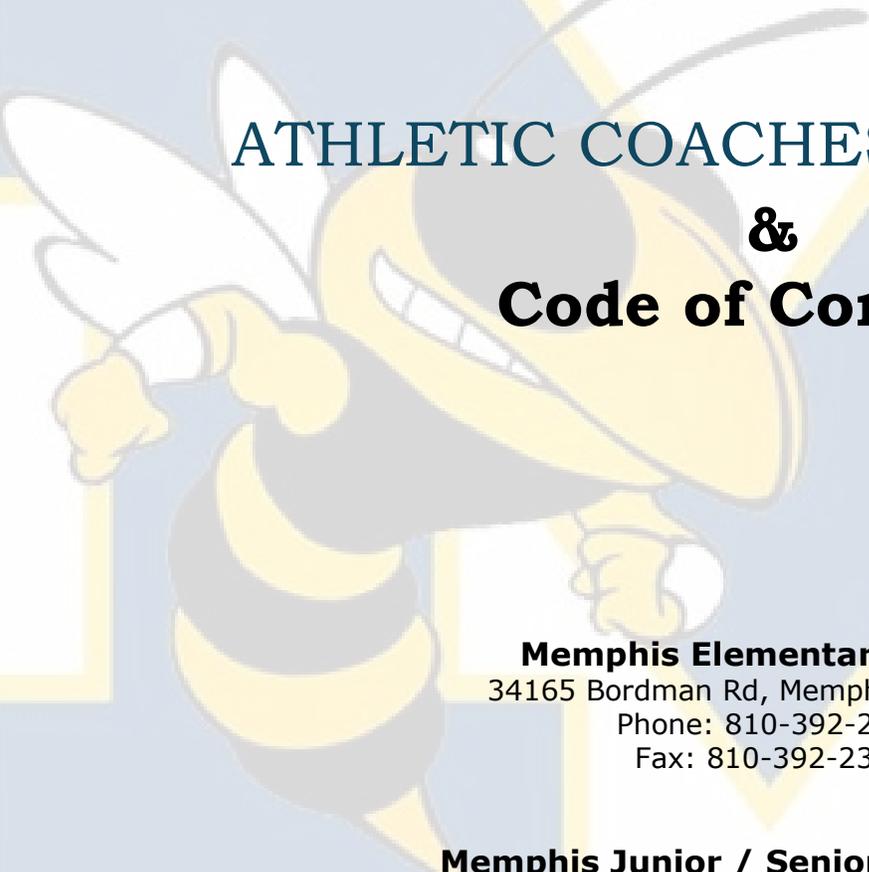


Memphis Community Schools

2025 - 2026

ATHLETIC COACHES HANDBOOK & **Code of Conduct**



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Table of Contents

1. [Athletic Mission Statement](#)
2. [Coaching/Athletic Philosophy](#)
3. [Administrative Organization](#)
4. [MHSAA RULES AND REGULATIONS](#)
5. [Affiliations](#)
6. [Interscholastic Athletic Program Responsibilities](#)
7. [Sportsmanship Statement](#)
8. [Business Policies](#)
9. [Purchasing](#)
10. [Sports Physicals & Injuries](#)
11. [Maintenance of Facilities and Grounds](#)
12. [APS Athletic & Extracurricular Code of Conduct and Eligibility](#)
13. [Awards](#)
14. [Athlete Apparel](#)
15. [Use of Athletic Equipment and/or Facilities](#)
16. [Scheduling of Games](#)
17. [Supervision of Facilities & Activities](#)
18. [Failure to Teach, To Warn and Supervise Athletes](#)
19. [Coaches Evaluation and Process](#)
20. [Awards Banquets](#)
21. [Team Rules](#)
22. [Code of Conduct for Coaches](#)
23. [Head Coach Responsibilities](#)
24. [Sub-Varsity Coach Responsibilities](#)
25. [Volunteer Coaches](#)
26. [Disciplinary Action](#)
27. [Pre-Season Coaches' Meeting Checklist \(Minimum\)](#)
28. [Parent Meeting Agenda Items \(Minimum\)](#)
29. [Fundraising](#)
30. [APS ATHLETIC DEPARTMENT POLICY FOR SEVERE WEATHER](#)
31. [MEMPHIS COMMUNITY SCHOOLS COACHES CODE OF CONDUCT
ACKNOWLEDGEMENT](#)

