstown School District and the MHSAA in dealing with an official. Maintain a professional demeanor whenever you are in the position of being observed by others.

Scrimmages and 3 (or 4)-Person Practice Rule

- Scrimmages are defined as practice sessions involving a Woodhaven team with at least one other school, organization, or group (including alumni games).
- Coaches are responsible to schedule all scrimmages with the assistance of the athletic director.
- Coaches must notify the athletic director of all scrimmages, home and away.
- Scrimmages must follow school, league, and MHSAA rules.
- During the school year and outside of a specific sport's defined season, only 3 players may work with a coach or coaches of that sport at any one time without limitations of equipment used and instruction given (4 students if the coaching does not involve practice or competition with students or others not enrolled in that school district).
- During the school year and outside of a specific sport's defined season, any number of athletes may participate in "conditioning" activities that are restricted. No sport specific coaching may occur nor can any equipment such as balls, nets, starting blocks, pads, dummies, bases, etc. be used. Generic equipment such as cones, weights, jump ropes, and other fitness apparatuses are permitted.
- It is a MHSAA violation of the 3 (4)-person practice rule for a boy to practice with the girls team of his school and for a girl to practice with the boys team of her school in those sports where there are both boy and girl teams, exceptions are in cross country and track and field. If a boy or girl participates in a practice of the other gender, the practice must be called a scrimmage, which would count as one of the allowed scrimmages for the year.

Out of Season Limitations

A coach may coach a maximum of 3 (or 4) students in their sport at any one time from the same school in grades 7 through 12, from Monday the week of Aug. 15 through the Sunday after Memorial Day is observed. During the summer, informal football activities can be with a coach and a maximum of seven players.

Out of season activities may never include the following:

- the use of school transportation.
- the use of school issued warm-ups or uniforms.
- payment with school district funds of entry fees for teams or individuals to camps or competition unless those funds were generated through school approved activities of booster clubs, school teams, student groups, and community, civic or service groups and are not provided to athletes on the basis of athletic ability or potential.
- coaches may not require practices outside of the defined MHSAA season for the sport.
- "open gyms" are allowed if they are open to all students and offer a variety of activities and are not organized programs of instruction.
- conditioning programs are permitted if they do not involve equipment which is specific to interscholastic sports.

Athletic/Dual Sports/Fine Arts Participation Agreement

Despite all scheduling efforts by the administration, conflicts will develop between co-curricular activities. The following guidelines shall apply for the students who experience conflicts between school-related activities.

- When a conflict occurs between two scheduled activities the student's first duty is to notify both coach/sponsors as early as possible. The coach/sponsors will attempt to resolve the conflict to best allow the student to participate in as many activities as possible. The student will then be advised of the recommendation OR propose an equally acceptable alternative for the coaches'/sponsors' consideration.
- When a conflict occurs between a competition/performance and a scheduled practice, students will be expected to attend the competition/performance (without loss of group membership or standing in the other activity).
- When a conflict occurs between scheduled practices, the student will be expected to participate in one (without loss of group membership in the other activity). Frequently missing practice sessions may jeopardize a student's standing within his/her group. In Dual Sport situations, the primary sport will take precedence. If the student/parent/coaches together determine balancing the dual sport responsibility is not working, the primary sport will take precedence.
- When a conflict occurs between competitions/performances, students may participate in one activity without loss of group membership or standing in the other activity.
- There may be times when students may participate in one activity and part of another by arrangement with the sponsors.

Postponements/Cancellations

Postponements and cancellations are the responsibility of the athletic office. If a coach is postponing practice, they are to immediately notify the athletic office and have an announcement made in school to inform the students. *Coaches should check with the athletic office on poor weather days for decisions on cancellations. The decision to cancel is the responsibility of the host school. Decisions are usually not made before 1:00 p.m.* When school is closed due to weather, the decision about whether practices or games will be held will be made by 1:00 p.m.

