

ATHLETIC DEPARTMENT

TO THE PARENT

This material is presented to you because your son or daughter has indicated a desire to participate in _____ Interscholastic Athletic. Your family interest in this phase of our school program is important. We believe that participating in sports provides a wealth of opportunities and experiences for the student. It is our hope to maintain a program that is sound in purpose and will further each student's educational, physical and spiritual maturity.

A student who participates in athletics is voluntarily making a choice of self discipline and self-denial. Failure to comply with the team or school rules of training and conduct, failure to maintain academic requirements may mean exclusion from a squad. There is an expectation that each participant will discipline his or her mind and body for rigorous competition. We believe in striving for excellence and we do not want our athletes to compromise or accept mediocrity.

Parents play a critical role in the overall success of their young person's involvement in athletics. It is important that all parents realize the importance of their role in this area of their student's life. Many do not, and as a result the athlete sometimes experiences difficulty and frustration. There are some key ingredients in the recipe of success in athletics that need to be provided by parents.

SUPPORT AND COOPERATION

Attend every contest that is feasible. Being at the game is important to your child.

- Try to be objective. Avoid the syndrome of seeing your young person as the best player on the team or as faultless. All players, no matter how capable, need correction, redirection and occasional discipline.
- Belief in and support of the coach's judgment, character, actions, strategy, and overall philosophy will help your student to the same. In contrast, criticism and constantly questioning coach's actions and overall program will likewise lead the student/athlete in that way. The attitudes and ideas communicated in the home will often be carried out in the heart and mind of the athlete.
- To question is not necessarily to criticize. It's all in the frame of mind and the approach. Be tactful and positive.
- Confrontation is sometimes necessary and can be healthy if timing and methods are appropriate. It is better to confront an issue in love than to build up into unnecessary, negative feelings.

- Let your young person know that you are supportive, that you believe in them regardless of the individual or team performance in a contest.
- Be flexible whenever possible. As carefully as planning is done, changes in times and scheduled are sometimes necessary.
- Build up, rather than put down other team members. It is important that each one sees the other team members as a vital part of the team, regardless of their role or skill level.
- Be sensitive to those around you as you watch the contest. Being a parent of an outstanding player or a parent of a player who plays less often, each holds its share of joy and pain.

COMMUNICATION

If your young person must miss a practice or contest for family reasons that are unavoidable, let the coach know as soon as possible. If you have a valid question or comment, verbalize it to the appropriate person (most often, the coach). Choose an appropriate time and do so in a positive way. Some issues are best dealt with during the off-season. Remember, the coach is the designated person in charge. You may not understand or agree with some of his/her philosophies or decisions, but be willing to give the benefit of the doubt and show your support.

Guidelines for handling parent/coach concerns: Generally, the first responsibility is for the athlete to work with the coach. A coach appreciates communication from the athletes regarding team or individual situations. A coach will not “hold it against” an athlete for wanting to talk about a situation. If a parent wants to speak with a coach about a concern, it should be done at an appropriate time, or via an appointment. If the concern still exists after meeting with a coach, the concern should be taken to the Athletic Director. Our staff has committed to meeting the following obligations and responsibilities toward each participant:

- To provide adequate equipment and facilities
- To provide capable coaches
- To provide equalized contests with skilled officials

EVALUATION

All families will be asked to evaluate our program every season in which one of its members participates. All critical comments should be delivered in writing to the Coach or the Athletic Director, never voice negative comments in front of students.

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the Athletic Department to make rules that govern the spirit of competition of the school. These rules need a broad base of support, which is achieved only through communication to the parent. It is our hope to accomplish this objective through this Athletic Handbook. You can see how critical and important your role is to the success of your young person's athletic involvement. Please take the time to carefully consider and evaluate how your attitudes and actions are presently influencing your child. Most parents desire to enhance the athletic experience of their children. This can best be done with attitudes that are consistently positive.

The admiration, coaching staff, and most of all the athletes – the chief beneficiaries of parental involvement, appreciate your effort of support, communication and sportsmanship.

