

PENTWATER PUBLIC SCHOOLS

ATHLETIC DEPARTMENT:



ATHLETIC POLICY HANDBOOK

Pentwater Public Schools

600 E. Park

Pentwater, MI 49440

(231) 869-4100

Larry Brown, Athletic Director
Toni Glover, Administrative Assistant

www.pentwaterschools.net

MHSAA.com

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MISSION STATEMENT

The Pentwater Public School Athletic Department is committed to excellence; we strive to provide experiences that enhance our students personal and team growth.

PHILOSOPHY STATEMENT

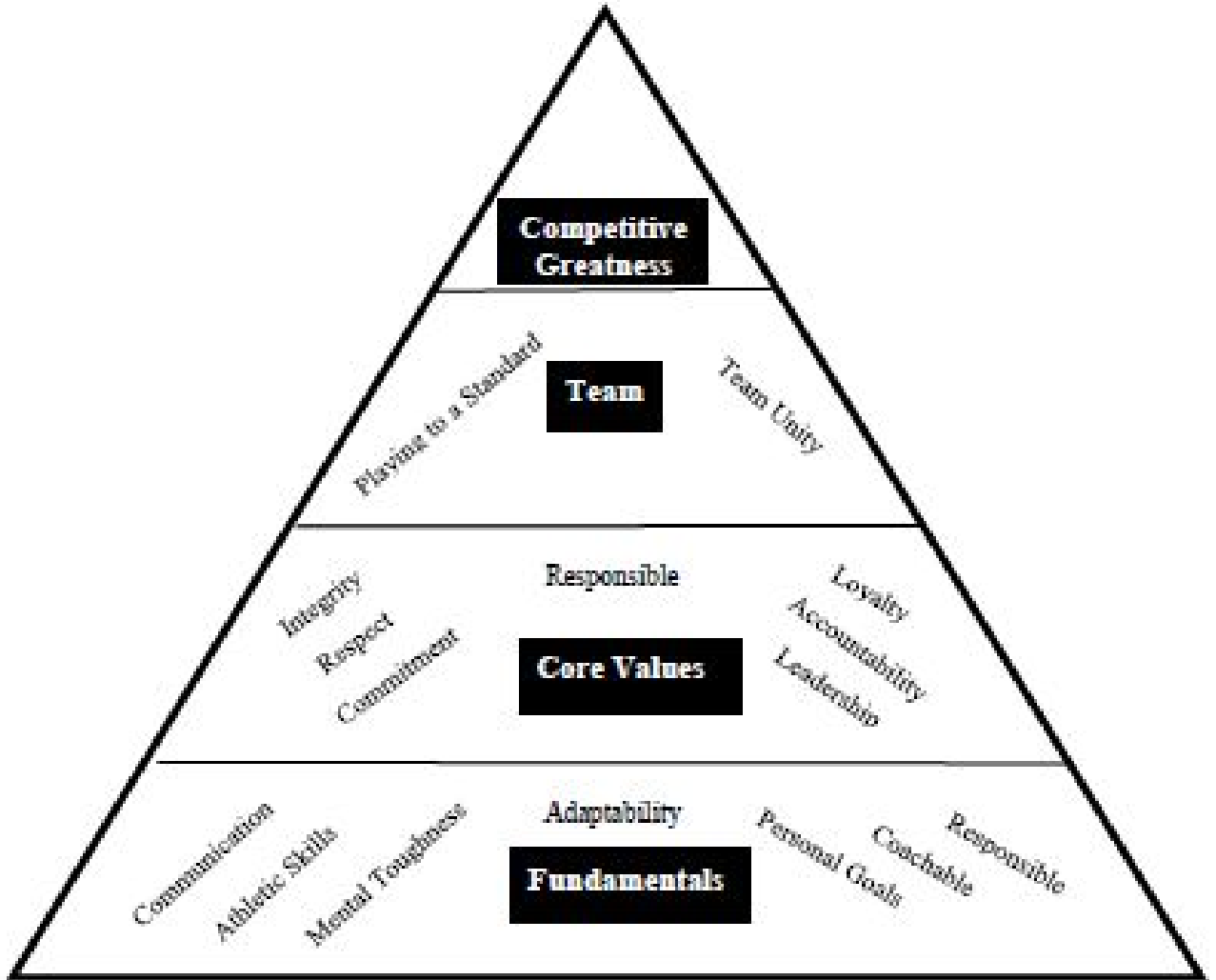
The interscholastic athletic program is an important part of the educational process of the school district and is an extension of the classroom, serving as an arena for learning. We strive to have each student athlete enjoy a positive experience while we develop competitive teams. Students deciding to become a part of the athletic program must understand that they are accepting the privilege and benefits of participation and should fully appreciate that they have taken on certain specific obligations and responsibilities.

