

# **West Michigan Academy of Environmental Science**

## **Athletic Handbook**



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# General Information Section

## Athletic Philosophy

The 6-12th grade interscholastic athletic program at West Michigan Academy of Environmental Science (WMAES) is an integral part of the secondary school structure. The athletic programs should comply with and reinforce the school's overall statement of purpose. Our highest goal is to encourage the physical and emotional growth and development of all participants through their athletic experiences.

Properly done, athletics are a positive learning experience. The athletes learn:

- to refine their skills and improve their physical fitness,
- to experience the privilege of membership on a team and learn their responsibilities to each other, the coach, the spectators, their school, and their opponents,
- important life lessons of placing group goals ahead of personal ones and how to make a personal contribution to the welfare of the team,
- to control their emotions and actions, a valuable skill which carries over into everyday life,
- sportsmanship. More than mere self-control, sportsmanship is being thoughtful, kind, generous, and courteous even while being intensely competitive
- self discipline and the benefits of hard work. Athletes are encouraged to always use and develop their talents to the fullest,
- to both win and lose with grace and dignity,
- to demonstrate values such as humility, compassion, and respect, even under the stress of competitive play. The development of such values in our youth and coaches is a high priority of WMAES athletics.

Athletics are recreational. Team members are involved in activities that are healthful, developmental, and fulfilling. Participation in sports should provide student-athletes with beneficial outlets for self-expression and physical exercise in addition to the sheer fun of competitive play. Interscholastic sports are not only recreational for the players, but also for the spectators. They provide a means by which a community can come together and support the efforts of "their" team. Athletic education programs are an appropriate and necessary part of a complete, well-rounded school. While those teams and athletes with exceptional skills may receive most of the publicity, the benefits of participation in our program are not limited to those few. Our hope is that all who participate will be better people as a result of their involvement in WMAES athletics.

## **Cultivating Excellence**

It is the responsibility of the administration, staff, and coaches to provide the leadership and training necessary for our athletics program to achieve these essential foundations:

1. Eagle Excellence defines who we are - in and out of school and the athletic arena.  
Striving for excellence, good sportsmanship, and adherence to the athletic code are required.
2. Good grades and school citizenship lead the way - successful athletes are first successful students.
3. Selfless attitudes permeate the team - what is best for the team always comes first.
4. We seek to win in accordance to the rules - competing at the highest possible level is the goal while showing proper respect for opponents
5. We are all in this together - student-athletes, coaches, parents, fans, and administrators.
6. Commitment to the team is important - it takes no talent to show up on time and work hard.
7. Athletes and coaches support other athletes and teams in order to build effective teams.
8. Positive attitudes will influence outcomes - play with passion, encourage those around you, and cheer with positive enthusiasm

# COACHES

## Coaching Appointments

Coaching appointments are the responsibility of the Athletic Director in consultation with the Principal and others of their choosing. Appointments are for a one year period.

## Characteristics

1. The coach is a mentor and role model for the athletes as they coach, helping the students develop good character and moral standing
2. The coach is able to relate to kids, enjoys being around and communicating with students, and is willing to invest in the lives of these students in and out of the athletic arena.
3. The coach has a passion for and a love of the sport they coach.
4. The coach has the knowledge and ability to teach the technical skills required and the teamwork involved to create an atmosphere to develop the team to play at the highest possible level.
5. The coach conducts him or herself in a professional manner and fosters healthy relationships with athletes, parents and officials. The coach is expected to be a leader in exhibiting good moral values and responsibility. As a highly visible representative of the school and the community, the coach must accept a special role in demonstrating positive and responsible leadership.

## Ethical Responsibilities

A coach hired by WMAES is required to understand and adhere to the following. Further clarification may be found in the more complete policy statements that appear later in this handbook.