SCHOOLS ATHLETIC HANDBOOK

PURPOSE OF THIS HANDBOOK

The purpose of this handbook is to provide pertinent information to students and their families regarding participation in the _____ school Athletic Program.

Students are expected to read and become familiar with its contents. Coaches, teachers and administrators will be expecting students to have knowledge of the contents of the handbook and will refer to his handbook whenever questions arise.

Parents are requested to discuss the contents of the handbook with their son/daughter. Having a common understanding of the rules and regulations that govern extra-curricular activities will assist in significantly reducing concerns and unforeseen problems.

II. HIGH SCHOOL PHILOSOPHY OF ATHLETICS

The primary objective of high school athletics is to provide a positive experience for the student athlete through competition, teamwork and the realization that through hard work goals can be achieved. Teamwork, play within the rules, sportsmanship, discipline and self-control are all elements that need to be stressed in high school athletics. By their nature, athletics at this level are very competitive and time consuming. Students and parents must be aware of the demands of time, energy and sacrifice it takes to be a competitive athlete. With this in mind, those choosing to participate at all levels of _____ School, Middle School athletics and Cheerleaders must follow the following guidelines and standards. Student/Athletes must:

1. Be prepared to meet all standards regarding academic eligibility and athletic training rules as implemented by the MHSAA and the School Board.
2. Conduct themselves with integrity and maturity so as not to bring embarrassment to themselves, their team, or _____ School. Athletes need to be aware of the fact that they are representing the community of _____ as well as the school district. Student athletes should demonstrate a respect for their opponent, officials, coaches, and fans when participating in an athletic program.
3. Attend all scheduled practices, without excuses, unless directly dismissed by the coach. Two unexcused absences could be cause for dismissal from the team. If a student is in school that day, they will be expected at practice unless they communicate directly with their coach to inform him/her of their absence.

4. Be in school and attend all scheduled classes in order to participate in that afternoon or evening unless excused through the principal's office.
5. Realize the high cost of uniforms and equipment and care of these items appropriately, any damage or loss of equipment will result in the student or parents having to pay the replacement costs of the equipment.

III. MIDDLE SCHOOL ATHLETIC PHILOSOPHY

The philosophy of middle school athletics is to provide an opportunity for all students to participate. The emphasis at the middle school will be fundamental and learning the game and/or activity. Realistically, not all middle school athletes will compete at the high school level, however, they still need to be provided the opportunity of reaching the goal of participating and competing at the high school level.

MIDDLE SCHOOL RULES

1. Excuses from practices will be through your coach not another player
2. Unexcused absences could result in dismissal from the team
3. Late for practice: discipline is up to the discretion of the coach
4. Bus behavior: Improper behavior will be taken care of by the coach. You are representing _____ Middle School; don't embarrass the team, the coaches or yourself.
5. If you cannot participate in all afternoon classes, a student will not be allowed to participate in practice, a game, or cheerleading on that day.

IV. ELEMENTARY SCHOOL ATHLETIC PHILOSOPHY

The philosophy of middle school athletics is to provide an opportunity for all students to participate. The emphasis at the middle school will be fundamental and learning the game and/or activity. Realistically, not all middle school athletes will compete at the high school level, however, they still need to be provided the opportunity of reaching the goal of participating and competing at the high school level.

ELEMENTARY SCHOOL RULES

6. Excuses from practices will be through your coach not another player
7. Unexcused absences could result in dismissal from the team
8. Late for practice: discipline is up to the discretion of the coach
9. Bus behavior: Improper behavior will be taken care of by the coach. You are representing _____ Middle School; don't embarrass the team, the coaches or yourself.

10. If you cannot participate in all afternoon classes, a student will not be allowed to participate in practice, a game, or cheerleading on that day.

SCHOOL POLICY

1. Grades will be monitored every two weeks.
2. Junior High athletes will have the same training rules as high school athletes.

