

Welcome to the Viking Athletics Team!!

Thank you for making the commitment to teaching our student-athletes the value of hard work, determination, trust, respect, teamwork, and positive attitude through athletics.

Athletic Philosophy

Alanson Public Schools and its Athletic Department believe that athletic participation will foster academic success, physical development, skill building, and a greater sense of school pride!

Alanson Athletics Mission

To inspire student-athletes by providing and leading with Passion, Integrity, and Commitment and for our students to grow into the best possible versions of themselves and future leaders.

Values

- The athletic faculty will be committed to working with athletes to help them better understand the importance of dedication, work ethic and cooperation.
 - We will always strive for a family atmosphere that embraces diversity.
 - It is the desire of our faculty to always provide a safe and competitive environment.
 - The Vikings Athletic Department's goal is that all athletes become great citizens while learning to compete at the highest level.
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Core Concepts

- **Rapport**

- A coach must early on develop a good rapport with any number of the following individuals and groups: team personnel, the student body, the members of the professional staffs involved (grounds, medicine, police, etc.), the community as a whole, the spectator and support constituents, the corresponding coaches of the league and district of which the school is a part. Proper public relations are essential within the community.

- **Cooperation**

- In regard to cooperation, it is expected that professionalism will produce an amount of give-and-take between individuals associated in any degree with the program. Coaches must work hand in hand with the athletic director, the building principal and other members of the school's staff. Limited budgets, expanded activity program schedules and heavy demands on overtaxed facilities make cooperation so important.

- **Leadership**

- Leadership comprises many characteristics. A coach should possess and exhibit diligence, enthusiasm, and enjoyment that comprises professional and personal pride.
- A coach should be under control at all times. Inappropriate language, intimidation and emotional displays will not be tolerated by Alanson Public Schools. Integrity, graciousness, dignity, and respect are to be cultivated for players, officials, opponents, colleagues and the game itself, whether competing or practicing.
- A coach is responsible for every facet of discipline. Individually the coach becomes a model of all that the program represents – observation of school policies, rules, regulations and codes, training rules, rules of the game, ideals of good sportsmanship, and behavior of participants throughout the season.
- Sportsmanship should always be exhibited and reinforced. Coaches are expected to give their time, energy, and spirit as the season demands. The quality of leadership often makes the difference. The quality of leadership typically defines the success of a program.

- **Improvement**
 - It is recommended that coaches take advantage of any opportunities presented for self-improvement.
 - **Professionalism**
 - All coaches are expected to conduct themselves with a high degree of professionalism. Each coach will follow these policies. Included are the following specific criteria with respect to coaching and techniques:
 - Uses sound and acceptable teaching practices.
 - Runs well-organized practice sessions.
 - Completes pre-season planning well in advance of starting turnout dates.
 - Adheres to a highly efficient and technically sound program of injury prevention. When injuries occur, the coach follows a prescribed routine and maintains good communication with the athlete, doctor, parents, and school administration.
 - Manages unanticipated circumstances effectively.
 - Coaches will not use tobacco, drugs, or alcohol on the practice field, during a contest, in the presence of athletes, or on school grounds.
 - Develops and maintains a system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished within the bounds of the regular school purchasing procedures and stay within the allocated budget.
 - Keeps assistant coaches, student managers, and statisticians well informed about what is expected; maintains a professional relationship with maintenance staff, transportation and others involved in the overall program.
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Coaches

- **Head Coaches**
 - All APS Head Coaches will perform under the supervision of the Athletic Director and building Principal. Head Coaches for APS Athletics shall be ultimately responsible for ensuring that all assistant coaches, managers, and players obey all rules, regulations, and policies outlined in this handbook, the **Student Athlete / Parent Handbook**, and all **School Board Policies**. Head coach duties include, but are not limited to:

- Supervision of Assistant Coaches & Volunteers
 - Head coaches should immediately discuss misunderstandings or failure to follow instructions with the assistant(s) in a professional manner.
 - Keep abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading material in their particular field.
 - Conducting team coach meetings
 - Ensure proper facility and equipment usage and maintenance occurs
 - Other duties and responsibilities outlined in this handbook.
- **Adjustments to Head Coach assignments**
 - Coaches desiring to terminate their services in any sport must notify the athletic director in writing as soon as possible after the completion of the sport.
 - Adjustments to coaching staff by the APS Athletic Department:
 - The Head Coach should inform the Athletic Director about unsatisfactory services of an assistant or their failure to carry out assignments by the middle of the sport season. An informal conference will be held between the athletic director, the head coach and the assistant to discuss the problem(s). An assistant may also request a conference with the athletic director regarding problems that they may be having in their coaching assignment.
 - Before any decision is made regarding any assistant, a conference will be held between the athletic director, head coach and assistant involved to discuss the manner in which assigned responsibilities have been carried out.
 - Head Coaching positions are on a year to year basis.
 - At the conclusion of the season, there will be a meeting to review the coaching evaluation. It will also be a time to review equipment, uniforms, and program questions or concerns.
 - The Head Coach will be notified in writing if their services are to be terminated before the conclusion of their contract.

Assistant Coaches

The head coach shall provide, in written format, definite assignment instructions and outlines of general responsibilities for each of their sports assistant coaches.

- Responsibilities for Assistant Coaches:
 - Before the Season:
 - Assist the head coach in:
 - Proper registration of all athletes.
 - Providing accurate information needed to compile eligibility lists and other reports
 - Meet with squad to discuss all policies, rules, regulations, and codes.
 - During the Season:
 - Assist in implementing athletic objectives outlined in the Alanson Public Schools Student-Parent Handbook.
 - Assume responsibility for constant care and preventative maintenance of equipment and facilities.
 - Assume supervisory control over athletes and teams assigned and over all athletes when such control is needed.
 - Be in regular attendance at all contests and practice sessions.
 - Apply discipline in a firm and positive manner as needed.
 - Emphasize safety precautions; be aware of the best training procedures and injury prevention action.
 - Conduct self and team in an ethical manner during contests and in practice.
 - Instruct players in rules of the game, rules changes, new developments, and innovative ideas.

Trainings

There are 3 NFHS video certifications that all coaches are required to complete each year. They are free and can be accessed via the NFHS Learning Center at www.nfhslearn.com. Each video takes about 15-20 minutes to complete. The 3 videos that must be completed are:

- Heat Illness Prevention

- Concussion in Sports
- Sudden Cardiac Arrest

Here are a few things that will help you navigate the new NFHS Learning Center:

1. Signing in - The "Sign In" area is case sensitive and using lower case letters has proven to work best. Your email and password will continue to work on the new website. If you have forgotten your password, please use the "Forgot your password" tool to reset it (located at the bottom of the "Sign In" area). An email containing a link to reset your password will be sent to you. It may take a few minutes to receive the email.
2. If you are having trouble advancing to the next slide within a course, refresh your page to ensure the page has properly loaded. If you still have trouble please visit the "Help " tab near the top right corner of the page. This page includes information on how to get in touch with the NFHS Help Desk.
3. To take courses on NFHSLearn.com, you must be registered and signed-in. All courses must be ordered, even free courses. Once ordered, courses are accessed through your "Dashboard" and appear under "My Courses" - "Active". All of your certificates can be accessed under "My Courses".
4. You are required to take "Concussion in Sports", "Heat Illness Prevention" and "Sudden Cardiac Arrest" on an annual basis. You must order the course again and retake it. A new certificate, with an updated completion date, will be accessible following course completion.

After completing the videos, please email your certificate of completion by clicking the "Download Certificate" tab under the "My Courses" section. NOTE: You must complete the video, all questions and the survey to obtain 100% completion before printing.

Please email me your certifications upon completion of the videos.

These certifications will need to be turned into the Athletic Director before you can begin working with student athletes.

Facilities & Equipment

Facilities

All coaches will be responsible for athletic facilities & equipment.

- Ensure that a coach is the first to arrive.
- Never give out keys to the school or athletic facilities.
- Report any damage to facilities to the Athletics Department immediately.
- A coach should be the last to leave after all athletes are picked up.
- Coaching staff is responsible for set up and take down of game equipment and/or field markings depending on the season.

