

# **Summit Academy Athletic Handbook**

**2009-10**

## TEN COMMANDMENTS FOR PARENTS WITH ATHLETIC CHILDREN

- 1) Make sure your children know that win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their life they can look to for constant positive reinforcement.
- 2) Try your best to be completely honest about your child's athletic capability, their competitive attitude, sportsmanship and actual skill level.
- 3) Be helpful but don't coach them on the way to the rink, pool, or track or on the way back or at breakfast, and so on. It is tough not to, but it is a lot tougher for the child to be inundated with advice, pep talks, and often critical instruction.
- 4) Teach them to enjoy the thrill of competition, to be "out there trying", to be working to improve their skills and attitudes. Help them to develop the feel for competing, for trying hard, and having fun.
- 5) Try not to relive your athletic life through your children in a way that creates pressure; you fumbled, too, you lost as well as won. You were frightened, you backed off at times, and you were not always heroic. Don't pressure them because of your lost pride.
- 6) Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc., with your athlete.
- 7) Don't compare the skill, courage, or attitudes of your children with other members of the team, at least within his/her hearing.
- 8) Get to know the coach so that you can be assured that the philosophy, attitudes, ethics, and knowledge are such that you are happy to have your child under his/her leadership.
- 9) Always remember that children tend to exaggerate, both when praised and when criticized. Temper your reaction and investigate before overreacting.
- 10) Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains, and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parent of an athletic child is a tough one, and it takes a lot of effort to do it well. It is worth all the effort when you hear your youngster say, "My parents really helped, I was lucky, in this."

## Coaching Standards & Expectations

*The heads of extra-curricular programs in the Summit Academy school district recognize the need to maintain a standard of excellence for our students. As such, we support the adoption of these standards to be used by the Athletic Director as the basis for the evaluation of coaches and programs.*

A coach has a role as leader and mentor to student athletes, and is an official representative of the school at interscholastic athletic activities. In such important capacities, these standard behaviors should be practiced (including those clubs and athletic programs not sponsored by MHSAA):

1. Develop an understanding of the role of interscholastic athletics and communicate it to players, parents, and the public.
2. Develop an up-to-date knowledge of the rules, strategies, safety precautions and skills of the sport and communicate them to players and parents.
3. Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
4. Develop fair, unprejudiced relationships with all squad members.
5. Allow athletes to prove themselves anew each season and do not base team selections on previous seasons or out of season activities.
6. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
7. Give the highest degree of attention to athletes' physical well being.
8. Teach players strict adherence to game rules and contest regulations.
9. 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.
10. Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unfounded allegations of questionable practices by opponents.
11. Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
12. Present a clean professional image in terms of personal appearance, and provide a positive role model in terms of personal habits, language, and conduct. Use of tobacco within sight of players and spectators and use of alcohol any time before a contest on the day of the contest is not acceptable.

## **Parental Standards & Expectations**

When the coaching staff, the athletes, and the parents are working together for the good of the team, a season is successful. Please help us provide the best possible environment for our athletes to have a quality experience. Everyone must play his/her role. The coaches need to coach, the players need to work hard and sacrifice for the good of the team, and parents need to support their children with attendance and encouragement. As models to our student athletes, the following behaviors should be practiced by parents:

1. Encourage good sportsmanship by demonstrating positive support for all players, coaches and officials at every game.
2. Place the emotional and physical well being of the participants ahead of any personal desires to win.
3. Provide support for coaches and officials working with the participants to provide a positive, enjoyable experience for all.
4. Promote tobacco, alcohol, drug, and violence free sports environment for the participants and agree to assist by refraining from their use at all events.
5. Refrain from comments and actions that are intended to intimidate, bait, anger, or embarrass others.
6. Maintain a position as a spectator and refrain from “coaching from the stands”.
7. Support the participants in the appropriately designated areas for spectators.
8. Remember that the game is for the students and not for adults.
9. Make youth sports fun for the participants.
10. Expect that your child treat other players, coaches, fans and officials with respect regardless of race, sex, creed or ability.
11. Keep all comments from the stands positive, including those directed towards individuals other than your own child.
12. Promise to help your child enjoy the extra-curricular experience within your personal constraints by being a respectful fan, providing transportation or whatever you are capable of doing.

# Extra-Curricular Roles and Responsibilities

Actions by coaches, student athletes, administrators, parents and the board of education are subject to the same standards and expectations as stated in board policy and the contractual agreements between the board and the teacher's. The same expectations of teachers, as stated in these documents, are expected of coaches.

## **Extra-Curricular Participants will:**

- Come prepared to work at every practice where he/she is physically able.
- Accept the team rules as established by the coach and the athletic department.
- Attempt to communicate all questions and concerns with the coach in a timely fashion.
- Display a respectful attitude towards his/her teammates, coaches, officials, spectators, and opponents at all times.

## **Coaches will:**

- Abide by MHSAA coaching standards as stated in the MHSAA Handbook.
- Come prepared to practice daily.
- Make a strong effort to run a safe practice and competition area.
- Communicate important information (such as team expectations and important dates) to parents and administration.

## **Administrators will:**

- Communicate to parents the "conflict resolution process."
- Enforce the chain of command as outlined in the "Conflict Resolution Process."
- Review with coaches the expectations of the Athletic Director.
- The Athletic Director will conduct a meeting in the off season with the coaches to discuss standards and procedures.

## **Parents will:**

- Be supportive of not only their children, but of all competitors.
- Support team guidelines and goals.
- Abide by the code of conduct for parents as found in the Summit Academy Athletic Handbook.
- Communicate concerns directly to the coach while respecting the 24 hour "cooling off period."

## **The Board of Education will:**

- Recognize athletes and programs for academic and athletic success.
- Serve as an arbitrator in disputes that have exhausted the full grievance process.
- Enforce the chain of command as outlined in the "Conflict Resolution Process. Remain neutral by refusing all requests to become involved in a dispute before the program director has been notified and all steps in the "conflict resolution process" have been exhausted.

# Extra-Curricular Conflict Resolution Process

- All complaints **MUST** be heard at the lowest possible level **BEFORE** intervention by a higher authority can occur.
- A 24 hour “cooling off” period must be granted before any complaints are initiated.
- Complaints must be made within 10 days of the incident. For the sake of all parties, the entire process must be concluded within 30 days of the incident.

This system works very well so we are committed to abide by it.

## Step 1 **Start with the Source**

The player will speak directly to the coach. A cooling off period will be granted for all parties before resolution is sought. This meeting should be done in private, away from practice sites and game arenas, and should be conducted face to face. Students who do not feel comfortable speaking solely to the coach may request a parent to be present; however the meeting should be conducted by the athlete.

## Step 2 **Move to program head**

This step is necessary only if the issue is in regards a subordinate or assistant (i.e. an assistant, JV coach, etc.). If going to the source does not resolve the problem, then the head of the program should be notified and he/she should attempt to facilitate a solution. If the “source” is the head of the program, move to step three.

## Step 3 **Contacting the Athletic Director**

If an agreeable solution is not reached, then the athletic director will conduct a meeting between the parties in an attempt to find resolution.

## Step 4 **Contact Principal**

If an agreeable solution is still not reached, then the principal will conduct a meeting between the parties in an attempt to find resolution.

## Step 5 **Notify the Program Director**

At this point in the process, individuals who still believe their disputes have not been resolved adequately can submit a written narrative of their complaint to the School Superintendent. A copy of this will be given to all concerned parties, who will be afforded the option of a written rebuttal. After the program director or assistant program director has reviewed the documents; a meeting can be conducted in a final attempt to resolve the dispute.

## Step 6 **Request non-partisan School Board mediation**

This final step is appropriate only in extreme circumstances and shall follow the same process laid down for the Program Director

# COMMUNICATION BETWEEN COACH AND PARENTS

The purpose of the interscholastic athletic program at Summit Academy North High School and Middle School is to provide an arena in which students can learn and grow in meaningful ways that are not always possible in a classroom setting. Our ultimate success in achieving a positive athletic experience will be measured by our ability to establish lines of communication. Through good communication, people feel valued and understood, even if complete agreement is not always reached. We are all concerned about the *education* of our students. Part of the process of growing up is learning to handle your own difficult situations. If a conflict or misunderstanding between an athlete and a coach occurs, learning to resolve it is an important educational experience for the athlete. Parents should react slowly. Children tend to exaggerate at times, leave out part of the story, or present a skewed version of an incident. Taking responsibility for your part in a conflict is a learned skill. It requires maturity and honest self-reflection. Athletes vent frustration at the dinner table expecting mom and dad to take their side of the issue. Parents, however, realize that they were not present at practice to see how their child behaved, related to the coach, or to evaluate his or her skill and effort. Parents should always seek more information before drawing conclusions. The most productive long-term help a parent can give a child in awkward situations with a coach is to teach and model the skills of conflict resolution. Help your child resolve his or her own differences. When a student successfully deals with difficult interpersonal conflicts, he or she learns and grows. Parents are encouraged to help their athlete learn the valuable lessons that athletics can teach, even the “tough lessons” that may be difficult for everyone involved. Of course, a parent always retains the right to intervene on behalf of a child.

## **Communication all parents can expect from their child’s coach or the Athletic Director**

**Team Itinerary:** Parents need to know the location and times of all try-outs, practices, games, bus trips, meetings, banquets, team camps, conditioning sessions, etc, as well as directions to away contests.

**Team Rules:** Parents appreciate knowing not only the philosophy of the coach but also any team policies, including consequences that the coach established to supplement the code of conduct, rules and regulations.

**Criteria for Team Selection:** Coaches should develop and distribute written criteria for team selection, including objective criteria such as those measured against the stopwatch or skills completed, as well as subjective evaluations, such as attitude, effort, coach ability, grades or potential.

**Criteria for Earning an Award:** Coaches should determine and distribute written criteria to all parents and athletes as soon as the squad has been selected; if the criteria are something more than simply completing the season as a member of the team.

**Injury:** Parents can expect to be immediately informed by the coach when an injury occurs that requires medical attention. We do not have an athletic trainer on staff, therefore this will be procedure.

**Behavior:** Coaches should call parents whenever an athlete exhibits atypical behavior that persists longer than 48 hours.

**Discipline:** The coach will inform all parents within 24 hours of all discipline matters that result in the loss of contest participation or removal from the team. This contact will be done before the parent is to attend the contest whenever possible.

### **Communication Coaches Appreciate from Parents**

**Schedule Conflicts:** If you cannot reach the coach directly, it is then appropriate to notify the main office to get a message to the coach. Please check with the coach before trying out regarding previously scheduled absences.

**Emotional Stressors:** Coaches appreciate knowing about any unusual event in the life of an athlete that is causing the young person additional stress.

**Volunteers:** Coaches need help with so many aspects of managing the program (fundraisers, work projects, team dinners, awards banquet, et cetera) that they are always glad to hear from parents who have ideas and are willing to work for the team.

**Forthrightness:** Every coach wants to try to resolve a conflict before it is taken to the athletic director, principal or other higher authority or before it is discussed “in the stands.”

### **Appropriate Concerns for Parents to Discuss with Coaches:**

1. The treatment of your child
2. Ways to help your child improve
3. Concerns about your child’s physical health and welfare, academic progress, or violation of the code of conduct. \*\*Matters regarding other athletes are to be left to their respective parents.

### **Areas of Control that Belong to the Coach, Alone:**

1. Tryout procedures, team placement, team size and selection criteria.
2. Position(s) played; lineups and playing time.
3. Offensive and defensive strategies, play calling and style of play.
4. Practice plans; drills and scrimmages.
5. Coaching staff (upon approval of the Athletic Director).

### **How to Discuss an Appropriate Concern with the Coach**

Communication is the most vital aspect of heading off potential problems. Any concern a student or parent has must always be addressed by following the “Extra-Curricular Conflict Resolution Process.” The first step of this is to contact the source. Whenever possible the student should initiate, but whether the parent or the student begins the process there are some suggestions on how to handle this conversation.

**Student contacting the Source:** The student should talk directly with the coach, in private, face-to-face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment. E-mail, voice mail, and letters are good methods for communicating information, but they are not as effective for communicating feelings, and concerns. By their nature they tend to distance coaches and athletes.

**Parent Contacting the Source:** Contact the coach to talk directly, in private, face-to-face, away from the practice site or game area. Making an appointment, sitting down and listening to both sides is far more productive in reaching a mutually satisfying resolution. Our coaches are expected and encouraged to meet with individual parents to discuss concerns that affect that parent’s child. Our coaches are not expected to meet with groups of parents to discuss issues of concern. Please do NOT attempt to confront a coach before or after practice or a contest. These can be emotional times for both the parent and the coach. Our coaches are **NOT** expected to endure yelling, verbal or physical abuse from parents. Make an appointment. Help teach your child the skills of mature conflict resolution.

### **Conducting a Meeting:**

1. Introduce yourself and vice versa. There is to be no yelling, verbal or physical abuse by either side.
2. When each person is speaking there is to be no interruption. Let each person complete his or her version of the situation before the other person speaks. When stating your concern be prepared with the facts in so far as you understand, or can ascertain them. **Be clear about what you hope will happen as a result of your meeting.**
3. As you talk with the coach, or other authority, repeat back what you hear him or her say to be sure that you understand the important points. Stay calm and friendly as you talk and listen. Take notes.
4. Assist in generating options to resolve the conflict. Make sure there is fairness to the proposed solutions.
5. Before the session ends, have a plan that is clearly understood by all parties. Have a written document stating the final outcome; what happens if the situation reoccurs; and signatures indicating that the understanding of the situation is appropriate to all parties involved. The written plan will check for mutual understanding. Make a plan to touch base following the initial meeting. Remember that each party has a stake in making the plan work. We always assume that all parties have the best interest of the student-athlete in mind when concerns are discussed. Therefore, we make every effort to assure that the student is not penalized or placed in an awkward position as a result of voicing a complaint. Parents, rightly so, tend to have single focus and advocate for their own child. Coaches, on the other hand, tend to have multi-focus and must safeguard the needs of every player as well as the team as a whole. Parents and coaches, in order to communicate effectively, must respect the legitimate perspective of the other.

## **FORWARD**

*A sound student activities program is not accidental; it is conscientiously planned and directed by individuals who recognize its importance to the educational environment. The purpose of this student activities handbook is to explain the philosophies, objectives, regulations, and procedures of the Summit Academy North High School and Middle School student activities program. In establishing these guidelines, the following factors are considered:*

- 1. Safeguarding the health of participants in the activities program;*
- 2. Providing opportunities for student participation;*
- 3. Establishing standards that cultivate healthy interpersonal relationships among all participants;*
- 4. Maintaining the highest quality of student activity;*
- 5. Promoting a healthy school/community relationship;*
- 6. Promoting congenial relationships with other schools.*

## **PHILOSOPHY**

In accordance with the goals of education, the Summit Academy North Public Schools athletic philosophy is to help young people develop mentally, physically, emotionally and intellectually to their fullest potential. The athletic program contributes to this goal by providing intermediate and high school students with opportunities to participate as team members in sports competition with other schools. The development of physical skills, sportsmanship, teamwork, self-discipline, loyalty, tolerance and perseverance are desired individual outcomes.

## **ACTIVITIES SANCTIONED BY SUMMIT ACADEMY NORTH PUBLIC SCHOOLS**

The following activities are sanctioned by the Summit Academy Public Schools Board of Education and are subject to all considerations presented in this handbook:

### **Fall**

Football (Boys)	National Honor Society
Sideline Cheerleading (Girls)	Drama
Volleyball (Girls)	Summer Sports Camps
Golf (Boys/Girls)	Band Camp
Equestrian (Boys & Girls/Fall)	Electric Car Program

### **Winter**

Basketball (Boys)  
Basketball (Girls)  
Competitive Cheerleading (Girls)  
Wrestling (Boys)

### **Spring**

Baseball (Boys)  
Soccer (Girls)  
Softball (Girls)

## **OBJECTIVE OF THE ACTIVITIES PROGRAM**

A meaningful activities program should have defined objectives that apply to all levels. These objectives should be consistent with the philosophical and educational objectives designed to promote personal development and community spirit. The Summit Academy North High School and Middle School Activities Program is dedicated to the following objectives:

- 1 – Provide students with quality teaching/coaching personnel;
- 2 – Provide students with facilities that will enhance their skills;
- 3 – Provide opportunity for students to participate;
- 4 – Build a positive image of school activities of which community, parents and students can be proud and supportive.

## **CONFLICTS IN EXTRA-CURRICULAR ACTIVITIES**

Students are frequently involved in multiple school activities. The student should notify the coach and the director of the other activity as soon as a conflict in the calendar occurs which requires the student to be in two places at the same time. The student is not in jeopardy during the resolution of the conflict. The coach and director will notify the Student Activities Director if assistance is needed to resolve the conflict.

The commitment of students in extra-curricular activities should increase at higher levels of competition. At times, personal interests may need to be sacrificed for the good of the individual and his team members.

During the season, anytime a participant fails to attend practice/event, the student's return to the line-up will be determined by the amount of time necessary to recover lost skills and conditioning. Disciplinary measures by the coach may be enforced when an absence is not connected with the immediate family and the coach of the activity missed did not receive prior notification.

## **GOALS OF AN ACTIVITIES PARTICIPATION**

The goal of extra-curricular participation in Summit Academy Public Schools should be an educational experience developing individual skills and formulating team concepts that can be used for a lifetime.

- 1 – Teamwork: Develop self-discipline, respect authority, work hard and place team objectives above personal desires.
- 2 – Success: Perform at one's best regardless of the final outcome.
- 3 – Good Sportsmanship: Learn to accept winning and losing gracefully. Treat others with respect. Maintain emotional control, honesty, cooperation and dependability.
- 4 –Develop Good Health Habits: Develop good nutritional habits, get proper exercise and follow guidelines set up by coaches and athletic trainers.

## CODE OF CONDUCT

A student who elects to participate in the activities program is voluntarily making a choice of self-discipline and self-denial. Being a member of these groups is a privilege and must be treated as such. An individual's conduct should reflect positively upon himself/herself, his/her family, school and community.

- 1 – In the arena of competition, behavior should reflect good sportsmanship.
- 2 – In the classroom, good citizenship, the highest individual academic effort and responsibility should exemplify the conduct of a good athlete.
- 3 – The student is responsible for equipment and facilities used in the performing of the activity.
- 4 – Dropping out of an extra-curricular activity is a serious matter. As a courtesy, the student and parents should discuss this decision with the Coach before making a final decision. Add in some kind of penalty for quitting sport mid year
- 5 – High school students should use good judgment in emulating only those college and professional performers who display positive qualities of sportsmanship.
- 6 – A student should respect and adhere to the expectations of the individual coach/supervisor as outlined in the activities written guidelines.
- 7 – Athletes may transfer from one sport to another during a season when agreed upon by the player, both coaches and both parents if both coaches and players do not agree; appeals will be made to the Activities Director.

All rules of this section as well as other sections of the Student Activities Handbook are in effect from the beginning with their first day of participation in an extra-curricular activity and continuing through to the date of graduation or the last date of participation, whichever is later. All infractions will be penalized and be applicable at any time during the calendar year and will carry over from year to year.

The students are at all times representatives of the activities program of the School District and must not engage in conduct which is disreputable or unbecoming a student of the School District. Conduct which would constitute a violation of any law or ordinance and which involves an act of dishonesty or criminal intent will be subject to the penalties and disciplinary measures of the Athletic Code.

Violations of the Code of Conduct are punishable by the disciplinary measures and penalties as follows:

- a. Suspension – restricted from participation in the scheduled events and/or games of the athletic activity for a specified duration. The athlete must attend practices.
- b. Removal – removal from participation in any and all athletic activities including practices for a specified period or permanently.

The Activities Director and the Assistant Principal for Discipline shall determine the degree of the penalty or disciplinary measure imposed on a case-by-case basis according to the seriousness and severity of the violation. The student's assigned High School Counselor will be consulted when appropriate.

The above training rules are the minimal standards, which are to be adhered to by students. **But, any coach may implement her/his own training rules and regulations which go above and beyond the minimum standards previously stated with approval of the Activities Director.**

## **RULES PERTAINING TO THE USE OF TOBACCO, DRUGS, STEROIDS, AND ALCOHOL**

Refrain from smoking, using chewing tobacco, the use of or possession of drugs, steroids and/or alcoholic beverages harmful to the body or mind.

Consequences for violating rules pertaining to the use and/or possession of alcoholic beverages, illegal drugs, steroids or tobacco substances:

1. **First Offense:** Suspension from all extra-curricular activities for 40% (2/5) of the contests or competitions in the current season and/or the next season of competition. **Alternative Penalty:** The student/parent may choose a 20% loss of the contests or competitions plus 20 hours of community service to be completed *before* the student may resume competition.
2. **Second Offense:** Suspension from all extra-curricular activities for 60% (3/5) of the contests or competitions in the current season and/or the next season of competition. **Alternative Penalty:** The student/parent may choose a 40% loss of the contests or competitions plus 40 hours of community service to be completed *before* the student may resume competition.
3. **Third Offense:** Suspension from all extra-curricular activities for one calendar year. If one calendar year passes without any participation in extra-curricular activities, the suspension for an activity code violation is negated.
4. **Fourth Offense:** Suspension from participation in all arranged competition at Summit Academy North High School for remainder of the student's high school career.

NOTE: A scrimmage with another school may not count as a scheduled interscholastic competition.

NOTE: A student suspended from interscholastic competitions must continue to demonstrate the qualities of sportsmanship outlined in this Handbook.

NOTE: If a suspension cannot be completed in the present season, the suspension will be carried over to the student's next sports season. The amount of dates to be suspended will be determined by the Athletic Director.

NOTE: Suspensions for Activity Code Violations assessed by other school districts will be carried over to Summit Academy High School for transferring students.

NOTE: Parents of the students involved in any drug, alcohol or tobacco related offenses that may result in a suspension would be notified prior to the suspension of the student athlete. Any Student or parent has the right to call for a hearing with the Athletic Director on any of the above steps. Proof of notification or attempts to notify the parents will be documented in writing. Within three (3) school days following the assessment of a penalty, a student or student's parent/guardian may file an appeal in writing with the student's principal.

### REINSTATEMENT

- A. Suspended students will be required to participate in practice activities while serving a suspension.
- B. A student violating any substance rule will be required to attend a substance abuse program approved by the school and arranged and funded at the student/parent's expense.
- C. Once a student has violated the activity code of conduct, he/she may not join an athletic team if 20% of the season has elapsed including practice time.

### STUDENTS CONDUCT CODE FOR PARTICIPANTS IN EXTRA-CURRICULAR ACTIVITIES

Recognizing that participation in extra-curricular activities is a privilege. The District requires that the conduct of student participants be exemplary at all times. Participants are representatives of the District and their school and must conduct themselves appropriately at all times both while in school and out of school. Student participants who violate this policy are subject to being removed from the activity at the discretion of the coach, sponsor, Building Principal or Athletic Director, in addition to any other applicable punishment.

The Activities Director shall require that all coaches and sponsors of extra-curricular activities have Rules or a Conduct Code for their participants consistent with this policy and the rules adopted by the MHSAA. These rules should contain a notice to participants that failure to abide by them could result in removal from the activity. The Rules of Conduct Code shall be reviewed by the Building Principal periodically at his or her discretion and presented to the School Board. (See alternative paragraph below)

All coaches and sponsors of extra-curricular activities shall annually review the Rules of Conduct with participants and provide participants with a copy.

## **ATHLETIC COUNCIL**

The Athletic Council is comprised of the Activities Director, Principal, and the Varsity Head Coaches:

The Athletic Council shall, at the request of the head coach, have the power (subject to the Student/Parent Handbook) to bar from participating in athletics any individual whose actions are detrimental to the reputation of the school. This option shall be based upon the individual's scholarship, sportsmanship, citizenship, and co-cooperativeness. Any individual thus barred must make a personal appearance before the Athletic Council before the student may again participate in athletics.

## **SPORTSMANSHIP**

Activities in our schools have earned an outstanding reputation in the area of school and community sportsmanship. Our students, fans and participants have always conducted themselves in a commendable manner. Everyone is very proud of this reputation and works hard at upholding it. Please review the following suggestions for future consideration:

1. A student spectator represents his/her school the same as the athlete;
2. The good name of the school is more valuable than any game won by unfair play;
3. Accept decisions of officials without dispute;
4. Recognize and show appreciation of fine play and good sportsmanship on the part of the opponent;
5. Advocate that any spectator or athlete who continually demonstrates poor sportsmanship may be excused from the athletic program.

## **MHSAA MINIMUM REQUIREMENTS**

What follows is a condensation of the Michigan High School Athletic Association's standards. Questions as to the details included in these standards should be taken to the High School Student Activities Director.

Michigan High School Athletic Association Eligibility Standards:

### **A. ENROLLMENT:**

A student must have been enrolled in a high school not later than the fourth Friday after Labor Day (1<sup>st</sup> Semester) or the fourth Friday of February (Second Semester).

### **B. AGE:**

A student must be under nineteen (19) years of age at the time of the contest unless the student's birthday occurs on or after September 1 of a current school year. Should the student's birthday occur on or after September 1, the student is eligible for the balance of that school year.

### **C. SEASONS OF ENROLLMENT:**

A student must not have participated in an interscholastic athletic activity for more than four (4) first semester and four (4) second semester seasons in an interscholastic athletic activity that the student began in the ninth grade.

**D. SEMESTERS OF ENROLLMENT:**

A student must not have been enrolled in grades nine through twelve, inclusive, for more than eight semesters. The seventh and eighth semesters must be consecutive. Enrollment in a school after the fourth Friday counts as a semester. Participation in one or more interscholastic athletic contests also constitutes a semester of enrollment.

**E. UNDERGRADUATE STANDING:**

The student must not be a high school graduate.

**F. PREVIOUS SEMESTER RECORD:**

The student must have earned at least twenty (20) credit hours for work taken during the last regular trimester of enrollment, and have passed at least four (4) out of five (5) trimester courses. A student who fails to pass the equivalent of (20) credit hours - (4) out of five (5) - trimester courses at the end of any trimester period shall be ineligible for the next 90 school days unless the deficiencies are made up. Eligibility may be reinstated during the next trimester when the school accepts the credit.

**G. CURRENT SEMESTER RECORD:**

The student must be passing at least twenty (20) credit hours of work during the current semester, passing a minimum of four (4) out of five (5) courses.

**H. TRANSFERS:**

The student must be accompanied by the persons with whom the student had lived when moving out of a former school district or service area and into a new school district. The student is ineligible to participate in an athletic contest or scrimmage for one full semester unless the student qualifies for at least one of the 15 exceptions as stated in the MHSAA Handbook, Section 9, pages 35-42.

**I. AWARDS:**

A student may not accept an award for athletic performance that exceeds a value of \$25.00. An award may not include cash, merchandise certificates or negotiable certificate for any value.

**J. AMATEUR PRACTICES:**

The student must not accept money or any other type of valuable consideration (merchandise, etc.) for participating in any type of athletics, sports or games. Nor should the student accept this same type of consideration for officiating interscholastic athletic contest. A student is not to sign a contract with a professional team.

**K. LIMITED TEAM MEMBERSHIP:**

1. After a student has represented the school in an interscholastic athletic activity, the student may participate in a maximum of two (2) individual interscholastic athletic meets or contests during the athletic season of the school year while not representing the school only in the sports of cross country, golf, gymnastics, swimming and diving, tennis, track and field, and wrestling.
2. The student may not participate in any "all-star", charity or exhibition contests in any interscholastic athletic event not sponsored by the Michigan High School Athletic Association before graduating from high school.
3. Parents should always check with the Student Activities Director before allowing a student-athlete to participate in any non-school athletic activity. This is important to the student's future athletic eligibility.

**L. REINSTATEMENT OF ELIGIBILITY:**

A change in status for an athlete who has been ineligible occurs on the first full day of the new semester on which regularly scheduled classes are held, and not on the last day of the previous semester.

**M. COMPETITION DISQUALIFICATION:**

Note: This is the wording of the Michigan High School Athletic Association – Reg. V, Sec. 3, Pg. 90:

The following policies for disqualifications shall apply in all sports:

1. When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school for the remainder of that day of competition and for at least the next contest/day of competition for that team.
2. When a coach is disqualified during a contest/day of competition for unsportsmanlike conduct, that coach shall be prohibited by his/her school from coaching for the remainder of that day of competition and from coaching at or attending at least the next contest/day of competition for that team.
3. Failure of the school for any reason to enforce this regulation will prohibit the school from entry in the next MHSAA tournament for that sport, or for the remainder of the current tournament if the disqualification occurs during an MHSAA tournament or during the last regular season contest/day of competition.
4. Disqualifications from one season carry over to the next season in that sport for undergraduates and coaches, or the next season in any sport for seniors.
5. If the playing rules for a sport specify an additional penalty or more rapid progression, or use of such a progression for other violations, the playing rules apply. (1990)
6. Any coach who is disqualified for unsportsmanlike conduct two or more times during a season, any player who is disqualified for unsportsmanlike conduct three or more times during a season, and any coach or player who is ejected for spitting at, hitting, slapping, kicking, pushing or intentionally and aggressively physically contacting an official at any time during that season, is not eligible to participate in the MHSAA tournament for that sport that season. If the tournament disqualifying ejection for that individual occurs during the MHSAA tournament, that player or coach is ineligible for the remainder of that tournament.

## **I. POTENTIAL DANGERS IN ATHLETIC PARTICIPATION**

A. Informed Consent: By its nature, participation in interscholastic athletics includes risk of injury, which may result in different ranges of severity. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Participants have the responsibility to help reduce the chance of injury. Players must obey all safety rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect equipment daily. Also due to the nature of athletics, the possibility of the exchange of body fluids is present in sports. Regardless of how remote the possibility of transmission of diseases such as HIV/HBV is, all athletes should be aware of the inherent risks associated with athletic competition.

B. Risk taking: Participation in athletics is a voluntary extra-curricular activity in which the student participates at the risk of any injury. Athletic activities can be hazardous and participation in such activities is a calculated risk on the part of the student and parents.

## **II. INSURANCE**

Parents or guardians of athletes are required to obtain adequate insurance coverage for their children in the event of injury. All students participating in athletic events must carry some type of health and accident insurance.

- A. The Summit Academy North Public School Board of Education does not assume liability for injuries suffered by students while participating in athletic activities. The responsibility for the expenses incurred in athletics for doctors, ambulance, or medical expenses for injury must be assumed by the parent or guardian.
- B. The athlete's family or the athlete's family's employer's insurance must provide coverage in the case of any injury suffered while participating in athletics in the Summit Academy Public School system.
- C. The school district offers the opportunity for athletes to purchase reasonable priced insurance coverage from an independent carrier. Inquire with the high school's Student Activities Office.

## **III. PHYSICALS**

A physical form must be properly completed and signed by the parent/guardian and examining physician. This form shall be kept on file in the Student Activities Office of the high school before a student may participate in athletic activities.

- A. A physical examination given on or after April 15, good for the following school year.
- B. Physical examinations will be given through the school on the first Tuesday after school is dismissed for the year at a reduced price.

## **IV. INJURY POLICY**

Injury Reporting: Students absent from practice due to extended illness or any athlete who sustains an injury while participating for Summit Academy or on his/her own time needs to report the injury to the head trainer.

Release to practice/compete following an injury: Any athletic who has sustained an injury must be released to return to competition or practice by the head trainer, team physician and/or his/her M.D. or D.O. Release by the M.D. or D.O. must be delivered in writing to the head trainer.

If the head trainer feels the athlete may be at risk of further injury, return may be withheld pending trainers consulting with team physician and/or athlete's physician.

Head Trainers Role: The head trainer is responsible for injury prevention, care, treatment and rehabilitation under the direction of the team physician.

Athlete's Responsibility: It is the responsibility of the athlete to follow the instructions of his/her physician, as well as the head trainer's recommendations and directions with regard to an injury; it is his/her own responsibility to follow up with treatment as directed by the team trainer.

Team Physician Role: The team physician will supervise and direct the team trainer. Also, the team physician will have the ultimate decision making authority with regard to the status of injured athletes.

## **V. DUAL PARTICIPATION POLICY – Approved as Two-Year Pilot Policy**

There exist circumstances in which it may be in the best interest of both a particular team and an individual athlete to allow participation on more than one athletic team during a particular season. This would allow individual athletes an opportunity to excel in activities that will help both them and others grow and develop physically, socially, and emotionally while, at the same time, helping the overall growth, development and success of the entire team.

A parent/guardian of a student who wishes to participate in two sports should request a meeting with the student, the coaches of both sports, and the Activities Director to discuss these wishes and review the following guidelines:

- a. A written contract will be established wherein all the above named parties may agree upon training and performance requirements concerning the games and practices.
- b. The athlete must choose his/her primary sport and would be expected to attend all practices and contests of the primary sport.
- c. The athlete will only be able to participate in the secondary sport when there is not a conflict with primary sport activities. Potential conflicts will be resolved by the parties involved and included in the contract.
- d. The athlete would be expected to abide by all team rules for both sports, unless mutually agreed upon.
- e. If the athlete fails to comply with any of the agreed upon criteria, the athlete will no longer be eligible to participate in the secondary sport.

## **GENERAL POLICIES**

### **PREVIOUS SEMESTER RECORD**

No student shall compete in any contest during any semester who does not have to his or her credit (on the books of the school represented), at least 20 credit hours of work (passing at least 4 out of 5 courses) for the last semester during which he or she shall have been enrolled in grade nine to twelve, inclusive for a period of three weeks or more, or during which the athlete shall have taken part in any interscholastic athletic contest. A student who fails to pass the equivalent of (20) credit hours - (4) out of five (5) - semester courses at the end of any semester period shall be ineligible for the next 90 school days unless the deficiencies are made up. Eligibility may be reinstated during the next trimester when the school accepts the credit.

A student entering the 9<sup>th</sup> grade for the first time may compete without reference to his/her record in the 8<sup>th</sup> grade. In determining the number of hours of credit received during a semester under this rule, the usual credit allowed by the school shall be given. However, reviews and extra-curricular work, and work for which credit previously has been received, shall not be counted. Deficiencies, including incomplete, conditions, and failures from a previous semester may be made up during a subsequent semester, summer session, night school, or by tutoring. Eligibility may be reinstated during the next semester when the school accepts the credit.

### **CURRENT SEMESTER RECORD**

- A. No student shall compete in an athletic contest in which that student athlete does not have a passing grade from the beginning of the semester to the date at which eligibility is checked seven days prior to the contest, in studies totaling at least 20 credit hours of classes. The student must be enrolled in at least four classes. In determining the number of hours of credit work per week under this rule, reviews and extra-curricular work, and work for which credit previously has been received, shall not be counted.
- B. Any student participating in high school athletics must be passing 20 credit hours (passing at least 4 out of five classes) to be eligible to participate in a scheduled interscholastic event or scrimmage.

### **ATTENDANCE REQUIREMENTS**

- A. An athlete must be in school on the day of the event unless he/she is participating in a school sponsored function.
- B. If there are extenuating circumstances to an athlete's attendance, the school attendance officer/athletic director will determine the eligibility.
- C. **PHYSICAL EXAMINATIONS FOR ATHLETES:** The student must pass a physical examination for the present school year. A record of this examination must be on file in the high school Student Activities Office.
- D. If an athlete is absent or late the day following a contest, he will report the reason to his coach before participating in practice or contests.

## **GAME DAY ATTIRE**

Students are required to wear a team issued jersey and/or uniform top that has been issued by Summit Academy Athletic Department. However, if coaches require shirt/tie and dress/skirt (with appropriate length) to be worn on game days, ALL players must comply with coaches request. Jackets and/or hooded sweatshirts are not permitted to be worn during school hours. Student athletes must follow game day attire guidelines. If a student athlete decides not to follow guidelines, his/her actions may result in disciplinary action taken by the coach and/or Athletic Director.

## **TRANSPORTATION**

Students are required to travel to and from athletic events by the transportation provided by the Summit Academy School District. This requirement may be waived for extenuating circumstances by the parents of the student submitting, in writing, a request to the coach and athletic director at least one day prior to the event.

## **FOOT COVERINGS**

State Health Department regulations require feet to be covered at all times in public buildings. The only exception should be in locker rooms and on pool decks. "Spikes" and cleats of any kind are prohibited in the hallways or locker rooms. Athletes are to put on and take off this type of shoe outside of the building.

## **FOOD**

- A. Food and beverages are to be consumed in designated supervised areas only.
- B. Students are not to bring glass bottles, cans or any other containers into the building.
- C. Beverages and food are to be consumed in the cafeteria.
- D. Opened bottles or cans should be disposed of immediately after consumption in the cafeteria.

## **PARKING**

- A. All participants are to park in the main student parking lot. No one is to park in the District Administration's parking area until after 5:00 p.m., Monday through Friday.
- B. No one is to park along the sidewalk by the parking lot.

## **EQUIPMENT**

- A. Each football player must purchase a protective mouthpiece.
- B. Any individual who has failed to return, in good condition, any equipment issued shall be ineligible for an award and from participation in any other sport until such equipment is satisfactorily returned or the Athletic Department is reimbursed.
- C. The theft of school equipment is larceny and Michigan law regards larceny as a felony.

## SNOW DAY PROCEDURES

- A. All clubs' and organizations' meetings will be canceled until school is called back into session.
- B. All fine arts organizations will follow the varsity athletic schedule on snow day matters, unless the director contacts the school administration for exceptions.
- C. If school is called off during the school day.
  - 1. No team practices.
  - 2. If a varsity team contest is scheduled for the next day:
    - A. Varsity teams only may practice after safety and team arrangements have been considered;
    - B. No ninth grade or junior varsity practices are to be held.
- D. If school is called off before the start of the day (First day):
  - 1. No team practices;
  - 2. If your varsity team contest is scheduled for the next night:
    - A. Varsity team only may practice;
    - B. No ninth grade or junior varsity practices.
- E. If school is called off before the start of the school day: (second day or more) – all teams may practice following the gymnasium snow day schedule, unless otherwise notified by the administration.

## AWARD POLICIES

- A. All awards must conform to the regulations of the Michigan High School Athletic Association.

CRITERIA FOR ATHLETIC TEAM AWARDS ARE AVAILABLE FROM COACHES AND THE ATHLETIC OFFICE.

- B. Award Hardware Policy:
  - 1. Freshman Team – certificate
  - 2. Junior Varsity Team – certificate and numerals
  - 3. Varsity Team
    - A. First year – letter with sport identification
    - B. Second year – a bar to be placed under the sport identification
    - C. Third year – a bar to be placed under sport identification
    - D. Captain – a star will be awarded and is to be placed over the sport identification
    - E. If a Freshman is awarded a letter, he/she will receive the numerals along with the letter
    - F. All applicants must have conformed to the regulations for attendance at practices and contests to the satisfaction of the coach for that sport.
    - G. All applicants should have displayed at all times, to opponents, officials and fellow teammates, the type of sportsmanship which his/her school demands.
    - H. All applicants must have conformed to all rules for training as established by the Athletic Department for equipment checked out to them.
    - I. All applicants must have conformed to all rules for training as established by the Athletic Council, Athletic Director and the coach of the designated sport.

### C. Trophies and Plaques:

1. Trophies or plaques may be given out by coaches provided they have the approval of the administration.

a. Most Valuable Player Plaques:

Coaches will annually inform the Student Activities Director of the name of the individual to be placed on the appropriate plaque.

b. Two plaques will be used for the ‘Outstanding Athlete of the Year’ and will be placed in the center of the athletic plaques.

1). The “Outstanding Boy and Girl Athlete of the Year, and will be selected by all varsity head coaches.

2). A senior boy and girl who passes both outstanding citizenship and scholarship, and have made unselfish and superior contributions to the athletic program will be selected.

3) Each scholarship will be for \$100.00

D. The coach reserves the right to award a letter to seniors who have completed a minimum of two years of a varsity sport.

### E. Letter Requirements for all Sports

As head coaches and sport regulations change, the letter requirements that follow may change. The changes will be outlined in each coach’s written sport guidelines and reviewed with the Director of Activities.

All Participants Must:

1. **Boys’ Baseball** –

a. Complete the season in good standing.

b. Be a member of the varsity team for at least half of a season.

2. **Boys’ Basketball** – A player or manager who starts and finished a complete season in good standing will be able to earn a letter with approval of the head coach.

3. **Boys’ Football** –

a. Complete the season in good standing.

b. Attend practice sessions as required by team rules.

c. Adhere to all training and team rules.

4. **Soccer Girls**

a. All players must have participated in a minimum of one half of the season’s total contests.

b. All players must complete the season in good standing, both athletically and academically.

c. The coach reserves the right to award a letter to a senior who completed a minimum of two years in good standing on the team.

The coach reserves the right to decide to award a letter based on performance (athletic and/or academic), attendance and attitude. The coach also reserves the right to award a letter to a senior who has completed a minimum of two years in good standing on the team.

**7. Boys' Golf:**

- a. Be a member of the varsity squad and have earned a total of 12 points for the season. Points are earned as follows: match medalist = 3 pts.; team medalist = 2 pts.; team counter = 1 pt.
- b. Be a member of the golf team for four years if the requirement for letter "a" is not filled.
- c. Players moving into the district after their freshman year must have a minimum of three years on the team or qualify under requirement "a" above.

**8. Girls' Basketball**

- a. Obey the Athletic Training Rules and Policies of Summit Academy High School.
- b. Give your best in the classroom daily.
- c. Conduct yourself at all times in an exemplary manner when representing Summit Academy High School contests, at practice and when involved in any activity.
  - d. Support and encourage other team members to excel and improve.
  - e. Work hard to improve personal skills in basketball and help teammates do the same.
  - f. Be a positive, contributing member of the team.
  - g. Attend and be on time for all in season practices, meetings and contests unless previously excused by the coach.
  - h. Return all equipment and uniform items issued to you.
  - i. Fulfill any monetary obligations incurred during the season.
  - j. Complete the season in a positive manner.

**9. Girls' Softball**

- a. Underclassmen must have played at least one year at the junior varsity level or have made the varsity team as a freshman.
- b. Anyone making the varsity team, other than freshmen, and have not fulfilled requirement letter "a" above, will not earn a varsity letter until their second season of varsity level participation. The only exception to this rule would be a first time senior or senior who has transferred in from another school district.
- c. Players who have fulfilled requirement letter "a" above and, and in the coach's opinion, have made a positive contribution in either playing or supporting the team in games and practice will earn their varsity letter.

**10. Girls' Volleyball**

- a. Must have participated in ½ of the games of all season matches. Credit for a game shall be given for any part of a game played.
- b. An exception to "a" above would be a senior who has participated in any number of the games of the season's matches and has completed a second varsity season in good standing.
- c. Any other exception will be decided by the coach and the Director of Student Activities.

## 11. Wrestling –

- a. Earn a total of 30 points on the following scale:
  - one point for a varsity competition (this counts for a loss or getting a void)
  - if a wrestler wins the competition he/she earns the team points toward the letter.
  - wrestling in the regional or state meet.
  - complete the season in good standing.
  - be a positive contributing member of the team for four years.

17. **Cheerleading** – A cheerleader or manager who starts and finishes a complete season in good standing will be able to earn a letter, with the approval of the head coach. The cheerleader or manager must also abide by all rules and requests set forth by the Summit High School Athletic Department and the cheerleading coaches.

18. **Manager** - Any applicant for a manager award must have spent two years as a head manager of an athletic activity or one year as an assistant manager, followed by a head manager position for one year in the same sport. If the coach feels a manager has done an exceptional job, the coach may petition the Director of Student Activities to award a letter for the first year of participation.

19. **Special Award** – Upon the recommendation of a coach a special award can be issued to any individual by the Athletic Board.

## 20. Student Athletic Training

- a. Attend, on time, all scheduled sessions unless excused with prior approval by the athletic trainer
- b. Meet requirements of 150 training room hours and 20 covered games scheduled by the athletic trainer.
- c. Perform as a positive, contributing member of the team throughout the season.
- d. Freshmen and sophomore will receive their varsity awards at the end of their second season in athletic training.
- e. Must perform at 2.0 or above in regular class work.
- f. Exceptions to these rules are at the discretion of the head athletic trainer.

## CONDUCT CODE FOR PARTICIPANTS IN EXTRA-CURRICULAR ACTIVITIES

Participation shall at all times abide by the safety rules of their activity or sport. Unsportsmanlike behavior will not be tolerated.

Participants' conduct, in and out of school, shall not reflect negatively on their school or create a disruptive influence on the discipline, good order, moral, or educational environment in the school.

Participants who violate this Conduct Code are subject to being removed from the activity at the discretion of the Coach, Building Principal or Athletic Director, in addition to any other applicable punishment.

**I HAVE RECEIVED A COPY OF THESE RULES AND I HAVE READ THEM.**

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
(Participant)

Date: \_\_\_\_\_ Signed \_\_\_\_\_  
(Parent or Guardian)

\_\_\_\_\_  
Print Student Name