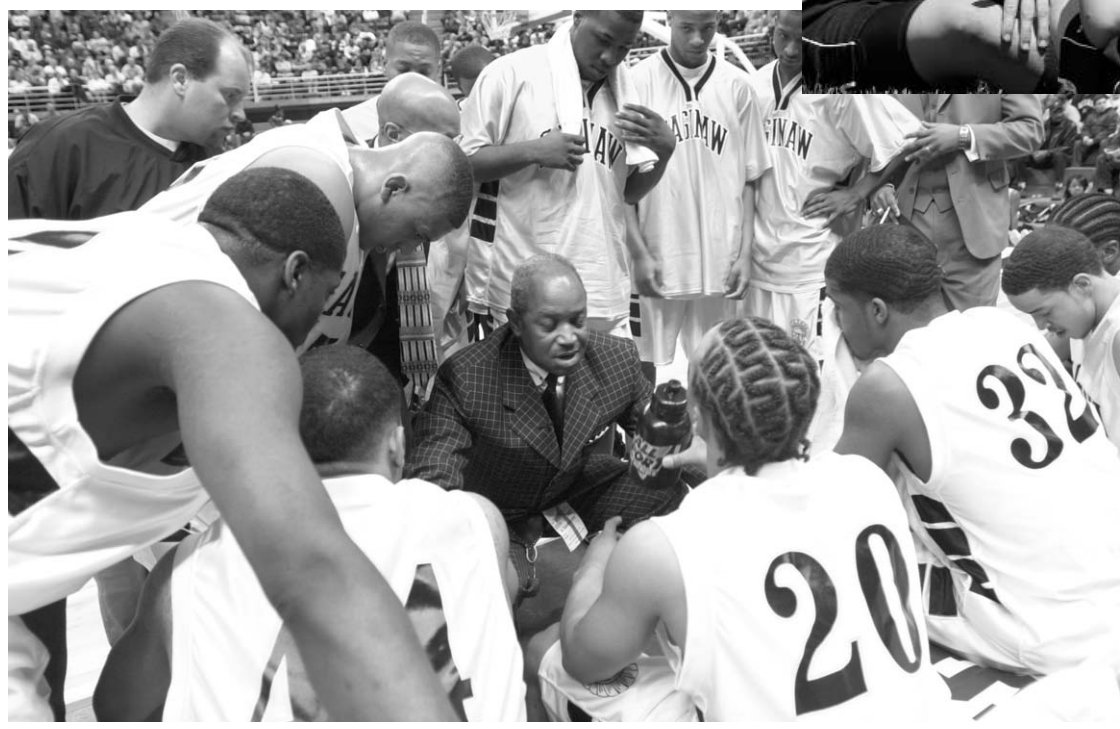




Coaches Guidebook



2005-06



**NATIONAL TESTING DATES
ADMINISTRATION - COUNSELORS - COACHES**

Please advise students of the 2005-06 test date schedule. Your students should be aware of athletic tournament dates and should attempt to schedule their respective test date away from tournament dates of the sport or sports in which they are interested and participate.

**Following are test dates for 2005-06
and possible MHSAA Tournament conflicts:**

ACT ASSESSMENT DATES	SPORT CONFLICTS
October 22, 2005	UP Cross Country Finals
December 10, 2005	None
February 11, 2006	None
April 8, 2006	None
June 10, 2006	Girls Soccer, Baseball, Softball Regionals, Boys and Girls Lacrosse Finals

SAT TESTING DATES	SPORT CONFLICTS
October 8, 2005	LP Boys Golf Regionals
November 5, 2005	Football Districts, Boys Soccer Regionals, LP Cross Country Finals
December 3, 2005	Girls Basketball Finals
January 28, 2006	None
April 1, 2006	None
May 6, 2006	None
June 3, 2006	Girls Soccer, Baseball, Softball Districts, Boys and Girls Lacrosse Regionals, LP & UP Track & Field, LP Girls Golf, LP Boys Tennis Finals

AP EXAM DATES	SPORT CONFLICTS
May 1-5, 8-12, 2006	None

(Advanced Placement Exams are administered over a five-day period for each subject)

**GUIDEBOOK FOR
HIGH SCHOOL COACHES
MICHIGAN HIGH SCHOOL ATHLETIC
ASSOCIATION
2005-06**

MHSAA
1661 Ramblewood Drive
East Lansing, Michigan 48823-7392
(517) 332-5046
Fax – (517) 332-4071
mhsaa.com

The *Coaches Guidebook* has been developed to assist Michigan high school and junior high/middle school coaches (faculty and non-faculty, paid and volunteer) in their knowledge of regulations and guidelines serving interscholastic athletics. In no way should coaches interpret the material in this *Guidebook* as the complete answer to every athletic situation. Coaches must maintain close contact with their athletic directors and other school administrators who have access to more comprehensive publications.

STAFF

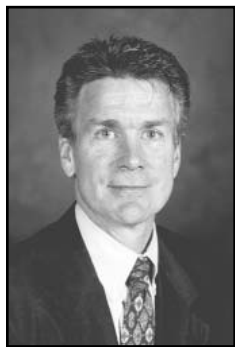
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CONTACT PERSONS & PRESIDENTS FOR COACHES ASSOCIATIONS

Professional development is an important way for coaches to improve and grow in their respective sports. In Michigan we are fortunate to have individual associations for all of the MHSAA Tournament Sports. Please consult the MHSAA Web site at mhsaa.com for current presidents and contact persons for these associations. The list is located on the Resources page under “Coaches.”

COACHES MAKE THE DIFFERENCE



I'm the son of a coach. I was a coach. Every boss I've ever had was a coach. I owe almost everything I am to coaches – the overlooked, underpaid, high school and junior high school coach.

But more importantly, coaches have made athletics one of the most cost-efficient and educationally accountable aspects of secondary schools. Nowhere in education do you find it as often as you do in school athletics that teachers are teaching what they want to teach, to students who are learning what they want to learn, and both are willing to work hour after hour on their own time, after school, to make certain that everything that can be taught is taught and everything that can be learned is learned.

Coaches may not be the reason students come out for sports, but they're usually the reason students **stay** out for sports. Coaches don't give students ability, but they discover or develop it. Coaches make both the quantitative and qualitative difference.

Coaches are the reason some schools win more than others. Coaches are the reason some schools have better sportsmanship than others. Coaches are the reason some schools have a more educationally based program than others. Coaches make the difference between a program of excesses and a program of education.

Coaches are the critical link in the educational process of athletics, they are the critical link in the sportsmanship at contests, and they are the critical link in the traditions of success which some schools enjoy. It has always been so, and it always will be so.

No one higher up or lower down the organizational chart has more impact on athletes than do coaches. Coaches are the **delivery system** of educational athletics, and they have delivered **well!**

Coaches, nothing that is done in high school athletics in this state is more important than what you do with your athletes day-in and day-out during the season. Thank you for your essential contribution and, please, stay with your high calling. **You** make the difference.

Coach, this is **educational** athletics. Learning is more important than winning. But your attention to the information in this book and your cooperation with the administrators of your school will help your teams be successful in 2005-06.

It is important that you see yourself as the teacher of students more than the coach of a sport. Your support of coaches of other sports and your encouragement that "your athletes" participate in other sports and school activities will help these students receive a complete educational experience that will serve them better than any one-dimensional experience.

John E. Roberts
MHSAA Executive Director

TABLE OF CONTENTS

SUBJECT	PAGE
I. Athletic Codes: Coaches and Athletes	4
II. Administration and Coaches of Teams	4
III. Playing Rules and Rules Meeting Attendance	5
IV. Eligibility Rules for Athletes	7
V. Coach-Player Relationships	9
VI. Forfeitures and Violations	11
VII. Rules for Sports (Senior High schools)	11
A. Baseball	11
B. Basketball	11
C. Bowling	11
D. Competitive Cheer	12
E. Cross Country	12
F. Football	12
G. Golf	12
H. Gymnastics	12
I. Lacrosse	12
J. Ice Hockey	13
K. Skiing	13
L. Soccer	13
M. Softball	13
N. Swimming & Diving	13
O. Tennis	13
P. Track & Field	13
Q. Volleyball	13
R. Wrestling	14
VIII. Rules for Sports (Junior High/Middle Schools)	14
IX. Scrimmages	16
X. Summer Regulations	16
Appendix A–Coaching Expectations and Responsibilities	17
Appendix B–Coaches Area of Responsibility	19
Appendix C–Athletic Coaches Education	22
Appendix D–Tobacco & Alcohol Policy	22
Appendix E–Public Acts on Steroids, Supplements, Image-Taking Devices, Hazing	22
Appendix F–Scoring-Differential Adoptions	24

I. ATHLETIC CODES FOR COACHES & ATHLETES

Schools voluntarily join the MHSAA each school year by resolution of their respective Boards of Education. Member schools may have additional codes and requirements for coaches, athletes, administrators and even spectators.