Equipment

Coaches are responsible for all issued equipment.

- School equipment should not be taken home for personal use.
- Ensure that athletes are properly equipped for practice and competition.
- Maintain a log of uniforms checked out to students.
- The care of equipment, issuance and collecting of the same is the responsibility of the head coach.
- If a student loses their equipment, they must pay for it.
- Cleaning, repairs and reconditioning of team equipment are the responsibility of the head coach.
- The head coach should make inventory reports on all equipment every year.

Rosters

All coaches must complete a roster for student athletes for each team they oversee.

Forms & Physicals

- A parent/guardian must complete forms at the back of the Student-Parent Handbook for each participating student athlete and turn in to Head Coach.
 - All student athletes must provide documentation annually that they have completed a physical examination prior to participation in their sport each year.
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Eligibility

Athletic Director will:

- Check eligibility every Monday morning and communicate to Head Coach grace week or ineligible athletes.
- Head Coach will inform any ineligible students of their status.

Scholastic Eligibility

1. Coaches are responsible to see that all new students are completely eligible before they are allowed to participate in any contest. All new students must be informed of the applicable athletic policies, rules, regulations and codes.
2. Eligibility checks will be conducted after two weeks (during third week) of the first and third terms and each succeeding week thereafter and at the end of the first week of the second and fourth blocks and each succeeding week thereafter. Coaches/sponsors are responsible for giving the student their failing letter.

Ineligible Player Status

1. An ineligible player may practice with the varsity, junior varsity, and middle school.
 2. If administration has reason to believe that an individual should not be practicing or traveling with the team because of behavioral issues, attitude, attendance, or scholastic work, they may be denied this privilege.
 3. Students who are suspended out of school will not participate in interscholastic athletics until reinstatement in school has occurred and notification is given to the head coach in that sport.
 4. Students entered into an in-school program will not be allowed to practice or compete until their release.
 5. Further or continued suspension from athletics may occur if the severity of the offense warrants. The high school/junior high principal and the athletic director shall meet to determine this.
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Practices

A clear and reasonable schedule of practices should be established prior to the beginning of the sport season. This schedule should be in writing and communicated to team athletes.

All practices are to be supervised by certified coaches or representatives of the school district at all times. If a coach and/or school representative is unable to be present, the practice will not be held.

Student-Athletes are not permitted to stay in the building after school and wait for practice to start (unless you are a 3pm practice start)

Results

Following any athletic competition, results should be reported to the Athletic Director and posted to the sport's official APS website by noon the next business day. Coaches are encouraged to report/update sites as soon as possible following all competitions.

Competitions

Home

Building a Reputation

Home athletic competitions are a chance for our coaches, fans, and student athletes to create a welcoming competitive environment. Each person visiting our community is a potential future Viking or resident of our town. While a vigorous sense of competitiveness is understandable, all participants should be encouraged to remain friendly, respectful, and to conduct themselves in a professional manner.

At the conclusion of each contest players and coaches are expected to congratulate opponents appropriately.

Away

Coaches' Responsibilities on Trips

1. Have each player check their equipment and assume responsibility for it throughout the trip.
2. When players arrive back at school, the coach must be sure that each individual has transportation home.
3. Encourage students not to bring valuables.
4. The coach or designated assistant should check the locker room prior to departure. This effort will help prevent the loss of clothing and equipment and give the coach information as to the condition of the property upon their departure.
5. Impress upon the students that inappropriate behavior and the use of obscene language will not be tolerated. Set the standards of behavior for all to emulate.
6. Inform the athletes of game day dress code.

Bus Conduct

1. Managers and athletes must see that the bus is clean at the end of the trip.
2. Do not tolerate horseplay, loud talking, or athletes shouting out the windows.
3. Advise athletes that the bus is unsecured and all loose articles should be taken with them.

Use of Opponents' Dressing Facilities

Coaches should discuss with the team members the appropriate conduct when using the dressing facilities of the opponents. Note the general condition of the locker room both upon arrival and departure.

