



BERKLEY ATHLETICS



Berkley School District Athletic Department Coaches Handbook

This document is for all coaches in the Berkley School District, outlining the expectations from the athletic department when it comes to the actions and responsibilities of the coaching staff and overall program.

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Coaches Code of Conduct & Expectations

1. The coach shall be aware that they have a tremendous influence, for either good or ill, on the education of the student and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.
2. The coach shall uphold the honor and dignity of the profession. In all personal contact with students, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.
3. The coach shall take an active role in the prevention of drug, alcohol and tobacco abuse.
4. The coach shall avoid the use of alcohol and tobacco products when in contact with players.
5. The coach shall promote the entire interscholastic program of the school and direct their program in harmony with the total school program.
6. The coach shall master the contest rules and shall teach them to their team members. The coach shall not seek an advantage by circumvention of the spirit or letter of the rules.
7. The coach shall exert their influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, booster clubs, and administrators.
8. The coach shall respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.
9. The coach should meet and exchange cordial greetings with the opposing coach to set the correct tone for the event before and after the contest.
10. The coach shall not exert pressure on faculty members to give students special consideration.

Coaching Best Practices

A Coach Should:

- Be loyal to superiors and support the policies of the administration.
 - Have lofty ideals and firm principles of right and truth.
 - Always strive for more education and culture.
- Be a goodwill ambassador between their school and the public.
 - Teach and practice true sportsmanship.
 - Be humble in victory and courageous in defeat.
- Neither knowingly nor unethically strive for another person's job.
 - Respect and support officials at all times.
 - Never publicly criticize other coaches or officials.
 - Offer congratulations in public—win or lose.
 - Never “pour it on”.
- Act with dignity and dress in a manner suitable to the profession.
 - Conduct oneself so as to earn the respect and confidence of all.
- Not indulge in conduct detrimental to players, officials and spectators.
- Conduct oneself as to be worthy of a member of the coaching profession.
 - Be loyal to the profession and the coaches association.

Prior to the start of the season

- Coaches should submit try-out information, start dates, and contact information for their program to either the Athletic Director so that they can be posted on our Athletics website.

Permits/Room Reservations

- The reservation of athletic spaces (East Gym, West Gym, Hurley Field, Catalpa Practice Field, Pool & Weight Room) should be submitted to the Athletic Secretary as early as possible due to demand. Scheduling is done on a first come, first served basis. Please email the Athletic Secretary with your requests for space and include the dates, times, details for each. This information is put into our permit system, which then flags the custodial staff of any special requirements (*i.e. tables, chairs, etc.*)

Scheduling

- The Athletic Director is responsible for providing coaches with the league schedule (made by the sport specific committee head). The coaches are responsible for filling the rest of the schedule with non-league opponents as they see fit. The Athletic Director can help to fill the schedule, but will only do so at the request of the coach.
- All schedule additions or changes must be submitted to the Athletic Director as soon as possible, to give time to get officials and transportation arrangements if necessary.

Volunteer Coaches/Assistant Coaches

- Any and all individuals that wish to help out with any sport program must submit documentation from one of the following:
 1. Approved application through Edustaff
 2. Approved application through BSD if employed by the District
 3. Approved application via the coaches volunteer form
- The application must be approved before the individual can start any involvement with the program.

During the season

- After try-outs, a complete roster of the students participating **MUST** be turned into the Athletics Secretary, to enter into MISTAR. Without the roster of students, the parents/guardians will not have the option to go into MISTAR and make the Athletic Fee payment.

High School	Middle School
<i>Single Sport \$155</i> <i>Individual Cap: \$310</i> <i>Family Cap: \$465</i>	<i>Single Sport: \$100</i> <i>Individual Cap: \$200</i> <i>Family Cap: \$465</i>
Note: Starting Winter 2023, all Athletic Fees will increase!	

FinalForms

- FinalForms is a new data management system and will be utilized by BHS Athletics starting August 2023. Once an account has been set-up for the students, it remains for the duration of their participation in sports. The only update required is a current physical when the last one expires; (*the system will notify*).
- Coaches are also required to complete form sets and keep them current; regarding certifications and compliance in FinalForms.

Attendance

- Coaches are required to take daily attendance every practice. The easiest way to do so is to take attendance via FinalForms. Whenever you mark a student absent, it will automatically email the parents/guardians letting them know their student is not where they should be. Correct and consistent attendance taking is critical for overall safety and a great way to make sure everyone is on the same page.

Tournaments/Invitationals

- Contracts for tournaments or invitationals should be turned into the Athletic Department for payment as soon as possible, before the actual event, in order to process payment.
- At the end of the season the Berkley Athletic Boosters will reimburse up to \$500 (*or the agreed amount*), to the sports' accounts for that season for tournament entry.

Reimbursement/Check Requests

- If you or someone affiliated with your team needs to be reimbursed for an expense, please complete the “Check Request” form, located in the athletic office. Attach all receipts/invoices, and sign the form (coach). If requesting on behalf of a parent/guardian the coach must submit the necessary documents and sign the ‘Check Request’ form.
- **Purchases:** All District purchases, and student activity fund purchases, go through a series of approvals. The purchase has to go through an approval process involving 3 to 4 persons, after the order is placed, and that includes Amazon orders. Orders are not always approved within a 24 hour time frame, and there is no guarantee an item will arrive by a certain date. This also goes for new vendors not previously entered in our Accounting system.
- **Reimbursements / Check Requests:** BHS no longer prints checks in house, and they are now printed **once per week** at the board office. With that being said, there are a few things to keep in mind with check requests:
 1. All vendors require a W9 if they are not currently in our accounting system. If they are not in our system it takes anywhere from 24-72 hours to get them added and approved. The only exception to the W9 form are BHS staff members (*Edustaff not included*), students, and student parents/guardians.
 2. Check requests must be submitted to the Athletic Secretary before Thursday morning if you want the check to go out that same week. However, as a reminder, if the vendor is not in our system, and the Athletic Department receives the check request on Wednesday it will not go out that same week. It takes 24-72 hours to approve the vendor.
 3. Check requests are mailed from the board office, so please allow time for mailing when submitting checks as well. If the deadline is less than a week from you handing the Athletic Department the request form, there is no guarantee it will arrive on time. The majority of this process is completed outside of the Athletic Department. Therefore, pre-planning is paramount.

