



2021-2022
COACHES HANDBOOK

MORRICE
AREA
SCHOOLS

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Due to the ongoing guideline changes for returning to school. Please note the following:

The material covered within this student handbook is intended as a method of communicating to students and parents regarding general district information, rules and procedures. Due to the circumstances of COVID-19, material contained herein may be superseded by the Morrice Area Schools Safe Schools Roadmap. Morrice Area Schools reserves the right to alter the Student Handbook and Safe Schools Roadmap without notice or obligation.

Respectfully,

Robert Pouch
Superintendent
Morrice Area Schools

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MORRICE AREA SCHOOLS

COACHES HANDBOOK

The purpose of this handbook is to define the athletic policies and procedures of Morrice Area Schools (MAS). The success of the athletic program depends upon the understanding, teamwork, and cooperation of administration, staff, athletes, and parents in carrying out the athletic policies. In addition to the local policies as defined in this handbook, Morrice Area Schools' athletics are governed by the rules and regulations of the Michigan High School Athletic Association (MHSAA).

DISTRICT MISSION STATEMENT

The mission of Morrice Area Schools is to prepare responsible, educated citizens for service and success.

ATHLETIC PHILOSOPHY

We Believe....

1. That the primary objective of going to school is to secure an education. The ultimate aim of education is to develop desirable and effective citizens and that athletics play a role in the total development of individuals.
2. That the Morrice athletic program is based on the development of fundamental skills, self-discipline, team concepts and a positive attitude while maintaining a competitive posture.
3. Athletes and coaches should possess a deep sense of pride in their program and the school, and that all those connected with athletics give the school the highest type of representation.
4. Winning may be a highly motivating factor but is secondary to character building and sportsmanship. Teams and individuals must learn to accept both winning and losing gracefully.
5. These programs are part of the total educational program and participation will provide a number of opportunities and experiences, which assist students in self-expression, mental alertness, physical growth and educational maturity.
6. All players, coaches, and spectators shall abide by the good sportsmanship rules. Those who do not obey shall be evicted from the game or building. These evictions

are at the sole discretion of the Athletic Director, Game Supervisor or School Administrator in charge.

COACHING: ATHLETIC CODE FOR COACHES

The coach is the official representative of the school. In this important capacity, the following standards should be practiced:

1. Develop an understanding of the role of interscholastic athletes and communicate it to players, parents and the public.
2. Develop an up-to-date knowledge of the rules, strategies, safety precautions, and skills of the sport and communicate them to players and parents.
3. Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
4. Develop fair, unprejudiced relationships with all squad members.
5. Allow athletes to prove themselves each season and not base team selections on previous seasons or out-of-season activities.
6. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
7. Give the highest degree of attention to athletes' physical well-being.
8. Teach players, by example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
9. Teach players strict adherence to game rules and contest regulations.
10. Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
11. Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.

12. Maintain a positive image of yourself and the school at all times. This includes the use of social media outlets (ex. Facebook, Twitter). All personal communication about your athletes and other schools athletes/coaches needs to be kept private and professional.

GENERAL EXPECTATIONS AND RESPONSIBILITIES OF ALL COACHES

1. If a coach is sick on a given day, it is their responsibility to notify the Athletic Director (AD). Whether the coach is able to coach in practice or at a game on that particular day will be at the discretion of the Athletic Director. **Assistant coaches must notify AD and Head Coach.** General rule of thumb, if you are too sick to work or teach, do not coach.
2. Provide team rules and expectations to athletic director prior to parent meeting.
3. No athlete may practice/compete without a physical. Physicals should be carried with you at all games and practices.
4. Treat school equipment and property better than you would your own.
 - a. Do not leave anything lying out after practice.
 - b. Lock up everything, everyday.
 - c. Instruct athletes on proper use and storage of equipment.
 - d. All equipment is everyone's equipment.
 - e. When practices/events are complete make sure all doors are shut and locked, lights turned off, and fans are turned off.
5. If you wish to use school facilities outside of scheduled practice times and games, a facility use form must be filled out and turned in to the AD. Many athletes participate in multiple sports, respect this and work together.
6. You are responsible for the conduct of all your athletes and managers while under your supervision. All involved are responsible for keeping team area picked up during the game.
7. You are responsible for locker room supervision. Be sure that you are the last to leave the locker room. This is extremely important at away games.
8. Always be the last to leave the building. Do not leave athletes unsupervised. Be sure that the athletes are gone before you leave for the day. Do not leave yourself in a situation with you and one athlete.
9. School issued keys are **NOT** to be given to athletes for their personal use.

