

ADDISON PANTHERS

Coaches Handbook

2025–2026



High School Principal & Athletic Director

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Title IX Coordinator: Luann Hurd

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that she /he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin, while at school or a school activity should immediately contact the School District's Compliance Officer (Title IX Coordinators) LuAnn Hurd (517-547-6914). Complaints will be investigated in accordance with the procedures as described in [Policy po2260, Nondiscrimination and Access to Equal Educational Opportunity](#). Any student making a complaint or participating in a school investigation will be protected from any threat or retaliation. The Compliance Officer can provide additional information concerning equal access to educational opportunity.

Addison Athletic Department Mission

Develop **PANTHERS** to reach their potential through educational athletics

Addison Athletic Department Vision

Execute Elite Training Sessions
Increase Participation Numbers
Compete for & Win Cascades Conference Championships
Compete for & Win MHSAA State Championships
Achieve Academic All State
Participate in Community Service

Addison Athletic Department Principles

Purpose – Starting Point for All We Do

Academics – Foundation for Interscholastic Athletics

Never – Give Up, Back Down, or Quit

Toughness – Mind, Body, and Spirit

Humility – Solid Foundation of All Virtues

Excellence – Attitude of Always Striving to do Better

Response – You Can't Control Events, But You Can Control Your Response to Them

Service – Sacrificing for the Glory of Others

Athletic Department and Coaches Expectations

Addison High School

2025 – 2026

In order to effectively interact and ensure the best possible education for our students, it is essential that we identify our expectations for one another and stick to them. Therefore, I have outlined my expectations of you, as well as what you can expect from me. If, at any time, I do not uphold one or more of the expectations, please let me know, just as I will let you know if you are not upholding one my expectations of you.

What You Can Expect From Me

1. Positive support with parent and player concerns. I will be in your corner 100% unless you make a mistake. We will discuss, work, and improve from those mistakes.
2. Communication that is professional, efficient, and in a timely manner.
3. I will never ask you to do something that I have not done as a coach myself.
4. Professional development will consist primarily of your coaches association and any other training that you may feel will help with your development as a coach.
5. My door is always open. Shoot me a quick text or email that you need to talk and we can set up a time that works into our schedules.
6. You can count on me to support you, as long as you are acting in the best interest of our student athletes, the athletic department and our community.
7. When a situation arises, I will always speak with you before responding on behalf of the athletic department.
8. I will keep confidential information confidential, except in need to know instances.
9. I will work hard to help improve our overall athletic department and help you to improve your own athletic programs, while assisting in any way I can to enhance your teams and programs.
10. The athletic department will run as a team and I will help to lead everyone in a common goal of success for our students.

What I Expect From You

1. Professional attitude toward parents, players, officials and other coaches.
2. Be a good role model who pushes our student athletes to improve as student athletes and young adults.
3. Utilize professional development time effectively to improve the teaching and learning in the school. Be sure to complete your rules meeting for the MHSAA in a timely manner. Keep your CPR certificate up to date.
4. Communicate, communicate, and communicate. If something happens with your team, a parent or a ref/umpire, please be sure you notify me immediately. This way I am aware if I get a phone call from an angry parent, player or community member. If you have an issue that needs to be addressed, please come see me so we can work out a solution.
5. Always act in the best interest of our kids.
6. Always do your job to the best of your ability. Work your hardest, every day, to make this the best school in the Cascades Conference, Lenawee County, and the state of Michigan.
7. Take care of equipment and uniforms as if you bought it yourself. Collect all equipment and take inventory of what you have. Please note on your inventory list what condition your equipment is in using a system of excellent/good/needs replaces. Be sure to notify me of things that are needed to add to your program.
8. Attend all league meetings that you are expected to attend for your sport. If you cannot attend, then please do everything in your power to get an adequate representative to go in your place.
9. Always communicate often and effectively with parents and players. Please provide your parents with a schedule for the season that lists practice beginning and end times. Please also provide a handbook of your expectations and have parents and/or athletes sign it. Please give a copy of both to me before your season begins.
10. Take advantage of opportunities to share your thoughts and ideas and be an active member of the school community and the overall athletic department. Be a visible member of the community at other athletic games and school events.