1. Athletic Mission Statement

Memphis Community Schools athletic programs are dedicated to fostering a positive and healthy culture, which centers around respect, integrity, sacrifice, sportsmanship, hard work, self-discipline, humility, and social and emotional growth. Memphis Athletic Programs will provide wholesome opportunities for all students to develop favorable habits and attitudes of individual and group social interactions.

2. Coaching/Athletic Philosophy

At Memphis Community Schools, we place great emphasis on the fact that our coaches should serve as role models for our student athletes. A positive role model will be honest, act responsibly, and treat people with kindness and respect. One of the best ways to be a role model is to lead by example. Coaches must establish a good learning environment and give positive feedback to players. Our coaches are expected to be professional, which includes being knowledgeable, informed, organized, and courteous. Coaches shall always demonstrate respect for their team members, opponents, referees, spectators, parents and opposing coaches. Losing a game does not mean a team is not succeeding. Although the level of competitiveness should and will increase as students move from middle school into the high school, it is important that we continue to find a balance between winning and teaching our student athletes the importance of fair play and striving to be the best we can be.

The Memphis Community Schools athletic program will offer a variety of experiences to aid in the development of favorable habits and attitudes in students that will help prepare them for adult life in a democratic society. Athletics will function as an integral part of the total curriculum. Young people learn a great deal from participation in interscholastic athletics. It will offer opportunities to serve the school district, to assist in the development of fellowship and good will, to promote self-realization and all-around growth, to encourage the learning of good citizenship, to help build self-esteem and a healthy self-concept. Lessons will be learned in sportsmanship, teamwork, competition, how to lose and/or win gracefully, and to help the student build a healthy feeling of self-worth as well as a healthy body. Athletic competition adds to our school spirit and a feeling of camaraderie that includes the spectators as well as the participants.

The athletic program will be in conformity with the general objectives of the school district, as well as Board policies and other rules and regulations of the District. Memphis's athletic program will be adjunct to and always secondary to the district's educational curriculum. However, participation in the sports program(s) is a vital part of a student's educational experiences and as such it is a privilege (and not a right) to participate and carries with it responsibilities to the district, to the activity, to fellow students, to the community, and to themselves.

Memphis's athletic programs will be supported with the best facilities, equipment, and with the best qualified staff allowable within the budgeting processes and teacher/district master agreement.

3. Administrative Organization and Chain of Command

Board of Education: Shall establish all policies concerning the organization and implementation of athletics.

Superintendent of Schools: Shall implement the policies of the Board of Education through the building principals.

Building Principals: Shall supervise and monitor the activities of the athletic director.

Athletic Director:

- Prepare or supervise the preparation of the paperwork necessary for the operation of the athletic department.
- Recommend for hire, supervise, and evaluate athletic personnel.
- Provide ambulance and police protection when necessary.
- Assume responsibility for the requisitions, ordering, and distribution of all athletic equipment.
- Assume responsibility for scheduling all athletic contests, bus transportation, and officials.
- Assume responsibility for practice schedules that give equality in facilities use.
- Maintain eligibility lists, player programs, and team rosters.
- Develop and administer the athletic department budget.
- Assume responsibility for the district-wide code for training rules and disciplinary procedures.
- Represent Memphis Community Schools at league meetings, athletic director meetings, and other meetings of an athletic nature.

4. MHSAA Rules and Regulations

Memphis High School is a member of the Michigan High School Athletic Association (MHSAA), and as such, abides by the rules and regulations as set forth by that organization, some of which are outlined below.

In an athletic contest, a participant (including coaches) will conduct him/herself in accordance with the rules and regulations set forth by the MHSAA and the State Board of Education. Applicable sections of the Memphis High School Student and Athletic Handbook will also be enforced.