Interscholastic athletics are provided with the belief that the following goals may be accomplished through membership on an athletic team:

- A. Competitive Greatness
- B. Good health and physical fitness
- C. Good sportsmanship and fair competition
- D. School spirit and loyalty
- E. Moral development and training
- F. Social skills development
- G. Emotional maturity development

The success of the interscholastic athletic program is not based solely on the win-loss record of the teams. Instead, a goal of the program is to have each participant reach his/her maximum potential.

PILLARS OF SUCCESS



ATHLETIC CODE OF CONDUCT

(Use School Referral Form)

Representing Pentwater Middle/High School in co-curricular activities is regarded as a privilege. All students who take part in co-curricular activities must understand that adherence to all parts of the School Activity Code is an essential condition for participation. Co-curricular activities include all athletic activities and co-curricular activities that Pentwater Middle/High School offers beyond the regular school day (Such as Pentwater Public Schools academic teams, etc.).

The purpose of the School Activity Code is to encourage students to appreciate and practice the values of responsible behavior, healthy living and good citizenship. Students should remember that their behavior reflects on their team, their school, their community, their family and themselves.

Students shall be regarded to be under the rules of the School Activity Code beginning with their first day of participation in a co-curricular activity and continuing through to the date of graduation or the last date of participation, whichever is later.

***THIS INCLUDES VACATION BREAKS, SUMMER RECESS, AND OFF-SEASON TIMES. THE PARTICIPANT IS ALWAYS UNDER THE STUDENT ACTIVITY CODE FROM BEGINNING TO END OF THEIR PARTICIPATION.**

MAJOR VIOLATIONS

- Use or possession of tobacco products.
- Use or possession of alcoholic beverages.
- Use or possession of illegal or "look alike" drugs; illegal use or abuse of prescription drugs; and/or steroids and/or over-the-counter drugs and products.
- Illegal or criminal behavior (accusation sufficient, pending legal findings).
- Theft, vandalism or malicious destruction of property.
- Physical or verbal assault.
- Behavior unbecoming of an athlete.
- Harassment or Hazing
- Abusive use of Social Media

PROCEDURES FOR MAJOR VIOLATIONS

- The athletic director or building principal is the administrator responsible for holding all hearings and invoking penalties when appropriate.
- All violations shall be reported to the appropriate administrator. What constitutes an acceptable source shall be left to the discretion of the administrator.
- The administrator shall arrange to hold a conference with the reported student and

- the student's coach and/or advisor.
- The administrator will give written notice of such penalties to the student's parents, coach and principal.

PENALTY STEPS FOR MAJOR VIOLATIONS

First Offense:

Suspension from all co-curricular activities for 20% (1/5) of the contests or competitions in the current season and/or the next season of competition. Included in the suspension will be 20 hours of community service to be completed before the student may resume competition.

***IF THE LENGTH OF THE SEASON HAS FEWER DATES OF PARTICIPATION THAN WHAT THE PENALTY STEP DICTATES, THEN THE REMAINDER (PROPORTIONALLY) OF THE PENALTY CARRIES OVER INTO THE NEXT SEASON. THE STUDENT MUST FINISH ANY SEASON(S) IN WHICH THE SUSPENSION OCCURS.**

Second Offense:

Suspension from all co-curricular activities for 50% (1/2) of the contests or competitions in the current season and/or the next season of competition. Included in the suspension will be 40 hours of community service to be completed before the student may resume competition.

Third and Subsequent Offenses:

Suspension from all co-curricular activities for one calendar year.
(Note: 3A, 3B, and 3C are NON-Negotiable.)

If one calendar year passes without any participation in co-curricular activities, the suspension for an activity code violation is negated.

APPEALS FOR MAJOR VIOLATIONS

- Within three 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.
- Any and all violation appeals shall go directly to an Athletic Council decision within three school days. The Athletic Council shall consist of a quorum of Varsity coaches and the Athletic Director, under certain conditions this quorum may consist of JV coaches and/or appointed Board members. Further, the student then has the right to Appeal to the Superintendent of schools who has three school days to make a decision. Lastly the student may appeal to the Board of Education which again has three days to meet and make a final decision.
- Students shall not be allowed to participate in contests or competitions during the appeal process.

- An appeal cannot be filed for penalties resulting from violations of the Activities Code when the court has found the student guilty.

REINSTATEMENT

- Suspended students will be allowed to participate in practice activities.* Suspended students will not dress for competition but will dress appropriately and sit with the team showing support.
- Students who receive penalties as seventh and eighth graders as participants in JH athletics will have all previously fulfilled suspensions removed from their records upon entering the ninth grade. This does not include eighth graders participating on JV or Varsity teams.
- A student violating any substance rule (I. #A-C) will be required to attend a substance abuse/counseling program approved by the school arranged and funded at the student's/parent's expense.
 - *Options will be determined by the Principal/Athletic Director.
- 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. Student-athletes who have not violated the activity code may join an athletic team at any time at the discretion of the coach and the athletic director.