10. Sportsmanship is a must. Lead by example, everywhere and at all times.
11. You must attend an MHSAA rules meeting pertaining to your sport. Contact the AD for schedule of dates you may attend.
12. Initiate and attend out of season activities that will promote your sport (other contests, camps, fundraisers, conditioning, training, etc.).
13. Abide by all binding MHSAA and GAC regulations.
14. Turn in daily practice plans.
15. Instruct athletes to keep the locker room clean. Athletes must take clothes home to wash to prevent infectious diseases.
16. Advise athletes to lock up their belongings to help prevent theft.
17. No cleats are to be worn in the building.
18. Athletes must wear appropriate clothing while at practice.
19. Report any misconduct or problems to the AD.
20. Coaches must ride the bus to and from away contests and supervise athletes.
21. Communicate with parents to keep them informed about your program.
22. Keep all statistics and records to submit at the end of the year.
23. Rate officials after each contest in accordance with the MHSAA.
24. Coaches are not permitted to drink, or be under the influence of, alcoholic beverages while in a supervisory role with children or athletes even if you are 21 years of age.
25. Coaches are to serve as an example and should not use tobacco products in the presence of athletes or anytime on school property.
26. Inform the AD of cancelled practices.
27. Hazing is not tolerated at any level.
28. A telephone fan-out sheet of the athlete's names and phone numbers are required in case of inclement weather or emergencies.

HEAD COACHES

QUALIFICATIONS

1. A working knowledge of the sport to be coached
2. A demonstrated interest in and an aptitude for performing the assignment of head coach
3. CPR and First Aid Certification
The MHSAA CAP (Coached Advancement Program) program is recommended for all coaches. For new head coaches, it is a requirement

RESPONSIBILITIES

1. HAVE FUN, LEARN, TEACH, WIN
2. Encourage all of our athletes to excel in the classroom as well as in athletics.
3. Present at pre-season team meeting and give a written copy of and explain:
 - a. Morrice Athletic Policy (updates & points of emphasis)
 - b. MHSAA requirements – as applicable (physicals)
 - c. Lettering requirements
 - d. Practice guidelines/team rules (written form)
 - e. Risks involved in athletic participation
 - f. Medical treatment form
4. You will be responsible for your entire program. This means:
 - a. Coach assistant coaches – provide guidance of program, goals, focus
 - b. Organize and carry out your youth programs (including summer camps)
 - c. Provide a playbook for all levels
 - d. Coordinate tournaments or invitational's, etc. (work along with the AD)
 - e. Evaluate your coaches
5. Notify the AD of any announcements for posting the school website (practice changes, canceled events, etc.)
6. Requests/Information for summer camps MUST be given to the AD at least TWO months in advance of the summer camp date.
7. Collect physicals, medical consent, team rules and sport consent forms. Be sure that each athlete has a signed athletic policy.
8. Practice schedules must be turned into the athletic director a minimum of one week in advance.
9. Assist the athletic director in recruiting game workers. Provide lists of such workers to the athletic office.

10. Be visible and energetic to promote a positive image.
11. Inventory and store equipment.
12. Scheduling scrimmages: AD must be informed and give final approval of intention of having a scrimmage. Head Coach will be responsible for finding officials if necessary.
13. Responsible for filling out purchase orders. Must get quotes before filling out PO's. Purchase orders are to be filled out and then signed by the AD.
14. Coaches must get approval from the AD before requesting items be purchased by the sports boosters.
15. Communicate any problems that may be anticipated or have occurred to AD.
16. Encourage the participation of all students, especially at the lower levels of competition.
17. Keep accurate record of all equipment and supplies issued to athletes.
18. Hold athletes financially responsible for all unreturned school-owned equipment.
19. Submit roster/eligibility list to the athletic department within 7 days after the beginning of the season. Uniform numbers are needed within seven days of the first contest.
20. Attend all athletic department, league, and MHSAA required meetings.
21. Keep informed as to new coaching techniques, points, ideas, etc. Attendance at your sports state coaches' association annual conference is highly recommended.
22. Where applicable, submit tournament forms to host schools prior to deadlines.
23. Where appropriate, organize and inform assistants of scouting assignments.
24. Cooperate with in-season coaches in regard to use of locker rooms, practice areas, etc.
25. Maintain solid public relations through contacts with news/electronic media.
26. Be responsible for the good conduct of your team members.
27. Where applicable, work with athletes regarding college recruitment.