5. Affiliations

Memphis Community Schools is a member of the Big Thumb Athletics Conference (“BTAC”) and, as a member, subscribes to the philosophy and goals of the organization when not in conflict with the Memphis Community Schools’ philosophy and goals.

6. Interscholastic Athletic Program Responsibilities

The main responsibility of Memphis’s athletic staff is to abide by Board policies, rules, regulations, and the provisions of this handbook, and promote the district’s philosophy, goals, and objectives. It is understood that the varsity coach of each sport will outline and monitor for his/her sub-varsity coaches and other volunteers the conduct, skills, concepts and strategies that are to be emphasized at each level (middle school, freshmen & junior varsity).

7. Sportsmanship Statement

In both victory and defeat, sportsmanship is measured by the ability to control emotions and accept the outcome with dignity and respect. Athletes and Coaches are expected to compete with enthusiasm and desire, within the letter and spirit of the rules. The way participants and spectators behave should be marked by mutual respect, showing positive support for all players. If friendly competition cannot be achieved within this framework, then the educational value of athletics will be undermined.

The MCS Athletic Programs will at all times, promote the character values of Respect, Honesty, Responsibility and Kindness, which will be modeled by our coaches in the following ways:

Respect:

- Treat the tradition of the sport and participate with respect
- Refrain from engaging in, promoting, or tolerating disrespectful conduct
- Win with grace and lose with dignity

Honesty:

- Adhere to high standards of fair play
- Promote sportsmanship by honoring the rules and goals of the sport
- Never take unfair advantage
- Establish and uniformly enforce codes of conduct for student athletes
- Don't engage in or tolerate dishonesty or cheating

Responsibility:

- Be a positive role model on and off the field
- Further the mental, social and moral development of athletes
- Encourage athletes to be committed to their sport and develop academic skills and character to succeed

Kindness:

- Assure that the emotional, physical and moral well-being is always placed above desires and pressures to win
- Treat team members equally and without bias
- Acknowledge good plays made by others and accept bad calls gracefully

8. Business Policies

The budget is the means by which the school district allocates monies for the fiscal operation of its athletic programs.

The head coach of each sport will submit program requests to the athletic director at the time of his/her post-season meeting. The athletic director will then submit a district athletic budget request to the business office.

All Volunteer Coaches that currently serve as a Memphis Community Schools Board Member will recuse themselves from any official Board action related to athletics. If such recusals present a barrier for the Board in reaching a quorum, the Board member agrees to voluntarily abandon their position as volunteer coach for the remainder of that academic year. Board members agree that their role on the Board will not become subservient to their role as a volunteer coach.

9. Purchasing

It is the responsibility of the athletic director to determine program needs and to make all necessary safety purchases utilizing the procedures set forth by the Board of Education. Any Board member volunteer coach expressly agrees as a condition of continued enjoyment of both positions, to refrain from any and all Board decisions related to athletics purchasing.

10. Sports Physicals & Injuries

Before a student may participate in any athletic activity, a physician, physician's assistant, or nurse practitioner must certify the student is physically able to engage in the athletic activity. The physical exam must be given **after April 15 of the previous school year**. A completed physical form must be filed with the athletic director, prior to a student-athlete's participation. A student-athlete must also provide the athletic director with: (1) a signed statement by the parent or 18 year-old student for consent to the disclosure to the MHSAA of information otherwise protected by FERPA and HIPAA for the purposes of determining eligibility for interscholastic athletics and (2) a signed statement by the student and the parent or 18 year-old student regarding the acknowledgment and assumption of risk and the concussion awareness statement.

If an athlete sustains an injury, the coach will supply the athletic director with an accident report stating the date, approximate time of the injury, how sustained, by whom, and any other pertinent information.

Any athlete missing more than five (5) consecutive days of school because of an injury or illness must have a note or letter from the attending physician, physician's assistant, or nurse practitioner stating that they are well enough to participate on file with the athletic director before he/she may participate.