MINOR VIOLATIONS

- **All minor violations must be reported to the athletic director for record keeping.**
- **3 minor violations is equivalent to 1 major violation**
- **Minor violations accumulate yearly (Roll over season to season).**

Minor Violations include:

- An Official's warning or technical foul
- Swearing
- 3 tardies or unexcused absences is equivalent to 1 minor violation
- Disrespectful behavior/attitude
- Leaving trash or is disrespectful to public facilities (bus, opposing school, Pentwater Public Schools, etc.)
- Inappropriate behavior at restaurants
- Any conduct that's unbecoming or not appropriate
- Inappropriate use of social media
- Violation of school rules, which do not constitute a major violation, or behavior at any school sponsored event or any activity associated with the school, which the coach/advisor regards as unbecoming of a student at Pentwater Public Schools.
- Unsportsmanlike conduct

This list is representative of possible minor violations, but is not to be considered all inclusive.

PENALTIES FOR MINOR VIOLATIONS

Penalties will be at the discretion of the coach/advisor of the student's co-curricular activity.

CITIZENSHIP VIOLATIONS

Definition: Behavior on or away from school grounds, which the school administration and/or Coach/advisor regards as unsatisfactory citizenship.

PENALTIES FOR CITIZENSHIP VIOLATIONS

Penalties will be at the discretion of the school administration and coach/advisor, and could lead to dismissal from the athletic/activity team. (Examples: dismissed from team, sit out one game/contest, written apology, physically run the violation clean, complete community service, etc.)

ELIGIBILITY(Eligibility form)

- Students must meet all Pentwater Public Schools and the Michigan High School Athletic Association requirements to compete in athletics. ([include MHSAA link](#))
- Students must be in attendance for all periods of the school day in order to be eligible for practice, performance, or competition on that date. Exceptions can be made for pre-arranged absences, school-related absences, doctor's excused absences, or extenuating circumstances which are acceptable to a building administrator. **Any student that participates in a practice on the same day of an unexcused absence will not be allowed to participate in the next contest.** At the end of each day, the school secretary will provide the athletic director and coaches with a list of unexcused absences. ***Any student that participates in a contest on the same day of an unexcused absence will meet with the coach, athletic director, and parent before returning to the team.*** Extenuating circumstances will be handled by the coach/advisor, the athletic director, and the building principal.
- Students need to turn in all uniforms and equipment to coaches **after their final home and away contest** in order to participate in the next season. Students are not to participate in an activity until all previously issued uniforms and equipment items have been turned in, paid for, or arrangements for paying for such items have been made with the athletic director. Coaches must turn-in documentation that all uniforms have been collected or paid for at the end of their season (Process belongs in another section).
- Students must maintain an overall 2.0 GPA (C average combined) without failing any class. Eligibility will be evaluated beginning the second week of a season. Students whose Powerschool grades show they are ineligible will receive a yellow eligibility form on Wednesday. Students must be returned the form to the Athletic Director, or the office folder no later than 3 PM on Thursday after receiving the form. This form must be verified by the teachers listed on the form. The Athletic Director within 24 hours of receiving the card will distribute a list of those ineligible. (this includes online courses

and tech prep). If the student is determined to be ineligible, it will take effect for the following week, Monday through Saturday.

- Students who do not pass 66% (5 out of 7) of their semester high school classes will be ineligible per MHSAA guidelines.
- Ineligibility will be monitored using a three tier system.
 - **Tier 1**
The first time a student is ineligible, the student athlete will be allowed to practice, but will not be able to participate in a contest but can travel with the team on game day.
 - **Tier 2**
The second time an athlete is ineligible, the student athlete will be allowed to practice but not participate or travel to contests.
 - **Tier 3**
The third time a student is ineligible, the student athlete will not be able to participate until the grades are passing according to the eligibility standards.

When a student becomes eligible at any one of the Tiers the student returns to Tier 1 the next time that student becomes ineligible

Students should be encouraged to work on improving during lunch, as well as during and after school.

A letter will be mailed to parents to notify them of each tier of ineligibility

SPORTSMANSHIP POLICY (Sportsmanship Form)

ATHLETICS SPORTSMANSHIP STATEMENT

Pentwater High School encourages and promotes good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants, coaches, and officials in a positive, respectful and civil manner. Cheers shall be designed and used as a positive means to encourage your team and NOT used in any negative manner against either team, any individuals on that team, or the officials. Spectators will not taunt the athletes, fans, or direct personal negative comments at officials before, during, or after contests. Profanity, racial, ethnic, or sexual comments, or other intimidating actions are not tolerated and are grounds for removal from the site of competition.