Weather Watch and Warning Procedures

- After-school activities will be canceled whenever tornado "warnings" are in effect. If an "all clear" is announced two hours prior to the starting time of the activity, it will meet as scheduled.
- Safety areas for students and employees have been designated in all buildings.
- Employees will remain on duty until regular leaving time or until the end of the emergency, whichever is later.
- If facilities are currently being used by a non-school or school related organization, they will follow appropriate safety procedures including proceeding to the designated safety area until an all clear signal has been issued.

Eligibility

Woodhaven-Brownstown School District (Grades 7-12) Academic Eligibility

The Board recognizes the educational value of student participation in extra-curricular (school sponsored activities for which grades and credit are not received). However, participation should not be at the expense of or detrimental to the student's academic studies and normal progress toward graduation.

- All students in grades seven through twelve who are participants in school sponsored extra-curricular activities which require, on the average three (3) or more hours of participation in a week and/or requires absence from a class for participation, will be subject to academic eligibility regulations.
- A student's initial eligibility to participate in extra-curricular activities will be determined by the previous trimester.
- Once eligibility is established to begin participation in an extra-curricular activity, continuing eligibility for the duration of the sport season or activity schedule is maintained through weekly eligibility established by the building administrator which meets or exceeds the minimum standards as established by the MHSAA.
- A student will be eligible to participate in an extra-curricular activity if he/she can demonstrate at least a 1.67 GPA, (using a twelve (12) factor system: A=4.00, A-= 3.67, B+ = 3.33, B = 3, B- = 2.67, C+ = 2.33, C= 2.00, C- = 1.67, D+ = 1.33, D = 1.00, D- = .67, and E= 0) and a passing grade in four (4) out of five (5) courses from the previous trimester. A grade of "E" or "W" is not considered a passing grade.
- A student with a grade point of 1.33 to 1.66 on a twelve (12) factor system and who passed four (4) courses during the previous trimester may apply through the building administrator for a probationary status. These standards will be evaluated at the end of six (6) weeks and must maintain a grade of "C-" on a twelve (12) scale system or better in all classes. A student who does not meet the requirements will be ineligible for the remainder of the trimester. A student may apply for probationary status once per school year.
- A student falling below the adopted standard at the end of a school year can use summer school work to bring his/her record up to or above the required minimums.
- Special Education students may be exempt from the District's eligibility requirements for extra-curricular activities if so indicated in their I.E.P. (Individualized Educational Plan.). Such students will, however, still have to meet the M.H.S.A.A. eligibility requirements to participate in interscholastic sports.

- Higher eligibility requirements *may be established* for clubs (Student Council, Class Officers, etc.) and special activities (Snowball, Homecoming, etc.) not covered by this policy.
- Middle School grades sixth through eighth will not carry over to the high school for the purpose of eligibility. *However, students in the ninth grade going into the tenth must meet the Woodhaven-Brownstown School District eligibility requirements to participate in interscholastic athletics at the high school.*
- Transfer students must meet all established eligibility requirements of the Board of Education and MHSAA. All official transcripts must be on file before a student can practice or participate in an extra-curricular activity.
- For a student to be able to participate in an extracurricular activity on a given day, they must be in attendance for the full school day, other than for documented reasons with prior exception and/or approved by an Administrator.

Woodhaven High School Athletic Code

All Woodhaven-Brownstown School District students are responsible for complying with the rules of the student handbook. The Code of Conduct is enforced 365 days a year. Furthermore, students must comply with the following:

- Refrain from the use, sale or possession of illegal drugs at any time or place.
- Refrain from the use, sale or possession of tobacco at any time or place.
- Refrain from the use, sale or possession of alcohol at any time or place.
- Refrain from unsportsmanlike conduct or any action which would bring disgrace upon the school.

Each coach, club sponsor, band director, etc., may establish and enforce additional rules and penalties. These rules must be in writing, approved by the Athletic Director and/or Building Principal, and shared with all participating students and parents.