Supervision of the Athletes at Game Site

After arrival at the game site, **DO NOT** allow students to leave the stadium, gym or field without proper supervision. Parents are not responsible for student safety and should not be allowed to assume responsibility for students other than their own child.

Transportation

1. Interior of bus should be cleaned by the athletes/coach in charge upon arrival back at the school or bus garage.
2. Weather – Questions that arise concerning safety of travel because of inclement weather will be dealt with by the building principal in consultation with the athletic director. Decisions will be made as early in the day as possible, and all parties involved will be alerted by these administrators or their designees.
3. Team members will go to events on school-provided transportation. Athletes may return home with their parents when the parent personally asks the coach to let their child ride home with them.
4. Head coaches must go and return with their team on the bus. The athletic director must approve exceptions.
5. It is recommended that teams travel as neatly dressed as possible.
6. Coaches must see that their teams return to Alanson as soon as possible after a game, especially on school nights. Parents should be told when to expect the team home.
7. When possible, the bus and driver will stay with the team for the athletic event as directed by the coach.
8. The school will hire all drivers for the athletic trips.
9. Parents wishing to have their child ride home with someone other than the team must complete the APS Bus Release Form and present it to the coach with signatures from the parent and athletic director prior to the end of school day on the day of away game.

Care of the Student Athlete

The coaches must always bear in mind they are not physicians and shall not try to diagnose a condition that appears serious in nature or a condition that does not respond to early treatment. If a coach/trainer suspects a medical condition is serious, the athlete should be referred to a physician at once. No risks should be taken.

All physical problems will be given immediate attention. At no time will an athlete be placed back into practice or competition until the condition will no longer prevent that student/athlete from performing up to their usual capabilities. Student/athletes have an obligation to inform the coaching staff and/or trainer if they have sought the care of a physician. When a coach becomes aware that the student/athlete has sought care of a physician, that physician must provide a written release prior to the student/athlete returning to practice or competition.

Dress Code, Uniforms, and Apparel

Dress Code

All coaches (Head, Assistants, and Volunteer) should dress appropriately for all contests and trips. Viking apparel is strongly encouraged anytime you are with student athletes.

Students are expected to comply with the **APS student dress code** as listed for the current or upcoming school year. Accommodations may be made as necessary by the coach in order to deal with extraneous temperatures. These expectations should be made clear to student athletes, and concerns with inappropriate attire should be addressed with the student.

Athletes & Families

- All Athletic department staff and coaches should be completely familiar with the **APS Student Athlete / Parent Handbook**
- Communication between coach and player regarding any change in status on the team is essential.
- **All athletes will be encouraged to participate in all sports in which they show any interest. They will not be restricted in any way to any one sport by a coach.**
- When dealing with issues, it is important that the appropriate "chain of command" be followed: Coach > Athletic Director > Principal/ Superintendent

Awards & Banquets

At the conclusion of each athletic season or at the end of the academic year, coaches are encouraged to issue athletic letters and awards. If desired, these awards may be given at an awards banquet. Examples of awards include include:

- Special Awards – Each sport and the athletic department will provide special awards for outstanding performance.
- Varsity Letter “A”

Lettering Requirements

There are general and specific standards to be met for an athlete to earn a letter from Alanson Public Schools.

1. General Standards: (must be met by all athletes)
 - The participant must maintain sportsmanship, training methods and regular attendance at practice sessions.
 - Athletes must remain on the team for the entire season unless excused by the coach.
 - Athletes must meet school and state requirements in academic work and school attendance.
2. Specific Standards:
 - To be determined by the head coach of each sport
 - NOTE: Each head coach should have their lettering requirements in writing.

ALANSON PUBLIC SCHOOLS COACHING
ACKNOWLEDGEMENT FORM

By signing the acknowledgement form, the Head Coach agrees to abide by the rules and procedures set forth in the Alanson Public Schools Coaching Handbook. Prior to the season beginning, the Head Coach must sign and return this form to the Athletic Director.

Please note that this form must be signed yearly, as coaching contracts are on a year-to-year basis.

Coach Name (Printed) : _____

Coach Signature: _____