

**MCBAIN PUBLIC SCHOOL**

**ATHLETIC HANDBOOK**

# Coach's Responsibility Section

## Purpose

This handbook guides coaches involved in athletics at McBain Rural Agricultural School. It outlines the department's philosophy, goals, procedures, and policies to ensure consistency and clear communication. The handbook is updated annually to reflect changes and improvements.

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## Philosophy

Athletics are a meaningful part of a student's development—but just one part. While building skills, strength, and teamwork is important, academics and personal well-being remain the top priorities.

A successful athletic program emphasizes fun, fitness, participation, and personal growth. Athletes should learn sportsmanship, responsibility, goal-setting, and how to handle both success and setbacks with grace.

Coaches are role models. They are expected to:

- Foster enjoyment and treat players with respect.
- Prioritize teaching and development over winning.
- Use only positive, constructive motivation.
- Never use or permit profanity.
- Communicate openly with parents and return all calls promptly.
- Be fair, consistent, and professional with all players.

A well-run program should leave athletes, families, coaches, and the community with pride in the experience.

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## Head Coach – Job Description

**Title:** Head Coach

**Reports to:** Athletic Director and Principal

**Supervises:** Assistant coaches and all team participants

### Qualifications

- Previous coaching experience (head or assistant)
- Teaching certificate preferred
- High school diploma (college degree preferred)
- Valid CPR/First Aid certification
- Clean background check

### Goals

- Provide students (grades 7–12) with positive athletic experiences that promote skill development, confidence, sportsmanship, and fair play.
- Enforce school and department rules.
- Communicate effectively with parents, staff, and media.

## **Responsibilities**

- Organize and manage the sport program, including:
    - Planning practice schedules
    - Issuing and tracking equipment
    - Supervising locker rooms and practice areas
    - Requesting needed supplies
    - Enforcing academic eligibility
    - Reporting scores and updates to media
    - Holding staff meetings to review expectations and policies
    - Overseeing behavior on buses
    - Enforcing suspensions when needed
    - Coordinating team awards
    - Reporting and managing athlete injuries
    - Promoting sportsmanship
    - Evaluating assistant coaches
    - Hosting a parent meeting at season start
  - Stay current by attending clinics, rule meetings, and professional development.
  - Encourage student participation in extracurriculars.
  - Maintain professionalism and respect in the community.
  - Acknowledge achievements formally and informally.
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## **Assistant Coach – Job Description**

### **Title: Assistant Coach**

**Reports to:** Head Coach and Athletic Director

**Supervises:** Assigned student-athletes and support staff

### **Qualifications**

- Coaching experience or playing background at the relevant level
- Teaching certificate preferred
- High school diploma (college degree preferred)
- CPR/First Aid certification
- Clean background check

### **Goals**

- Help provide a positive athletic experience that builds physical skills, confidence, and good sportsmanship.
- Support and enforce team and school policies.
- Maintain open communication with players, parents, and staff.

### **Responsibilities**

- Follow all directions from the head coach.
- Participate in team planning, practices, and activities as assigned.
- Stay current through coaching clinics and rules meetings.

- Encourage students to get involved in school activities.
  - Model professionalism, discipline, and respect.
  - Recognize and celebrate student effort and success.
  - Collaborate with the head coach to ensure consistent teaching and team standards.
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## **General Coaching Responsibilities**

1. Attend all meetings called by the athletic director.
  2. Ensure every athlete has a current physical before participating.
  3. Actively recruit participants at all levels.
  4. Be present in the locker room before and after every practice or game.
  5. Distribute and enforce athletic rules and expectations at the start of the season.
  6. Monitor athlete conduct at home and away facilities.
  7. Start and end practices on time. Use written practice plans.
  8. Keep locker rooms clean. Assign responsibilities to assistants when needed.
  9. Submit inventory and equipment requests within two weeks after season ends.
  10. Issue, collect, and store team equipment.
  11. Show courtesy to opposing coaches and teams.
  12. Complete reasonable tasks assigned by the athletic director.
  13. Stay updated on coaching strategies through clinics and continuing education.
  14. Submit eligibility lists to the athletic director.
  15. Maintain high standards of conduct in line with school and community values.
  16. Support the varsity head coach
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## **Coaches' Area of Responsibility**

Coaches are legally and ethically responsible for the safety and well-being of student-athletes. Key responsibilities include:

### **1. Teach Skills & Safety**

- Teach sport fundamentals and injury prevention.
- Warn athletes and parents about risks before the season starts.
- Do not praise unsafe behavior.
- Only delegate tasks to qualified assistants.

### **2. Supervise Athletes**

- Always be present during practices and games.
- Higher-risk activities require closer supervision.
- Never let students run practice alone—captains are not substitutes for coaches.
- Use written plans, schedules, and emergency procedures.

### **3. Follow School Policy**

- Know and follow all school policies.
- If no policy exists, consult the athletic director or superintendent.

- Policies must match standards from relevant athletic associations.