- **Category I Violations** – Fighting, malicious or spiteful insubordination toward school personnel, threatening or intimidating behavior and/or harassment of school personnel or destruction of school property. Threatening or intimidating behavior and/or harassment of another student in school or at any school function.
 - **Penalty**
 - First offense: 25% of the consecutively scheduled dates (days) of the season during which the violation occurred effective immediately
 - Second offense: 50% of the consecutively scheduled dates (days) of the season during which the violation occurred effective immediately.
 - Third Offense: Suspension for one (1) calendar year from the time the principal or athletic director is notified of the infraction. Before reinstatement after serving the year, the participant must present a written letter to the athletic director explaining why he/she should be reinstated.

- **Category II Violations** - Use or possession of tobacco in any form; use possession or under the influence of a controlled substance (other than prescribed by a physician) and paraphernalia related to those substances; consumption, possession or under the influence of alcoholic beverages; to steal or be an accomplice to the act of stealing.
 - **Penalty**
 - First offense: 25% of the consecutively scheduled dates (days) of the season during which the violation occurred effective immediately
 - Second offense: Suspension for one (1) calendar year from the time the principal or athletic director is notified of the infraction. Before reinstatement after serving the year, the participant must present a written letter to the athletic director explaining why he/she should be reinstated.
 - Third Offense: Procedure will be identical to that of the second violation.
- **Sale or distribution of substances** – Illegal sale or distribution of a controlled substance (including prescription medications) or alcoholic beverages.
 - **Penalty**
 - First Offense: 50% of the consecutively scheduled dates of the season during which the season occurred.
 - Second Offense: Suspension for one (1) calendar year.
- **Gross Misconduct** – Gross misconduct is defined as cheating, fighting, violation of a civil or criminal law or any socially unacceptable behavior that brings discredit to the athlete, parents, school or team.
 - **Penalty**
 - Suspension from 25% or 50% of the consecutively scheduled dates of the season during the which the violation occurred, possible removal of the privilege of being a team captain, possible suspension from the team for the remainder of the season or seasons and/or possible suspension from athletic participation for up to one calendar year. Punishment will be dependent upon severity of the offense.

MHSAA Eligibility

The Michigan High School Athletic Association (MHSAA) has been the governing body of high school athletics in our state since 1924, and the Woodhaven-Brownstown School District is part of more than 700 public, parochial and private schools that have agreed to follow the rules and regulations MHSAA helps enact. The following is a summary of the high school MHSAA Ten-Point Checklist for Student eligibility:

Age

High school students become ineligible if they reach their nineteenth birthday before September 1 of a current school year.

Undergraduate Standing

Students involved with high school sports are NOT to be a high school graduate.

Physical Examination

Students must have on file, in the athletic office, a physician's statement for the current school year (after April 15th) certifying that he/she is physically able to compete in athletic practices and contests.

Enrollment

Students must be enrolled in school prior to the fourth Friday after Labor Day or the fourth Friday of February. A student must be enrolled in the school for which he or she competes.

Semesters or Trimesters of Enrollment

Students cannot be eligible in high school for more than eight semesters or twelve trimesters and the seventh and eighth semesters or the tenth, eleventh and twelfth trimesters must be consecutive. Students are allowed four first semesters and four second semesters or trimester equivalents of competition and cannot compete if they have graduated from high school. When two seasons leading to a state championship of the same sport are offered, an athlete may participate in only one.

Transfer Students

A student in grades nine through twelve who transfers to another high school prior to the fourth Friday after Labor Day and does not meet one or more of fifteen published exceptions for immediate eligibility becomes eligible to participate in an interscholastic contest on Martin Luther King Day. A student who does not qualify and has transferred by the fourth Friday of February becomes eligible following August 1.

Undue Influence

The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes will cause the student to become ineligible for a minimum of one semester.

Limited Team Membership

After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. Students in individual sports may participate in a maximum of two non-school individual meets or contests during the school season while not representing their school.

All - Star Competition

Students shall not compete at any time in any sport under MHSAA jurisdiction in All - Star Contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.

Awards and Amateurism

Students cannot receive money or other valuable considerations for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the HANDBOOK. Students may accept, for participation in

MHSAA sponsored sports, a symbolic or merchandise award which does not have a value over \$25.00. Banquets, luncheons, dinners, trips and admission to camps or events, are permitted if accepted "in kind". Awards in the form of cash merchandise, certificates, or any other negotiable document are not allowed. Any other specific rules or regulations can be found in the athletic office.