“Win with character, lose with dignity”

Student-Athlete

- Pentwater Public School’s reputation should not be placed in jeopardy because of unsportsmanlike behavior.

- ***Respect is the key to good sportsmanship.*** Opponents should be respected. They are not enemies, but teenagers who happen to attend other schools and our teams and fans should acknowledge good plays, by both teams. We should work together with cheerleaders for positive chants/cheers and avoid obscene, or degrading cheers. (more generic for sports without cheerleaders). Be sure to respect the cheerleaders as well.
- Student-athletes in attendance at events or practices are expected to have fun by demonstrating positive enthusiasm without causing harm, danger or embarrassment to others or to the school.
- Spectators are to follow all rules that are in effect during the school day and as well at after-school events (i.e. use of controlled substances, swearing, fighting, etc.).

Spectators

- Pentwater Public School's reputation should not be placed in jeopardy because of unsportsmanlike behavior.
- Fans in attendance at events are expected to have fun by demonstrating positive enthusiasm without causing harm, danger or embarrassment to others or to our school.
- Proper language is to be used. No swearing, obscene gestures or language which is offensive to others will not be tolerated. High school events are family activities. Individual and group vulgarity is unacceptable, as is verbal harassment and booing of players, coaches and officials.
- Dangerous and boisterous behavior, such as pushing, shoving or fighting, will not be tolerated.
- The throwing of objects at fellow spectators, band members, cheerleaders, coaches, officials, players or onto the playing surface, is unacceptable, and could result in an injury or the team being penalized by the game official.
- ***Respect is the key to good sportsmanship.***
- Acknowledge good plays by both teams.
- We encourage all spectators to use positive chants/cheers and avoid obscene, or degrading chant/cheers.
- ***Good sportsmanship is a 24 hour - 7 days a week responsibility, even online.***

SPECTATOR BEHAVIOR GUIDELINES

If a fan is acting in an unsportsmanlike manner at any time within a school year, he or she will be approached and be advised of the inappropriate behavior by the AD, game manager, staff member, or administration.

Level One:

A warning with a follow up letter sent by the athletic department.

Level Two:

A second offense may result in a suspension of two home contests and any other athletic

event during the suspension time period with a follow up letter sent by the athletic department that addresses expectations and consequences

Level Three:

A third offense may result in a suspension from all athletic contests for the remainder of the season or school year. A follow up letter will be sent by the athletic department addressing the consequence and expectations. (any event)

Consequences may carry over from season to season and may reset at the start of each school year. The Athletic Director and Administrator can jump the level of penalty based on their decision of severity of incident(s).

Additional information on sportsmanship guidelines will be followed by the MHSAA

TREATMENT OF ATHLETES

Athlete to Athlete

- Expect to be treated with respect and address matters of disrespect immediately.
- Expect athletes to show respect toward opponents, including during injury time.
- Remember that academics come before athletics - no athletic excuses for late or missing work.
- Maintain a positive attitude from athlete to athlete. Think about how the athlete will take it.
- Older athletes should serve as mentors - encouraging younger athletes in a positive manner that is helpful and not hurtful as they develop.
- Understand that constructive feedback can be helpful when presented in a respectful manner.

Athlete to Coach

- Respect of coach and decisions - listen and follow through right away.
- Be on time.
- Positive attitude, body language, rapport toward coaches.
- Open communication - bring concerns to the coach or captain; follow chain of command.
- Communicate absences, changes in practice schedule, eligibility or academic struggles.
- Give your best effort - maximize your potential.
- Be mentally, physically, and emotionally ready for practice.
- Sportsmanship, honesty, integrity.
- Accountability to follow the coach's expectations, to tend to your academics and eligibility, and actions.
- Understand that constructive feedback can be helpful to helping you know how to grow and develop.

Coach to Athlete

- Respect each athlete and support them in their development and role on the team.
- Communicate clear expectations that are followed consistently.

- Model sportsmanship, honesty, integrity.
- Keep and provide open communication and feedback on strengths and growth areas.
- Promote an open door policy for communication of concerns and questions.
- Have accountability for your professionalism, decisions and for your own actions.

Social Media (May result in a major or minor violation)

- Behavior on social media should reflect the athletic handbook and code of conduct.
- Negative comments about a team, teammate, opponents, or your school is not acceptable and may be subject to a major or minor violation of the code of conduct.
- Consequences can occur when improper abuse by individuals are not followed.

STUDENT-ATHLETE/PARENT/COACH RELATIONSHIP

Student-athletes and or parents may, on occasion, disagree with a coach. Many times, these types of issues are easily cleared up when the coach and student-athlete are provided with an opportunity to share their thoughts with one another in a private setting. These issues, misunderstanding, or disagreements should not be resolved in front of other student-athletes during a practice or contest(s). Student-athletes/parents wishing to address these types of issues should follow the steps as they are outlined below.