11. Maintenance of Facilities and Grounds

In cooperation with the facilities director, the coach and athletic director will oversee the setting-up of fields, courts, and/or gyms. Coaches will assist the maintenance department in any way possible to make sure the facilities are ready for games and practices. Maintenance required for a particular sport must be submitted to the facilities director in a timely manner.

12. MCS Athletic & Extracurricular Code of Conduct and Eligibility

In order to participate in athletics, a student must meet the qualifications and requirements outlined in the MCS Athletic & Extracurricular Code of Conduct (see <https://www.memphisk12.org/athletics/>)

13. Awards

Recognizing the accomplishments of individuals within a team setting is important. Students who have achieved a level of improvement or skill should be acknowledged. Coaches will have the professional autonomy to determine awards.

14. Athlete Apparel

Uniforms and equipment that are purchased by the school or team fundraising and provided to teams are expected to be owned and used by the district, school, or team. Uniforms that are purchased by the school or team fundraising must be approved by the athletic director.

15. Use of Athletic Equipment and/or Facilities

The facilities director will be notified of practice schedules as soon as they have been approved by the athletic director. At all times, the use of athletic equipment will be directly supervised by a coach.

Uniforms and/or warm-ups are to be worn at practices, contests, or to school on game days only. Head coaches will submit an inventory of all equipment and clothing for his/her sport to the

athletic director at the end of the season. The replacement cost of lost items will be billed to the athlete to whom the equipment was issued.

Building fobs will be issued per [district protocol](#).

16. Scheduling of Games

The athletic director, in consultation with the head coaches, shall arrange the competitive schedule in compliance with MHSAA regulations. Every effort will be made to complete the schedule as soon as possible. Any changes in schedules will be the responsibility of the athletic director in consultation with the coach of the sport involved. All practice scrimmages will be arranged by the head coach of the sport. The athletic director will be informed and will arrange for transportation if necessary. Postponement and/or cancellation of events because of weather, poor playing conditions, or other circumstances shall be a collective decision by the transportation director and athletic director. Events are to be rescheduled on the next available date, if possible, following Big Thumb Athletic Conference by-laws.

17. Supervision of Facilities & Activities

Coaches are responsible for the supervision of locker rooms and/or other athletic facilities. Before each contest, the responsible coach will check each area to be used. After the contest the coach will again check the locker rooms to determine if any damage was done. If damage was done, the athletic director will be notified. If after adequate investigation confirms the source of damage, the athletic director will notify the athletic director of the opposing school that their athletes caused the damage. An invoice for the cost of repairs may be sent to the opposing school. If it is determined that a Memphis student caused the damage, appropriate disciplinary action will be taken which may include monetary reimbursement.

Coaches shall supervise their teams until all athletes and managers have left school grounds or have been picked up by a parent. Coaches are expected to see that all students have left the locker rooms and facility area before the last coach leaves. The last coach to leave assumes the responsibility for turning off lights and securing the facility.

All athletic events and contests will have a district paid game manager. Game managers are the acting district supervisors during all athletic contests/events.

18. Failure to Teach, To Warn and Supervise Athletes

Coaches should teach fundamentals and protective skills in their particular sports.

1. Teach proper fundamentals.
2. Per the yearly Parent Student Handbook's Athletic Handbook, athletes and parents must be notified that by its nature, participation in interscholastic athletics includes risk of injury that may range in severity. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily. Memphis Community Schools does not provide medical insurance for student-athletes participating in a sport. The current District's insurance carrier does not cover any injuries which occur during athletic participation. If a student-athlete is not insured, he/she should purchase a minimum level of insurance from a private company.
3. If protective measures are relevant to the sport, Coaches are responsible for teaching such protective measures and methods. For example, Football coaches are tasked with teaching

responsible tackling techniques as not to injure the athletes or a wrestling Coach teaching an athlete an impact reducing method for returning to the mat.

Coaches are expected to adequately supervise athletes:

1. Coaches must supervise student-athletes at all times, including all practices, contests, and team events.
2. The more hazardous or the more contact, the more closely the activity must be supervised.
3. Coaches must supervise students until they have left the school following practices and events.