A. ATHLETIC CODE FOR COACHES

The Coach is the official representative of the school at interscholastic athletic activities.

In this important capacity, these standards should be practiced:

1. Develop an understanding of the role of interscholastic athletics and communicate it to players, parents and the public.
2. Develop an up-to-date knowledge of the rules, strategies, 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 anew each season and do 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 precept and 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. Present a clean and professional image in terms of personal appearance, and provide a positive role model in terms of personal habits, language and conduct. Use of tobacco within sight of players and spectators and use of alcohol any time before a contest on the day of the contest is not acceptable.

B. FOR ATHLETES

1. Know and adhere to the athletic code of the school.
2. Exceed all attendance and academic requirements as practical evidence of loyalty to school and team and a proper philosophy of school sponsored athletics.
3. Observe completely all policies regarding conduct, doing so as a duty to school, team and self.
4. Counsel with the athletic director over questions of eligibility.
5. Practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.
6. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
7. Demonstrate respect for opponents and officials, before during and after contests.

II. ADMINISTRATION AND COACHES OF TEAMS

- A. The superintendent of schools or principal of the high school, or that member of the faculty designated by either of them, shall administer the teams representing the school and shall sign all contest and official's contracts.
- B. The person responsible for the immediate training or coaching of a secondary athletic team SHOULD be a member of the regular teaching staff of the school district. If a non-faculty member is used (paid or volunteer), that person must be registered by the school with the MHSAA BEFORE assuming any coaching duties. A coach must be at least eighteen (18) years of age and not a current high school student.
- C. **TEAM REMOVED** — According to MHSAA regulations, if a team is removed from competition in protest, the contest is forfeited to the opponent. The coach and principal of the removed team must appear before the Executive Committee to indicate why additional action should not be taken. Officials are to notify the MHSAA office promptly in writing when this occurs.

- D. **COACH EJECTED** — According to MHSAA regulations, if a coach is ejected from a contest and an assistant coach or an assigned school representative is not available to continue as coach, the event is terminated and forfeited to the opponent. In all sports, students and coaches who are disqualified from one contest for unsportsmanlike conduct are disqualified for the next day of competition. Officials are to notify the school before noon of the day following an ejection and the MHSAA office in writing within 48 hours using the Officials Report form.
- E. The Representative Council URGES that all schools strive to the standard that only qualified faculty members are used as head coaches of interscholastic athletic teams, and that all non-faculty coaches complete the MHSAA's **Coaches Advancement Program (CAP)** or equivalent program. It should be the goal of every member school to require coaching education for every coach, every year.

III. PLAYING RULES AND RULES MEETING ATTENDANCE

- A. Schools shall adhere to the playing rules adopted by the MHSAA to govern games and meets in baseball, basketball, competitive cheer, cross country, football, golf, gymnastics, ice hockey, lacrosse, soccer, softball, skiing, swimming and diving, tennis, track and field, volleyball and wrestling.
- B. Unless modified elsewhere in the regulations, the official playing rules for competition involving one or more MHSAA member junior high/middle schools or high schools are as follows:
Baseball, Basketball, Cross Country, Football, Girls Gymnastics, Ice Hockey, Boys Lacrosse, Girls Lacrosse, Soccer, Softball, Swimming & Diving, Track & Field, Girls Volleyball, and Wrestling - National Federation of State High School Associations (published or endorsed).
Bowling - U.S. Bowling Congress (applicable rules as stated in MHSAA Participating School Tournament Information).
Competitive Cheer and Skiing - MHSAA.
Golf - U.S. Golf Association.
Tennis - U.S. Tennis Association.
- C. By Representative Council action **Rules Meetings** are required in some sports for officials and coaches who wish to participate in MHSAA Tournaments: New in 2005-06 there will be **Coaches and Officials Meetings** in golf, tennis and swimming & diving. **Before you go to a Rules Meeting or a Coaches and Officials Meeting, double-check the MHSAA web site for meeting locations and times.**
 Except for the sports of golf, tennis, and swimming & diving each head coach of a varsity team in a sport under MHSAA jurisdiction shall attend the MHSAA rules meeting for that sport for the current school year if rules meetings are held. If the head coach does not attend the rules meetings, an administrator or designee from that coach's school shall attend. MHSAA Regulation II, Section 8 (B)
 Any head coach who misses the rules meeting for any reason shall answer correctly 70 percent of the questions on the rules examination for the sport.
 A head coach who fails to attend a rules meeting and then after two mailings from the MHSAA does not submit to the MHSAA examination results with at least 70 percent of the questions answered correctly, shall be prohibited from coaching in that season's MHSAA tournament for the sport involved and shall not be present at the facility where the MHSAA tournament involving that coach's team is being held. An administrator of that school shall be present with supervisory capacity over the school's competitors.
1. If a school fails for two consecutive years to have any representative at a rules meeting at the start of a sport season, that school will be placed on probation and will be barred from participation in the next MHSAA tournament in that sport.
 2. If a school is represented at meetings preceding the fall season for a sport and that sport is conducted in another season for another sex, the school fulfills the minimum requirement of this regulation. A current Rules Meeting schedule can be found at **mhsaa.com**
- D. **RATING OF OFFICIALS** — The Michigan High School Athletic Association Representative Council adopted, in May of 1987, a *Handbook* regulation which makes clear and emphatic the responsibility of MHSAA member high schools to rate officials who work contests (home and away) involving their teams in sports for which officials' ratings are maintained (football, boys and girls basketball, ice hockey, boys and girls lacrosse, wrestling, volleyball, boys and girls soccer, baseball, and softball).

NOTE: ALL RATINGS NOW CAN BE SUBMITTED ONLINE AT MHSAA.COM

High schools which fail entirely to rate **any** varsity officials during the season shall be subject to the penalties outlined under Regulation V, Section 4(A), including any or all, but not limited to, censure, probation with or without competition, loss of privilege of revenue sharing, and/or expulsion.

Regulation II, Section 7(B) applies only to high schools. Junior highs and middle schools are **urged** to rate officials as well.

It is expected that athletic directors rate the officials or monitor the ratings by their coaches. While notes might be kept on officials during the season, the MHSAA rating forms should be filled out and mailed to the MHSAA office at the end of the season when emotions are settled and evaluators can consider all of the contests each official worked. Schools should rate, **one** time only, each individual who works their varsity games, whether home or away. The same procedure applies to officials who officiate subvarsity contests.

The current procedure for basketball, football, wrestling, ice hockey, volleyball, soccer, baseball, lacrosse and softball, simply provide the MHSAA an additional tool for the assignment of tournament officials. It also gives officials, when their average ratings are determined, an idea of how they rate in comparison to other years and other officials. The revised rating procedure is explained in this *Guidebook*. In either case, the MHSAA does not inform officials of the ratings given them by individual schools.

Currently officials may receive two ratings for the year. Subvarsity ratings have been developed to give officials an idea of their work in all but varsity officiating in grades 7-12 and were established initially during the 1993-94 school year.

The varsity rating will not change in concept except that it will represent exclusively varsity contests officiated by the official being rated.

— **Specific Procedure for Baseball, Basketball, Boys Lacrosse, Girls Lacrosse, Ice Hockey, Softball, Football, Boys Soccer, Girls Soccer, Wrestling and Volleyball** —

Over the years, coaches have wanted to have input into the rating of officials. The officials also have wanted to know what the coaches think of their work. The current system serves these purposes.

*The MHSAA defines a **RATING** as a subjective estimate of an official's ability as observed by a coach involved in the contest for which the official is rated.*

The ratings are determined on a scale of 1-5, with 1 being the best. The average rating shown on the official's registration receipt is a composite of three years of ratings. Every year the ratings from four years ago are dropped and the current year is added.