1st Step:

The student-athlete should schedule a meeting with the coach to resolve the problem or differences. Both parties should mutually agree upon the date and time for the meeting. The meeting could occur before school, lunch, the coach’s planning period, or before or after practice

2nd Step:

In the event that the student-athlete and coach are unable to resolve their differences, a meeting should be scheduled with the student’s parents and the coach. Both parties should mutually agree upon the date and time for the meeting.

3rd Step:

In the event that the parent and coach are unable to resolve their differences, a meeting should be scheduled with the athletic director, student, parent, and coach. All parties should be present and mutually agree upon the date and time for the meeting.

We welcome the opportunity to discuss concerns that arise throughout a season. An alternate method to express concerns is through a form found on the school website, www.pentwaterschools.net, where people can share concerns, comments, or provide a heads-up regarding a potential concern. It can be found under the department tab by choosing the athletic department tab. The data from this form will go to the Athletic Director who will facilitate appropriate follow-up. It is important to know that if a concern is submitted anonymously, the concern is not considered part of the chain of command. An anonymous comment may be addressed if there is enough information, but follow-up may be limited. There is no ability to

follow-up on the concern with the person submitting a report anonymously.

COMMUNICATION AND CONCERNS

- All coaches and student-athletes should engage in regular communication regarding the athlete's goals, strengths, growth areas, and concerns. Coaches should give regular feedback to student-athletes to help them set and reach their goals.
- Students are encouraged to ask questions, ask for clarification, and express concerns to their coach as soon as possible. If the communication with the coach does not result in a satisfactory resolution, the student-athlete or parent should follow the district's chain of command.
- Concerns following a contest may need to be addressed after a 24 hour waiting period so that the coach, parent and/or student-athlete have an opportunity to debrief and reflect before meeting to discuss concerns. Discretion should be used to ensure concerns are addressed respectfully and occur at an appropriate time and location.

CHAIN OF COMMAND

(The district's chain of command is listed below. It is important to start with the Chain of Command closest to the source of the concern.)

COACH

- Sportsmanship
- Player issues (playing time, treatment, philosophy)
- Rules of the game
- Coaching style

ATHLETIC DIRECTOR

- Decisions made by coaches
- Schedules (practice, athletic events)
- Athletic eligibility
- Athletic physicals
- Sportsmanship
- All issues with the Athletic Department

ASSISTANT/VICE PRINCIPAL

- Curriculum
- Discipline of student by Assistant/Vice Principal
- Testing
- Scholarships
- IEPs

SUPERINTENDENT/PRINCIPAL

- Facility usage
- Concerns about board decisions, policy, procedures or job descriptions

- Maintenance issues
- Concerns about final decisions of Athletic Director, Curriculum Director/Dean of Students and/or Teachers
- Scholarships
- Scheduling (independent studies, dual enrollment, tech prep, graduation requirements)
- School safety
- Bus safety/bus issues
- Board policy or procedures
- Handbook issues or procedures
- Concerns about school staff
- Issues about which you are uncertain whom you should contact

PENTWATER BOARD OF EDUCATION

- Concerns about final decision or interpretations of Superintendent
- Board policy

TEAM SELECTION POLICY

PHILOSOPHY

In accordance with our overall philosophy of athletics and our desire to see as many student/athletes as possible participate in the athletic program while at Pentwater Public Schools, coaches are encouraged to keep as many student/athletes as possible without unbalancing the integrity of their sport. Obviously, time, space, facilities, personal preference and other factors will place limitations on the most effective team size for any particular sport. However, when developing policy in this regard, we attempted to maximize the opportunities for all student/athletes without diluting the quality of the program.

TEAM REDUCTION (If necessary)

Responsibility

- Choosing members of the athletic teams is the sole responsibility of the coaches of those teams. Coaches must consult with the athletic director before making cuts.
- A player should always work to earn their place on the team. There is no such thing as a final team placement. The athlete's membership on any team is always subject to proper behavior and the following of specified team guidelines.
- Lower level coaches shall follow the policies as established by the head coach in that particular program when selecting team members.
- Prior to tryouts, the coach shall provide the following information to all candidates for the team:
 - Extent of the tryout period
 - Criteria used to select team
 - Number to be selected
 - Practice and game commitments if they make the team

Procedure

- When a squad cut becomes necessary, the process will include the following:
Each candidate shall:

- Have completed in a minimum of five practice sessions, depending on the sport. Varsity try-outs may be shorter with lower levels longer.
- Be allowed, when possible, to compete in a scrimmage situation.
- Be personally informed by the coach of the cut and for what reason.
- **Cuts will not be posted.**
- Coaches should take the opportunity to discuss alternative possibilities for participation in a sport.
- If a coach foresees difficulties arising as a result of team cuts, he/she should discuss the situation with the athletic director.