COACHES RESPONSIBILITY

1. The coach shall be responsible for carrying out the policies formulated by the Addison Board of Education, Superintendent, and Athletic Director.
2. Help in collecting of necessary preseason paperwork (Physicals, Emergency Contact Forms, Handbook Acknowledgement, etc...)
3. Follow code of conduct and eligibility requirements set for by MHSAA and ACS. If a coach has questions about student eligibility please communicate with athletic director or counselor immediately.
4. Help to maintain playing field, locker room, practice facilities and equipment. Work with players and students to develop respect for the facilities, uniforms and equipment.
5. Follow district guidelines for purchasing of equipment and materials. Work with Wendy Rokita for all budget items and needs.
6. Develop a positive team chemistry where all teammates are valued and respected for their contributions to the team and programs.
7. Help student athletes to maintain their grades and work with teachers if behavior or grade issues are brought to the coach's attention.
8. He/she shall maintain discipline during practice and sporting events and report discipline problems where help is required to the athletic director's attention. All reasonable effort should be made to see that the parents of the student athlete involved are informed of the problem.
9. Monitor: locker room, bus trips, and workouts for student athlete behavior and safety.
10. Communicate early and effectively with parents, trainer and other coaches about players health and well-being.
11. Set up an efficient line of communication with parents at your preseason team & parent meeting.
12. If parent requests a meeting make sure you have another coach or adult there with you for the meeting.
13. Strictly adhere to the 24-hour rule for after games and competitions.
14. Coaches should not talk about other student athletes if they are meeting with parents of a different player.
15. Do all preseason requirements set forth by the MHSAA. (Rules Meeting, Concussion Awareness, CAP, CPR, etc...)
16. Follow all off season and in season rules set out by the MHSAA.
17. Follow all guidelines for students' health and recovery set forth by the athletic trainer. If there are any questions about students' ability to participate, please contact our athletic trainer first. SEE INJURY PROCEDURE AND PROTOCOL on page 8.

18. Be on time for practice and games. Make sure AD is aware of significant personnel problems that may interrupt coaching ability.
19. Sub-varsity coaches will assist their varsity coaches with developing a strong program.
20. Coaches will coach all of their games if a personal reason prevents the coach from being at a contest they will communicate to the athletic director in advance.
21. Carry yourself in a professional manner in and out of season. Many eyes are on us so please be aware of that.
22. Varsity coaches are to communicate with coaches, parents, players, and athletic director about the movement of players to different levels in their program up or down.
23. Rosters are to be sent to the athletic director before the first contest. If there are changes in this roster please communicate that immediately.
24. Dress professionally. This means to dress appropriately for your sport. Different sports have certain traditions for dress for their coaches. You are representing Addison as a professional when coaching and you should be a positive role model for your student athletes. Practice attire should be appropriate also, but your dress should not restrict you from properly performing your duties as a coach.
25. Professional attitude and coaching demeanor. We all know that competition and coaching can be a very passionate endeavor. All coaches should keep the big picture in mind and set a positive example for their athletes and students watching.
26. Coaches should always use appropriate language and not use personal attacks to players as means for motivation.
27. Support all fundraisers that our athletic boosters and other athletic teams put on. Fundraise for your own program.
28. Attend 1-2 booster meetings per year. If you have a request for the boosters, fill out the form and attend the meeting to present your proposal.
29. Develop a plan to grow your program. This should include the creation of a youth program.
30. Use the MHSAA Website for a source or information to gain more information and to increase knowledge about high school athletics.
31. Results need to be emailed to the Athletic Director and local media outlets by the end of the day that you compete.
32. You will work with other coaches within our district to share athletes. This is not a request, this is mandatory for you to coach within our district. If a reasonable agreement cannot be met between coaches, the athletic director will have the final say over both teams' athletic calendars.
33. Leave your space better than you found it! This goes for at Addison or within another district, we are always representing Addison and acting as role models for our students.

Keys

1. Keys are issued to head coaches of teams in all areas where they need access. Keys will need to be signed out with The Superintendent Secretary, Tiffany Smith. When you are done coaching, keys will be returned to Tiffany Smith.
2. Do not lose your keys or let students or other adults use your keys to access the school buildings or facilities.
3. Any keys that are lost should be reported immediately to the athletic director.

Transportation

1. Student athletes are expected to ride to and from contests when a bus is provided. If the student cannot leave when the scheduled bus time is then the student must ride with a parent or guardian to the game (this will need to be set up ahead of time with the athletic director and a note will need to be provided from the parent).
2. Students can check out after the game with the coach to leave with a parent or guardian to go home. The parent or guardian must be at the game and sign the student athlete out. (No: siblings, friends, or friends of parents can transport) Please keep track of the student athletes that are on your bus to and from contests.
3. Some of our events we have drop offs. This means that all teams will have transportation to their event and it is the responsibility of the parents to transport their student athletes' home. Coaches may sign out vans or drive their vehicle to the game to transport student athletes without a ride.
4. A board approved and fingerprinted coach needs to be on the bus at all times.

Facility Use requirements

1. Coaches are to make sure the facilities are secured at the end of each practice and doors are shut and locked to the outside.
2. Coaches are to make sure the facilities are reasonably cleaned and equipment is stored in their cage area or another prescribed area for their equipment.
3. Coaches are to sign out gym use through our gym calendars; this can be done by contacting the AD.
4. Off-season workouts need to be communicated to athletic director so it can get on the main district schedule.

Opposite-Sex Coach and Locker Room Procedures

1. Coaches need to announce him or herself and allow athletes to gather things and maintain privacy.
2. Following this announcement and a brief period, the coach may enter the locker room for the specific purpose for which they entered.
3. Coaches are not to use the locker room office in the opposite-sex locker room as a traditional "coaches office".
4. The coaches' office in the same-sex locker room will be available for their use.

Athletic Injury Procedure/Protocol

If Certified Athletic Trainer is NOT Available,
Including Off-Site or After Hours Practice/Competition

Athletic Injury Procedure/Protocol