1. Conduct yourself in a professional manner at all times
2. Set a good example for players and spectators to follow. There should be no arguments in front of players and spectators, no gestures disrespectful to officials or opposing coaches, no temper tantrums, etc.
3. Show modesty in victory and graciousness in defeat. Encourage players to do the same. Limit remarks to the media to game statistics and team performance
4. Sportsmanship should not only be taught, but modeled by the coach. Good sportsmanship by the players must be insisted upon at all times and under every circumstance. Make it a priority
5. Never use profanity, obscene language, or improper actions, in public or in private with your team
6. Winning, though important, is not our sole objective. Teaching athletes the proper skills and attitudes and seeing that they have acquired the proper mental and physical conditioning is more important. Winning is a natural outcome if this teaching and conditioning takes place

7. Motivation of athletes is an important function of all coaches. Only positive types of motivation should be used. Under no circumstances should players be publicly or privately ridiculed. When you praise an athlete, do it in front of teammates. If it becomes necessary to criticize the actions of a player, do so in private so as not to humiliate him/her
8. Parents should be made to feel free to ask questions and to become involved. All parents' calls should be returned as soon as possible
9. Maintain a friendly but professional relationship with your team at all times. Remember, you are an adult and in a leadership position. Be very careful with their admiration and submission to your authority
10. Be consistent when dealing with your athletes. Treat all players in the same positive manner. Enforce all rules uniformly among team members.
11. Coaches, program assistants, and volunteers must uphold the school policy regarding the use of tobacco and alcohol. Coaches may not use tobacco or alcohol in the presence of their team members. They should not consume alcohol before a game or practice.

### **General Coaching Duties**

1. Establish and maintain goals and objectives harmonious with those of WMAES and the athletic department
2. Attend Great Lakes 6 conference meetings for coaches
3. Promptly complete and submit paperwork to the athletic director. In particular, submit a roster to the Athletic Director prior to the first contest. This is mandatory.
4. Maintain communication with the athletic director on issues such as roster changes, disciplinary actions, outstanding efforts/achievements, etc.
5. Supervise your athletes in school buildings and take responsibility for your athletes on the bus and at any athletic contest in which they participate
6. Be knowledgeable and comply with the standards of the Michigan High School Athletic Association and WMAES as to practice times, sport specific rules and regulations, eligibility, and coaching ethics. This includes attendance or watch online MHSAA rules interpretation meetings, CAP requirement, rating officials, etc.
7. Submit a written report to the athletic director of any injury or accident which occurs during a practice or contest
8. Submit a written report to the athletic director of any disciplinary actions taken against a student athlete which occurs during the season

### **Responsibilities**

1. **Athletic Code:** Our staff and coaches are held accountable to ensure that every student athlete understands and abides by the Athletic Code of WMAES. We consistently and fairly enforce the disciplines of the School's Athletic Code
2. **Parent Meeting:** Coaches are required to hold an informational meeting for the parents at the beginning of the season to address scheduling, expectations, conduct, discipline, and any other areas of interest that the coach deems necessary.
3. **Coaching Appointments:** Coaching appointments are the responsibility of the Athletic Director in consultation with the Principal and others of their choosing. Appointments are for a one year period with evaluation at the conclusion of each season. Evaluation of the head coaches will be made by the Athletic Director.
4. **Evaluation:** Evaluation of the head coaches will be made by the Athletic Director.
5. **Team Selection and Tryouts:** In sports where tryouts are necessary to achieve the desired team size it is imperative that athletes be aware prior to tryouts of the criteria being used to select the team. All students must have at least 3-days of tryouts to demonstrate their ability. It is recommended that multiple coaches be involved in the evaluation of athletes. Informing athletes as to whether or not they have made the team should take place in a private area with an individual conversation between the athlete and coach (at least two coaches are recommended). Team size varies between sports. Any deviation, either larger or smaller, from the traditional team size should be brought to the attention of the Athletic Director.
6. **Program Building:** Head coaches are responsible for other coaches in the program. In some cases, this includes Junior Varsity and middle school coaches, and all assistants. The head coach should give the sub-varsity and assistant coaches direction while also allowing some freedom and discretion. Whenever possible, the head coach should conduct clinics and/or camps for younger athletes to teach sport-specific skills, to begin to train the athletes and to form relationships between student-athlete and coach.
7. **Equipment and Uniforms:** The coaching staff will collect any school-issued equipment and uniforms in a timely manner following the completion of the season. Coaches need to hold athletes accountable to return items in good condition. Payment for the season's work will be issued after all uniforms, equipment, and season summaries are collected and returned. Good stewardship of equipment is essential to our programs.
8. **Weekly Email:** All coaches are required to send weekly communication to parents of players on their team.
9. **Monitoring Academic Progress:** It is required that coaches make every effort to hold their athletes academically accountable. The Athletic Director will provide coaches with weekly progress checks of overall grades.