TEAM DESIGN PHILOSOPHY

The Pentwater Public Schools interscholastic athletic program is designed to allow students to participate at their level of readiness while being able to achieve satisfaction and enjoyment. The program shall emphasize fun, enjoyment, opportunities for all students, and a strong emphasis on building skills at all levels. Coaches for the specific sport will meet in advance, and continue to discuss throughout the season, to discuss possible placement of students and the need for multiple teams at the JH level. These discussions should remain confidential until communication with the parent is complete.

MIDDLE SCHOOL LEVEL *(7th and 8th graders - 6th graders may participate if there is a need for additional players)*

The basic philosophy is to provide the athlete with the proper fundamental skills to develop each athlete for the next level of participation. The coach determines playing time for participants. All team members will be given an opportunity to participate, but the playing time may not be equal for each player. Coaches will attempt to provide playing time for all team members.

JUNIOR VARSITY LEVEL *(9th through 11th graders - 8th grade students may participate if there is a need for additional players)*

Athletes selected for participation at the junior varsity level will continue to demonstrate levels of skill development and commitment that allow greater emphasis upon team concepts and competitiveness. The primary purpose is to develop players to compete at the varsity level. Playing time will be distributed to players determined by skill, attitude and effort during practice and games; consequently playing time will not be guaranteed.

VARSITY LEVEL *(9th through 12th graders - 8th grade students may participate if there is a need for additional players)*

Athletes selected for participation at the varsity level understand that varsity sports are the most demanding in terms of skill, athleticism, time commitment, and competitiveness. Much greater emphasis is placed upon fielding teams that are highly competitive. Decisions about playing time are based upon the competitive abilities and contributions that individual athletes can offer which will enhance the team's chance of winning. Sportsmanship, attitude and leadership are factors in any decision.

Co-op Opportunities: In the event that Pentwater Public Schools makes the decision to co-op with another school district some restrictions may apply. (*Limit 8th graders from participating, tryouts, eliminating the option to dual sport, etc.*)

PLAYING OUT-OF-LEVEL POLICY

(To be initiated before athlete is moved to another level)

- Generally speaking, Junior High teams are for 7th and 8th graders; junior varsity teams are for freshman and sophomores; and varsity teams are for juniors and seniors. If a student athlete is to be considered to be moved up from what would be considered an age appropriate team or to a higher level of competition, the following procedure must be followed:
 - The coach will first communicate with the athletic director before any mention is made to parents, student athletes, or staff.
 - The coach will contact the parents of the student athlete to discuss the pros and cons of the move, get input from the parent about the move, and obtain the signed consent form from the parent supporting the move. (See Form)
 - The coach and the student-athlete will discuss the possible move.
 - The move will not be mandatory.
 - Any decision to move a student athlete to a higher level should be re-evaluated periodically during the season.
- Coaches affected by the move should meet to discuss the following, with at least 60% of the categories listed below being positive for the student-athlete and/or team:
 - How will the move affect the academic work of the athlete?**
 - What kind of student is the athlete?
 - What kind of study habits does the athlete have?
Are the length and number of practices and games going to affect his/her class work?
What kind of help is available to the athlete?
 - How will the move affect the athlete emotionally?**
 - What kind of pressure will be on the athlete?
 - Is the athlete emotionally mature enough to play at this level?
 - How will the move affect the athlete socially?**
 - Does the athlete have any friends on the team?
 - How great is the age difference?
 - How will the move affect the athlete physically?**
 - Is the athlete physically mature enough to play at this level?
 - Will the chance of injury be increased greatly?
 - How will the amount of playing time affect the athlete?**
 - Will the athlete contribute to the team during the game?

- Will playing time be sufficient to justify the move up or down? (*An athlete is not to be moved up to sit on the bench.*)

How will the move impact other members of the team?

- What is the impact of the team members on the team the athlete would leave?
- What is the impact of the team members on the team the athlete would join (*i.e. an athlete who is dedicated and may lose playing time as a result*)?

DUAL PARTICIPATION POLICY (Dual Sport Contract Form)

PHILOSOPHY

Every individual athlete is a member of a team. The team and its growth, development, and successes are of greater importance than that of an individual athlete, regardless of the individual's skill or talents. Pentwater Public School teams will be best served by athletes who have a high level of commitment to developing excellence.

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.

GUIDELINES

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 athletic director to discuss these wishes and review the following guidelines:

- A written contract will be established wherein all the above named parties agree upon training and performance requirements concerning the games and practices.
- The athlete must choose his/her primary sport and would be expected to attend all contests of the primary sport. (exceptions exist for tournament play: conference, districts, regionals, quarterfinals, and finals)
- 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.
- The athlete would be expected to abide by all team rules for both sports, unless mutually agreed upon.