28. Be present and actively working in a coaching capacity at all practice sessions and contests.
29. Rate officials per MHSAA requirements.
30. Academic programs are first priority and coaches should cooperate with school advisors (class, play, prom, band, etc) when scheduling conflicts occur.
31. Be responsible for seeing that all teams in the program hold information meetings for parents and athletes. The first should be held during pre-season and cover rules and eligibility.
32. Provide pre-season information to newspapers and athletic director. In addition, report game/meet/match scores to local media and athletic director.
33. Work with the AD and Sports Boosters to schedule a post-season banquet to be held within two weeks of the last contest of the season.

DUTIES: ASSISTANT COACH

1. Conduct themselves in a professional manner at all times; especially when directing our athletes in competition with other schools.
2. Encourage the participation of all students, especially at the lower levels of competition.
3. Encourage all of our athletes to excel in the classroom as well as in athletics.
4. Strive to develop qualities, in our athletes, of sportsmanship and fair play.
5. See that all athletes meet MHSAA requirements.
6. Help in collecting, cleaning and storing uniforms and equipment at the conclusion of their competitive seasons.
7. See that athletic areas are safe prior to the start of, and secure following the conclusion of, their practices.
8. Supervise dressing and shower rooms, when appropriate, and inspect areas after the last athlete leaves.
9. Keep an accurate record of all equipment and supplies issued to athletes.
10. Submit an end-of-the-year inventory to be included in the final report of the head coach.

11. Hold athletes financially responsible for all unreturned school-owned equipment.
12. Be directly responsible to the head coach.
13. Assume responsibility for the teams they are assigned to coach.
14. Organize and conduct programs under the guidance and dictates of the appropriate head coach.
15. Assume responsibility for equipment and supplies used by teams and submit accurate lists of said equipment.
16. Attend all required athletic department meetings.
17. Carry out scouting duties as assigned by the head coach.
18. Submit team rosters along with eligibility forms to athletic office 10 days prior to the start of the competitive seasons.
19. Keep accurate supervision of athletes.
20. Be knowledgeable in the latest techniques of coaching their sport.
21. Academic programs are the first priority and coaches should cooperate with school advisors (class, play, prom, etc.) when scheduling conflicts occur.

OPEN GYM RESPONSIBILITIES

1. A facility use form must be filled out by a single individual that is willing to take responsibility for the open gym times requested. This individual will be the facility supervisor.
2. The facility supervisor will be responsible for those individuals attending the open gym as well as children that may be present. All children must remain in the gymnasium and will not have free roam of the remainder of the school.
3. The facility supervisor will be responsible for turning in a schedule of the individuals who will be supervising the open gyms (preferably a staff member) if the facility supervisor happens to be unavailable. This schedule must be turned in to the AD at the time of the request for the facility.

4. The facility use form must be turned into the AD by the 15th of the month prior to the need of the facility. (For example: If an individual wants to sign out the gym for the month of March, the facility-use form must be filled out by the 15th of February.)
5. The gym may be signed out one month at a time. This would be the 1st day through the last day of each month. Remember that you must have the facility use form to the Athletic Director by the 15th of the month prior to the need of the facility.
6. Be sure to check the doors so that they are not propped open. Failure to do so will result in loss of privileges regarding the open gym time. If it cannot be determined who is guilty of leaving doors propped open, then all those that were scheduled for gym time will lose their privileges. Do not leave the doors open!
7. Treat school equipment and property better than you would your own.
 - a. Do not leave anything lying out after open gym.
 - b. Lock up everything, every open gym.
 - c. Instruct athletes on proper use of equipment.
 - d. All lights and fans turned off
8. You are responsible for the conduct of all your athletes while under your supervision.
9. Always be the last to leave the building. Do not leave athletes unsupervised. Be sure that the athletes are gone before you leave.
10. School issued keys are **NOT** to be given to athletes for their personal use.
11. If athletes use the locker rooms, be sure that they are clean and lights turned off before you leave the facility for the day or evening.
12. Advise athletes to lock up their belongings to help prevent theft.
13. No cleats are to be worn in the building.
14. Athletes must wear appropriate clothing while at open gym.
15. Report any misconduct or problems to the AD.
16. Young children must be supervised. Failure to do so will result in loss of privileges regarding the open gym time.