## Coach's Checklist

These lists are designed to help you “cover the bases” at various points of the season. They are not all inclusive, but should prove useful.

### **Pre-Season**

1. Review all eligibility rules established by WMAES
2. Establish team rules and expectations and enforce them throughout the season
3. Establish an emergency procedure which shall include: emergency phone numbers, names, address, pertinent medical history
4. Continuously update the current communication platform, with all games and practices
5. Attend state rules meetings and the pre-season Great Lakes 6 coaches meeting

### **In-season**

1. Submit to the athletic director a final roster prior to the first contest to make the final eligibility check
2. Communicate with the athletic director regarding facilities, equipment, etc. in need of repair. Also assign team member set-up and take-down procedures for all home contests

### **Post-season**

1. Prepare and submit to the athletic director a complete and accurate equipment inventory. Hold participants responsible for school equipment lost, stolen or otherwise not returned
2. Make arrangements for cleaning, collection, and storage of equipment
3. Make any recommendations or suggestions to the athletic director for changes or revisions to the schedule or program
4. Prepare and submit to the athletic director a season summary to include: total number of contests completed, scores, names and grades of all participants, records tied or broken, team and individual statistics, honor team selections, championships, participation awards, and any additional information specific to the sport
5. Arrange a post-season conference with the athletic director to review evaluations.

# ATHLETES

## Expectations

By being a participant in a sport at WMAES, athletes are accepting the expectations for academic performance listed below, and for behavior, which is outlined in the athletic code. As an athlete, the behavioral expectations apply during all 12 months of a calendar year. Athletes should accept their responsibilities for the cleanliness and maintenance of the WMAES athletic facilities. This includes keeping the gyms, lobby, locker rooms and grounds clean and litter-free. It also extends to the care for and treatment of the bus, equipment and lockers.

## Conduct Policy

To be a WMAES athlete is an honor. Athletes are regarded by students, fans, and the general public as examples of what WMAES is all about. To be sure, the same can be said for some students who are not athletes, but that does not diminish the appropriate expectation that athletes be committed to exemplary and healthy living. Therefore, the following rules will apply to all those participating in athletic preparation and competition at WMAES. Generally, the season includes the first day of try-outs and extends through the last day of competition.

Consequences for second and third offenses refer to offenses within the same academic year.