Officials are listed as **Approved**, **Supplemental** or **General**. An **Approved** official must have received 16 or more varsity ratings over a three-year period with an average of 3.0 or less. **Supplemental** officials include those officials with 6-15 varsity ratings or officials with 16 or more varsity ratings whose averages are greater than 3.0. **General** officials include those officials with 5 or less varsity ratings or those officials with 6-15 varsity ratings whose averages are greater than 3.0.

While it is recognized ratings are not exact, they are used as one of several factors in extending tournament officiating invitations.

— **Comment Procedure** —

The comments to the rating system is devised to evaluate officials so that member schools have the opportunity to contract officials with good ratings as a part of their credentials. This rating system will also provide general feedback to the official who needs improvement in certain areas of his/her officiating.

Each official is to be rated in the following categories: (a) knowledge of rules; (b) proper positioning; (c) consistent judgment; (d) ability to prescribe proper fouls/penalties; (e) proper mechanics; (f) physical appearance; (g) contest management; (h) professionalism.

Rating Value — Each varsity official shall be given one of the following rating values: 1-excellent; 2-above average; 3-satisfactory; 4-below average; 5-unsatisfactory.

— **Varsity Rating Definitions** —

1. Excellent — Very good, first class, surpasses all others. Typically, the quality of performance required to officiate tournament contests.

2. Above Average — Better than the mean, high quality, better than the accepted level of performance. Typically, the quality of performance required to officiate mid and lower level tournament contests.

3. Satisfactory — Adequate, average, a solid performance. Typically, the quality of performance required to officiate seasonal and lower level tournament contests.

4. Below Average — Deficient, lacking the skills and/or knowledge to earn a higher rating. Typically, an official who would benefit from training and education.

5. Unsatisfactory — Not desirable, definite improvement required. Typically, a performance that lacks accepted mechanics, has limited knowledge of the rules, demonstrates weak people skills. *Requires that the “Unsatisfactory Rating Explanation” form (found by clicking here) be filed with the rating scan form.*

When an official receives a rating value of 3 (satisfactory), 4 (below average) or 5 (unsatisfactory), the school is required to indicate up to three categories (a-h) where the official needs improvement.

At the conclusion of the season, each member school will be required to submit the ratings of all officials observed to the MHSAA. Each rating will be included in the official’s record in order to compute an average rating for the season. Each official who receives ratings for the season of 3 (satisfactory), 4 (below average) or 5 (unsatisfactory) will receive notification from the MHSAA of the categories listed by rating schools where improvement is needed.

— Subvarsity Rating Definitions —

- 1 - A subvarsity official who has **demonstrated officiating skill and knowledge** which suggests readiness for advanced officiating opportunities. Continued evaluation and advanced education will assure steady development and advancement opportunities.
- 2 - A subvarsity official who has **demonstrated continued growth** in officiating skill and rule knowledge. Readiness to advance as an official is apparent but the official can benefit from game experience and evaluative guidance.
- 3 - A subvarsity official who has a **command of the skills and knowledge** necessary to develop into a quality official. Continued education and evaluation will provide opportunity to advance and grow as an official. Enforcement philosophy is apparent and rule knowledge is expressed in confident explanations.
- 4 - A subvarsity official who is beginning to **demonstrate awareness** of specific officiating techniques and mechanics. Participation in extensive training and education will benefit officiating development. Study and discussion will foster a clear understanding and knowledge of rules and enforcement philosophy.
- 5 - A subvarsity official **embarking on an officiating career path**. Growth and improvement will develop through officiating experience, approved training and evaluation while rules book study will assist the official in grasping concepts of rules and enforcement philosophy.

IV. ELIGIBILITY RULES FOR ATHLETES

NOTE: Coaches are cautioned to refrain from providing opinions regarding eligibility. It is recommended that statements regarding eligibility be issued by a principal or athletic director. It is the responsibility of schools to enter into competition only those students who are eligible under MHSAA regulations. Under MHSAA rules, for example, a student may not participate on a junior varsity and varsity team in the same sport on the same day, and a student disqualified from a MHSAA Contest is ineligible for the next game as outlined in Regulations V, Section 3 (D) and the “Disqualification Guide.” Schools, **not officials**, must monitor adherence to these rules and all other *MHSAA HANDBOOK* regulations.

A. AGE

Senior high school students must be under 19 years of age, 8th-graders under 15, and 7th-graders under 14, unless that birthday occurs on or after Sept. 1 of the current school year, in which case they are eligible throughout the school year.

B. AMATEURISM

Eligibility for interscholastic athletics at MHSAA member schools is limited to amateurs, meaning those student-athletes who have not received gifts of material or money and have not received other valuable considerations, including special considerations for loans, because of athletic performance or potential. Treatment of or privileges received by athletes or their families that are not provided or available to all students violate the principles of amateurism in interscholastic athletics. Gifts or loans to family members, based on the student’s athletic performance or potential, are treated as gifts or loans to the student and violate that student’s amateur status.

Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by *Handbook* interpretations 134 and 135; or have signed a professional athletic contract.

C. AWARDS

1. Students may accept, for participation in athletics, a symbolic or merchandise award which does not have a value over \$25.

2. Banquets, luncheons, dinners, non-competitive trips, and fees or admissions to be a spectator at events, are permitted if accepted "in kind."
3. Awards in the form of cash, merchandise certificates, or any other negotiable document are never allowed.
4. Game ball presentations are allowable.

D. "ALL-STAR" CONTESTS/NATIONAL CHAMPIONSHIPS

According to the *MHSAA HANDBOOK*, no athletic director, coach, teacher, or administrator of a Michigan high school, and no athletic official registered with the Michigan High School Athletic Association, shall at any time, during the school year, assist either directly or indirectly with the coaching, management, direction, selection or transportation of players, promotion, or officiating of any "all-star" exhibition or similar contest, or of any contest that is or purports to be a national high school championship event or the qualification thereto in any MHSAA sponsored sport if one or more of the participants is currently enrolled in a high school.

E. ENROLLMENT

1. Students must be enrolled in the school for which they compete.
2. Students cannot be enrolled in high school for more than eight semesters. The seventh and eighth semesters must be consecutive.
3. Students are allowed only four first semesters and four second semesters.
4. Students cannot compete if they have graduated from high school, except as provided in Regulation I, Section 6 of the *MHSAA Handbook*.

F. ACADEMIC REQUIREMENTS

1. Students must pass four full credit courses (equivalent of 20 credit hours) during the previous semester.
2. Students must be currently passing four full credit courses (equivalent of 20 credit hours) .
3. Schools may require higher standards.

G. PHYSICAL EXAMINATION

Students must have on file in the school administrative office a statement for the current school year certifying that they are physically able to compete in athletics. Valid physical exams for each school year must be conducted on or after April 15 of the previous school year.

H. LIMITED TEAM MEMBERSHIP

1. After practicing (including tryouts) or participating in an athletic contest or scrimmage as a member of a high school team, students cannot participate in an athletic contest or scrimmage on non-school teams in the same sport during the school season.
2. **Ice hockey and all individual sports** apply the limited team membership rule from the point of a **student's first participation in a contest or scrimmage, rather than practice. Alpine skiing** applies the limited team membership rule to each individual skier from the point of the **team's** first participation in an interscholastic **contest or scrimmage**.
3. Students in *individual sports* (bowling, golf, tennis, cross country, track & field, wrestling, skiing, swimming & diving, or gymnastics) may participate in a maximum of two (2) non-school individual meets or contests during the season.

I. MASTER ELIGIBILITY LISTS

"SCHOOLS SHALL PREPARE a Master Eligibility List (Form-1 or its equivalent) of all students eligible for that sport under the provisions of the Regulations, including current semester record. Additions to the squad should be duly added. Current copies of the Master Eligibility List are to be available to competing schools upon request and must be submitted by the opt-out due date to the manager at the entry level of each MHSAA Tournament to which a school is assigned." (Regulation II, Section 4 *MHSAA Handbook*)

In 1997 the MHSAA eliminated the requirement that schools submit eligibility lists to the MHSAA Offices; they should be sent by your athletic director to tournament managers with other required material to fulfill tournament entry requirements.

