

**Marcellus Community Schools  
Interscholastic Athletic Policy  
(\*Updated July 2009)**

**I. Statement of Philosophy**

*It is the purpose of this policy to provide a consistent guideline to promote and regulate the interscholastic athletic program for the Marcellus Community Schools. The rules and purpose set forth in this policy will be in harmony with the Michigan High School Athletic Association, as well as those of the Southwestern Athletic Conference.*

*It is the purpose of this policy to promote among students a proper competitive spirit, more universal participation in athletics, equal opportunities, good sportsmanship, and high moral and ethical standards of conduct. The goal is the development of the student-athlete to his or her maximum potential.*

*It is the purpose of this policy to provide an educationally sound athletic program within the framework of the Marcellus Community Schools with the support of the entire Marcellus community.*

**II. Philosophy of Coaching**

*The coaching staff is dedicated to the improvement of athletics for the student body and the community. The coaching staff will attempt to work as a cohesive unit to meet this goal.*

*As coaches, we must strive to improve our teaching ability and knowledge. This will improve our ability as coaches.*

*Success is not always measured by winning. However, if we instill a desire for good sportsmanship, team play, hard play, fairness, and loyalty to our teams, winning will come naturally.*

*If a team is consistently unsuccessful, the coaching practices must be examined.*

*As coaches, we will attempt to develop our athletes physically, mentally, and socially. If these goals are stressed, success will be achieved both on and off the field of play.*

*The opportunity to participate in interscholastic athletics will be provided to all students.*

*Athletics play a large role in the lives of the students at the Marcellus Community Schools. It is our duty as teachers and coaches to make the athletic experience as meaningful as possible to those who participate.*

**III. Athletic Council**

*Within the athletic department, an athletic council will be established. The council will meet periodically during the school year. Meetings will be held at the conclusion of each major sports season. Special sessions may convene when called by the athletic director, who serves as its chairperson.*

*The functions of the athletic council are as follows:*

- 1) To review and evaluate budgets related to each sport.*
- 2) To review the operations of the athletic department.*
- 3) To hear reports from head coaches.*
- 4) To make periodic reports with recommendations to the board of education through proper channels.*
- 5) To review suggestions relative to the implementation of board policy accompanied by recommended changes.*
- 6) To act as the hearing board for violations and appeals of violations of the Student Athletic Code.*

*Membership of the athletic council includes the following: the superintendent of schools, the high school principal, the athletic director, the head coach of each varsity team, and two appointed members of the board of education.*

*When the athletic council meets as an appeals board, the high school principal and the superintendent of schools will be excluded from voting, as they may become involved in the appeal in the later stages of the due process procedure.*

#### **IV. Michigan High School Athletic Association Recommended Athletic Code for Administrators**

*School administrators at the local level are the final authorities for the athletic activities of the school. In realization of this responsibility these guiding principles should prevail:*

##### **A. For the Superintendent:**

- 1) Use all means possible to bring to the community a full realization of the value of athletics as an educational tool in training citizens.*
- 2) Develop district-wide policies that foster good sportsmanship, protect civil rights, and promote maximum opportunities for participation by students.*
- 3) Create a definite understanding with principals and athletic directors concerning the school athletic policy and expect and give mutual support in carrying out that policy.*
- 4) Evaluate those in charge of the athletic program by the conduct and attitude of contestants*

*and spectators rather than on the number of games won or lost.*

*5) Advise the board of education of the privileges and obligations of the school's membership in the Michigan High School Athletic Association, keep the board informed of proposed and adopted changes in MHSAA regulations, and hold the board accountable for the support and enforcement of regulations it adopted when it accepted membership for its school in the MHSAA.*

**B. For the Principal:**

*1) Develop a complete understanding of the athletic policy of the school system and of the individual responsibilities of all concerned.*

*2) Certify eligibility of contestants and base that certification on complete information concerning the student's athletic and educational status. Questionable cases will be referred to the MHSAA before the privilege of competition is given.*

*3) Support coaches in their efforts to carry out MHSAA and local athletic policies.*

*4) Instruct the student body of its responsibilities in making the athletic program a valuable one and require desirable types of conduct at home and away games.*

*5) Endeavor to foresee possible differences and misunderstandings with other schools and, as far as possible, settle them or provide means of settlement before they materialize.*

*6) Insist that any misunderstandings that may arise be settled privately between official representatives of the schools concerned.*