GUIDELINES FOR ATHLETIC PARTICIPATION

It is the policy of _____ School district to provide a positive balance between curricular and extracurricular activities. Because participation in extracurricular activities requires significant investment of time and energy, it is the intent of this policy to provide student access to a variety of activities and at the same time limit that access to a level reasonable to the age/grade level demands of the students.

Academic standards for students in grades seven through twelve for participation in athletic activities to include cheerleading are as follows:

1. All students participating in sports activities are under the control of the MHSAA and must at all times meet their standards.
3. Students participating in a sport during any one sports season must **achieve a minimal 2.0 grade point average the previous semester or meet the requirements for participation. Coaches reserve the right to increase GPA with Principal and Director of Athletics approval.**

V. OUT OF TOWN ACTIVITIES

Many activities require trips out of town. When such trips are necessary, the school district will provide transportation. Any student who rides the bus to an out of town function will be required to return on the bus unless he/she is released directly to his/her parents or legal guardian.

VI. STUDENT-ATHLETE CODE OF CONDUCT

Interscholastic athletics is a vital and integral part of the total educational program. Student participation in athletics, while encouraged is a privilege, not a right. Student participation in athletics is contingent upon adherence to the rules and guidelines of the MHSAA, district, high school, athletic department and team. Some of those guidelines and rules are outlined here in the Student – Athlete Code of Conduct. Student athletes must understand that his Code of Conduct is in effect at all times throughout the student's high school career, including off-season and all vacation periods.

The guidelines are not limited to the time period in which the student participates in a particular sport nor are the guidelines limited to student behavior at school sponsored activities or on school property. Student Athletes and their parents must sign and return the Student Code of Conduct prior to participation in any contest.

Students must be academically eligible according to MHSAA and _____ High School guidelines. Students must be eligible according to all other MHSAA guidelines.

Students must not engage in acts of misconduct including, but not limited to theft, extortion, vandalism, assault, sexual misconduct and gross disrespect.

Use, possession, attempting to possess, concealment, distribution, sale or being under the influence of the following substances is prohibited:

1. **Tobacco** or tobacco products in form
2. **Alcohol** or alcoholic beverage in any form
3. **Illegal** or **unauthorized drugs** including, but not limited to those substances defined as “controlled substances” pursuant to federal and/or state statutes.
4. **Steroids, human growth hormones**, and other performance-enhancing drugs.
5. **Substances purported to be illegal**, abusive or other performance enhancing i.e., “look alike drugs”.
6. **Inhalants**

It shall be a violation for a student to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician.

Penalties for violation of these guidelines will be levied by the coach in consultation with the athletic director and/or principal. Any student who is suspended from school for any reason will be ineligible to participate in practices or competitions for, minimally, the duration of the suspension.

Any suspension of athletes from practices and/or games may be appealed first to the athletic director, then to the principal. The decision of the principal is final.

*** Any parent or guardian of a student participating in an extra-curricular Activity in _____ School District automatically gives their consent for law enforcement officers to release information regarding the enforcement of this policy.**

FANS

The _____ Schools promotes positive cheering, support and enthusiasm at athletic contests. The behavior at athletic contests should be directed at supporting and encouraging athletes and cheerleaders. Also, fans should appreciate competitive fair play by opposing communities and schools.

VII. PARENTS COMPLAINT PROCEDURE

It is the intent of this policy to resolve, at the lowest level, complaints that are lodged against the coaching staff of the district and to protect the interests and privacy of students, coaches, and/or the public which such complaint is being heard.

A parent who attempts to talk to a coach after a game or practice in a manner that interferes with coaching duties or is considered to be aggressive, may be told that the proper procedure would be to give both parties a chance to calm down and think about the situation rationally. This would hopefully prevent problems for the parent, athlete and coach. The coach should be present at all meetings that occur between parent and personnel responsible at the particular step.

Step 1 – Complaints lodged against coaches should be referred to and resolved informally by the individual coach and complaint.

Step 2 – If the complaint is not resolve in step on it should be referred to the athletic director. The athletic director will inform the coach of receipt of said complaint within two school days.