Complaint Procedure and Guidelines

Parents and Athletes

Unfortunately, complaints do occur in the coaching profession. Most are mere misunderstandings. They are usually resolved with communication between the two individuals involved. However, there are times when the complaint cannot be resolved at this level. Then, the complaining party should begin Step #2 in the process. Keep in mind when going through the process, whether the complaint is small or large, the mediation process is very important and will be handled in a manner which treats the individual with fairness and concern. No coach shall treat an athlete differently as a result of a parent's complaint, opinion, or action.

When a complaint is brought to any level of the administration, it shall be processed in the following manner:

- Step 1 The individual with the complaint shall be directed to discuss their concern with whomever they have a complaint.
- Step 2 If the complaint is not satisfactorily resolved, the complaint shall be investigated by the athletic director.
- Step 3 If the complaint is not satisfactorily resolved, at Athletic Director's level, the complaint shall be investigated by the building principal or their designee.
- Step 4 If the complaint is not satisfactorily resolved at this level, the superintendent of schools or designee may hear the complaint and take whatever action is determined to be prudent.

Coaches and Staff

When a coach or staff member wishes to express a complaint about the Athletic Administration the same procedure should be followed as above beginning with Step 1. The same progression should be followed if the complaint is not satisfactorily resolved.

Fundraising

1. All fundraising activities **must be approved in advance** by the Athletic Director. A request will be submitted by the coach at least three weeks prior to the beginning of the activity. If the fundraiser is to occur at a sporting event, it should be coordinated with the Booster club.
2. All purchases, deposits and bill payments are to go through the Athletic Office.

Warrior Varsity Club - Athletic Boosters

All varsity head coaches are to attend at least **three** Warrior Varsity Club Athletic Booster meetings or events per calendar year. All coaches are encouraged to attend and understand the role and objectives of the Booster Club. Meetings are held on the first Tuesday of each month at 7:00 p.m. in the library of the high school.

Woodhaven High School Award Requirements

Varsity awards are given to those athletes who meet the requirements designated by each sport. (Requirements to earn a varsity letter are determined by the Varsity head coach of each sport, are communicated to all athletes in writing, and must be on file in the athletic office.) A list of award winners must be given to athletic office before the athletic banquet so that awards can be ordered.

All-State Awards

All state selections are completed by coaches in some sports. It is important to join respective associations that will ensure Woodhaven athletes gain individual state recognition. It is the responsibility of each Varsity head coach to join associations and encourage assistants to join and attend all-district selection meetings.

State Tournaments and Trips

Competing in a state meet should be considered the highlight of an athlete's career. Everything should be done to provide the athlete with an environment most conducive for an outstanding performance. It is the coach's responsibility to complete and turn in on time all necessary entry forms and paperwork before the scheduled trip. All expenses must be approved by the Athletic Director and missed school time must be approved by the principal in advance of the trip.

- Trip **must** be discussed with the Athletic Director as soon as it becomes apparent that an overnight stay will be necessary.
- A budget will be established containing hotel and food cost.
- Each coach is responsible for securing hotel rooms and submitting a check request.
- Transportation is to be set-up with the Athletic Office.
- Itinerary and list of student-athletes going must be written and turned into the Athletic Office as soon as possible.
- **The district approved over-night trip packet must be completed, signed by the coach and athletic director, and approved by the school board prior to any trip that requires an over-night stay.**

Injuries/Accidents

- Coaches should show sound judgment in treatment of injuries and should become professionally competent enough to show such judgment. Coaches should continually update their personal knowledge in the areas of first aid and athletic training. This can be done through workshops, the American Red Cross, and working with the school's athletic trainer.