*7) Have a definite understanding with the athletic director about officials, schedules, finances, care of fields and gymnasiums, handling of spectators, supervision of coaches, etc., and give that person every assistance in carrying out such duties.*

*8) Present promptly and privately to the school involved any information received about possible rule violations by that school; and if the internal investigation and action by that school is not satisfactory, report that potential violation to the MHSAA.*

*9) Attend as many of the athletic contests of the school as responsibilities will allow.*

*10) Commend opposing schools for outstanding examples of fine citizenship and sportsmanship.*

**V. Duties of the Athletic Director**

**A. Scheduling:**

- 1) Schedule all league and non-league games and keep a record of all contracts.*
- 2) Hire all officials and keep a record of all contracts.*
- 3) Schedule all bus transportation for away contests.*
- 4) Provide for equitable scheduled practice times for all sports.*

**B. Budget and Supplies:**

- 1) Present a yearly budget to the board of education.*
- 2) Recommend to the board the purchase of supplies and equipment.*
- 3) See that equipment is turned in at the end of each sport.*
- 4) Periodically check the condition of all athletic equipment and provide for necessary maintenance and storage.*

**C. Supervision:**

- 1) Supervise and/or arrange for supervision of all home games in the major sports. (Football and Basketball)*
- 2) Be available and/or arrange for supervision, if needed, during the minor sports.*
- 3) Represent the board at all league meetings of the Southwestern Athletic Conference (SAC).*

**D. Contest Management:**

- 1) Responsible for ticket sellers at high school home, paying events.*
- 2) Responsible to publish all athletic schedules.*
- 3) Responsible to bank all gate receipts and keep a record of each event.*
- 4) Work with the athletic maintenance person to see that all facilities are maintained and set up for events.*
- 5) Responsible to prepare eligibility lists for each high school sport.*

*6) Responsible for contest workers at high school events: scorekeepers, timekeepers, etc.*

***E. General:***

*1) Work with the Athletic Boosters to coordinate activities.*

*2) Responsible to purchase and arrange for the presentation of all athletic awards.*

*3) Maintain a communication system between the Athletic Boosters, the superintendent of schools, and the board of education.*

*4) Work with the high school principal to recommend to the board of education all head varsity coaches. Work with the varsity coaches in the selection of assistant coaches.*

*5) Approve the number of lay volunteers to be used by each coach and supervise their selection.*

*6) Assist the high school principal in formally evaluating each varsity coach. Primary responsibility for evaluating coaches will be with the high school principal. Assist each varsity coach in evaluating his/her program and the assistant coaches within.*

***VI. Duties of the Head Coach***

*1) Assign duties to all assistant coaches and evaluate their performance. Duties assigned to benefit a smooth running operation may include, but are not limited to the following:*

*a) Systems to be used.*

*b) Offenses and defenses to be used.*

*c) Practice session schedules and procedures.*

*d) Conduct of players at school, at practices, at games, and on the bus.*

*e) Specific duties of the coaches.*

*f) Any general or specific policies which pertain to their sport.*

*2) Oversee locker room supervision.*

*3) Be responsible for preparing public information releases regarding their sport. (\*NOTE: Statements should be carefully weighed before being given to the news media.)*

*4) Cooperate with the athletic director on physicals, current eligibility lists, and policies.*

*5) Recommend to the athletic director teams that may be scheduled and officials to be employed.*

6) *Each head coach will submit to the athletic director and high school principal a copy of their specific team rules and regulations. These team rules may not specify a penalty for a violation which is less than the District Student Athletic Code. Upon approval of the team rules by the principal and the athletic director, the document shall be explained to the team as a whole and each participant given a copy.*

7) *Report all participant injuries to the athletic director.*

8) *Be loyal to all school programs. Support the total educational program of the school. Cooperate with the leaders of the various school departments.*

9) *Issue, be responsible for, and collect all equipment.*

10) *Work closely with assistant coaches, allowing them to use their own initiative and judgement whenever necessary.*

11) *Within three weeks from the close of the season, each head coach is to submit to the athletic director a complete and detailed inventory of all uniforms, equipment, and results of the season. Failure to do so may result in the termination of the coaching assignment.*

12) *Maintain a high standard of professional ethics, both as a coach and as a teacher.*

13) *Turn in a list of all materials and supplies needed for the next sports year within three weeks of the completion of the season.*

**VII. Duties of the Assistant Coach (Varsity Assistant, Junior Varsity, and Middle School)**

1) *Support the head coach in conducting the program and follow the policies of the head coach.*