Step 3 – If the complaint is not being resolved at the athletic director's level, it should be referred to the building principal. The principal shall inform the coach of receipt of said complaint within two school days.

Step 4 – If the complaint is not resolved at the building principal level it should be referred to the superintendent. The superintendent will notify the coach of receipt of said complaint within two days.

Step 5 – If the complaint is not resolved at the superintendent level, the complainant will be requested to reduce the complaint to writing and address it to the school board.

Complaints so address will be considered in executive session. The superintendent will give the coach a copy of the complaint within two school

days of its receipt. Meetings at this step where the complaint and is present will include the coach with whom the complaint is against.

Athletics at _____ Schools are in integral part of the total education process. Participants gain valuable skills that foster positive attitudes, build self esteem, create positive relations and develop life-long skills that will serve as a vehicle to enhance total growth and development. School District recognizes the value of extracurricular and co-curricular programs as significant tools to enrich the academic experience.

Program Objectives

- A. To encourage maximum participation of students in all sports
- B. To encourage athletes to display good sportsmanship at all times
- C. To instill the desire to prepare for success
- D. To encourage participants to react in a positive manner both in victory and defeat
- E. To encourage participants to learn the values of responsibility, dedication, loyalty, teamwork, desire, humility, confidence and other desirable traits of good character and citizenship
- F. To encourage participants to attempt to influence younger students in the community in a positive manner
- G. To assist participants in learning to set and achieve goals and in building self-esteem
- H. To instill the values of good health and physical fitness

VIII. SPORTS PROGRAMS

The following sports are offered at _____ School by season:

FALL SEASON

- **Basketball (G) Middle School**
- Cross Country (Boys & Girls)
- Cheerleading
- **Dance**

WINTER SEASON

- **Basketball (B) High School Boys and Girls**
- Cheerleading
- **Dance**

SPRING SEASON

- *Golf*
- Track (G&B)

IX. STATE, CONFERENCE AND LEAGUE MEMBERSHIP

_____ School is a member school of the Michigan High School Athletic Association and the _____ Conference.

X. ELIGIBILITY REQUIREMENTS FOR ATHLETES

Academic – In order to participate in athletics at _____ High School, students must have passed during previous semester, and be passing during the current semester; at least 20 credit hours as defined in the MHSAA handbook. In addition, the student must have achieved at least a 2.0 GPA for the previous semester. If a student has met MHSAA criteria for eligibility, but fall short of the 2.0 requirements, that student is ineligible for athletics at _____ High School until:

1. The student achieves at least a 2.5 GPA in a subsequent semester OR
2. The student achieves at least a 2.5 GPA in a 2.5 subsequent quarter OR _____
3. The student successfully appeals his or her eligibility to the _____ High School Committee. The Committee shall be comprised of at least three _____ High School teachers appointed by the Principal. The Committee shall meet as necessary at times scheduled by the Principal to hear student appeals. The Committee shall be empowered to rank eligibility when, in the committee's estimation, a student's grades are likely to have been poor due to extenuating circumstances or a student's grades are likely to improve based on actions taken by the student (e.g., attending team study table, working with a tutor). Students whose appeals are successful will have progress reports checked by the Athletic Director and/or Principal to ensure that any requirements for eligibility by the committee are being met.

OTHER

Athletes must have a completed physical dated after April 15th of the current year on file. The signed parent permission, emergency information and eligibility portion of the form must also be completed. Physical forms may be turned into either the Athletic Director's office or coach before beginning practice or participating in contests.

XI. PRE-SEASON MEETING

Each sport will have a pre-season (or early in the season) meeting for parents/guardians. The purpose of the meeting will be to discuss the particular sport as well as to provide coaches and parents/guardians an opportunity to meet. Topics discussed at the meeting will include, but are not limited to: general goals of the team, expectations of athletes, practice schedules and training rules, conduct codes and other codes of expectations.