1. Student athletes may not use or have in their possession any tobacco product (including vaping). Penalty: Immediate suspension from athletic participation for the remainder of the season
2. Student athletes may not use or possess alcohol. In addition, such students may not be present at any gathering of peers where alcohol or illegal drugs are used. To avoid penalty for being present at such a gathering, a student must leave immediately. Penalty: Immediate suspension from athletic participation for the remainder of the season
3. Student athletes may not use or possess any illegal drugs (marijuana, ecstasy, prescription drugs not prescribed for the athlete, steroids, cocaine, etc.) or drug paraphernalia (pipes, rolling papers, clips, etc.). Student athletes may not be present where illegal drugs are used or experienced. Penalty: Immediate suspension from athletic participation for the remainder of the school season.
4. If a student athlete violates any of the above rules regarding tobacco, alcohol, or illegal drugs a second time within the same academic year, that student may not participate in any organized athletic activity at WMAES for the remainder of the school year
5. The administration may impose penalties greater than those prescribed above for offenses it believes to be more egregious. For example, drunkenness that caused injury to another person might be punished with permanent removal from athletics. Also, the administration will not be bound to legalistic interpretations of this policy; a student athlete that gets drunk on the night before try-outs, for example, will be dealt with as if the offense occurred in season. Finally, the administration also reserves the right to extend penalties beyond the academic year and into the following year if it deems that to be appropriate

6. Good conduct is not limited to avoiding tobacco, alcohol, and illegal drugs. Participation in athletics is a privilege and not a right. Student athletes must display exemplary behavior and attitudes at all times both on and off the athletic field in order to continue to enjoy that privilege. This includes cooperation, good sportsmanship, respect, self-control, and submission to authority. The administration and coaches may impose penalties restricting involvement or participation in athletics as deemed appropriate for any inappropriate conduct
7. As alluded to above, coaches may set higher standards of conduct for their players than those set by the school's administration. And coaches may impose additional penalties on their players in addition to those imposed by the administration as long as those penalties do not violate other school policies.

### **Athletic Eligibility**

In order to participate in interscholastic sports at WMAES the student athlete must:

1. be fully enrolled at WMAES
2. be enrolled in the grade level the athlete will participate in. Exceptions may be made in order to field a team, such as a middle school athlete moving up to a high school team to ensure there are enough players to field a team.
3. have an updated Michigan High School Athletic Association physical examination card on file in the Athletic Office prior to any participation, including tryouts, practices, and games
4. be covered with medical insurance of their own
5. have a completed [waiver](#) on file for each season an athlete participates
6. be passing more than 5/6 of all middle school or 6/7 of all high school courses at the beginning of each week. Grade checks will be completed on the first school day of each week, beginning with the 3rd week of a season. Any student who is not passing more than 5/6 of all middle school or 6/7 of all high school courses will be deemed ineligible until the next eligibility check. Note: any athlete who has been declared academically ineligible will still be required to attend and participate in all practices (with the possible exception of when they are receiving academic help) and should be in street clothes at all games, even though they may not play
7. be free from misconduct that might cause ineligibility.

### **Disciplinary Action**

Athletes who have received disciplinary action by faculty or administration members must satisfy these obligations as assigned before they may attend practice. On contest days, the athlete must inform the coach of any pending disciplinary action and make the proper arrangements. Coaches have the freedom to also institute their own policies for their teams and players, so long as they do not conflict with these general policies.

## **Commitment**

Athletes who try out and are selected for a team commit themselves to the entire season. Any athlete who decides to quit the team after being placed on the eligibility list for that sport should have a conference with the coach. Students who quit without the coach's approval will not be allowed to participate in other sports at WMAES for a period of up to one (1) calendar year.

No athlete shall drop a sport in season and join another team in the same season unless the situation meets one or more of the following criteria:

1. It occurs before the final cut
2. It occurs because of an injury
3. it is by mutual consent of coaches or sponsors
4. It occurs due to extreme circumstances. "Extreme circumstances" do not include the following: Personality clash with the coach, insufficient playing time, or cramped social life. The situation must be serious and must have consequences for the persons involved. The coach must also give consent in cases of this type

## **School Dress Code**

On game day, a student-athlete may be out of regular school dress code to promote their game. Game day dress can include the team's jersey or team shirt, along with school dress code pants, and must be consistent among all team members.