19. Coaches Evaluation and Process

Evaluations are required annually but may be more frequent depending on the need for growth in identified areas. Varsity coaches will be evaluated by the athletic director, and sub-varsity and assistant and volunteer coaches will be evaluated by the varsity coach with input from the athletic director as needed. Board Members serving as volunteer coaches shall have their performance evaluated by the other members of the Board, as reasonably required by the Board and in the Board's sole discretion. The purpose of the coach evaluation is to serve as a guide for coaches as they reflect upon and improve their effectiveness as a coach and role model, to communicate coaching expectations and program goals to coaches, and to help coaches identify areas for future growth and development. Evaluations must contain the strengths as well as the weaknesses of the evaluated coach. When deficiencies are listed, the athletic director must include suggested means of improving the deficiencies. When a deficiency is identified for a Board member-volunteer coach, such deficiencies will directly be addressed by the Board, and not by the Athletic Director.

Evaluation Steps:

1. Initial review - athletic director meets informally with coach to discuss standards of evaluation and develop goals for the year.
2. As needed – athletic director and coach discuss progress toward goals, and other needs for support that have been identified.
3. Evaluation – athletic director evaluates coach performance as outlined in the evaluation rubric.
4. Post-season review – athletic director and coach meet to review outcome of coach evaluation, reinforce progress made towards goals, and communicate any elements required for future employment as a coach for Memphis Community Schools.

Evaluation Steps for Board member-Volunteer Coaches

1. Initial review – The Board President (or Board VP, dependent on the Board member coach being evaluated) meets informally with the coach to review evaluation standards and collaboratively establish the goals for next season.
2. As needed – The Board President (or the Board VP) and the coach discuss the process towards the following year's goals and identify any additional support/resources that may be required before next season.
3. Evaluation – The Board President (or the Board VP) evaluates the coach's performance in achieving the goals established at the conclusion of the previous season. If no goals were previously established, the Board President will evaluate the coach using the criteria applied to other coaches in the same sport.

4. Post Season Review – The Board President (or Board VP) and the coach meet to review the final evaluation results, acknowledge the progress made toward goals, and establish goals for the following season.

20. Awards Banquets

Coaches may use the following objective guidelines when preparing for their presentation of awards and recognition of athletes at post-season awards banquets. Coaches will have the professional autonomy to decide what is included in their award banquet presentation but may consider these guidelines:

1. Present a brief season summary.
2. Recognize outstanding team and/or individual accomplishments.
3. Introduce the athletes and present awards. Briefly describe outstanding accomplishments.
4. Recognize special supporters of the team and program.

21. Team Rules

Coaches may establish rules and penalties specific to their sports that are appropriate and do not contradict the student and athletic handbook as well as Board policies, rules and regulations. Rules and penalties must be provided to, and approved by the Athletic Director. Rules will be distributed to all participants. Coaches may establish rules in the following areas:

1. Practice Attendance
2. Conduct, personal dress, and appearance for trips
3. Personal dress and appearance on days of home games
4. Participants' financial responsibility for equipment
5. Care and return of uniforms
6. Behavior at team related events such as practice, meetings, games, and on the bus
7. Behavior in school and in class

Coaches shall set penalties for violations for their own training rules per approval of the athletic director. Penalties shall be applied consistently to all athletes and shall reflect the seriousness of the infraction. For major penalties assessed to a student athlete, the coach shall consult with the athletic director.

22. Head Coach Responsibilities

The head coach is responsible for the development of his/her program. He/she must design and establish the system to be used in the entire program at all levels. Head coaches must communicate with their assistant varsity, JV, freshman, and junior high coaches to ensure correct development of the program. Additionally, the head coach must:

1. Call staff meetings as necessary.
2. Discuss the promotion of 9th and 10th graders with the athletic director (if required).
3. Recommend people and participate in the interview process when sub-varsity coaching vacancies occur.
4. Draw up the play book and coordinate the instruction of skills and fundamentals for all levels of the sport.
5. Participate in the MHSAA rules meeting.
6. Attend all athletic department, league and MHSAA required meetings.
7. Supervise the ratings of officials for the entire program.
8. Evaluate sub-varsity and assistant coaches.