XII. ATTENDANCE

As per guidelines, athletes are to be in full attendance on each day of class attendance. Extenuating circumstances should be brought to the attention of the Coach, Athletic Director or Principal. Athletes are expected to participate fully in each of their classes on the day of an athletic contest, including physical education classes.

Guidelines for athletes regarding their attendance at practice sessions are listed below:

1. Team members shall be required to attend all regularly scheduled practices unless otherwise excused by the coach.
2. When a player knows in advance he/she will be absent from practice he/she shall request permission to be absent from the coach.
3. A coach may require written explanation from teachers or parents/guardians as to why a player has missed all or part of a practice.
3. Attendance at special condition sessions which are not a part of the regular sports season, shall be viewed as voluntary. A sports season is defined as that period of time that a team may officially practice according to the MHSAA rules.

Failure to comply with these attendance guidelines will result in disciplinary action by the coach. This disciplinary action may include suspension from practices and contests up to or including expulsion from a team. If the attendance infractions are of a serious or repeated nature, parent notification will take place either by telephone or in writing.

XIII. ACADEMIC vs. ATHLETICS

Because academic pursuits clearly take precedence over extra-curricular activities (including athletics), students have a responsibility to maintain high academic standards. If a student finds that academic obligations are in conflict

with his/her athletic obligations, the student should take appropriate action to develop and maintain quality study habits that lead to quality grades.

Specifically, this means that students must take their classes seriously and keep communication lines open between parents, teachers and coaches. Students requiring additional study time should make necessary arrangements that do not conflict with regularly scheduled practices and/or contest.

If after-school arrangements are the only means of addressing academic needs, the student must receive prior permission of the coach to attend after-school classroom obligations.

XIV. INSURANCE

Athletes must provide proof of insurance. ***In case of injury, the participants primary insurance will be responsible for all medical expenses. There is an extra liability insurance company that provides insurance for athletes for their purchase.***

XV. COMMITMENT TO A SPORT BY A STUDENT

The decision to participate in athletics is an important one. Deciding to no longer participate in a sport is a serious matter. Athletes should not consider dropping out of a sport without first consulting with the coach and explaining his or her intentions.

Changing from one sport to another sport once practice has started is also a serious matter. Changing between sports is not encouraged and can only occur following:

- A. Discussion between the athlete involved and the coach of the initially Chosen team
- B. A discussion between the coach of the team-later chosen

XVI. MHSAA ATHLETIC CODE FOR ATHLETES

_____ SCHOOLS, subscribers to the guidelines set forth by the Michigan High School Athletic Association as follows:

MHSAA CODE FOR ATHLETES

The Contest Demands:

1. Fair play at all times
2. A square deal to opponents by players and spectators
3. Playing for the joy of playing and for the success of the team
4. Playing hard to the end
5. Keeping one's head and PLAYING the game, not TALKING it (taunting)
6. Respect for officials and expectations that they will enforce the rules
7. An athlete should not quit, cheat, bet or "grandstand"

The School Demands:

1. Out-of-school and out-of-town conduct of a positive nature
2. Faithful completion of school work as practical evidence of loyalty to school and team
3. Complete observance of training rules as a duty to school, team and self.

Sportsmanship Demands:

1. Treatment of visiting team and officials as guests and the extension of every courtesy to them
2. Giving opponents full credit when they win and learning to correct one's own faults through failures.
3. Modesty and consideration when one's team wins
4. An athlete will not "Trash Talk" when the team wins or blame the officials when it loses

XVII. MHSAA ATHLETIC CODE FOR COACHES

The School May Expect:

1. Work of the coach to be an integral part of the school system with its educational contribution
2. Mastery of the principles of pedagogy and consequent improvement in teaching as well as coaching

3. Loyalty to superiors in making athletics fit into the general school program
4. Insistence upon high scholarship and enforcement of all rules of eligibility

The Athlete May Expect:

1. A genuine and up-to-date knowledge of that which the coach purposes to teach
2. Fair, unprejudiced relationship with all squad members
3. Careful attention to the physical condition of players at the time of each contest
4. Competent and trustworthy officials whose decisions will always be supported