Proper attire must be worn during practice. This means, specifically, that shirts must be worn by athletes at all times. In addition, inappropriate company logos, band shirts, etc. will not be permitted

## **Uniforms and Equipment**

Uniforms and equipment provided by WMAES must be returned to the school at the end of the season. Players are held financially responsible for any lost, stolen, or damaged WMAES issued uniform or equipment. Athletes can be assigned a locker while they are in season. The athletic department is not responsible for lost or stolen items.

## **Two-Sport Participation**

WMAES allows for the participation in two school sports at one time in the same season if all interested parties agree and if schedules allow. Contact the Athletic Director if you are interested in participating. Due to the popularity of club teams, the possibility exists that athletes may participate on a school team and a club team of another sport during the same season. These cases should be brought to the attention of the coach of the school-sponsored sport. Should conflicts exist in schedules between the club sport and the school sport, the school sport practices and contests take priority over the club sport.

## **Transportation**

### **Out of Season Expectations**

During the school year, athletes are expected to give the in-season sport in which they are participating first priority and are not expected to train for another school sport during that time period. Any organized training for another sport during the season in which the athlete is participating (such as an open gym) should be cleared with the head coach. Summer offers an opportunity for players to work on and develop their athletic abilities. Many coaches offer various opportunities for skill and strength development such as lifting workouts, team camps and summer leagues. Athletes are free to attend as many or as few of these opportunities as they wish. However, it should be noted that these opportunities provide the athlete with excellent ways to further develop skills, improve conditioning, bond with other athletes and demonstrate the commitment required for participation on varsity teams. Our coaches work together to schedule open gym times and team camps so that multi-sport athletes can be involved in each sport. There may be times when an athlete must choose one activity over another, especially when participating in a summer league. Summer is a time for vacations and other family activities, and we encourage families not to sacrifice these important times. A reasonable amount of down-time is important for the wellness of the body and mind of everyone involved.

### **Daily Attendance**

In order to participate in any extracurricular practice or event, students must be in attendance at school for the entire day of the practice or event. Exceptions would include a doctor's appointment, college visit, or funeral. Students should clear these absences with the Athletic Director prior to missing school. If a student needs to leave school for health or other reasons during the school day, the student must report to the office prior to leaving. Consistent with the restricted campus policy, failure to report may result in penalties being imposed. Before the student is allowed to leave school during the day, for any reason, a call will be made to the parent/guardian.

### **Playing Time**

Varsity athletics at WMAES are conducted with the goal of producing quality teams. Equitable practice time, though not equal, should be available to all team members. The amount of playing time in contests will vary with the skill level of the individual and the game situation. At the Junior Varsity and middle school levels, the development of individual athletic skills and team play is emphasized. For that reason, every effort is made to give participation time to each of the team members. Playing time may vary throughout the course of the season based on the development of individual athletes. This may also vary between sports and is defined by the coaching staff.

**Practices**

Members of a team are expected to be at, and participate in, every scheduled practice unless absent from school or previously arranged with the coach.

**Lockers**

All athletes are expected to lock their belongings. The athletic department is not liable for lost or stolen items. Athletic lockers are available upon request from the athletic office. Locks will not be provided.

# PARENTS

## Role of the Parents

Parents need to set the standard of exemplary sportsmanship while attending games/matches and when discussing WMAES athletics with others and at home. Because of the nature of athletic competition, parents can be detrimental to a student-athlete's development when they become too involved as aggressive spectators and/or when they act as self-appointed player "agents" or "bleacher coaches" who choose to publicly second-guess coaches' decisions. Parents can also be susceptible to the temptation to blame the coach for poor play or lack of performance by their student-athlete or the team. When these types of behaviors occur, poor attitudes toward the coach and the team may develop as a result. Parents need to trust the school and coach as partners in the education and development of their child. Coaches are certainly fallible people who will make mistakes at times. However, there must be a trust that the coach is doing everything that he/she can to help their child in their growth as athletes and as young adults. Mutual trust, respect, and encouragement among coaches, players, and parents will result in a top quality athletic program. This is not to say that parents of a student-athlete should remain silent if a problem arises. Like relationships with teachers, parents should feel free to have open, constructive discussions with the coach on issues pertaining to their child. Parents should expect that the coach will respond with honesty, respect, and a mutual concern for the well-being of their child. Parents are advised not to discuss concerns with the coach "in the heat of the moment," but, rather, should wait (at least overnight as suggested in the following "Conflict Resolution") until emotions have cooled. In addition, parents should use discretion and restraint when determining whether to bring a concern forward to a coach. In all such cases, the Conflict Resolution that follows should be employed. Parents (and grandparents, aunts, uncles, cousins, classmates, neighbors and friends) in their roles as spectators should understand their responsibilities to be encouragers of the team and supporters of the school. Spectators should remember that school athletics are learning experiences for the students and that mistakes are sometimes made. Athletes from all sports should be praised in their attempts to improve themselves as athletes and as people. In addition, appreciation for outstanding play by either team should be shown. More specifically, spectators should be aware that it is a privilege to observe the game/match. Respect should be shown to the opposing players, coaches, spectators, and support groups. Treat them as our guests. Game officials should be treated with respect. Understand that they, like you, are fallible and are doing their best to promote the student-athlete. Admire their willingness to participate in full view of the public and be eager to accept their authority.

## Parent Guidelines for a Successful Season

1. Be encouraging. Your attitude is contagious.
2. Encourage your athlete to speak directly with the coach if there is a problem. Empower your athlete to speak up for themselves.
3. Around the dinner table, please keep your conversations about the coach and other teammates positive.

## **Communicating with Coach**

It is appropriate to contact the coach regarding issues of safety, clarifying details of the schedule or team functions. Parents should expect regular communication from their coach and are welcome to respond to the coach about the information in those emails.

## **Conflict Resolution**

If there is an issue a parent wants to discuss with the coach, please respect a 24 hour time frame before following the steps listed below.

In resolving conflicts with coaches the following steps of communication should be followed. The next step should occur only if the conflict is not resolved:

1. Player – Coach
2. Parent & Player – Coach
3. Parent & Player – Coach & Athletic Director
4. Parent & Player – Principal, Coach & Athletic Director

# GENERAL ATHLETIC PROCEDURES

## Schedules

The schedule of interscholastic contests is the responsibility of the Athletic Director in consultation with the head coach. The Athletic Director will contract with opponent schools and hire officials when required. WMAES will not schedule games for the day before any exam, during Spring Break, or on Good Friday. Coaches will be expected to use their discretion when scheduling practices on those days. Scheduling of scrimmages is the responsibility of the coach. The Athletic Director should be notified of scheduled scrimmages.

## Practices

All participants are required to attend all practices and contests unless granted special permission by the coach. Practices should be governed by the following standards:

1. Practice sessions should be scheduled so as to create the minimum amount of daily conflict with normal family activities of the participants. Daily practices should conclude no later than 7:00 on most evenings. Under special circumstances an evening practice session may be scheduled for a varsity team only and with the prior approval of the athletic director or administration. Such evening practices must conclude by 9:30 unless arrangements are made with the Athletic Directors
2. At no time are athletes to practice by themselves. A coach or program assistant must be present at all times. Furthermore, no equipment should be distributed or made available until a coach or other responsible adult is present to supervise its use
3. Proper practice attire should be worn at all times. Athletes must wear an appropriate shirt at all times. It is the coach's responsibility to see that this policy is communicated to his/her athletes and adhered to
4. Students may not be excused from class at any time for practice
5. Practices on vacation days such as over Thanksgiving, Christmas, or Spring Break should be scheduled earlier in the day, taking into consideration the family commitments of the team members, and approved by the Athletic Director
6. In the event school is cancelled in the middle of the day (i.e. "snow" days), practice will automatically be cancelled unless specific permission is granted by the Principal. More details are given in the "Weather Policies" section found later in this handbook
7. Because of the number of teams and limited gym availability, before-school practices will be permitted. They must not start before 6:30 AM and they must conclude by 7:40 AM
8. In the event there is a scheduled early dismissal of school, practices may be held at an earlier time, provided the coaches are available.

## **Athletic Injuries**

The following procedures are to be used as guidelines for the prevention and treatment of injuries to WMAES athletes:

1. Encourage off- and, especially, pre-season conditioning
2. Make certain beforehand that all equipment and facilities to be used by students are safe
3. Have consideration for the individual athlete's size and ability (avoid obvious mismatches, take into account his/her physical and mental condition, etc.) before assigning activities
4. Take weather conditions into consideration during tryouts, practice, or games (temperatures and humidity, storms, etc.)
5. Analyze your coaching methods and procedures, assuring safety in all drills and competition
6. Provide complete supervision - in practice, in games, in the locker room, on the bus, etc.
7. If an injury occurs at a home game or practice, contact a parent. If the injury occurs at another school, use their trainer, if available. After consulting with the trainer, contact the parents, if necessary, to provide transportation home (or elsewhere, at the parents discretion)
8. If the injury is serious enough, and parental permission is obtained, call the local EMT's
9. If the injury is extreme or life-threatening, call 9-1-1 and get help without hesitation
10. Do not attempt to diagnose an injury. Better to be criticized for being too cautious than to be blamed for aggravating an injury
11. Do not let an injured player return to practice or a game without a written release from his/her doctor

## **Concussions**

WMAES will follow the MHSAA protocol for implementation of National Federation Sports playing rules for concussions.

**“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”**

## **Purchases in the Athletic Department**

- A. Coaches wishing to purchase something for their team must have it approved by the Athletic Director. Please meet with them regarding your purchases so budgets can be watched or tracked.

## **Uniforms**

WMAES will provide uniforms for the student-athlete. Occasionally, equipment and/or apparel may be purchased for and kept by the team members. A few guidelines apply as follows:

1. All school-owned uniforms, warm-ups, and equipment must be returned in acceptable condition at the end of the season. Coaches will inventory and store all school property. The student-athlete will be held financially responsible for any items not returned or damaged beyond normal wear-and-tear. Awards, honors, and recognition may be withheld if this rule is not complied with. Uniforms must be stored at school, not at coach's homes
2. Under no circumstances should a coach make the purchase of additional equipment such as shoes, warm-ups, etc. mandatory or coerced. For some families, this type of added expense may simply be more than they can afford at this time and we want no WMAES athlete to feel compelled to spend extra money just to "keep up" with his/her teammates.
3. Coaches will maintain an inventory list of all school-owned uniforms, warm-ups, and other equipment and provide a copy of that list to the athletic director at the end of each season

## **Facility Responsibilities**

- A. All coaches are expected to assist, along with their team members in the preparation and care of the athletic facilities and equipment. "Normal" setup requirements should be arranged with the custodians, if practical, or should be handled by the coaching staff. "Special" setup needs (that would be difficult or impossible for the coach) should be discussed with the athletic director so arrangements can be made for those items
- B. Many of the athletic facilities also serve as teaching facilities for physical education classes. Consult with, and be considerate of, the physical education teachers in the use of the facilities and equipment. This includes the equipment storage rooms of the gym. Please leave these rooms in such a condition that they do not create additional work for the P.E. teachers or other coaches
- C. When facilities are used by a number of teams during the same season (i.e. winter sports), the athletic director will develop a "facilities use schedule" with the input of varsity coaches. Be considerate and cooperative in situations of high demand.

## **Transportation**

- A. Travel to athletic events shall be made by buses with an approved driver at all times. All student-athletes will be expected to ride the school-provided transportation. Students are not allowed to transport themselves in a private vehicle to away events without special permission from the athletic director or an administrator
- B. Transportation may not be available on weekends, days when WMAES is not in session, or when scheduling occurs on short notice such as conference tournament games.
  - a. Only individuals directly associated with the team such as players, coaches, team managers, etc., will be permitted to use school provided transportation without direct approval from school administration
- C. When buses or rented vehicles are used, the following should be observed:
  - a. Coaches are responsible for making sure there is a responsible adult riding school provided transportation
  - b. At no time should a WMAES student be allowed to drive a school vehicle
  - c. The bus should be recognized as a part of the entire athletic system and no conduct should be allowed that reflects adversely on the individual, team, or school. Team members should never stick or throw anything out of the windows of a bus used to transport athletes. When a bus returns after an away event, the team should remove any garbage that they bring onto or find on the bus. Coaches are asked to check the condition of the vehicle before the bus leaves or is parked for the evening
  - d. All players are to use the school-provided transportation. If a parent or other responsible adult (grandparent, older sibling, etc.) wishes to take a student-athlete home from an away event, he/she must personally make arrangements with the coach. The coach should provide a sign-out form for such instances. Under no circumstances is a student to ride home with another student
- D. When circumstances dictate that students transport themselves and teammates to an off-campus practice site, a parental consent form must first be obtained and presented to the coach, who will then pass it on to the athletic director. The coach also will assign the passengers to the approved/designated drivers. This arrangement will only be used when no other means of getting athletes to the practice site is available and the coach is ultimately responsible for his/her athletes' safety and transportation
- E. When a team leaves school early for an athletic event, the student-athletes are responsible for speaking to their last-period teachers before they leave to gather work to be done. The athlete will be responsible for any and all work missed due to an early release.

## **Open Gym/Conditioning**

Open Gym is subject to the following restrictions as outlined by the MHSAA:

- 1. Coaches/supervisors shall not engage in any kind of coaching during supervision of open gym time. They are not even allowed to set up teams. You are there as a supervisor

2. Attendance by student athletes must be voluntary

### **Weather**

- A. When adverse weather occurs, the following procedures should be observed:
  - a. If school is closed due to inclement weather (snow days), the athletic director will notify the coaches. On such days, practices will only be allowed with the principal's permission. Such decisions will be made on a case-by-case basis and will obviously depend on road conditions, weather forecasts, etc. Students who return home due to a school closure may not be required to return to school for a practice.
  - b. If a home game must be cancelled due to inclement weather, it is the Athletic Director's responsibility to contact the opposing school as soon as a decision has been made. The coach will be responsible for notifying his/her team of the cancellation.
  - c. If an away game is in question because of the weather, the Athletic Director should contact the host school before leaving to see if a decision has been made. In the case of a cancellation, the coach is responsible for notifying his team members
  - d. For outdoor sports, when inclement weather is forecast, but school is not cancelled, the following guidelines should be used: (in sports where the officials are present to make the call, their decision will be final)
  - e. All weather related issues will follow MHSAA guidelines.

### **Fundraising and Donations**

- A. The WMAES athletic department will provide the funds necessary for equipment, uniforms, tournament entry fees, etc. for all teams within the athletic program.
- B. Athletic teams and/or coaches may not hold fundraising activities or solicit parents or other constituents for money for their particular teams' needs or wants without permission from the Athletic Director. As tempting as it may be, make no promises that you may not be able to keep.
- C. When they are received, donations made to the athletic department will be used for the team/item specified by the donor as much as possible, unless the gift is determined to be excessive or unnecessary by the Athletic Director or administration. In that case, the donation may be used for other needs within the designated program or assigned to the general athletic fund, but only with the approval of the donor.

### **Summer Camps**

Individual and team summer camps may be helpful in improving individual and team skills. Attendance at summer camps is NOT mandatory and will not be used as a basis for team selection. Coaches are responsible for communicating the availability of camps to all students eligible for participation in the program. Information including pay scales, times, and weeks should be made with the Athletic Director.