POLICY FOR SEVERE WEATHER

Threatening Weather/Watch

Practice

Practice should be held on campus under close supervision. All athletes should be kept within an area where they can be called in if necessary.

Contest

When games are started or are in progress when the watch is in effect, the coaches and officials will monitor the change in weather and if it becomes at all questionable, the contest will be suspended.

Lightning or Thunder

When lightning is visible practice or contests, held outdoors, will be suspended and all athletes and coaches will take cover for a minimum of 30 minutes from the last thunder heard or lightning seen.

Warning

All practices and contests will be canceled when a warning occurs. All athletes will be directed to a safe location under supervision of the coach or coaches. Visiting team will be encouraged to take cover at the site of the host school. All athletes will be kept in a safe place until the "all clear" is issued.

Good Judgment

Always use good judgment when dealing with the weather. Take no chances with lightning. If there is a doubt - cancel.

Athletics and Winter Weather Procedures

The following guidelines in conjunction with the Board of Education's policy will be used when determining whether or not athletic events are to take place in the event of a weather related school delay or closing.

High School Contests:

1. In addition to the above stated procedures, the athletic director will communicate with the opposing school when determining whether or not to proceed with a scheduled

contest on days in which the entire school day was cancelled. (If the athletic director is unavailable, the responsibility will be handled by the high school principal.)

2. If students are sent home during the school day, due to weather conditions, all events will be cancelled without consideration of open gyms.
3. When high school teams do not have a scheduled contest the immediate day following the day school was closed, open gyms will not be considered.
4. In the event, a high school team has a scheduled contest the immediate day following a school closing, the approval of an open gym will be considered, not to begin before 3:00.
5. "Open gym" means that any athlete unable to attend the session will not have any team sanctioned rules held against him/her.
6. Morning practices: we will attempt to address possible weather related issues the day before the practice. If school is cancelled or delayed early enough, we will attempt to contact coaches to cancel practice. In the event that a practice does not get canceled, it is imperative that the coach stays until all athletes have been picked up.

Junior High: In the event that school has been canceled, all contests and practices will be canceled and there will not be any consideration of an open gym.

MORRICE EMERGENCY PROCEDURE

In case of serious injury, the following plan shall be implemented.

1. If an Athletic Trainer is on site, follow their instructions before advancing.
2. Call 911 and ask for an ambulance.
 - i. Who will call?
 1. Assistant Coach
 2. Head Coach.
 3. Responsible Adult.
 - ii. What to say on the phone.
 1. Request an Ambulance.
 2. What type of situation is it (life-threatening/ non-threatening).
 3. What type of injury.
 - a. head injury.
 - b. neck injury.
 - c. knee injury.
 4. Whether the athlete is conscious or unconscious.
 5. The athlete's vital signs (if given).

- a. pulse.
 - b. breathing rate.
 - 6. What assistance is being given.
 - a. CPR.
 - b. rescue breathing.
 - c. stabilizing athlete.
 - d. AED
 - 7. Location of phone.
 - 8. Exact location of incident
 - 9. ALWAYS HANG UP LAST.
3. After activating EMS, contact the athletes parents.
- a. If parents are unavailable, refer to the athlete's emergency card for secondary contact.
 - b. Inform parents of situation.
4. After making the phone calls return to injury site for further instructions.