9. Keep complete inventory of all uniforms and equipment and submit it with requisitions for the following year for the entire program.
10. Collect, secure and inventory all uniforms and equipment.
11. Attend clinics and in-services related to the sport.
12. Read and discuss the MCS Spectator Code of Conduct with their team prior to the first game.
13. Advise student-athletes of training rules, safety, team expectations and consequences at the onset of the season, and enforce throughout the season.
14. Be responsible for informing team members to dress appropriately on game days. Also, to make sure that all athletes are in full uniform at game sites.
15. Make sure athletes have met eligibility requirements and are cleared prior to allowing them to participate in any practice and/or game.
16. Assign duties to all assistant coaches.
17. Be the liaison between and spokesperson for your sports program. All Sports Booster Club requests will be made through the athletic director.
18. Take responsibility for the conduct of their teams. They shall make every effort to develop a standard of sportsmanship and citizenship which students, parents, and community members will support and respect.
19. Attend and address parents and athletes at the post-season awards banquets.
20. Be present and actively working in a coaching capacity at all practice sessions and contests.
21. Conduct themselves in a professional manner at all times; especially when directing our athletes in competition with other schools.
22. Secure facilities after use.
23. Understand, implement, and abide by all binding MHSAA, BTAC and Memphis policies and regulations.
24. Develop and provide opportunities for out of season training, skill development and team building.
25. Maintain statistics and records to submit at the end of the year.
26. Fundraise to meet the needs and wants of the program.
27. Coaches must have a plan for mass team communication in case of inclement weather or emergencies.
28. Conduct pre-season parent/student meetings which shall include the minimum requirements provided in the coaches handbook.
29. Develop assistant coaches including sharing guidance, goals, covenants and focus.
30. Nominate student athletes for post season awards.
31. Work cooperatively and communicate appropriately with the athletic director.,
32. Emphasize safety precautions and be aware of best training and injury prevention procedures.

23. Sub-Varsity Coach Responsibilities

1. Assist the head coach in the development of a consistent sports program.
2. Maintain high-quality practice sessions consistent with the program's goals and objectives.
3. Secure facilities after use.
4. Understand, implement, and abide by all binding MHSAA, BTAC and Memphis policies and regulations.
5. Participate in the MHSAA rules meeting

6. Responsible for handing out, maintaining, and collecting all equipment issued to your team.
7. Read and discuss the MCS Spectator Code of Conduct with their team prior to the first game.
8. Advise student-athletes of training rules, safety, team expectations and consequences at the onset of the season, and enforce throughout the season.
9. Attend staff meetings.
10. Attend clinics and in-services related to the sport.
11. Turn in full inventory and budget requests to the head coach at the close of the season.
12. Coaches must have a plan for mass team communication in case of inclement weather or emergencies.
13. See to it that all players are out of the locker rooms and have left for home before leaving the facility.
14. Maintain security of equipment and facilities.
15. Scouting whenever appropriate or needed.
16. Be responsible for seeing that team members are dressed appropriately on game days, and that all athletes are in full uniform at game sites.
17. Take responsibility for the conduct of their teams. They shall make every effort to develop a standard of sportsmanship and citizenship which students, parents, and community members will support and respect.
18. Attend and address parents and athletes at the post-season awards banquets.
19. Conduct themselves in a professional manner at all times.

24. Volunteer Coaches

Volunteer coaches are a valuable part of the Memphis Community Schools' athletic program. Although a volunteer coach is a person who contributes his/her services, free of charge, to assist the coaching staff, they also assume some of the same responsibilities as our paid coaches.

Requests for volunteer coaches must be turned into the athletic department prior to the start of practice. The appropriate volunteer coach agreement form must be turned into the athletic department for approval. The head coach is responsible for this process to be completed on time.