- 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.
- 8th graders may be allowed to dual sport. Eligibility and dual sport requirements must be followed. Special concerns on these areas will be looked at before approval may be granted.
- Maintains a C or higher in each class. Dual sports participants will be allowed **one** probation week, during the season, should any grade fall below a C. If the student athlete fails to maintain a C or higher, the student athlete will be removed from their secondary sport.
- Dual contracts for additional activities outside of Pentwater Public Schools should be addressed with the Athletic Director and Coach. An individualized plan will be created on a case by case basis.

PRACTICE POLICY

- Starting date for practices are not to be before the MHSAA approved date.
- Practices should be held on a regular basis.
- **Quitting a Sport:** Athletes will have a grace period to determine if they would like to continue the season. The grace period is the time before the first contest. After this period they will be required to participate for the entire season. If an athlete decides to quit the team after the first contest is played, he/she will incur a penalty.
 - **This penalty will be a suspension of 20% or 1/5 of the athlete's contest participation** (*scrimmage games are not to be counted toward the suspension*) **in his/her next sports season.** Extenuating circumstances may be considered to the Athletic Director and/or building administrator. **In the event that a coach "lets an athlete go," these same consequences will apply.** This rule applies to an athlete's primary sport if he/she is playing multiple sports. If a dual sport athlete quits one of the two sports, the above penalty could occur immediately to the athlete's other dual sport of choice. This decision will be made by the Athletic Director and/or building administrator
- Length of practice will vary due to coaching circumstances. Generally a two-hour limitation in any sport should be adhered to as much as possible. Athletes must have time for normal home activities, study, and other school activities.
- There will be no official team practices on days when school is dismissed due to foul weather or bad conditions, however, upon the recommendation of the Athletic Director, non-mandatory practices may be held.

- Weekend or holiday practices are allowed but first must be approved by the athletic director.
- Athletes are required to attend at least four (4) practices, with the exception of golf, before participating in a contest. This policy is to help ensure that athletes have a minimum level of fitness and instruction before completing in competition.
- On days when school is delayed or canceled, coaches need to communicate with the high school office and athletic department regarding the status of practices. Generally speaking, no athletic practices (voluntary or otherwise) will be held when school has been cancelled unless approved by the Athletic Director. (JV/Varsity teams only). These decisions will be made after 12:00 noon.
- Coaches are required to supervise each and every student until they are picked up after practices and/or contests. Parents/guardians will need to have student athletes picked up 20 minutes following practice and contests. It is important to notify the coach if you are going to be late, for failure to abide by requirement will result in a minor violation.
- Coaches should never provide personal transportation for student-athletes.
- Appropriate dress for practice is required. All students must change in the locker room or in a bathroom. This includes flipping jerseys to another color. No jerseys may be flipped in the gym or in public unless the athlete is wearing an undershirt that covers the full torso.

TRANSPORTATION POLICY

POLICY

Athletes, coaches and other team personnel are expected to travel to and from athletic contests via the method of transportation provided by the school district. Athletes who violate this procedure may be suspended from their next scheduled contest.

GUIDELINES

- Transporting students to and from athletic contests is the responsibility of Pentwater Public Schools, unless the athletic coach/advisor notifies the Athletic Director/Principal with prior arrangements made possible under unusual circumstances. (*Note #4*)
- Parents wishing to take their child home after a contest are required to provide a written note stating the date and name of athlete requesting to leave and deliver the note the coach prior to leaving the event/contest/game.
- A student may be granted permission to ride home from a contest with another student's parent or responsible adult (over 18 years of age) if the parent personally

contacts the coach or provides written notice in advance.

- Under unusual circumstances, athletes may be permitted to provide their own transportation to or from a contest. In such cases, the athlete must obtain permission of the coach and athletic director. A signed and dated note from the athlete's parent will be required. Parents need to pre-arrange student athletes to be transported by another adult with the coach or athletic director.
- While on trips, the bus driver is in charge of driving the bus and the coach is in charge of the students. The coach is to cooperate with the driver in making sure that proper behavior is being demonstrated on the bus.
- The bus drivers are required by the transportation supervisor to follow designated routes while on athletic trips. Stops for food, etc. should be cleared by the Athletic Director with the bus driver in advance, or upon boarding the bus. Stopping to eat is a decision made by the Athletic Director.
- On returning from an athletic trip, buses must be cleaned, windows shut, and equipment and personal items gathered. The coach is responsible for making a final inspection of the bus after passengers have left.
- Coaches are responsible for providing the athletic director a departure schedule at the beginning of each season and at least two weeks prior to the first contest.
- Coaches are responsible for everyone on the bus. Meaning; if a coach chooses to allow student spectators, parents, or others to travel with the team, they are responsible for them. This included to and from the contest/game, at the contest/game, and also if the bus stops to eat.