2) *Be loyal to the head coach and to his/her program.*

3) *Attend staff meetings as directed by the head coach.*

4) *Assist with scouting of varsity and junior varsity contests.*

5) *Assume any duties assigned by the head coach pertaining to the overall athletic program and to the particular sport, such as:*

- a) Conducting practices.*
- b) Handling equipment.*
- c) Determining eligibility.*
- d) Scouting.*

*e) Public Relations.*

*6) In the absence of the head coach, the assistant shall assume all responsibilities designated to the head coach.*

*7) Make suggestions directly to the head coach.*

*8) Be responsible for the discipline of his/her squad.*

*9) Be in attendance at all games and practices unless another assignment has been made by the head coach.*

*10) Maintain a high standard of professional ethics, both as a coach and as a teacher.*

**VIII. General Policies for all Coaches**

*1) No smoking at athletic events, at practice sessions, or in the building. No smoking in the locker room.*

*2) No swearing or other abusive language.*

*3) Sex or sexual insinuations shall never be mentioned in front of players nor discussed with players or other students.*

*4) Be careful with remarks that you make to or around students.*

*5) If you have problems which concern others on the staff, keep these problems in school and try to settle them in an intelligent manner.*

*6) To have unity among squads, you must have unity of the staff.*

*7) Never permit a student to make derogatory remarks about a teacher in your presence without reprimanding the student.*

*8) The coaches' office is for coaches only! Do not permit players in the coaches' office unless it is necessary for team business.*

*9) Don't interfere with another sport in your off season, or with another coach's squad during your season, unless requested to do so by the coach in charge.*

*10) Never criticize coaches or players from other schools in front of your players or other students.*

- 11) *When your sport is not in season, see that your equipment is stored properly so that the coaches' office is left free for the in-season sport.*
- 12) *Scouting will be arranged through the head coach or the athletic director.*
- 13) *Keep in mind that we are all working toward the same objectives and it is much better to get there through mutual cooperation and in a friendly spirit.*
- 14) *Never give out school keys to students.*
- 15) *Never leave students alone in the athletic storage areas. Do not allow students to get their own equipment out of storage areas. Unlock the doors yourself. Make sure all storage doors are locked.*
- 16) *When you leave the locker room, lock all the doors and turn off the lights.*
- 17) *At least one coach should be in the locker room until the last player has dressed and is on the gym floor or practice field. Following practices or games, at least one coach should remain in the locker room until the last player leaves.*
- 18) *Athletic keys should be returned at the end of the season.*
- 19) *The Marcellus Community Schools value family and family activities that occur during weekends, holidays, and seasonal breaks. Therefore:*
  - a.) *There will be no practices or competitions on any national holiday during which the school district is closed*
  - b.) *Practices may take place during the weekend and seasonal breaks. However, such practices are VOLUNTARY, and those student-athletes who choose not to attend will NOT be penalized or chastised. Coaches should reserve facilities with the athletic director to avoid any possible conflicts. (Sunday practices are strongly discouraged!)*
  - c.) *All practices must meet MHSAA guidelines.*
  - d.) *If an unforeseen event occurs which demands a practice or competition on a national holiday, the Superintendent of Schools may grant permission.*
  - e.) *There will be no practices on snow days when school is not in session. If, however, weather conditions improve by the afternoon, practice may be allowed with permission from a district administrator. (Superintendent, Principal, Athletic Director)*
- 20) *During the fall sports season, there will be no practices (football, volleyball, soccer, cross country) scheduled on Wednesday nights from 7:00 P.M. until 9:00 P.M. (Varsity or J.V.)*
- 21) *Coaches should be aware that players should not be allowed to practice before the coach is present, and players must leave before the coach.*
- 22) *Make sure the locker room is picked up and the doors are locked before leaving.*

- 23) Do not allow students to wander the hallways.*
- 24) Coaches must make sure that all building doors are locked and secured before leaving.*
- 25) Do not allow students to enter the building wearing cleats, spikes, or other athletic footwear.*
- 26) Do not allow students to bring food or beverages into the gym.*
- 27) Do not allow students who are not on your team to hang around practice, the gym, or the locker room.*
- 28) Report any damage to the building or accidents to the building principal immediately.*
- 29) All coaches are responsible for keeping records, statistics, for their teams and for publishing these with the news media.*
- 30) Many good clinics are available which help improve knowledge and techniques used in your sport. Coaches are encouraged to attend clinics during the school year and during the summer to improve their professional development.*