POLICY FOR TEAM SELECTION

1) PHILOSOPHY

In accordance with our overall athletic philosophy and our desire to see as many student/athletes as possible participate in the athletic program while at Morrice Area Schools, we encourage our coaches to keep as many student/athletes as they can without unbalancing the integrity of their sport. Obviously, time, space, facilities, personal preference and other factors will place limitations on the most effective squad size for any particular sport. However, when developing your individual sport policy in this area, please strive to maximize the opportunities for our student/athletes without diluting the quality of your program.

2) LIMITATION OF TEAM MEMBERSHIP POLICY

Minimum and maximum team membership limits will be determined by the coaches of respective sports and the athletic director. In cases when the "Squad Reduction Policy" is utilized, the coach should keep the athletic director informed concerning the method and time of "cuts".

3) TEAM REDUCTION POLICY

- A. Responsibility

1. Choosing the members of any of our athletic teams is the sole responsibility of the coaches of those teams and programs.
 2. The athlete's membership on any team is always subject to proper behavior and the following of specified team guidelines.
 3. Lower level coaches shall follow the policies as established by the head coach in that particular program when selecting team members.
 4. Prior to try-outs, the coach shall provide the following information to all candidates for the team:
 - a. Extent of the try-out period
 - b. Criteria used to select team
 - c. Number to be selected
 - d. Practice commitment if they make the team
 5. Every athlete has an equal opportunity to try out. Team membership is not pre-determined.
- B. Procedure
1. When a team cut becomes necessary, the process should include these important elements:
 - a. Have completed a minimum number of practices
 - b. Be allowed, when possible, to compete in a scrimmage situation.
 - c. Be informed by the coach of the cut and the reason for it in person.
 2. Cut lists should not be posted.
 3. Coaches should take the opportunity to discuss alternative possibilities for participation in the sport.
- C. If a coach foresees difficulties arising as a result of squad cuts, he/she should discuss the situation with the athletic director ahead of time.

MORRICE ATHLETIC DEPARTMENT
POLICY FOR TRANSPORTATION

1. Policy

Morrice Area Schools will provide transportation to all games, scrimmages, and outside practices, except during the summer down time

2. General Guidelines

- A. When Morrice Area Schools provides transportation it is required that all athletes ride to and from the event with the team. In extreme situations, this may be exempt with the completion of the driver approval form. First, to be completed and signed by a parent/guardian, secondly, signed by an administrator.
- B. It is completely appropriate for coaches to develop individual team/sport policies, with AD approval, when parents may transport their athlete home from an event.

- C. Student/athletes are not permitted to drive themselves to a contest, unless accompanied by a parent/guardian. (Discipline action may be taken per student handbook if infringed upon.)
- D. In the event, there is an abundance of athletes that do not have parental transportation, school bussing may be considered.

3. Specific Areas

- A. Coaches are responsible for:
 - a. Seeing that assistants, team members, and managers are aware of the departure time and that all team members, coaches, and managers ride school transportation versus private, unauthorized transportation.
 - b. Seeing that no unauthorized person rides on team transportation.
- B. Coaches are encouraged not to authorize any unscheduled stops by the bus.
- C. Athletes may leave an away athletic event only with a parent or legal guardian, providing the driver approval form has been properly completed.

4. Bus Courtesy

- A. Coaches will require team members to use respect and courtesy with all drivers. Common sense dictates that we will treat those that help us with respect.
- B. If radios are allowed by the coach, please see that the noise level is kept down.
- C. On returning, buses must be cleaned up by the team and/or coaches. Please leave the bus in satisfactory condition.
 - a. Muddy cleats or shoes should be taken off before boarding the bus.
 - b. Extremely muddy jerseys should be taken off -- when and where possible.
 - c. If the team is allowed to eat on the bus, please have all waste paper put in a proper receptacle.

MORRICE AREA SCHOOLS
SAME SEASON/TWO SPORT/POLICY

Athletes at Morrice High School are allowed to participate in more than one Sport during a particular season. If a student decides to participate in more than one sport at a time, a coach shall in no way discourage this decision. Rather, the coaches involved should work together to make this situation as smooth as possible. Realizing that there is potential for conflicts arising when an athlete is participating in two sports at the same time, the following guidelines will be adhered to:

1. The athlete will declare a primary sport and a secondary sport.
2. A contest will always take precedence over practice in the other sport.
3. A league contest will always take precedence over a non-league contest.
4. If league contests are scheduled on the same day, the athlete will participate in his/her primary sport.
5. MHSAA tournament events will take precedence over non-league or league events. In the event that two MHSAA tournaments are held on the same day, the primary sport will take precedence as in #4.
6. If non-league contests are scheduled on the same day, the athlete will participate in his/her primary sport.
7. In the event that it would be possible for an athlete to participate in both sports on the same day, he/she will not be allowed to drive to the second contest. Only an athlete's parent or guardian will be allowed to transport the athlete.
8. Coaches are not to discipline an athlete for a missed practice on a day that the athlete is competing in his/her other sport.
9. On days that an athlete is not in competition, he/she should make an effort to practice both sports. If only one sport can be practiced, it should be the primary sport.
10. All eligibility rules will remain the same.
11. An athlete must begin practicing in each of the two sports at the beginning of each sport's season.
12. **Before being allowed to participate in two sports during a season, the athlete, his/her parents/guardian, AD, and the two coaches involved must meet and sign below.**

Student Athlete	Parent/Guardian
Primary Sport	Secondary Sport
Primary Sport Coach	Secondary Sport Coach
Athletic Director	Approved <input type="checkbox"/> Denied <input type="checkbox"/>

Reason for Denial:

Morrice Area Schools Athletic Department Coach Evaluation Form

Coach:	
Assignment:	
No. of Years This Assignment:	
Total Years in this Sport:	
Date:	

Team Record This Year		Won		Lost	
Team Record Career		Won		Lost	

	Needs Improvement	Satisfactory	Excellent
I. Professional Relationships			
1. Cooperation with A.D in regard to submitting participant lists, parent permission and physical slips, year-end reports, program information relative to your sport.			
2. Rapport with the athletic coaching staff.			
3. Appropriate dress at practices and games.			
4. Participation in a reasonable number of professional and in-service meetings.			
5. Public relations: Cooperation with newspapers, radio, T.V., Booster Clubs, parents, and interested spectators.			
6. Understanding and cooperation with rules and regulations as set forth by all governing agencies of your sport.			
7. Parent's Night, banquets, pep club, pep assemblies, band letters to colleges regarding players, and encouragement of students to enter sports for the benefits that can be obtained from participation.			
8. Sideline conduct at games toward players, officials, and workers.			

9. Works cooperatively with A.D. in budget matters.			
II. Coaching Performance			
1. Develops respect by example in appearance, manners, behavior, language, and interest.			
2. Supervision and administration of locker and training rooms.			
3. Is well versed and knowledgeable in matters pertaining to your sport.			
4. Has individual and team discipline.			
5. Prepares for daily practices with staff so maximum instruction is presented utilizing all opportunities for instruction and plans for contests.			
6. Provides for individual as well as group instruction.			
7. Helps other coaches become better coaches.			
8. Develops integrity with the coaching staff and among fellow coaches.			
9. Is fair, understanding, tolerant, patient, and sympathetic with team members.			
10. Is innovative using new coaching techniques and ideas, in addition to using sound, already proven methods of coaching.			
11. Is prompt in meeting team for practices and games.			
12. Shows an interest in athletes in off-season activities and classroom efforts.			
13. Provides leadership and attitudes that produce winners and winning efforts by participants.			
III. Related Coaching Responsibilities			
1. Care of equipment, including issuing, inventory and storage.			

2. Is cooperative in preparation of non-league scheduling.			
3. Is cooperative in sharing the use of facilities.			
4. Understands place in line of authority in relationship to:			
i. Head Coach – Athletic Dir.			
ii. Head Coach – Assist. Coach.			
5. Shows self-control and poise in all areas related to coaching responsibilities.			
6. Displays enthusiasm and vitality in assignment as a coach.			
7. Keeps A.D. informed about unusual events with the sport activity.			

Suggested Recommendations for Areas of Improvement:

Evaluator Comments:

Check One		Recommended for Continuation		Not Recommended for Continuation

Evaluator's Signature	Coach's Signature

The signature of the coach does not necessarily indicate agreement with the evaluation, but indicates he/she has read the material. The coach may attach a memo explaining his/her disagreement regarding any aspect of this evaluation.