V. COACH-PLAYER RELATIONSHIPS

A. OUT-OF-SEASON LIMITATIONS (see page 16 for additional information)

1. A coach may coach in his/her sport a maximum of three students at any one time (out-of-season) from the same school district in grades 7 through 12 from Monday the week of Aug. 15 through the last day of the school year.
2. In the summer informal football activities (with footballs, helmets, shoes) are allowed with a coach and a maximum of seven players.
3. Out-of-season activities in any sport may never involve:
 - (a) Use of school transportation.
 - (b) Use of school issued warm-ups or uniforms.
 - (c) Payment with school district funds of entry fees for teams or individuals to camps or competition unless those funds were generated through school approved activities of booster clubs, school teams, student groups, and community, civic or service groups and are not provided to students on the basis of athletic ability or potential.

NOTE: Payment of such fees shall be to the school. The school shall make direct payment to the clinic or camp in the name of the student.
4. Coaches may not require practices outside the defined MHSAA season for the sport.
5. "Open gyms" are allowed if they are open to all students, offer a variety of sports activities and do not involve instruction, evaluation or coaching. Coaches may not participate in open gym activities in the sport they coach.
6. Conditioning programs are permitted if they do not involve equipment which is specific to interscholastic sports.
7. Students may accept in kind up to \$200 per sport, per school (September through August) from school-approved fund raisers for entry fees to participate out-of-season in camps, clinics or competition (See 3(c) above).
8. Summer competitions held outside Michigan are subject to the regular-season travel restriction (*Handbook* Regulation II, Section 6) of 600 miles round trip for any non-bordering state team in the event.

B. TRANSFER STUDENTS

A good rule to follow with regard to the eligibility of a student is as follows: "When in doubt, sit the student out ... until we find out!" Many coaches have encountered problems when they play athletes who are ineligible in a contest or scrimmage and their schools must forfeit those contests – whether the participation was accidental or intentional, the contest is forfeited.

The transfer regulation is one for which coaches and parents must seek administrative assistance.

Any student who begins the 9th grade and then changes schools is ineligible in that new school for one **full semester** in the new school, UNLESS they meet one of the stated exceptions to the transfer rule. A **full semester** is one that begins before the 4th Friday after labor Day or the 4th Friday of February, depending on which semester the student transfers. In other words, if a student changes schools, a student is ineligible for one semester. Some states have two semesters, Michigan has one full semester. School of choice transfers are still subject to the transfer rule. Attending a new school of choice **is not** one of the exceptions to the transfer rule and a student will be ineligible.

There are **15 exceptions** to the transfer rule – 8 of them have to do with a change of residency. A change of residency must be full and complete – all the people a student was living with move to another public school district and the previous residence is disposed of. These 8 "residency exceptions" range from a traditional move from one district to another district with the people you lived with for at least the last 30 calendar days of the previous semester, to moving between divorced parents. Some of the other exceptions are as follows: a first time 9th-grader, being a ward of the court (not changing guardians), being a foreign exchange student, a student returning to live with his/her parents, an 18 year old student moves without his/her parents, a school ceases to operate.

Because rules are complicated in many ways, coaches and parents must allow athletic directors and principals to determine this important aspect of eligibility – the transfer rule. **DO NOT** rely on the above brief statements of the rule - obtain accurate information from athletic administrators before changing schools.

C. UNDUE INFLUENCE (RECRUITING)

The use of undue influence for athletic purposes by any person or persons directly or indirectly associated with the school to secure or encourage the attendance of a student or the student's parents or guardians as residents of the school district, shall cause the student to become ineligible for a minimum of one semester and a maximum of one year. The offending school shall be placed on probation for one year and offending coach or coaches not be permitted to coach at that school for a one-year period, and shall not coach at any other MHSAA member school in any tournament in any sport. Examples of undue influence include but are not limited to:

- offers of or acceptance of financial aid to parents, guardians or student;
- reduced or eliminated tuition and/or fees;
- any special privileges not accorded to other students, whether athletes or not;
- transportation allowances;
- preference in job assignments;
- room, board or clothing, promotional efforts and admission policies for athletes which are in excess of efforts for other students.

INTERPRETATIONS — UNDUE INFLUENCE

1. Funds which have been donated to schools by clubs and individuals may be given as financial aid to students through the normal financial aid program of the school **for all students**, without regard to potential. Financial aid based even partially on athletic potential or performance **is not permitted** from the school or from groups that exist because of or for the benefit of the school (e.g., booster clubs).
2. Individuals not exclusively representing athletic interests of a high school may make general presentations (not just athletic) to seventh and eighth grade students (not just athletes). There should be a **diversity** of presenters, speaking on a variety of topics to students of **all** interests.
3. It is a violation of this section for a coach or any other unauthorized representative of a school to suggest or promise that any part of tuition will be waived for a prospective student for any reason, including financial need. The only person who may address the possibility of fee reduction is that person who has specific responsibility for admissions and financial aid policies and procedures.
4. If it is a faculty member's responsibility to recruit students (not just athletes) and that person makes such contact irrespective of athletic eligibility, such contact is permitted. However, anything done for athletes that is not done in a comparable fashion for all students is undue influence.
5. When a student at a junior high/middle school or other high school, or the parents or guardians of that student, contact the coach about attending the coach's school, the coach shall refer the student, parent or guardian to the appropriate school personnel (those who have the responsibilities for seeking and processing prospective students).
6. A high school coach may not initiate contact with a student at a junior high/middle school or other high school, or the parents of that student, about attendance at the school. It is not a violation for a coach to have normal community contact with a student who attends a junior high/middle school of the same system which is a feeder to the high school.
7. It is a violation of the undue influence regulation if coaches or their representatives call, send questionnaires, cards or letters or visit prospective athletes and their families at their homes.
8. High school coaches or their representatives may not attend grade school games for the purpose of evaluating and recruiting specific prospective athletes.
9. High school coaches and administrators may not request booster clubs, players or alumni from the high school to discuss the merits of their athletic program with prospective athletes or their parents by phone, in person or through letters.
10. Any high school may allow **all** students of any junior high/middle school to attend its athletic events without charge.
11. A coach may conduct an athletic camp at his or her school or another site during the summer if enrollment at the camp is open to all students at all schools. The coach is subject to the limitations of Regulation 11, Section 11 (G).
12. Persons "indirectly associated with the school" include but are not limited to parents of players and booster club members. Such persons are prohibited from providing or performing any of the examples of undue influence listed in the section and its interpretations.

VI. FORFEITURES AND VIOLATIONS

- A. Accidental, intentional, or other use or ineligible players or competition in violation of limitations of competition shall result in forfeiture of the contest(s) in which any ineligible players participated.
- B. If a team is removed from competition in protest, the contest is forfeited to the opponent and the coach and principal of the removed team must appear before the Executive Committee of the MHSAA.
- C. If the coach is ejected from the contest and an assistant coach or assigned school representative is not available to continue as the coach, the event is forfeited to the opponent.
- D. When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school from at least the next day of competition for that team.
When a coach is disqualified during a contest for unsportsmanlike conduct, that coach shall be prohibited by his/her school from coaching at or attending at least the next day of competition for that team. If the playing rules for a sport specify an additional penalty or more rapid progression, or use such a progression for other violations, the playing rules apply.
- E. Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.
- F. Individuals or teams which are defeated by an ineligible opponent or by teams which allowed one or more ineligible students to participate do not advance in MHSAA tournaments.
- G. If placements in MHSAA tournaments are vacated as a result of an individual being ineligible or a team allowing one or more ineligible students to participate, other individuals or teams neither advance to those placements nor receive awards for these places.

VII. RULES FOR SPORTS (Senior High Schools)

A. BASEBALL

- 1. Maximum competition of 56 combined games and playing dates for teams and individuals.
- 2. No more than two games per school day.
- 3. No player may pitch more than 30 outs in each of the following rounds of a tournament: District Quarterfinal Round; District Semifinal Round, and Final Round (if preceded by at least two days rest); Regional Semifinal and Final Round; Quarterfinal Round; Semifinal Round, and Final Round.

B. BASKETBALL

- 1. Maximum number of games, 20, for team and individual.
- 2. No more than one game of basketball per day and no more than three games per week (Monday through Sunday) during the regular season. Only two of the three games may occur on a day/night before a school day.
- 3. Teams and individuals are limited to five games in any one, 14-day period Monday through Sunday.