#### 4. Manage Equipment

- Keep equipment used in any injury as evidence.
- Save video footage and collect witness statements.

#### 5. Legal Liability Risks

Coaches can be held responsible for:

- Lack of supervision
- Assigning duties to unqualified staff
- Failing to teach skills or safety
- Unsafe conditions or equipment
- Not following policies or administrative guidelines
- Ignoring injury signs or failing to document incidents

#### 6. Coaching Duties Summary

- Ensure a safe environment
- Plan properly
- Monitor injuries
- Pair athletes appropriately
- Use and maintain safe equipment
- Warn of risks
- Supervise actively
- Know emergency procedures
- Keep records
- Follow school policies

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### Practice Sessions

- **Coach Responsibilities:** Ensure eligibility, forms, and fees are completed before first practice.
- **Practice Policies:** Practices must be planned, limited to 2 hours post-school, supervised, and end by 9:30 p.m. if split due to facilities. Athletes cannot practice alone or if absent from school (with few exceptions).
- **Restricted Practice Days:** Practices on weekends/holidays require AD approval. Vacation practice is optional and non-penalizing. Emergency closures may still allow JV/Varsity practice with permission, but will never be mandatory.

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### Squad Selection

- **Philosophy:** Maximize student participation without compromising quality.
- **Policies:** Coaches select squads and must communicate criteria before tryouts. Cuts require personal notification and a minimum of 3 practices.

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## Facilities Use

- **Locker Room:** Coaches must supervise, secure facilities, and manage keys. Athletes must follow rules—no horseplay, glass, or unauthorized entry.
- **Weight Room:** Supervised use only, with strict safety and etiquette guidelines.
- **Training Room:** Only used under supervision; follow injury prevention, first aid, and return-to-play protocols.

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## Coaches Code of Ethics

Coaches must promote ethics, sportsmanship, safety, and educational values over winning. Public criticism, substance use, and misconduct are prohibited.

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## Evaluations and Scouting

Coaches are evaluated post-season.

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## Scrimmages

Approved scrimmages must be instructional, non-competitive (no scorekeeping), and limited in duration. Coaches may arrange sub-varsity scrimmages without cost. There will be no gate fee for scrimmages.

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## Policies and Conduct

- **Undue Influence:** Recruitment violations lead to ineligibility.
- **Participation:** No sport switching mid-season without consent. Multi-sport participation is encouraged.
- **Weather Policy:** Clear guidelines on heat, storms, and snow days. No student can be required to attend practice on canceled school days.

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## Transportation

Athletes travel with teams unless written parent permission is given. Coaches supervise and ensure conduct on buses. Parent acknowledgement of transporting students home after events are over is allowed.

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## **Injury & Safety Protocols**

Coaches must carry medical kits, follow emergency procedures, and file injury reports. CPR/First Aid training is mandatory.

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## **Adding/Dropping Sports**

Based on student interest, coaching availability, competition opportunities, funding, and community support, and not compromising our other sports.

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## **Complaints & Communication**

Issues should be addressed by parents at the coach level first, but parents must wait 24 hours before contacting the coach. Face-to-face preferred. Documentation and professionalism are essential. If a problem cannot be resolved, the Athletic Director will then get involved.



**Coach/Student**

**Section**

## **Program Overview**

McBain's athletic program supports student growth through sports aligned with educational values and MHSAA standards. It offers a variety of sports for middle and high school students, with many other club sport options.

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## **Athletic Philosophy**

- Encourage participation and growth.
  - Emphasize sportsmanship, skill, teamwork, and effort.
  - Developmental focus at younger levels; competitiveness prioritized at varsity.
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## **Goals**

- Foster sportsmanship, teamwork, respect, and self-discipline.
  - Enhance academic and personal growth.
  - Prepare students for life beyond school athletics.
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## **Parent/Guardian Role**

Parents are vital in supporting and encouraging student-athletes. They are expected to:

- Support the team concept.
  - Attend events and model good sportsmanship.
  - Communicate constructively with coaches.
  - Prioritize the educational value of athletics.
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## **Support of Parents**

- Emphasize love, honesty, support, sportsmanship, and understanding—avoid undue pressure and respect coaches and officials.
  - 24 Hour Rule: Parents should wait at least 24 hours before contacting a coach.
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## **Governing Bodies**

Athletics operate under the guidance of:

- McBain Board of Education
- MHSAA and NFHS
- Highland Conference

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## **MHSAA Eligibility Rules**

- Age limit: under 19 by Sept 1.
- Valid physical after April 14.
- Enrolled by fourth Friday of semester.
- Max 8 semesters in high school.
- Must pass 5 classes per semester (66% of classes).
- Transfer rules apply (See MHSAA Handbook)

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## **McBain Eligibility Standards**

- Must pass 6 of 7 classes weekly and 5 of 7 classes by semester.
- Absences may limit participation.
- Behavior and conduct are critical.
- Eligibility will be collected from teachers every Monday. A student will be ineligible Tuesday-Monday if they are failing 2 classes in the same week, or if they are failing the same class 2 weeks in a row.
- McBain High School also follows all eligibility requirements provided by the MHSAA. See the MHSAA Handbook for this information.