At Memphis Community Schools, volunteer coaches will be held to the following expectations:

1. Will be supervised by and responsible to the head coach who will outline their duties.
2. Will be of sound character and present a positive role model to the student athletes.
3. Must submit voluntarily to a criminal background and unprofessional conduct check.
4. Must be willing to serve as a role model at school-sponsored events.
5. Will support the head coach's philosophies.
6. Will be a positive spokesperson for academic excellence and all the programs associated with the school.
7. Must abide by and enforce all school and team regulations and decisions regardless of whether or not they personally support them.
8. Abide by all binding MHSAA, BTAC and Memphis policies and regulations.
9. Are not to deal directly with parent(s) concerns, and should refer all contacts by parent(s) to the head coach.
10. Are personally responsible for his/her actions and understand that inappropriate conduct may result in the individual being asked to discontinue his or her relationship with the program.

25. Disciplinary Action

In the event that a coach fails to meet the expectations outlined in this handbook, follow Board policies, regulations, and applicable state and federal law, he/she is susceptible to progressive discipline. These actions include a verbal warning (which may include training or counseling), notice of infraction, probation, suspension and termination. And while progressive discipline is preferred, administration may skip any step(s) depending on the severity of the offense. In the event that a volunteer coach is a board member, any and all disciplinary action, will be the responsibility of the board of education to conclude and administer.

26. Pre-Season Coaches' Meeting Checklist (Minimum)

The athletic director will hold a preseason meeting which will include the following. Coaches are expected to provide pertinent information to assistant and volunteer coaches. Topics shall include at a minimum:

- Mandatory Pre-season downtime (If applicable)
- Availability of district's athletic trainer
- Facility use
- Mandatory pre-season parent meetings
- Pre-season rules meeting through MHSAA
- CAP/CPR Requirements through MHSAA
- Rosters & cutting student-athletes
- Dual-sport athletes
- Team photos
- Volunteer coaches
- Snow/ice days (when school is canceled)
- Parent communication
- Transportation policies
- Mileage (if applicable)
- Reimbursement Process
- Fundraising Process
- Hazing policy
- Emergency Action Plans

27. Parent Meeting Agenda Items (Minimum)

Coaches are required to conduct pre-season parent/student meetings, which shall include at a minimum:

- All student-athletes grades 6-12 must be registered with the Central Administrative Office.
- All physical examinations must take place on or after April 15 (prior to upcoming school year).
- Review the Parent/Spectator Code of Conduct, including references to the chain of command. Parents with concerns shall first talk with their child's coach at the appropriate time and place. It is also advised not to meet before, during, or immediately after a contest or practice.

- If a parent approaches an administrator with concerns about a coach/advisor before meeting with the coach/advisor first, the administrator may listen but will still redirect them to the appropriate level.
- Academic eligibility standards (see Athletic/Extracurricular Code of Conduct)
- School Attendance requirements (see Spectator Code of Conduct)
- Parent Code of Conduct (see Spectator Code of Conduct)
- In parent drive situations (no district provided transportation) and parents must transport student-athletes other than their own child to/from an athletic event, they must submit the "Application for Parent-Designated Volunteer Driver" form to the District Office for approval. If a parent's child will be riding with an approved driver to/from an athletic event, they must submit a "Permission to Transport Student To/From School-Related Event" form to the Athletic Office for approval.
- When transportation is provided by the district to an athletic event, if an athlete is not taking the district provided transportation home, the parents of each child must email the coach, athletic director and the athletic director secretary for the return trip home as to who will be providing the transportation.

28. Fundraising

Fundraising should be done in accordance with Board policy 5501. Fund-raising projects for any student activity shall, in general, contribute to the educational experience of students and shall not conflict, but add to, the instructional program. All fundraising, sales projects or programs must be approved by the Superintendent or designee at least two (2) weeks prior to the sale or event using the district fundraiser form.

29. MCS ATHLETIC DEPARTMENT POLICY FOR SEVERE WEATHER

Threatening Weather/Watch

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

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

Lightning or Thunder

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

Tornado Watch

If a tornado watch is issued, all practices and contests must be suspended and student-athletes sent home.