Sportsmanship includes:

1. Teaching athletes to win by use of legitimate means only; counteracting unfounded rumors of questionable practices by opponents
2. The influence of the coach necessitates:
 - Being the sort of person they want boys and girls to become
 - Discouragement of drugs, gambling, profanity and obscene language at all times
 - Encouragement of athletes to pursue healthy lifestyles

XVIII. DISCIPLINE REGULATIONS FOR STUDENTS

General Philosophy:

Discipline should be administered in a supportive rather than a punitive environment. A balance is sought between teaching that actions have consequences and acting on the belief that mistakes and misjudgments are not only inevitable with students, but also inescapably human. A coach must be conscious of negative behavior upon the team or group, individual students and the school. As a result, they may be required to establish certain rules that are unique to that program. Coaches must submit a copy of all rules that they distribute. These rules will be reviewed periodically. Coaches are to develop and administer specific policies with board guidelines of school policy. The school's interest is ensuring equitable treatment of students, not in mandating rigid conformity to specific codes of behavior and disciplinary action if those standards are made clear at the beginning of a student's participation in an activity. Head coaches have the primary responsibility of developing policies specific to their respective sport. Any policy that is established should recognize

levels of seriousness of violations of codes of conduct and to provide for different official responses. Students are entitled to due process.

Level of Seriousness

- Behavior that is illegal or which violates specified training rules or a code of conduct that occurs while the student is representing the school or participating in a school-related activity.
- Behavior that is illegal or which violates specified training rules or a code of a conduct that occurs when the student is not representing the school or participating in a school-related activity.
- Behavior which violates the general code of conduct

Levels of Disciplinary Action

Levels of disciplinary action will be appropriate to the seriousness of the infraction. When enforcing discipline, the coach must be careful to maintain the student's dignity, self esteem and pride. Disciplinary action to be taken by coaches when infractions of rules occur may include but are not limited to:

- Admonition of participants
- Limited restriction or exclusion of participants from an activity or suspension from school
- Parent notification regarding serious or repeated infractions will be included in action to be taken
- Athletes and/or students in activities programs will be made aware in writing of the possible disciplinary actions in the event of infractions at the beginning of a season or activity

Due Process for Students

Discipline is a joint responsibility of school, parent and student. The school must use all possible means to direct students toward proper behavior and attitude.

The process for managing student discipline is as follows:

Students will be informed by their coach of the infraction committed and the possible consequences of that infraction, and given an opportunity to respond. If the student wishes to appeal the decision of the coach regarding the infraction, the student will appeal to the Athletic Director, then the Associate Principal, final appeal, the Principal who will either confirm or reverse discipline.

Ultimately, the student may appeal to the superintendent.

Student Grievances

In a situation where there has been no apparent infraction or disciplinary action applied but a student wishes to lodge a grievance or present some other issue involving a respective sport or activity, the procedure below is to be followed in sequence:

1. Direct communication with the coach
2. Direct communication with the Associate Principal
3. Direct communication with the Principal
4. Direct communication with the Superintendent

Student Conduct

Student regulations are designed to maintain a climate conducive to learning respect for the rights of others and adherence to law. Following are expectations regarding student conduct:

Disruptive, potentially destructive or unsafe activities will not be permitted. Examples of such conduct are shouting, running in halls, misuse of school facilities, littering and fighting. Offenders are subject to disciplinary action up to and including expulsion from a team and/or from school. Students must exercise restraint in their written and oral communication. No ethnic or racial slurs, no intentionally provocative, abusive or demeaning language shall be tolerated at any time toward any person. Incidents of this kind will result in disciplinary action up to and including expulsion from a team and/or from school.

Any act, which is unlawful as indicated by local ordinances or state and federal law, will not be permitted. Examples of such illegal acts include but are not limited to extortion, assault, arson, tampering with fire-fighting equipment, use or possession of alcohol and drugs. Such violations will be reported to law enforcement officials, and the student may be referred to an assistance program whenever there is a violation. Disciplinary action will also be taken up to and including expulsion from a team and/or from school.

Students are required to respond positively to reasonable requests of teachers, support staff, coaches, supervisors and administrators. Such requests may include leaving a specific area of the school building or grounds, identifying themselves, reporting to the office, etc. Refusal to do so can be regarded as insubordination and will result in the appropriate disciplinary action by school officials up to and including expulsion from a team and/or from school.

No smoking, chewing or visible display of tobacco or tobacco products is permitted on school property by anyone at any time; including athletic events. Possession, use or being under the influence of alcohol or illegal drugs on school property or at school activities is prohibited. Offenders will be suspended and will be reported to law enforcement officials.

Hazing activities of any type are inconsistent within the educational process and said Policy prohibits such activities at any time. Hazing is clarified as: causing or threatening physical harm to another person or endangering the physical safety and well being of another. Continuously or persistently intimidating another individual as to coerce that individual into some action or avoidance of action.

XIX. GOOD SPORTS ARE WINNERS

Spectators are an essential part of athletic programs, and good spectator sportsmanship is a conference goal.

- Cheers at games should be of a positive, encouraging nature in support of one's team
- The use of vulgarities is inappropriate
- Fan behavior which baits and derides other teams, individual players, coaches or school is inappropriate
- Officials in games have difficult decisions to make and should be treated with respect whether one agrees or disagrees with their decisions
- Spectators should be encouraged to use humor, creativity and good taste in support of their own team
- Signs and/or banners should refer to one's own school and be positive, not derogatory and non-inflammatory in nature.

XX. CLOSED PRACTICE POLICY

Practices, which are considered as valuable instructional time, are closed to all parties with the exception of coaches, players, administrators and invited or previously approved guests. Guests must receive permission from the coach or administrator well in advance. Guests are expected to refrain from disrupting practice (instructional) sessions in any way, including conversing with the coach or players.

XX. ATHLETES RESPONSIBILITY – SCHOOL EQUIPMENT/UNIFORM

Each participant shall be financially responsible for all pieces of uniforms and equipment issued and assigned to them by their coach.

At the end of each sports season, each participant is expected to turn into his/her coach all equipment, locks, practice gear, uniforms, etc. that was issued to them during the season. In the event that a participant fails to turn in any of these items, he/she will be responsible for paying the replacement costs of that item.

XXI. AWARD CRITERIA/RECOGNITION INFORMATION

As an MHSAA member school _____ School that follows the **awards** policies of that association in that no student athlete may accept awards for which the cash value would exceed \$25.00 per season.

_____ School awards three levels of awards: freshman, junior varsity and varsity. A student athlete may only earn one of each of these wards per sport season.

_____ SCHOOLS ADMINISTRATION AND COACHES OF TEAMS

The superintendent of schools or the principal of the high school or middle school, **elementary schools**, 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 contracts.

The person responsible for the immediate training or coaching of a secondary or middle school 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 and have all formal district employment data on file in the central office before assuming any coaching duties. A coach should be at least twenty-one years of age. All **Charter** School coaches will have the following records on file before the start of each school year:

- The formal application for employment
- All college transcripts
- All taxing information
- Emergency contact forms

- Criminal record check
- Drug screening test
- Evidence of completion of/or enrollment in the MHSAA PACE program.

The district will provide the cost associated with meeting the above three requirements

- Evidence of completion of/or enrollment in the MHSAA PACE program
- Continued coaching development classes, clinics or other coaching development enhancement programs

_____ SCHOOLS
BOARD OF EDUCATION

COACHING CONTRACT

SECTION I: PARTIES OF CONTRACT

The _____ Board of Education and _____ enter into this contract on this date _____ to fill duties of _____ at _____ for the period beginning _____ and ending _____ / or the duration of the season of _____ .

The total pay for this assignment will be _____ in agreement with the Board of Education and the contract with _____ Federation of Teachers.

SECTION II: PAYMENT FOR SERVICES

The stipend will be paid upon completion of the following athletic season provided all of the following position requirements are met.

1. All coaching requirements are on file
2. All pre-season reports and records for students are on file
3. A copy of all team rules and expectations are on file
4. All equipment/athletic clothing and uniforms have been collected, inventoried and stored
5. Officials' ratings have been submitted to the Athletic Director
6. Season summary report on file with the Principal and Athletic Director
7. Post season evaluation of team members
8. Post season evaluation meeting with the Athletic Director and Principal

SECTION III GENERAL REQUIREMENTS

All athletic coaches must attend state, league and departmental meetings in addition to fulfilling any other duties assigned by the Athletic Director, Principal and Superintendent. Coaches must comply with all policies of the Athletic Department, _____ Board of Education Policies, and Michigan High School Athletic Association.

SECTION IV TERMINATION

This contract may/will be terminated at any time for the following reasons:

1. Mutual consent
2. Sixty day notice
3. Failure to comply with the policies and regulations established by the _____ Board of Education.
4. Failure to comply with the rules and regulations of the MHSAA

Student – Athlete Code of Conduct

Student's Name _____ **Class of** _____

I have received a copy of and have read the Student-Athlete's Code of Conduct. I understand the guidelines and accept my personal responsibility for following them. I understand this code applies to my entire career at _____ High School.

Student Signature _____

Date _____

I acknowledge receiving the Student Code of Conduct. I accept my responsibility for helping my son/daughter live up to the guidelines. I understand this code applies to my son/daughter's entire career as an _____ High School Student.

Parent/Guardian Signature _____

Date _____

High School Athletic Emergency Form

School Athletic Emergency Form

Date _____

Student _____ Male/Female _____

Address _____

Date of Birth _____ Phone # _____

Father's Name _____

Address _____ Phone _____

Emergency Phone _____ Contact Person _____

Marital Status of Parents:

Married _____ Divorced _____ Separated _____

If divorced or separated, who is the Custodial Parent _____

Family Physician _____ Phone _____

Student anticipates trying out for the following teams:

Fall Sport _____

Winter Sport _____

Spring Sport _____

Please complete and sign Consent Form as well

Athletic Department Consent Form
TO BE READ AND SIGNED BY PARENT OR GUARDIAN AND STUDENT
Note: SUBMIT THIS STATEMENT TO THE ATHLETIC OFFICE

- A. In accordance with the rules of the MHSAA, I/We hereby give consent for the named student to participate in the following sports:
- B. I/We acknowledge that the participant is assuming a certain risk of being injured. On rare occasions, these injuries can be so severe as to result in total disability, paralysis or even death.
- C. I/We consent to disclosure by the school to the MHSAA, of all requested detailed financial (athletic or otherwise), scholastic records and attendance records of the school including records, which may concern or be related to the student, unless the student is emancipated, in which event, the student shall give consent.
- D. I/We authorize responsible school personnel to oversee or provide emergency medical care to the participant in the event of a serious injury.
- E. I/We authorize _____ High School to investigate and obtain information from police agencies, the Probation Department, or any other source regarding the events leading up to any arrest or filing of charges for an act which would be in violation of any rules and regulations as stated in the **Athletic Handbook** and **Code of Conduct**
- F. I/We have read the information published in this **Athletic Handbook** and understand and agree to comply with the rules and regulations as stated

**STUDENT CERTIFICATE
(TO BE SIGNED BY STUDENT)**

I have read the rules and regulations of the MHSAA and _____ High School and believe I am eligible to represent my school in athletic competition. If accepted as a representative, I agree to abide by said rules and regulations of my school and the MHSAA. To the best of my knowledge, I have suffered no injury or illness in the past that would hinder my participation in my chosen sports.

Please check the appropriate spaces

(To be completed by parent/guardian)

Insurance

_____ He/She has adequate family insurance coverage

_____ He/She has school student accident insurance

_____ He/She has football insurance through the school

Date: _____

Parent/Guardian Signature: _____

Student Signature: _____