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## **Athletic Code of Conduct**

Applies year-round. Prohibited:

- Tobacco, alcohol, drugs.
- Dishonesty, vandalism, poor citizenship.

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## **Violations**

- 1st offense: 20% suspension of season.
  - 2nd: 50% suspension of season.
  - 3rd: One full sport season suspension. The athlete must finish the season in good standing with the coach
- Appeals will be heard from an Athletic Committee 48 hours after submitted.

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## **Student Responsibilities**

- Respect equipment, facilities, teammates, coaches.
- Attend practices and games.
- Follow dress code.

- Travel with the team unless excused – See McBain High School “Ride with Parent” Permission Form
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## **Coach Responsibilities**

- Enforce rules, uphold standards.
  - Serve as role models and mentors.
  - Ensure safety, discipline, and communication with players and parents.
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## **Participation Requirements**

- Physical and permission forms required.
  - Tryouts span 3 days minimum.
  - Equal evaluation for all.
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## **Transportation**

- School-provided transport is mandatory unless arrangements are pre-approved.
  - Some smaller scale teams will travel via the school van when applicable.
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## **Awards**

- Recognition based on participation and performance.
  - Varsity, JV, and freshman awards follow set criteria.
  - Awards may be revoked due to misconduct.
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## **Behavior Guidelines**

**All stakeholders (coaches, athletes, parents, cheerleaders, spectators) must:**

- Respect officials, opponents, and the game.
  - Demonstrate sportsmanship.
  - Refrain from substances and inappropriate behavior.
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## **General Information**

- College-bound athletes should consult McBain High School counselors and NCAA/NAIA guidelines.

- Athletics are extensions of classroom learning, focusing on ethics, effort, and teamwork.
- Athletics are a privilege, not a right.

# McBain Athletic Department

## Fan Conduct Policy

McBain Rural Agricultural School, in association with the Michigan High School Athletic Association, promotes interscholastic events and sportsmanship. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials and fans. As a fan/spectator (student or adult) of McBain Rural Agricultural School, we want you to be an example of positive encouragement while support our athletes, coaches and officials. Our behavior should be positive, respectful and encouraging of the athletes, coaches, officials and the game.

### **McBain Rural Agricultural School Encourages:**

- Enthusiastic support of your team
- Good sportsmanship
- Family-friendly atmosphere
- Commitment to safety
- Welcoming attitude to all fans and visitors

### **Unacceptable Behaviors:**

- Disruptive, unruly, or intoxicated behavior
- Foul or abusive language or obscene gestures
- Rudeness to fellow fans or McBain School personnel
- Use of alcohol or tobacco at athletic events

Fans who display unacceptable behaviors will be subject to sanctions, including refusal of admittance, removal, and arrest.

**First Offense** – The spectator will schedule a meeting with the athletic director with resulting action that may include removal from home athletic contests. A letter will be sent by the athletic director and principal to the spectator in question notifying them of the ejection and the dates of ejection.

**Second Offense** – The spectator will be removed from all home athletic contests and other school events and activities for the remainder of the school year of infraction. A letter of ejection will be sent from the office of the principal notifying the spectator of the remainder of the school year ejection.

**Third Offense** – The spectator will be removed from all home athletic contests and other school events and activities for a two-year period. A letter of ejection will be sent from the office of the Superintendent notifying the spectator of the ejection.

Any athletic official, including but not limited to, contest officials, athletic director, principal, assistant principals, game site supervisors and anyone else in an administrative role on the site, may uphold enforcement of an ejection.

While the Fan Code of Conduct encompasses behavior expectations and consequences for both student and adult fans, McBain Rural Agricultural School administrators may apply further consequences to a student ejected from a contest due to the student violating the Student Handbook.

# MCBAIN RURAL AGRICULTURAL SCHOOL

## RIDE WITH PARENT PERMISSION FORM

Student Athlete Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

My son/daughter has permission to ride home with the above-named parent/guardian from the following sports events (rather than riding the bus with the team):

\_\_\_\_\_  
\_\_\_\_\_

***\*Students must be transported by a parent/guardian who is at least 21 years of age and possess a valid Michigan Driver's License and liability insurance.***

I relieve McBain Rural Agricultural School of any liability (financial or otherwise) in case of illness, accident, or other emergency that may occur while transporting my student from the above listed event.

Date: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
(Coach/Athletic Director)

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***PLEASE ALLOW ENOUGH TIME TO PROCESS THE FORM!***

Step One: Complete the form  
Step Two: Approved form will be sent/given to the appropriate coach

## ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read, understand, and agree to the terms and conditions of the Athletic Handbook.

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(Name)

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(Date)

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(Name)

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(Date)