Tornado Warning

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

Heat and Humidity

See MHSAA Heat and Humidity information in the Coaches Forms and Resources packet for more information.

Winter Weather

All decisions will be made in conjunction with the superintendent, high school principal, Athletic Director, transportation director and/or varsity coaches.

Good Judgment

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

30. NCAA CLEARINGHOUSE

The NCAA is the governing body over college athletics. Any high school student-athlete that is interested in participating in college athletics must apply through the NCAA Eligibility Center prior to participating in any college athletic events. It is the responsibility of all coaches to become familiar with the NCAA Clearinghouse process and requirements, which can be located at www.ncaaclearinghouse.com.

COACH

Date: _____, 2026

Coach/Volunteer

**MEMPHIS COMMUNITY SCHOOLS
ATHLETIC DIRECTOR**

Date: _____, 2026

By: _____
Athletic Director

**MEMPHIS COMMUNITY SCHOOLS COACHES CODE OF CONDUCT
ACKNOWLEDGEMENT**

All coaches are required to complete the acknowledgment of the Coaches Code of Conduct upon their hiring. This acknowledgement form must be signed before coaches can participate in practices. The tenets of Memphis’s philosophy are best achieved when all stakeholders “buy-in” and are held accountable. These standards of ethical conduct will be met by all coaches and administrators who serve and lead the students of the district’s interscholastic athletic programs and activities. These individuals serving our school community shall:

- Develop and maintain positive working relationships with the Memphis school community, including fellow coaches, administration, staff, students, and families.
- Maintain appropriate professional boundaries with students and parents.
- Demonstrate and teach sport-specific skills necessary to the student-athletes’ growth, development and safety.

- Foster a team-oriented atmosphere.
- Within the nature of the sport provide adequate supervision, teaching, and environment to reduce safety risks.
- Encourage and support students in their academic responsibilities.
- Give the highest degree of attention to athletes' physical well-being and mental health.
- Make sure all students have the following on file before the start of any tryout or practice: a statement for the current school year certifying that: (1) the student has passed a physical examination and is physically able to complete in athletic practice and contests (2) there has been consent for disclosure to the MHSAA of information otherwise protected by FERPA and HIPAA for the purpose of determining eligibility for athletics; and (3) there has been a signed acknowledgement and assumption of risk by the parent and student as well as a concussion awareness acknowledgement.
- Submit an accurate roster to the AD one week before the first contest of the season.
- Stay informed of attendance and academic ineligibility for practices and events.
- Create and communicate clear goals for the team and individuals.
- Support and collaborate with students and coaches in other athletic programs.
- Teach and practice good sportsmanship.
- Effectively facilitate use/distribution of program equipment, including uniform inventory at the beginning and end of each season.
- Varsity coaches shall report contest results as directed by the athletic director.
- Varsity coaches shall ethically advocate for students in the postseason honors process.
- Maintain CPR and AED certification requirements.
- Follow MHSAA, BTAC, and district athletic and board policies.
- Practice, promote, and enforce the Memphis Athletic Code of Conduct.
- Be knowledgeable of the rules, strategies, safety precautions, and skills of the sport and communicate them to players and parents and apply them throughout the season.
- 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.
- 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.
- Teach players strict adherence to game rules and contest regulations.
- Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
- Sportsmanship is a must. Lead by example, everywhere and at all times.
- Fulfill expectations outlined in the Memphis Coaches Handbook as applicable.
- Provide competent instruction, structure practices that are age and level appropriate, prevent foreseeable injuries, and respond to injury or trauma in an appropriate manner.
- Assess the health and physical or maturational readiness skills and physical conditions of athletes.
- Administer approved standard first aid.
- Work to improve unsafe playing conditions and repair or remove unsafe equipment.
- Be mindful of unsafe weather conditions.

I have read and will adhere to the policies of the Memphis High School Athletic Code of Conduct and understand that failure to do so may result in suspension and/or dismissal from the position or other disciplinary action.

Coach's Printed Name

Coach's Signature:

Date:

