

Academic Eligibility

Previous Trimester Record

A student-athlete must receive credit in at least 4 class periods to be eligible to participate in athletics (AC excluded). Failure to do so will result in ineligibility for the next **90 school days**. (See MHSAA handbook for credit recovery option.)

Current Trimester Record

- A student must be passing four class periods in order to be eligible to participate in athletics. (AC excluded)
- Athletic academic eligibility will be checked every 3 weeks and will be based on current trimester grades. Athletic eligibility lists will be given on Monday and turned in on Wednesday.
- Student-athletes who become ineligible because of academic deficiencies will not be permitted to participate in contests for a period of **1 week** beginning the next Monday through Saturday. The student-athlete must attend every practice session, attend every game, and ride to and from athletic contests on the school provided transportation during this one-week ineligible period. At the end of the week, the student-athlete will have the responsibility to secure a grade from each of his/her teachers* and if satisfactory, he/she will regain eligibility. If the grades are unsatisfactory, the student is ineligible until the next athletic academic eligibility check.

*The student-athlete will pick up a form from the athletic department on the Wednesday of his/her last week of ineligibility. This form will be given to each teacher to update the student's current grade with a signature of verification. The student must return this completed form to the athletic office on Friday. If the student's grades are satisfactory, he/she will be able to participate on Monday.

Announcements

Please communicate with your student-athletes regarding practice times and locations. Any announcements that need to be made at the end of the day must be submitted by 2:00 p.m.

Attendance

To participate in an athletic event or practice, a student-athlete must be in his/her last 3 periods unless properly pre-excused in the attendance office. If a student-athlete fails to comply with this policy, a one-contest (game, meet, match) athletic suspension will be enforced upon discovery of the non-compliance.

Awards

To earn an award, a student-athlete must have met all trimester eligibility requirements for the season. In addition, they must have ended the season in good standing. The TK award system will be used as follows:

- **Middle School:** Certificate
- **Freshmen:** Numerals & Certificate
- **JV:** JV Letter & Certificate
- **Varsity:** Varsity Letter & Certificate

*Prior to you banquet, you must submit a list of student-athletes to the athletic office so awards can be prepared.

Banquets

Each program is responsible for scheduling their banquet. Work with the athletic office to pick a date and finalize all other details. Please give the date of your banquet to the Athletic Office ASAP!

Boosters

The role of the Athletic Boosters is to enhance and support the program. The Boosters will purchase items that are not normally funded by the Athletic Department. When coaches have requests and needs of this nature, they need to submit a written proposal to the Athletic Director. The Athletic Director will prioritize and determine the need at that time and will take the proposal to the Boosters if he/she chooses to do so. The Athletic Director will work with the Boosters in making the purchases in a fair and equitable manner.

Budget

Coaches may request purchases from the budget by submitting a requisition form.

Nothing is to be ordered by the coach without prior approval of the AD! This includes orders with fundraising monies. If the request is approved, the AD will issue a PO number and the athletic office will complete the order.

The head coach of each team is to submit a list of needs for the following year at the end of each season.

Cancellations

All decisions to cancel after school activities will be made by 2:00 p.m. each day. The decision to cancel an event will be made by the AD with input from the coach, grounds staff, etc. Under no circumstances is a coach to cancel a contest without consulting with the AD.

The District's policy on severe weather (tornado watch, tornado warning, severe thunderstorm warning) is as follows:

- 1) All TK athletic practices and home contests in the tornado watch/warning area will be stopped and teams sent home.
- 2) TK will not travel away from Middleville during a tornado watch/warning in Barry County, even if the school we are playing is not included in the watch/warning.
- 3) If TK has a tornado watch/warning in Barry County but our team has already left for a contest in an area that is not under a watch/warning, the contest may continue.
- 4) Athletic contests that are away from Middleville that come under a watch/warning will be stopped and all TK student-athletes will return to Middleville regardless of our opponent's policy.

Snow Days: A decision on high school contests the day of a snow day will be made by 2:00 p.m. HS teams may hold practices if conditions have improved; this decision will be made by the AD in consultation with District administration and staff. All MS games and practices are cancelled on snow days.

Changing/Quitting a Sport

Quitting a team is a serious matter. No student-athlete should quit any sport without first consulting with the coach. A student-athlete will not be permitted to participate in another sport until the season of the dropped sport has been completed, unless approved by the AD. Students who are cut from a team are then eligible to join another sport.

Checklist–Coaches

PRE-SEASON CHECKLIST 2009-2010

- ✓ All student-athletes have physicals turned in before 1st day of practice
- ✓ Pay-to-Participate fees paid by student-athletes and forms turned into the athletic office by the given date
- ✓ Attended MHSAA rules meeting (or take online component)
- ✓ Parent meeting before 1st contest (Can be after Meet the Team Night)
- ✓ Turn in roster to athletic office ASAP
- ✓ Non-faculty coaches form turned into athletic office ASAP
- ✓ Uniforms/equipment distributed with a record of who has what items (Inventory)
- ✓ Discussed all rules/regulations/policies with your student-athletes (MHSAA, academic eligibility, attendance, code of conduct, transportation, and other school rules)
- ✓ Discussed with your student-athletes proper sportsmanship toward opponents and officials and how a TK student-athlete has **Pride, Class, & Tradition. (INCLUDE HAZING IN DISCUSSION)**
- ✓ Discussed any safety/equipment issues with your student-athletes

IN-SEASON CHECKLIST 2009-2010

- ✓ Communicate with the AD! (you cannot over-communicate)
- ✓ Fill out injury reports
- ✓ Make announcements and keep up with media relations
- ✓ Keep up to date with athletic office on eligibility, schedules, etc.
- ✓ Coach! Have Fun!!

POST-SEASON CHECKLIST 2009-2010

- ✓ Set date for banquet
- ✓ Awards list completed and turned into the athletic office
- ✓ Records, stat sheets, season summary, awards, etc. turned into the athletic office ASAP
- ✓ Inventory completed—every student-athlete should have either a) have turned in their equipment or b) been billed for equipment not collected. This must be done with an inventory list turned into the AD before coaches will be paid.
- ✓ Medical supplies back to trainer
- ✓ Officials rated
- ✓ Following year requisition forms
- ✓ Know your out-of-season “contact” rules
- ✓ Make appointment with AD for evaluations.

*You must have your evaluation done for you to coach the following year.

Coaching Assignments

The athletic director will make all head varsity-coaching assignments. All other coaching assignments will be done by the AD in consultation with the varsity head coach of that program. Once a position has become vacant, the job will be posted and the interview process will begin as per the master agreement.

Communication

- 1) Please check your mailboxes on a regular basis with the athletic secretary for any details/updates that are needed.

- 2) Please provide the AD with a copy of any information/correspondence that goes home to parents.

These are things that coaches are **expected** to communicate to parents:

- Philosophy of the coach
- Expectations that the coach has for all student-athletes
- Locations and times of all practices & games
- Team requirements both in and out of season
- Procedure if your child should be injured
- Discipline that results in the denial of participation

These areas are appropriate concerns for parents to discuss with the coach:

- What the expectations are for child during practices and games
- Ways to help your child improve
- Concerns about your child
- Academic support and college opportunities

These issues are not appropriate for parents to discuss with the coach:

- Playing time
- Team strategy and play calling
- Other student-athletes

Concerns/Complaints

Most concerns/complaints are misunderstandings that can be resolved with a conversation between the parties involved. This department will use a **24/48 Hour Rule** for all of these discussions. A parent should wait at least 24 hours to speak to a coach about a concern but should not wait longer than 48 hours after the incident.

First Level: The first step is a conversation/meeting between the parent and the coach involved.

Second Level: Once the parent-coach meeting has happened and the conflict has not been resolved, the parent may schedule a meeting with the athletic director.

Third Level: Once the parent-AD meeting has happened and the conflict has not been resolved, the parent may schedule a meeting with the building principal.

Fourth Level: Once the parent-principal meeting has happened and the conflict has not been resolved, the parent may schedule a meeting with the superintendent or designee.

Fifth Level: Board of Education.

***A student-athlete should be encouraged to solve his or her own problems first.**

Conferences/Clinics

Coaches are encouraged to attend conferences to continue to grow professionally and improve. The athletic department will pay for the registration fee of one conference per year for all Board approved members of the coaching staff. A coach needs to submit a conference request form to the athletic office to have the fee approved.

Emergency Situations

General rules of thumb:

- **The safety of our students is #1!** if in doubt, err on the side of being too cautious.
- Have a plan ready to manage emergency situations.
- Remain calm and use common sense.

If a student-athlete gets injured, here is the protocol that will be used:

1. Keep the student-athlete as calm as possible.
2. Send someone to contact the trainer on duty ASAP. If it is a serious matter, contact EMS at 911 immediately.
3. **Do not attempt to move the injured student-athlete if there is any concern about the head, neck, or back.**
4. Once medical personnel have arrived, make an attempt to contact the parents ASAP.
5. If student-athlete is to be transported by EMS and no parent is present, a member of the coaching will accompany the student-athlete at all times until the parent has arrived.
6. After the situation, **fill out an accident report form** in the office the following day.
7. Follow up with the student-athlete & parents via telephone that evening to check how the young person is doing.

Lightning: If lightning is in the area, remove all student-athletes from the field and move them to a sheltered area. We must wait at least 15 minutes after the last sighting before any practice or contest may continue.

Evaluations

The athletic director will do all evaluations of head coaches. For assistant coaches and sub-varsity positions, the varsity head coach will work with the Athletic Director to complete evaluations. The evaluation tool is available for review in the athletic office.

Facility Care

All coaches are expected to care for our facilities. The coach should be the first to open the facility and the last to leave. **All doors should be locked when leaving, all lights turned off, and equipment put away.** Locker room control and team behavior is the responsibility of the coaching staff--please monitor these areas closely! If there is a problem with one of our facilities and damage has occurred, please contact the AD as soon as possible.

Fundraising

All fundraising activities must be approved by the AD (AD will then communicate with the building principal) before they begin. All fundraising accounts will be handled on a "trust and agency" basis with each program keeping their own ledger book independent of the athletic department. At all times, keep a positive balance in your account.

Keys/FOBS

All Board hired coaches will receive a key to locker room, storage, practice, and office areas. **Keys are not to be loaned to anyone!** We need to work together to keep our facilities safe and secure. Coaches who are seasonal in nature may be asked to return their keys for other coaches to use. **If you loan your keys to someone else and a problem develops, discipline will result, up to and including, termination from your coaching position.**

Medical Care/Trainer

Our trainer will be on call during most practice and home contest times. If you have a student-athlete who becomes injured, the trainer is the first person to contact (see

emergency situation section). If a student-athlete becomes injured, refer them to the trainer for evaluation, treatment, and/or referral to a medical doctor. When a student-athlete is referred to the trainer, he or she is responsible for filling out an accident report and contacting a parent/guardian.

The recommendation of the trainer is **final** on all decisions to insert an injured player back into a game. If a student-athlete becomes unconscious, they must have written authorization from a doctor before they can compete again that day.

Medications

Diagnosis and treatment of illness by using drugs and medicines is **not** the duty of the public schools and will not be practiced by any coach or school personnel representing TK Schools. No members of the Athletic Department at any time are to prescribe, distribute, provide or encourage the use of drugs (prescription or non-prescription), medicines, vitamins, or food supplements. Staff should not provide any students with aspirin or any other medications. Any questions regarding medications should be referred to the building administrator.

Coaches should exercise great care in dealing with all injuries and particularly those that are of a serious nature. In all cases, the coach should assure that the injured student-athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval from the doctor and parent before the student-athlete is allowed to participate in athletic activities.

Officials

Officiating is not an easy job. Please make every effort to treat game officials with respect before, during, and after any contest. **All communication with officials during a contest will be done by the head coach and the head coach only!** If a comment or point must be made, make it and move on. **At no times will a student-athlete address an official other than to answer a question from that official!**

Participation

Participation on a TK athletic team is a privilege and not a right. Membership on a team is to be earned by continuously adhering to the standards of conduct, both in and out of school.

Middle School – Participation in Middle School Athletics is an introduction to interscholastic sports. Skill development, sportsmanship, and the team philosophy are important goals at this level. TKMS will attempt to provide the opportunity to participate in sports to as many students as possible, however, because of possible physical and financial restrictions; team size may need to be limited. Playing time is guaranteed to all eligible team members during each contest, but not equally.

Freshman Teams – (Tryouts are open to freshmen only). TK begins here to instill the **Pride, Class, and Tradition** of TK Trojan Athletics. The building of teamwork, character, enthusiasm, spirit, team unity, athletic skills/fundamentals, sportsmanship, and citizenship as well as learning to have fun in a competitive setting are the main focus at this level. Every attempt will be made to give each team member playing time, but playing time will not be equal for each player.

JV Teams – This is a transition year between the freshman and varsity competition. The level of intensity at practice, as well as in the contests, will be increased. The commitment and dedication to the team and sport also must be increased at this level. The student-athlete will be given the opportunity to earn his/her playing time through the demonstration of his/her increased skills at practice and dedication to the team. No playing time is guaranteed at this level; however, every effort will be made to provide game time to team members, as game situations will allow.

Varsity Teams – Varsity level athletic teams are a focal point of the TKHS Athletic Program. To be a part of the Varsity Team is an honor in itself that must be earned. At this level there is **no guarantee of playing time**. The intensity of the competition will determine when the best athletes will be on the field, court, mat, track or course.

Philosophy of Winning

Winning is one of the goals of the TK Athletic Teams, within the guidelines of the different levels of the program and always remembering academics, sportsmanship, and citizenship comes first.

Physical Education Participation

All student-athletes must participate in all physical education activities during PE class. Student-athletes are expected to perform all activities performed by other students, regardless evening practice or game commitments. If modifications need to be made, the student should speak with the instructor.

If a student-athlete chooses not to fully participate or dress for a PE class, they are ineligible to participate in a game or practice later that day. This also applies to student-athletes who are injured and cannot participate in PE; if this is the case, the student-athlete cannot participate in athletic practices and games on those days they do not dress and participate. If a unique situation arises, the affected student-athlete should set up a meeting with the instructor and AD.

Physicals

No student-athlete may practice or try-out for a team without having a completed physical form on file in the Athletic Office. All physical exams must be dated after April 15 of the previous year.

Publicity

Each coach is responsible for reporting information that is needed for local news media. All head varsity coaches are responsible for reporting all **home** contests to the *Grand Rapids Press* immediately after the contest. Varsity football and basketball coaches also need to contact local TV outlets after home contests. All comments made to media outlets should positively promote our program and student-athletes. It is better to make no comment after a tough game than one that we would regret.

Purchase Orders

All purchases need to be approved by AD ahead of time (including purchases from fundraising). No coach shall make a purchase without prior authorization from the AD by issuance of a PO number. **Anything that is ordered by a coach without a PO will become the financial responsibility of the coach.**

Risk Management

All coaches need to use common sense to reduce the risks that are inherent with athletic activity. The entire staff must make decisions that put the safety of our student-athletes first! The test of liability in any case is if we acted in a reasonable and prudent manner that any normal person would in similar circumstances.

Scouting

Scouting etiquette is determined by our conference. Each scout is to have a scouting pass that is issued by the AD. Scouts are considered representatives of our school and should conduct themselves as though our team was present.

Scrimmages

All scrimmages must fall within the scrimmage limitation guidelines of the MHSAA. Each scrimmage should be discussed with the AD prior to agreeing with any other school.

Squad Selection / Reduction

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the program. Prior to trying out for a sport, the following information will be made available to all candidates of a team:

1. Extent/duration of the try out period
2. Criteria used to select the team
3. Number of student-athletes to be selected
4. Practice commitments should they make the squad (include possible holiday conflicts)
5. Game commitments
6. Season commitments

If the squad reduction (cuts) must take place, it is the sole responsibility of the coaches of those teams. When a squad reduction becomes necessary, the process will include three important elements. Each candidate shall:

1. Have a predetermined number of practice sessions
2. Have performed in at least one game-like setting less there are extenuating circumstances such as weather & spring sports)
3. Be personally informed of the cut by the coach

State and Local Rules

All MHSAA and Thornapple Kellogg School rules, regulations, and policies must be followed. Failure to follow these rules may result in immediate dismissal from the coaching position. Each coach is responsible for knowing the following:

- National Federation, MHSAA, and OK Conference rules as they pertain to their sport
- Student Athletic Handbook
- Coaches Handbook
- Student Handbook
- School/Board Policy

*It is the responsibility of all varsity head coaches to attend the annual MHSAA rules meeting in their sport.

Supervision

The head coach of each team shall:

- Assign at least one coach to be with the squad at all times and to supervise the locker room until all team members have left
- Assign at least one coach to ensure that all doors, windows, and gates are locked in any area that has been used
- Be on the bus both to and from all away contests (the head coach should see the AD if there are any conflicts in riding the bus to and from away contests)

*Coaches are responsible for their student-athletes at all times while under their direct supervision, here on school property, at away contests, or in transport to or from a contest. This direct supervision begins one half hour before any practice session and ends after all student-athletes have left school property. This means that coaches must stay with their student-athletes until all have left or have been picked up by a parent--**no exceptions!**

Team Advancement

The intent of advancement of a student-athlete to a higher level is to provide the talented student-athlete the chance to develop and improve to maximize potential, as well as helping the overall program.

The following guidelines must be met before a student-athlete will be moved to a higher-level team:

1. The varsity head coach of the sport will make the initial recommendation for advancement.
2. The proposed team advancement must be discussed with the AD, team coach, the varsity head coach, parents, and the student-athlete.

Team Rules

If team/program rules are to be used in addition to the student athletic handbook, they must be submitted to the AD prior to the start of the season. These team rules may cover such things as practice attendance/opportunity to play, behavior expectations, etc.

Ticket Procedures

All ticket prices are regulated by the OK Conference and our Board of Education. Conference passes will be issued to all members of the coaching staff and are intended for your use only. These passes shall not be given to someone else for admittance.

Transportation

All student-athletes are expected to ride to and from any away contest on the school provided transportation. If a student-athlete wishes to ride home with an adult, 21 years or older, the school form must be filled out by the student-athlete's parent/guardian and must be given to the coach. Special circumstances must be discussed with the AD and coach well in advance.

*If transporting students via van, there is a maximum of 1 driver and 7 passengers.

Volunteer Coaches

All volunteer assistant coaches **must** be approved by the AD before they assume any duties working with our student-athletes. A background check must be done as well as registration of with the MHSAA.

Uniform Policy

All school issued uniforms and equipment are to be used for athletic contests and practices **only**. These items are not to be worn in PE class, in school, in the community, or at home. The only exception to this rule is that if an entire team wants to wear their jerseys to school on a game day.

TK student-athletes will be **uniform** in appearance. All uniforms will comply with sport-specific rules and will not be altered to bring attention to an individual.

Usage of Middleville/Thornapple Kellogg

Middleville can be included on school uniforms, warm-ups, t-shirts, youth program items, publications, etc. as long as TK or Thornapple Kellogg is of at least equal or predominate in size. This includes all uniforms, warm ups, program t-shirts, etc. without regard to funding. **This is not negotiable—it is Board Policy!**

Trojans or Lady Trojans is an acceptable option if you can't decide on the M/TK thing!

Weight Room/Fitness Center

All coaches are expected to encourage their student-athletes to strength, speed, and agility train throughout the year. Our high school strength, speed and agility curriculum is the approved program to be used. All student-athletes will be expected to perform the mandatory core lifts during all class sessions (both in and out of season). The PE staff will attempt to make modifications where needed with in-season student-athletes.

All coaches should supervise your student-athletes when in the weight room/fitness center.