C. BOWLING

Teams and individuals will be limited to 24 days of competition during the season. Teams and individuals may participate in a maximum of three meets Monday through Sunday, but only two of the three days of competition may occur on a day or night before a school day; and teams and individuals shall be limited to five days of competition in any 14-day period Monday through Sunday and observe the season maximum of 24 days of competition. A student may participate in no more than 18 games per day and no more than eight games on a day which precedes a day of school (Five "Baker" format games will be the equivalent of one game for purposes of this rule).

- 1. Maximum 24 dates of competition
- 2. Maximum 18 individual games in one day
- 3. Maximum three meets/contests in a week

D. GIRLS COMPETITIVE CHEER

1. Maximum days of competition, 12, for team and participant.

E. CROSS COUNTRY

1. Maximum days of competition, 15, for team and player.
2. A contestant in a meet may not run a distance greater than 5,000 meters (three miles).

F. FOOTBALL

1. Maximum number of games, nine for team and player.
2. A student may compete in not more than one (1) game of football in five (5) consecutive calendar days.
3. Teams must conduct at least three days of practice with only footballs, helmets, and shoes before practicing with pads. (Dummies and hand shields may be used)
4. Teams must conduct three weeks of practice on at least 14 separate days before playing their first game.
5. Football practice with pads shall be conducted at the place where practice will be held after school starts.
6. A team must practice on nine separate days before it can scrimmage another school.
7. Michigan student-athletes are limited to football helmets and football shoes in regards to equipment worn during any camp out-of-season, both in-state and out-of-state.

G. GOLF

1. Maximum days of competition, 16, team and individual.
2. Official rules are those of the United States Golf Association.

H. GIRLS GYMNASTICS

1. Maximum days of competition, 15, for team and individual.
2. Events for season meets:
 - (a) floor exercise
 - (b) balance beam
 - (c) vaulting
 - (d) uneven parallel bars
 - (e) all-around
3. Scoring
 - (a) event score totaled to determine final team scores
 - (b) team scores are determined by totaling best four individual scores in all events.
4. Exhibition performances are not permitted.

I. LACROSSE

1. Maximum number of games, 18, for team and player.
2. No student may compete in more than three games and/or scrimmages in one week (Monday through Sunday), including regular season and MHSAA tournament play. An individual is limited to one game per school day. A team may compete in a multi-team tournament in which total allowable playing time for any team is no more than 120 (girls) / 150 (boys) running time minutes and the event counts as one of 18 regular-season contests. The following provisions would apply:
 - A. A team would be allowed a maximum of two multi-team tournaments in its regular-season schedule.
 - B. No more than 20 (girls) 25 (boys)-minute running-time halves could have been played. The clock stops for injuries, and one timeout per team is allowed per half.
 - C. Multi-team tournaments could only be held on non-school days.
 - D. No overtime is played; games end in ties.
 - E. For boys lacrosse, if an individual participates in a multi-team tournament, he is allowed in one other game date that week, Monday through Sunday.

J. ICE HOCKEY

1. Maximum number of games, 24, for team and player.
2. Students may compete in no more than one interscholastic ice hockey game per day and in not more than three games per week (Monday through Sunday).

K. SKIING

1. Maximum number of contests, 15, for team and player. Sanctioned CUSSA Meets count toward the team and individual limit.
2. The official skiing rules shall be those printed in the MHSAA Ski Manual.

L. SOCCER

1. Maximum number of games, 18, for team and player.
2. No student may compete in more than three games and/or scrimmages of soccer in one week (Monday through Sunday), including regular and MHSAA tournament play. An individual is limited to one game per school day. A team may compete in a multi-team tournament in which total allowable playing time for any team is no more than 180 minutes and the event counts as one of 18 regular-season contests. The following provisions would apply:
 - A. A team would be allowed a maximum of two multi-team tournaments in its regular-season schedule.
 - B. No more than 30-minute halves could have been played.
 - C. Multi-team tournaments could only be held on non-school days.
 - D. The games may only be resolved by a shoot-out method; no overtime could be played.
 - E. If an individual participates in a multi-team tournament, he/she is allowed in one other game date that week, Monday through Sunday.

M. GIRLS SOFTBALL

1. Maximum competition of 56 combined games and playing dates.
2. No more than two games per school day.

N. SWIMMING AND DIVING

1. Maximum number of contests, 16, for teams and individuals.
2. Students may participate in four events per meet, no more than two of which may be individual events.

O. TENNIS

1. Maximum number of contests for teams and individuals is 16.
2. Generally, a student may participate in no more than three matches per day, singles or doubles, not both. If the player did not play more than six sets in three matches, he may play a fourth match.
3. The official tennis rules shall be those of the United States Tennis Association with MHSAA adoptions for Team Tennis.

P. TRACK AND FIELD

1. Maximum days of competition is 18 for teams and students.
2. A student may participate in no more than four events per meet.

Q. GIRLS VOLLEYBALL

1. Maximum days of competition is 18 for teams and students.
2. A student may participate in no more than 21 games per day.

R. WRESTLING

1. A student may participate in no more than five matches per day and no more than two matches on days which precede a day of school.
2. Teams and individuals may participate in a maximum of three days of competition, Monday through Sunday, but only two of the three days of competition may occur on a day or night before a school day; and teams and individuals shall be limited to five days of competition in any 14-day period, Monday through Sunday.
3. Teams and individuals are limited to eight events in which a wrestler may participate in more than two matches.
4. Teams and individuals are limited to 16 days of competition.
5. Weigh-ins do not count as a day of competition for an individual unless the student steps on the mat to wrestle or receive a forfeit.
6. A maximum of 40 matches for an individual is recommended prior to the MHSAA tournament series.
7. Prior to the MHSAA tournament series, an individual may participate in no more than 56 total matches (eight events of five matches and eight events of two matches [$8 \times 5 + 8 \times 2 = 56$])
8. Schools and their students are subject to all aspects of the Michigan Weight Monitoring Program.

VIII. RULES FOR SPORTS (Jr. High/Middle Schools)

Coaches are reminded of the overall philosophy of junior high/middle school athletics. The program should parallel that of the academic philosophy of junior high/middle schools. It should encourage participation and experiences in a variety of activities. Keep in mind that the goal of “winning” must be superseded by the goal of participation.”

A. BASEBALL/SOFTBALL

1. Maximum days of competition, 10, for team and player.
2. Students may participate in no more than two games per school day.

B. BASKETBALL

1. Maximum number of games, 12, for team and player.
2. Games shall be played in six-minute quarters.
3. Teams combined with 9th-graders; eight-minute quarters.
4. No more than one game of basketball per day and no more than three games per week (Monday through Sunday) during the regular season. Only two of the three games may occur on a day/night before a school day.
5. Teams and individuals are limited to five games in any one, 14-day period Monday through Sunday.

C. COMPETITIVE CHEER

Junior high/middle school competitive cheer teams are limited to a maximum of eight competitions during their competitive cheer season. A team is limited to one competition per day and no more than two competitions per week (Monday through Sunday).

1. The competitive cheer format consists of a Required Round and an Open Round.
2. During competition a maximum of 16 team members are allowed on the floor for competition in either round.

D. CROSS COUNTRY

1. Maximum number of meets, 10, for team and student.
2. Maximum of two meets per week, one per day.
3. A contestant is limited to 3,200 meters or two miles.

E. FOOTBALL

1. Maximum number of games, six, for team and player.
2. Games shall be played in eight-minute quarters.
3. Teams combined with ninth graders; 10-minute quarters.
4. A student may compete in not more than one game of football in six consecutive calendar days.
5. Games with high school ninth grade teams must be played under junior high rules.
6. Teams must conduct at least three days of practice with only football, helmets, and shoes before practicing with pads. (Dummies and hand shields may be used.)
7. Teams must conduct three weeks of practice on at least 14 separate days before playing their first game.
8. Football practices with pads shall be conducted at the place where practice will be held after school starts.

F. SOCCER

1. Maximum number of games, 12, for team and player.
2. Games shall be played in four, 15-minute quarters.
3. Tie games at the end of regulation playing time will remain tied.

G. SWIMMING & DIVING

1. Maximum number of contests, 12, for team and student.
2. Limitation of two meets per week.

H. TENNIS

1. Competition limited to 12 events per year.
2. No weekly limitation.
3. No more than three individual matches daily.
4. USTA rules would be used (with only MHSAA modifications allowed).

I. TRACK & FIELD

1. Maximum days of competition, 10, for team and student.
2. Students may participate in any three track and/or field events without regard to distance or interval between races.

J. GIRLS VOLLEYBALL

1. Maximum days of competition, 12, for team and student
2. Limitation of three days of competition per week, but only two may be on a day or night before a school day; teams and individuals are limited to five days of competition during any 14-day period, Monday through Sunday, and 15 games per day.
3. Three days of competition may occur one time during one week (Monday through Sunday) of the Junior High/Middle School season.

K. WRESTLING

1. Maximum of 12 weigh-ins per season for teams and students.
2. Contestant limitation of two weigh-ins per week.
3. Season shall be restricted to 13 consecutive weeks with a limit of 60 days of practice and/or competition.
4. Three weigh-ins may occur one time during one week (Monday through Sunday) of the Junior High/Middle School season.

Contest Length Variations

Alternatives to the lengths of contests are permitted as long as no student exceeds the maximum minutes of playing time stated in specific game rules and the total extra playing time for the team does not exceed 25 percent of a regulation game or contest.

Times of Games

Whenever possible, junior high/middle school competition should be played before 5 p.m. and should not be scheduled at a time and place which would require unreasonable hours or overnight trips.

Fall Sports Practice

Fall sports practice for 7th and 8th grades may begin on the Monday before Labor Day. When school begins before the first allowable practice date, fall sports for a school may begin on the first day of classes for that school. In football, schools forced by regulation into a later practice starting date than their first opponent may, with MHSAA Executive Committee approval, begin practices the same time as their earliest starting opponent. Other seasons and starting dates will be established by the local district, league or conference.

Junior High/Middle School Variations

Interscholastic sports variations are printed in the *MHSAA Handbook*.

IX. SCRIMMAGES

- A. A scrimmage is defined as a practice session involving students from more than one school, organization or group and when pre-arranged or scheduled or directed by a coach or school representative.
- B. Scrimmages are for instruction more than competition and schools may not charge admission (or accept cash donations) or publicize results in any sport. Awards cannot be given and results may not count on won-loss records of the school. If a timing device is used, normal time shall be altered.
- C. Each school team and all players are allowed a maximum of four scrimmages per season. Two of the four allowable scrimmages may be used prior to the first competition for that team in that sport. Varsity and non-varsity scrimmages may be held at different sites and on different days. In wrestling, after the Regional Tournament competition, qualifiers may scrimmage qualifiers from other schools. In ice hockey, teams and players are allowed two preseason scrimmages only. No scrimmages in hockey may be held after a team plays its first regular-season game.
- D. It is not possible for a student to participate in both a scrimmage and a game on the same day in any one sport unless the regulations allow two games to be played in that sport on that day. "Fifth quarters," which do not count in the final score, are allowed in subvarsity competition; but students who participate in the "fifth quarter" of a game may not have participated in the regulation game.

X. SUMMER REGULATIONS

These limitations out-of-season apply to **COACHES**:

- a. **Outside the school season during the school year** (from Monday the week of Aug. 15 to the last day of the school year for that school), school coaches are prohibited from providing coaching at any one time under one roof, facility or campus to more than three students in grades 7-12 of the district for which they coach. This applies only to the specific sport(s) coached by the coach, but it applies to all levels and both genders, whether the coach is paid or volunteer (e.g., a volunteer JV boys soccer coach may not work with more than three girls in grades 7-12 outside the girls soccer season during the school year).
- b. **Outside the school season during the summer when school is not in session** (after the last day of the school year for that school), there are fewer limits.
 - (1) **During the summer prior to Monday the week of Aug. 15 (Aug. 15, 2005)**, coaches are limited to 15 days when they can coach in competition students in grades 7-12 of their school district if the teams involve more than the following number of players: **Basketball - 3; Ice Hockey - 3; Lacrosse - 7; Soccer - 7; Volleyball - 3**
In football, a maximum of 7 players at one time may engage in organized competition with their school coach present for a maximum of 7 days (more than 7 players may be present). In addition, informal activities (with footballs, helmets and football shoes - not sleds and dummies) may take place on any number of days during the summer as long as no more than 7 students in grades 7-12 of the district are assembled with a football coach of that district. These 15 (or 7) days with competition in the summer are subject to the same out-of-state travel limits that apply to school teams during the school season under Regulation II, Section 6, except for camps conducted within Michigan.
 - (2) **During the summer prior to Aug. 1**, football coaches may participate at bona fide summer football skills camps where more than 7 students from their school district in grades 7-12 are participating.
 - (a) Bona fide football camps are those sponsored by institutions or business enterprises including: colleges, individual schools or intermediate school districts, community school programs, etc.
 - (b) The camps must be open to students from any school district, and are subject to player equipment limitations of shoes and helmets. Sleds and dummies may be used at these camps.
 - (c) Camps limited to students entering grades 9-12 must be promoted and advertised in public media to be open to students from more than one high school.
 - (d) Camps sponsored by a high school and limited to students entering grades 9-12 may not extend more than 10 days total.
 - (3) **Fall Sports Dead Period**: In addition, **from Aug. 1 to Monday the week of Aug. 15 (Aug. 15, 2005)**, coaches of fall season team sports are subject to these player limitations as they coach students in grades 7-12 of their school district: **Girls Basketball - 3; Football - 7; Boys Soccer - 7**
There is to be no competition between groups that resemble school teams with their school coaches in these sports during this period.

APPENDIX A

COACHING EXPECTATIONS AND RESPONSIBILITIES

I. PROFESSIONAL AND PERSONAL RELATIONSHIPS AND EXPECTATIONS

A. RAPPORT

A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and competency are invaluable for the coach.

B. COOPERATION

The district expects a maximum of cheerful give and take between all individuals associated in any degree with the comprehensive program. Coaches must work hand in hand with their athletic director, principal and other members of their staff.

C. LEADERSHIP

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition, following practice schedules and building positive attitudes are very important.

D. DISCIPLINE

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents—observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season—at home and away, and the conduct of the crowd—especially where the student body is concerned. Desire to do well, **to win well, to lose well**, should be emphasized. Staff, players and spectators should be motivated toward established goals.

E. IMPROVEMENT

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms is also expected.

II. COACHING TECHNIQUES

A. **Use sound and acceptable** teaching practices.

B. **Run well-organized** practice sessions.

C. **Complete preseason** planning well in advance of starting date.

D. **Adhere to a highly efficient** and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.

E. **Construct a well-organized** gameplan.

F. **Develop a sound system** for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.

G. **Keep assistant coaches**, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

III. RESPONSIBILITIES

A. TO THE PLAYERS ON THE TEAM

The main reason for having athletic teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to

accomplishing this aim. We must promote and teach only clean, aggressive and fair play, while stressing good sportsmanship. The coach must be the leader and set the example.

The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperments, aptitudes and environments.

Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach. The physical welfare of players should always be uppermost in the coaches' minds.

The coach's primary responsibility is to the individual boy or girl. The athlete's family must not be ignored, however, since consideration must be given to the family and to their requests.

B. TO THE SCHOOL DISTRICT

As a coach, you are a frequent topic of conversation at various community locations—the home, the work place and at the meetings of many civic organizations. Your profession, as well as your reputation as a coach, is constantly under scrutiny.

Your actions and statements should always reflect confidence and respect for your School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

C. TO THE SCHOOL

A coach owes his/her school his/her efforts and loyalty at all times.

He/she must constantly strive for excellence in all areas of his/her school. To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. **Being respected** is much more important than being **well-liked**. Treat the faculty, the players, and the general students with the same honor and respect that you desire to be shown you. Private, firm, fair and constant discipline must be maintained.

The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching.

The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

D. TO THE PROFESSION

A coach should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.

E. TO FELLOW COACHES

The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skills which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the boys and girls, and the sport itself.

It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

F. TO OTHER COACHES IN YOUR SCHOOL

One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic and educational program of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program. A coach should support and serve fellow coaches whenever possible. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

G. TO FACULTY MEMBERS

A coach is responsible for cooperating with every faculty member on the staff. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test on practice time, he/she can be certain that cooperation and

help will be returned twofold in efforts by other faculty members to keep the athletes eligible and to get that extra helping hand when the going gets tough.

H. PHYSICAL PLANT

Each coach is responsible for the following:

1. Keeping practice areas and locker rooms in order.
2. Storing equipment neatly and using equipment properly. Pride in the equipment and facilities is of primary importance to athletes and coaches.
3. Keeping storage areas locked.

APPENDIX B

COACHES' AREA OF RESPONSIBILITY

I. FAILURE TO TEACH & FAILURE TO WARN

Coaches can be sued for failure to teach fundamentals in their particular sports and protective skills.

- A. **Teach athletes to protect themselves.**
- B. **Teach proper fundamentals.**
- C. **If athletes are praised or encouraged** for doing something improperly it will come back to haunt you.
- D. **Negligent entrustment** (entrusting authority/activity to someone who is not qualified to carry out that particular authority/activity).
 1. Assistant coaches.
 2. Volunteer coaches.
- E. **Athletes & Parents** must be warned of the inherent dangers of competition in each sport, before practice begins.

II. FAILURE TO PROPERLY SUPERVISE

- A. **If you are not there**, you will be liable.
- B. **The more hazardous or the more contact**, all the more closely the activity must be supervised. (Senior captain must never supervise any drill.)
- C. **You must be at least immediately accessible.**
 1. Accessible to all aspects of practice or activity.
 2. Systematic overseeing of the practice or activity, (head coach spends time here and there).
 - a. Systematic supervision
 - b. Written itinerary
 - c. Emergency policies
 - d. Locker rooms rules/regulations posted
- D. **Regular-Season Contest Delays** – *Adopted Dec. 2, 1999; Revised May 3, 2004*

When a league or conference does not have a written policy regarding late contest start time, the following MHSAA policy shall apply:

 1. If a team fails to arrive for a regular season contest at the time stated on the contract, it shall be necessary for the host administration to delay the contest, declare the game forfeited, reschedule the contest, or declare the event "no contest."
 2. If the host management has been notified of the reason for the delay and projected arrival, the officials must stand by for 60 minutes beyond the scheduled starting time. When the team arrives, a reasonable amount of time must be provided for the visiting team to conduct a pregame warm-up. In any case, warm-up shall not be less than 15 minutes.
 3. If the host management has not been notified that there is a delay and the reason for it, the officials have permission to leave the site, without obligation, 30 minutes after the contracted start time has passed.

In MHSAA tournament play, the *General Information Bulletin* for each sport will prescribe the specific action to be taken. For regular-season play, league and conference policy supercedes the policy above, so coaches and officials should inquire with their league to see if any policy exists.

E. **Officials Fail to Arrive**

In the event a contracted official fails to arrive for a scheduled contest, those officials who are present may 1) officiate the contest with less than the usual number of officials; 2) replace the absent official with a local registered official to fill-in or 3) cooperate with the involved teams to postpone the contest.

Note: It is never an option to accept or use the services of an unregistered official.

F. **Protests**

According to the *MHSAA Handbook*, a protest of a contest is not allowed by the MHSAA when it is based on judgment decisions of officials or on misinterpretation or misapplication of playing rules. Officials are required to adhere to all provisions of the playing rules which allow for the review of decisions during contests.

G. **Unregistered Officials**

Registered officials are never to work with anyone who does not hold current MHSAA registration in the sport. While it is the responsibility of the host school in particular and all schools in general to use only currently registered officials in those positions which require MHSAA registered officials, each contracted official has a responsibility and obligation to assure that he/she works only with MHSAA registered officials.

If it is learned that an unregistered person is present to function as an official, the MHSAA registered official shall 1) advise the host, 2) remind the host that no MHSAA registered official may work any part of a contest with an unregistered person, 3) delay the start of the contest until a replacement is provided, 4) work the contest only with the registered officials present with the mutual consent of all schools, or 5) postpone the contest.

Note: It is never an option to accept or use the services of an unregistered official.

H. **Game Suspension Guidelines**

1. On threatening days, game management should consult with contest officials about steps to be followed if conditions worsen.
2. When suspending an outdoor contest, officials and game management shall follow these guidelines.
 - a. When lightning is observed or thunder is heard, the contest must be suspended. The occurrence of lightning or thunder is not subject to interpretation or discussion — *lightning is lightning; thunder is thunder*.
 - b. Severe weather in the form of rain or snow may make the field unplayable.
3. When a contest is suspended, the home school administration shall attempt to arrange for the security of all participants.
 - a. Contestants and support personnel shall be moved to appropriate indoor facilities.
 - b. When lightning is observed or thunder is heard and the contest is suspended, contestants shall not return to the playing field until lightning has been absent from the local sky and thunder has not been heard for 30 minutes.
 - c. Spectators shall be advised of the action being taken to seek shelter. (Some hosts may be able to offer shelter to spectators but are not required to do so.)
4. In considering resumption of competition, the following steps shall be followed.
 - a. Suspension for contest scheduled for 10 a.m. to 3 p.m. must not exceed three hours. Delays for contests scheduled for 3:01 p.m. to 6:59 p.m. must not exceed one and one half hour. Delays for contests scheduled for 7 p.m. or later must not exceed one hour. A postponed contest shall be rescheduled on a date/time mutually agreed to by the schools involved.
 - b. A decision to resume the contest within the time frame must be made by the officials who shall consult the home team administration and visiting school administration present at the contest.
 - c. The home school is responsible for facilities and will be given priority consideration in the final decision if there is not consensus among the three parties.
 - d. The final decision shall consider liability and conditions of facilities as well as future schedules, need to play the contest and finally the quality of all other options.

NOTE: More restrictive local policies and MHSAA tournament policies would supersede these policies and should be shared with the opponents and officials prior to the contest, preferably in writing. Otherwise, and to the extent allowed by the playing rules code, the official(s) shall make the final decision regarding game suspension ***once the game begins***.

I. **“Acts of God”**

Officials are to take action according to the rule book in the sport. *Terminated contests* count as a game or day of competition. *Suspended contests*, continued from the point of interruption, will not count as an additional day of competition. Any contest or game which starts over is to be counted as a new game or day of competition.

J. **Emergency Decisions**

The MHSAA is confident that with the guidance and direction provided by various MHSAA policies and procedures, every official will exercise common sense “in the spirit of the rules” and according to MHSAA regulations to successfully handle any emergency which arises.

An official's decision will be appropriate if the basis for an emergency decision is the adopted rules of the contest and the MHSAA regulations. Decisions which are not supported by acknowledged and accepted policy or rules will place the officials and the schools involved at risk.

An emergency that requires medical attention for an athlete requires the official to maintain his/her role as an official. Officials are not encouraged to take an active part in providing medical care to an injured athlete.

The official shall supervise the event within the rules and make such decisions as are necessary within the rules of the contest.

III. SCHOOL POLICY

- A. **Coaches must know school policy in every situation.**
 - 1. Know if you have a school policy and do not deviate from it.
 - 2. If no school policy, go to the Board/Superintendent.
 - 3. If you fulfill school policy, you automatically fulfill your duties as a reasonably prudent administrator or coach.
 - 4. Adopt the policy rules of the superior administrative agencies.

IV. EQUIPMENT

- A. **Once injury does take place**
 - 1. Remove the equipment from use, label it. Get evidence of purchase and sequester it.
 - 2. If on film, study film and keep it.

V. REASONS FOR COACH AND ADMINISTRATOR LIABILITY

- A. Failure to supervise an activity.
- B. Negligently entrusting a duty to an underqualified or unqualified individual.
- C. Failure to teach proper skills.
- D. Failure to teach protective skills.
- E. Failure to inspect, repair, recondition, equipment properly.
- F. Failure to teach athletes to inspect their own equipment.
- G. Failure to provide proper effective equipment.
- H. Failure to properly play an activity.
- I. Failure to create and set policies and procedures for an activity.
- J. Failure to follow and enforce such policies and procedures.
- K. Failure to adopt risk minimization standards of pertinent superior administrative organization.
- L. Failure to match or equate athletes.
- M. Failure to properly administer first-aid.
- N. Failure to warn of inherent dangers of the activity.
- O. Failure to assess an injury or incapacity in an athlete.
- P. Failure to keep adequate and accurate records.

VI. DUTIES OF A COACH

- A. Properly plan an activity.
- B. Evaluate athletes or students for injury.
- C. Match or equate athletes.
- D. Provide or maintain proper effective equipment.
- E. Warn of inherent risks of a sport.
- F. Supervise closely.
- G. Know and use emergency procedures and first-aid.
- H. Keep adequate records.
- I. Know, document, post and operationalize school policies.

APPENDIX C

COACHES ADVANCEMENT PROGRAM

The Michigan High School Athletic Association in cooperation with the Michigan Interscholastic Athletic Administrators Association and the Institute for the Study of Youth Sports of Michigan State University has developed the Coaches Advancement Program for faculty and non-faculty coaches of middle level and high school sports teams. Over 7,500 Michigan coaches have participated through the first 18 years.

Coaches are encouraged to attend a program of basic coaching knowledge to be updated each year. Subject areas include sessions on MHSAA eligibility regulations, legal responsibilities, psychology of coaching, conditioning and injury prevention, practice planning, transportation and budget concerns, and effective public relations. A reference manual includes supplementary reading on each subject.

Most school districts have reimbursed coaches for the tuition costs. Check with your athletic director for your school policy regarding support for formal and annual coaches education opportunities.

A list of Coaches Advancement Programs set for this school year can be found on the MHSAA Web site, mhsaa.com

APPENDIX D

TOBACCO AND ALCOHOL POLICY AT MHSAA TOURNAMENTIS MAY 1992

Policy

For coaches and officials at all MHSAA tournaments, use of tobacco products of any kind within sight of players and spectators and use of alcohol during a contest or at any time before it on the day of the contest is prohibited.

Enforcement

Tobacco: It is not intended that a violation of the tobacco policy should lead to immediate ejection of a coach. He or she should be reminded of the policy and reported to his or her school administration after the contest. Only if the coach is unwilling to comply promptly should he or she be disqualified from coaching at the event.

Officials should be reminded of the tobacco policy and reported in writing by the tournament manager to the MHSAA.

Alcohol: Historically, officials promptly disqualified coaches and tournament managers immediately replaced officials who were under the influence of alcohol; and no change in such procedures is intended by these policies.

APPENDIX E

PUBLIC ACT 31 REQUIRES NOTICE THAT POSSESSION/USE OF STEROIDS IS A CRIME

In 1990, the Michigan Legislature enacted Public Law 31 which requires athletic service providers – including both educational and recreational athletic facilities – to post notice that warns that any person who uses or knowingly possesses and androgenic anabolic steroid violates Michigan law and is punishable by imprisonment and fine.

PUBLIC ACT 187 PROHIBITS PROMOTION/DISTRIBUTION OF PERFORMANCE ENHANCING SUPPLEMENTS

Michigan public school employees and volunteers are prohibited by Public Law 187 from promoting or supplying dietary supplements which carry claims of enhanced athletic performance. The Law, enacted in 1999, covers adrostenedione, creatine and any compound labeled as performance enhancing.

PUBLIC ACTS 111 AND 112 PROHIBIT AND PENALIZE HAZING

In 2004, the Michigan Legislature enacted legislation that prohibits hazing activities at educational institutions and provides penalties.

Hazing is defined in the law as an intentional, knowing or reckless act by a person who acted alone or with others that was directed against an individual and that person knew or should have known would endanger the physical health or safety of the individual, and that was done for the purpose of affiliation with, participation in, or maintaining membership in any organization. The law does not apply to an activity that was normal and customary in an athletic program sanctioned by the educational institution.

If the violation resulted in physical injury, the person would be guilty of a misdemeanor punishable by imprisonment for not more than 93 days, a fine of not more than \$1,000, or both. A violation resulting in impairment of a body function would be a felony resulting in imprisonment of up to five years and a fine up to \$2,500, or both. A violation resulting in death of the person hazed would be punishable by up to 15 years imprisonment and a maximum fine of \$10,000 or both.

NOTICE REGARDING IMAGE-TAKING DEVICES IN LOCKER ROOMS

Adopted by the Representative Council, May 2004

Privacy issues are involved as still or video images can be transmitted instantly, stored and possibly used without the permission of the individual for posting on the Internet or in other areas. The small size of some of these devices, as well as the fact that many students and adults rely upon them for daily communication creates additional problems.

Recent advancements in the technology of cellular phones and PDAs equipped with digital cameras capable of storing or transmitting images have caused some national concern.

Beyond personal privacy, transmitting images from team areas could complicate efforts at promoting good sportsmanship and increase inappropriate acts of gamesmanship.

We are alerting MHSAA Tournament Managers and Member Schools of this potential problem. The approach at MHSAA Tournaments will be:

PICTURE PHONES AND CAMERAS OF ANY KIND ARE NOT TO BE USED IN LOCKER ROOMS, WEIGH-IN ROOMS OR TRAINING ROOMS DURING MHSAA TOURNAMENTS.

If a tournament manager or athletic director discovers that someone has possibly photographed or transmitted inappropriate material managers and athletic directors should:

1. Obtain and record identification information in the event that images are later discovered, the person responsible may be located.
2. Inform the head coach or athletic director of the school involved as soon as possible.
3. Record pertinent facts such as date, team, location, time, etc.
4. Local district policy should govern if police are to be called.

NOTE: Public Act 155, effective Sept. 1, 2004, makes it a felony punishable by five years in prison, a \$5,000.00 fine or both to "Photograph, or otherwise capture or record, [a] visual image [of this nature, or to] Distribute, disseminate or transmit for access by any other person a recording, photograph or visual image the person has reason to know was obtained in violation of [this law]."

APPENDIX F

SCORING-DIFFERENTIAL ADOPTIONS

Baseball/Softball (1997)

Game Shortening Adoptions: (Schools, leagues or invitational tournament management shall determine which are to be utilized with prior written mutual consent):

1. Require games to be terminated when there is a 15-run difference after 3 innings or a 10-run difference after five innings;
2. Allow a team to discontinue play anytime it trails by more than 15 runs;
3. Establish shortened games of five or six innings;
4. Establish a time limit to terminate games of regular season varsity tournament events and any subvarsity game (1 hour, 45 minutes recommended).

Basketball (2004)

In all levels of play and in MHSAA tournaments, after the first half when one team has a lead of 40 points or more, a running clock shall be established. The clock shall revert to regular time schemes should the score be reduced to a 30-point lead or less. By league or conference adoption the point differentials (both to establish a running clock and then resume normal timing) may be modified at the junior high middle school level only. During any running clock mode, the clock shall be stopped as normal for all timeouts and between quarters; and for free throws during the last two (2) minutes of the game.

Ice Hockey (2002)

A running clock will be used when a team leads by ten or more goals during the first or second period. After two periods of play or any time during the third period, the game will be terminated when a team leads by ten goals.

Football (1998)

The running clock, 35-point margin rule shall be used for all football games, regular season and playoffs, varsity and subvarsity, high school and junior high/middle school.

After the first half, any time the score differential reaches 35 points or more, the following changes, and only these changes, shall be made regarding rules determining when the clock will and will not be stopped:

The clock shall run continuously except for the following situations when it will be stopped:

T I P S

- 1) Timeouts (charged to a team)
- 2) Intermission (between 3rd and 4th quarters, and after a score)
- 3) Penalty enforcement (whistle to ready-to-play)
- 4) Safety reasons (injuries, etc.)

Normal timing procedures shall resume if the point differential is reduced to less than 35 points.

NOTE: The use of this option does not preclude the use of Rule 3-1-3 which reads: "A period or periods may be shortened in any emergency by agreement of the opposing coaches and the referee. By mutual agreement of the opposing coaches and the referee any remaining periods may be shortened at any time or the game may be terminated."

Soccer

Leagues and independents may adopt or agree by contract to invoke the goal differential rule to end a game when a team is ahead by 10 goals or more and one half or more of the game has been completed.

NOTE: Officials must be made aware of this adoption.

The point differential rule is in effect for all MHSAA tournament competition.

THE REAL SCORE

*“A coach can never make a great player
of a youngster who isn’t potentially great.
But a coach can make a great competitor of any child.
And miraculously, coaches can make adults out of children.
For a coach, the final score doesn’t read
so many points for my team; so many points for theirs.
Instead it reads:
So many men and women out of so many boys and girls.
And this is a score that is never published.
And this is a score that coaches read to themselves,
and in which they find real joy...
When the last game is over.”*

—Anonymous