Acknowledgement

I acknowledge that I have received the Morrice Area Schools Coaches Handbook 2021-2022 and that it is my responsibility to read, understand and follow the guidelines developed by the school district.

The information in this handbook is subject to change as situations warrant, and it is understood that changes in the handbook may supersede, revise, or eliminate one or more of the policies. These changes will be communicated to me by the athletic director or head coach as appropriate. I accept responsibility for keeping informed of these changes.

Coach Name

Coach Signature

Date

Request to use Morrice Area School Facilities

The Morrice Area Schools has made certain school facilities available to community groups. A policy has been developed for such use and users must know the policy (following page) and agree to abide by it. **A school custodian must be on sight during the activity** (unless waived by the Superintendent). **Users must agree to pay, in advance, all related costs outside of the normal custodial hours along with a security deposit** determined by the Superintendent.

Building Needed		Date of Event	
Specific Room(s) Requested		Time-In	Time-out
No. of participants		Actual Time of Event	
Description of the activity			

In cases where furniture must be moved I will notify the school and ask for permission. It is my responsibility to provide the personnel to set up and return all items to their location so school can begin the next school day without disruption.

By signing below I indicate that I have read and understand the facility use policy and will follow it.

Person responsible for the Event		Signature	
Group Name		Principal - Signature	
Address		Central Office - Signature	
City	Approved	Denied	Rental Amount
		\$ _____	\$ _____
Telephone	Cell Phone	Approved	Denied
			Deposit Return Date

“Policy adopted May 19, 1975” Form revised 4/08

Those using the gym and/or athletic fields must be aware of and adhere to the State of Michigan concussion law which requires all coaches, employees, volunteers, and other adults involved with a youth athletic activity to complete a concussion awareness on-line training program.

USE OF SCHOOL FACILITIES

The Board of Education believes that the school facilities of this District should be made available for community purposes, provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of this District.

The Board will permit the use of school facilities when such permission has been requested in writing by a responsible organization or a group of citizens and has been approved by the Superintendent.

District facilities shall be available for the below-listed uses. When there are competing interests for the use of facilities, approval will be given according to the following priorities:

- A. Uses directly related to the schools and the operations of the schools
- B. Uses and groups indirectly related to the schools
- C. Meetings of employee associations
- D. Uses for voter registration and elections
- E. Departments or agencies of government
- F. Community organizations or groups of individuals formed for charitable, civic, social, religious, recreational, or educational purposes
- G. Commercial or profit-making organizations or individuals offering services for profit.

The use of District grounds and facilities shall not be granted for private social functions or any purpose which is prohibited by law.

Should all or any part of the District's community be struck by a disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the Civil Defense or representative that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

The Superintendent shall develop administrative guidelines for the granting of permission to use District facilities including a schedule of fees. Such guidelines are to include the following:

- A. Each user shall present evidence of the purchase of organizational liability insurance to the limit prescribed by District administrative guidelines.
- B. Use of school equipment in conjunction with the use of school facilities must be requested specifically in writing, and may be granted by the procedure by which facilities is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use. Where rules so specify, no item of equipment may be used except by a qualified operator.
- C. Users shall be liable financially for damage to the facilities and for proper chaperonage.

No liability shall attach to this District, any employee, officer, or member of this District specifically as a consequence of permitting access to these facilities.

Morrice Sports Boosters

Request for Funds

All requests for funds must be made to the Athletic Director (Jeremy Rogers). Please fill out this form and E-mail the request to rogers@morrice.k12.mi.us or drop it off at Central Office. The athletic director will then present it to the Sports Boosters at their next scheduled meeting. The requesting coach must attend as well. The Booster's will not consider any requests prior to a meeting where they can do a formal vote. Boosters will not pay for anything that is ordered prior to approval.

Requestor: _____

Sport requesting for: _____

Items being requested: _____

Estimated total cost: _____

Was fundraising done to help fund items: Yes No

If yes, how much did you raise to contribute: _____

Amount being requested for Sports Boosters to fund: _____

*******This section to be filled out by Athletic Director*******

Approved by Athletic Director: _____

Date Presented to Boosters: _____

Approved by Boosters: Yes No

Total Cost	Amount Paid for by Fundraising	Amount Paid for by School	Amount Requested for Booster Funding