Coaching Concerns/Issues with Students

- Just like there is a protocol with parents/guardians when they have issues/concerns with coaching, there is also a protocol when a coach has issues and concerns with a student. The following steps must be taken before a student is removed from the team.
 1. A one on one conversation with the student to address the issue. Communication must be sent to parents/guardians alerting them of the conversation and the issues that were addressed

2. A parent/guardian meeting, with or without the student, addressing the issues that are still taking place, and the need for resolution or else the student will be removed from the team.
 3. If issues still persist, the student and parents/guardians are alerted that the student is no longer on the team.
- In all 3 steps, the Athletic Director must be made aware of the meetings and the issues that are taking place.
 - Depending on the severity of the issues/concerns, steps can be omitted with the Athletic Director's approval.

Social Media Policy/Procedure

- Students and coaches will not engage in inappropriate, harassing, demeaning, threatening or offensive behaviors while participating in online communities. Examples may include, but are not limited to, depictions or presentations of the following:
 - Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity as well as any acts of violence (examples: derogatory comments regarding another school; taunting comments aimed at a student, coach or team at another institution and derogatory comments against race, sexual orientation and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
 - Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco (e.g., no holding bottles, cans, shot glasses etc.).
 - Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
 - Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
 - Content online that would constitute a violation of team, school, and league rules (examples: making negative comments publicly about a coach, teacher, classmate, athletic opponent, official, staff member, and school employees).
 - Information that is sensitive or personal in nature or is proprietary to the BHS athletic program or the school, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).
 - The Administration, Athletic Director, and Head Coach have the ability to impose probation, suspension, or removal of a student or coach from the team on the first inappropriate action.

Transportation

- Because the Berkley School District is a non-bussing district, all transportation must be reserved through a third party company. The District has an exclusive contract with ServiCar of Michigan Inc. and, therefore, must always first attempt to secure transportation through this service.
- The following are the policy and procedures for our athletic bussing needs:
 1. The Berkley School District **DOES NOT** reserve transportation to athletic events that are considered “local” in proximity to our Berkley (see chart below).
 - a. In cases where buses are not available, there are Board Policies which dictate the allowable forms of transportation:
 - i. **Parent/Guardian chaperones:** Parents or guardians may volunteer to drive students to school events as a chaperone. All adult volunteers must complete and submit the [Volunteer Driver Agreement & Form](#) and [Chaperone Responsibility Form](#) prior to driving students. Staff and coaches are not allowed to transport students to or from events per Board Policy.
 - ii. **Self-Transportation:** Students may drive themselves to school events. Students may not drive any other students to school events and must be the only passenger in the vehicle per Board Policy.
 2. The Berkley School District **DOES** reserve transportation to athletic events that are considered “non-local” in proximity to Berkley (see chart below).
 3. The head coaches of each respective program are responsible for sending the Athletic Director their transportation requests as early as possible and no later than 30 days prior to the start of each season. The timeliness of transportation requests is critical
 4. There must be a member of the coaching staff on the bus to supervise trips at all times. Any special exceptions must be approved ahead of time by the Athletic Director.
 5. If there are extenuating circumstances in which a bus may be required (outside of the above guidelines), approval must be sought from the Athletic Director.

Local OAA Districts	Non-Local OAA Districts
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Avondale	
Birmingham Groves	
Birmingham Seaholm	
Bloomfield Hills	
Ferndale	
Farmington	
Lamphere	
North Farmington	
Oak Park	
Royal Oak	
Southfield A&T	
Troy	
Troy Athens	
West Bloomfield	
	Clarkston
	Harper Woods
	Lake Orion
	Oxford
	Pontiac
	Rochester
	Rochester Adams
	Stoney Creek

After the Season

- At the end of every season, you are responsible for working with the Athletic Secretary on medals, trophies, and certificates. Along with that, a season summary is required to be sent to the Athletic Director to add into a newsletter that is sent out to the community. Please keep accurate records of the season, and try and have some good team photos for the newsletter as well. It is required to submit all materials in a timely manner at the conclusion of the season.

Season Summary:

- The Season Summary is a form that **must** be completed by coaches at the end of each season (**prior** to scheduling banquets if possible). Because this can be a detailed, time consuming process (especially for the teams that have a large number of participants), please be sure to complete as much of the form as possible, and turn into the Athletic Secretary in a timely fashion so that trophies, awards and certificates can be ordered and printed.
- The information in the Season Summary has to be input into our MISTAR system which, in turn, keeps a record of awards for which students are eligible. It also aids in the compilation list of students for the Wall of Honor in the Spring.

Equipment and Facilities

- Coaches are responsible for maintaining their equipment and facilities that they use. Storage closets must be properly maintained, gyms/fields must be cleaned and left as it was or better, and equipment must be itemized and secured to make sure no equipment is lost or stolen. Failure to do so will result in the athletic department not funding equipment for your program, or loss of storage and practice space.