- **A coach will not diagnose or treat beyond normal first aid.**
- In the event of injury, coaches may initiate contact with the athletic trainer and the athlete's parents.
- Stay with the athlete until the athletic trainer and/or parent takes over.
- The participant's doctor, the team doctor, or athletic trainer will determine when an athlete may resume practice, at what intensity, and when he/she may return to competition.
- Fill out all necessary forms to report injuries/accidents within 24 hours and submit immediately to the athletic office. **Always put it in writing!**
- Coaches should follow up on injuries with parents immediately and notify the athletic office of serious injuries. Make every effort to visit athletes in the hospital or call at home to show your concern for them and their parents.
- All head coaches must warn each athlete of the possibility of injury while participating in a particular sport.
- If the injury occurs outside of school and an outside doctor is consulted, no athlete will be allowed to participate until they are released in writing from that doctor.

NCAA Eligibility Rules

Student athletes planning to participate in Division I or II college athletics must apply for certification from the NCAA Clearinghouse before graduation from high school. As a coach, you are responsible to help your athletes through this process and monitor their progress. Application forms are available online at www.ncaa.org. Go to the afore mentioned website, as the rules may change yearly.

Budget

- All purchases **must be authorized** by the Athletic Department. The Athletic Department will process all purchase orders and order items well in advance of the start of the season. When the purchase is received, the coach is responsible to check for imperfections or missing items, and should notify the Athletic Department if there is a problem.
- **Coaches who make unauthorized purchases will be held personally responsible for payment of the purchase.**
- Coaches are **required** to do an inventory of equipment and uniforms at the conclusion of each season, this will help aid in preparing your individual budgets.
- Any items purchased with budget money is property of the Woodhaven-Brownstown School District and are not to be given to any athlete without the Athletic Office's permission.

Activity Accounts

All athletic activity accounts are the responsibility of the Athletic Department. All deposits and payments must be done in the athletic office.

Camps

Having a summer camp is a great way for a coach to build a feeder system for a program. All camps will be scheduled through the Athletic Department. Camps can be used to augment your activity accounts.

Forfeitures, Violations, and Ejections

- Accidental, intentional or other use of ineligible players shall result in forfeiture of all games in which the ineligible players participated.
- If a team is removed from competition in protest, the contest is forfeited to the opponent and the coach and principal of the removed team must appear before the Executive Committee of the MHSAA.
- If the coach is ejected from the contest and an assistant coach or assigned school representative is not available to continue as the coach, the event is forfeited to the opponent.
- When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school from at least the next day of competition for that team.
- When a coach is disqualified during a contest for unsportsmanlike conduct, that coach shall be prohibited by his/her school from coaching or attending at least the next day of competition for that team.
- Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified three or more times for unsportsmanlike conduct, and any player or coach who is ejected for spitting or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

Volunteer Coaches

All volunteer coaches must be approved by the Athletic Director and complete all paperwork and approvals before they begin work with the team. The volunteer must complete all required paperwork at the Human Resources Office, including completion of Live Scan fingerprints before working with the team. Please contact the Athletic Director for more information regarding this process.

Weight Room Rules of Conduct/Safety

- Keys for the weight room are available from the athletic office.
- Weight work-outs must be conducted with a coach or supervisor present.
- Athletes are not to be in the weight room unsupervised.
- Shirts/shoes must be worn at all times. Hats are not allowed.
- Athletes must be on an approved program.
- Athletes should follow their workout. We want this to be a fun and productive time, however this is not a place of social gathering. Other people also need to use the facility.
- Loitering is not allowed in weight room area.
- Music should be played at a moderate volume – if allowed.
- Use weight belts for safety – especially with lifts involving the lower back.
- **All weights must be put back on weight stacks after workout! Turn out the lights! Lock the door!**

Pre-Season Checklist

Complete this form and return to the athletic office BEFORE your first practice.

Completed

Date

- _____ Meet with potential team members to explain:
 - a. try-out procedure and dates
 - b. physicals
 - c. athletic code
 - d. eligibility
- _____ Attend MHSAA rules meeting. Date, time, and place can be found in athletic office. **Varsity Coach.**
- _____ Attend Pre-Season all coaches meeting.
- _____ Set meeting with Athletic Director about goals and coaching evaluations.
- _____ Attend Downriver League coaches meeting. Date, time and place can be found in athletic office. **Varsity Coach.**
- _____ Have necessary athletic equipment and uniforms ready for the first practice.
- _____ Confirm practice and contest schedules, facilities and times, and transportation with Athletic Director. (teams in-season will have 1st priority of the facility)
- _____ Retain proper medical supplies through the Athletic Director.
- _____ Obtain necessary keys from Athletic Director.
- _____ Register all non-faculty staff member with Athletic Secretary.
- _____ Distribute guidelines for entire program to coaching staff of your program. **Varsity Coach**
- _____ Submit try-out process and procedures, team policies and responsibilities to the Athletic Director.
- _____ Collect Pay to Participate funds, provide receipts and turn report into athletic office.
- _____ Check facility for safety.
- _____ Provide Athletic Office with volunteer coaches and fill out necessary paper work.
- _____ Check with Athletic Secretary to determine if athletes have physicals.

Coach: _____

Date: _____

In-Season Checklist

Complete this form and return to the athletic office by the end of the second week of practice.

Completed

Date

- _____ Submit team roster to athletic office.(Be sure to include managers.)
- _____ Submit a list of players that did not make your team.
- _____ In cooperation with the Athletic Director, finalize athletes' eligibility, and athletic code.
- _____ Set practice schedule and turn-in a copy to the Athletic Director (notify athletic department of changes as they occur).
- _____ Check-out video equipment as needed through Athletic Office.
- _____ Pick up physical forms from the athletic office.
- _____ Hand-out uniforms, warm-ups, other necessary equipment and keep an inventory list for collection.
- _____ Set a date, time and location for player/parent meeting.
(Date: _____ Time: _____ Place: _____)
- _____ Distribute program guidelines to parents and athletes.

Coach: _____ Date: _____

Post-Season Checklist

Complete this form and return to the athletic office within two weeks of the completion of your season.

Completed

Date

- _____ Collect, clean and store all uniforms and equipment
- _____ Complete inventory and equipment needs for the following season. Turn in to the Athletic Director.
- _____ Return the physical forms to the Athletic Secretary.
- _____ Attend Downriver League end-of-season meeting. **Varsity Coach.**
- _____ Attend All-Area end-of-season meeting. **Varsity Coach.**
- _____ Schedule evaluation meeting with Athletic Director.
- _____ Complete and discuss sub-varsity coaching evaluations; then turn in at post-season meeting with Athletic Director. **Varsity Coach**
- _____ Turn in a list of individual and team awards and records (ex. All –Conference, All-Area, All-State, etc.) to the Athletic Secretary.
- _____ Turn in video equipment to Athletic Office.
- _____ Schedule end of season banquet and facility use form. Notify parents of date and time
- _____ Turn in medical supplies to athletic office.

Coach: _____ Date: _____

END OF SEASON REPORT

Building: _____ **Year:** _____ **Sport:** _____

Season Record
(Include Tournaments and/or Invitational Events)

Team	Score	Opponent	Score
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____
16.	_____	_____	_____
17.	_____	_____	_____
18.	_____	_____	_____

Overall Record Won ___ Lost ___ MVP _____

Division Record Won ___ Lost ___ DL All-Academic _____

Division Place: _____ All Conference _____

All State _____

Head Coach _____ Assistant Coach _____

Captain(s) of Team _____

Team Records Broken _____

Individual/Team Honors _____

Coach Comments/Recommendations _____

Woodhaven High School Athletic Department Varsity Coach's Evaluation

(Name of Coach)	(Sport)	(Level)
-----------------	---------	---------

Evaluation Code:

- 5 – Unsatisfactory (critical problem)
- 4 – Needs Improvement
- 3 – Satisfactory
- 2 – Above Average
- 1 – Superior (no improvement needed)
- N – Not Observed or Not Applicable

Professional and Personal Relationships:

- | | |
|--|-------------|
| 1. Cooperation with A.D. in regard to submitting participant lists, physical forms, athletic code, checklists, year-end reports, program information relative to your sport. | 5 4 3 2 1 N |
| 2. Rapport with the athletic coaching staff. | 5 4 3 2 1 N |
| 3. Appropriate dress at practices and games. | 5 4 3 2 1 N |
| 4. Participation in a reasonable number of professional and in-service meetings. | 5 4 3 2 1 N |
| 5. Public relations: cooperation with newspaper, radio, TV, booster clubs, parents and interested spectators. | 5 4 3 2 1 N |
| 6. Understanding and cooperation with rules and regulations as set forth by all governing agencies of your sport. | 5 4 3 2 1 N |
| 7. Parents night, banquets, pep assemblies, band, letters to colleges regarding players, and encouragement of students to enter sports for the benefits that can be obtained from participation. | 5 4 3 2 1 N |
| 8. Sideline conduct at games toward players, officials and other workers. | 5 4 3 2 1 N |
| 9. Works cooperatively with A.D. in budget matters, contest schedules, questions concerning salary matters and related items. | 5 4 3 2 1 N |
| 10. Makes an effort toward personal improvements. | 5 4 3 2 1 N |

Coaching Performance

- | | |
|--|-------------|
| 1. Develops respect by example in appearance, manners, behavior, language, interest. | 5 4 3 2 1 N |
| 2. Supervision and administration of locker and training rooms. | 5 4 3 2 1 N |
| 3. Is well-versed, technically competent and knowledgeable in matters pertaining to your sport. | 5 4 3 2 1 N |
| 4. Has individual and team discipline and control. | 5 4 3 2 1 N |
| 5. Prepares for daily practices with staff so maximum instruction is presented utilizing all opportunities for instruction and plans for contests. | 5 4 3 2 1 N |

- | | |
|---|-------------|
| 6. Provides for individual as well as group instruction. | 5 4 3 2 1 N |
| 7. Develops integrity within the coaching staff and among fellow coaches. | 5 4 3 2 1 N |
| 8. Is fair, understanding, tolerant, sympathetic, and patient with team members. | 5 4 3 2 1 N |
| 9. Is innovative using new coaching techniques and ideas: in addition to using sound, already proven methods of coaching. | 5 4 3 2 1 N |
| 10. Is prompt in meeting team practices and games. | 5 4 3 2 1 N |
| 11. Shows an interest in athletes in off-season activities and classroom efforts. | 5 4 3 2 1 N |
| 12. Provides leadership and attitudes that produce winners and winning efforts by participants. | 5 4 3 2 1 N |
| 13. Uses positive, motivational coaching techniques. | 5 4 3 2 1 N |
| 14. Demonstrates effective game management. | 5 4 3 2 1 N |

Related Coaching Responsibilities

- | | |
|---|-------------|
| 1. Care of equipment, including issue, inventory, and storage. | 5 4 3 2 1 N |
| 2. Is cooperative in preparation on non-league scheduling. | 5 4 3 2 1 N |
| 3. Is cooperative in sharing the use of facilities. | 5 4 3 2 1 N |
| 4. Shows self-control and poise in all areas related to coaching responsibilities. | 5 4 3 2 1 N |
| 5. Displays enthusiasm and vitality in assignment as a coach. | 5 4 3 2 1 N |
| 6. Keeps Athletic Director informed about unusual events within the sport activity. | 5 4 3 2 1 N |
| 7. Assists athletes in pursuing post-secondary opportunities. | 5 4 3 2 1 N |
| 8. Participates in pre and post season responsibilities | 5 4 3 2 1 N |

Comments: (Any 5's or 4's given above will be supported with a narrative and an appropriate plan for improvement. Use the back side or additional pages as needed.)

Summary

On the basis of this evaluation, this coach's performance is considered:

- | | | |
|-------|----------------------|--|
| _____ | Successful... | To be recommended for contract renewal. |
| _____ | Needs Improvement... | To be recommended for contract renewal
Provided an understanding can be reached in
Areas where improvement is suggested. |
| _____ | Unsatisfactory... | To be recommended for non-renewal of contract |

Varsity Coach's Signature

Date

Athletic Director's Signature

Date

**Woodhaven High School Athletic Department
Sub-Varsity Coaching Evaluation**

Date: _____ Season: _____
 Coach: _____ Sport: _____ Level: _____
 Number of years coaching in this assignment: _____ Head Coach: _____
 General comments about the season: _____

Evaluation Code:

5 – Unsatisfactory (critical problem)	2 – Above Average
4 – Needs Improvement	1 – Superior (no improvement needed)
3 – Satisfactory	N – Not Observed or Not Applicable

1. Loyalty to head coach.	5 4 3 2 1 N
2. Following program philosophy and system.	5 4 3 2 1 N
3. Care of equipment.	5 4 3 2 1 N
4. Teaching ability.	5 4 3 2 1 N
5. Ability to motivate.	5 4 3 2 1 N
6. Rapport between coach and players.	5 4 3 2 1 N
7. Rapport between coach and rest of coaching staff.	5 4 3 2 1 N
8. Supervision of players in locker room and other areas.	5 4 3 2 1 N
9. Accepts duties given by head coach.	5 4 3 2 1 N
10. Discipline.	5 4 3 2 1 N
11. Planning/organization of practices.	5 4 3 2 1 N
12. Game management.	5 4 3 2 1 N
13. Involvement in off and in season programs.	5 4 3 2 1 N
14. Professionalism and bench decorum.	5 4 3 2 1 N
15. Involvement in professional development.	5 4 3 2 1 N
16. Communication	
with athletes	5 4 3 2 1 N
with parents	5 4 3 2 1 N
with head coach	5 4 3 2 1 N
with Athletic Department Office	5 4 3 2 1 N

Additional Comments: _____

Summary

On the basis of this evaluation, this coach's performance is considered:

- | | | |
|-------|----------------------|--|
| _____ | Successful... | To be recommended for contract renewal. |
| _____ | Needs Improvement... | To be recommended for contract renewal
Provided an understanding can be reached in
Areas where improvement is suggested. |
| _____ | Unsatisfactory... | To be recommended for non-renewal of contract |

 Sub-Varsity Coach's Signature

 Date

 Athletic Director's Signature

 Date

WOODHAVEN ~ BROWNSTOWN ATHLETIC DEPARTMENT

24787 Van Horn Road, Brownstown, MI 48134
(734) 789-2077 Fax (734) 783-3353

Athlete Travel Release Form

SPORT _____ **COACH** _____

DATES INVOLVED _____ **LOCATION** _____

This is to certify that _____ **has my permission to ride from**
(Student's name)
the _____ **athletic contest on the above date(s) and location.**
(Sport event)

I certify that I am personally transporting my son or daughter.

The reason (s) for not riding the bus is:

With my signature, I hereby release all school officials and employees of the Woodhaven-Brownstown School District from all liability based on this authorization for any and all damages.

Date _____

Signature of parent or guardian

Approved by: Coach _____

Athletic Director _____

Team

Inventory List

Sport _____ Level _____ Coach _____

Athlete

**Equipment
Returned**

Number

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

13. _____

14. _____

15. _____

16. _____

17. _____

18. _____

**Team
Inventory List**

Sport _____ Level _____ Coach _____

Athlete

**Equipment
Returned**

Number

- 19. _____
- 20. _____
- 21. _____
- 22. _____
- 23. _____
- 24. _____
- 25. _____
- 26. _____
- 27. _____
- 28. _____
- 29. _____
- 30. _____
- 31. _____
- 32. _____
- 33. _____
- 34. _____
- 35. _____
- 36. _____

**Team
Inventory List**

Sport _____ Level _____ Coach _____

Athlete

**Equipment
Returned**

Number

- 37. _____
- 38. _____
- 39. _____
- 40. _____
- 41. _____
- 42. _____
- 43. _____
- 44. _____
- 45. _____
- 46. _____
- 47. _____
- 48. _____
- 49. _____
- 50. _____
- 51. _____
- 52. _____
- 53. _____
- 54. _____