AWARDS

The Pentwater Public Schools athletic department shall grant the following awards:

- **7th and 8th Grade** – Certificates
 - **Junior Varsity** – certificate, JV sport pin
 - **Varsity** – certificate and varsity letter (1st year), sport pin (2nd year), plaque (3rd year)
 - **Pins** - manager & captain (varsity only) Approval by AD prior.
 - **Four Year Gold Award Certificate** - Presented to athletes who have participated in four years of a varsity high school sport.
 - **Fifth Year** – trophy
- ** 8th grade students who participate at the J.V./Varsity level may receive an 8th grade certificate and a varsity letter.**

SPECIAL AWARDS- VARSITY TEAMS ONLY

Any additional awards need to be approved by the Athletic director prior to ordering.

- **Girls Basketball** - MVP, MIP, Sportsmanship Award
- **Golf** - MVP, MIP, Sportsmanship Award
- **Boys Cross Country** - MVP, MIP, Sportsmanship Award
- **Girls Cross Country** - MVP, MIP, Sportsmanship Award
- **Cheerleading** - MVP, MIP, Sportsmanship Award
- **Boys Basketball** - MVP, MIP, Sportsmanship Award
- **Volleyball** - MVP, MIP, Sportsmanship Award
- **Baseball** - MVP, MIP, Sportsmanship Award
- **Softball** - MVP, MIP, Sportsmanship Award
- **Boys Track** - MVP, MIP, Sportsmanship Award
- **Girls Track** - MVP, MIP, Sportsmanship Award
- **Boys Soccer** – MVP, MIP, Sportsmanship Award
- **Girls Soccer** - MVP, MIP, Sportsmanship Award

Comments:

- Athletes may earn only one varsity letter during their high school career. In order to earn a varsity letter an Athlete must be on the team for the entire season and participate in at least one contest.
- Managers and trainers will be given the same awards as the athletes.
- Varsity letter requirements will be determined by the varsity coaches.
Requirements must be distributed and communicated at the pre-season parent meetings. Coaches must also submit a copy to the athletic director prior to the season.
- Athletes must complete the season to earn awards.

ATHLETIC INSURANCE

Although the school district does not carry insurance coverage for students participating in athletics, families do have the option of purchasing insurance coverage through First Agency. Information is available in the athletic office or parents/guardians may access enrollment forms through the school website. In addition, the MHSAA provides a plan for athletes of all member schools. The plan covers excess medical expenses from \$25,000 to \$125,000 which are not paid by other family insurance policies.

INJURY POLICY (Accident Report Form)

Forms are located in the Main Office and should be turned into the Athletic Director.

Through foresight and careful planning, coaches will do everything possible to prevent injuries from occurring. The following are suggested guidelines to use when injuries occur:

First Degree Injuries: Injuries such as minor cuts, scrapes, sprains, etc.).

- Attend to the injury as necessary (adhesive bandage, ice, etc).
- Observe athlete for any changes in condition.
- Follow up at the next practice.

Second Degree Injuries: A more severe injury, which might have potential to impair an athlete's performance.

- Suggest that the athlete talk to his/her parent about seeing a physician.
- Speak with the parent personally.
- Follow up on condition of the athlete.
- Keep the athlete out of practice and/or competition if there is a health risk.

Third Degree Injuries: An injury that requires emergency treatment.

- Avoid moving the athlete if a spinal injury is suspected.
- In severe cases, call 911 and/or parents.
- In some cases, take the athlete to the emergency room and contact parents.
- If an athlete becomes unconscious, the MHSAA rules must be followed.

Additional Guidelines:

- For third and second degree injuries, athletes who have received medical attention from a doctor/physician will need to present, in writing, a doctor's/physician's permission letter and/or release prior to resuming athletic participation.
- All head injuries should be regarded as being potentially dangerous.
- A stock medical kit must accompany each team at all times. This includes practices and contests, both home and away.
- Coaches are required to complete an injury report and return a copy to the athletic director within 24 hours of the injury.
- If an athlete asks a coach whether they should seek medical care, the coach should never say "**NO**". Instead, the coach should suggest that they talk it over with their parents. If the coach feels that an athlete should definitely seek medical attention, the coach may recommend that they do so. Coaches should use good judgement, but be careful not to exceed their authority. Coaches retain the right to refuse play to anyone whom they consider unfit.

HEAT AND HUMIDITY

[See MHSAA Model Policy for managing Heat and Humidity](#)

CONCUSSIONS

[See MHSAA Protocol for Implementation of NFHS Sports playing rules for concussions](#)

RIGHT-TO-KNOW LAWS

The courts have determined that participants in interscholastic athletics have a right to be made aware of the potential dangers related to their activities. Through proper instruction and effective communication the number of injuries to athletes and the liability exposure to coaches can be minimized.

All Pentwater Public School coaches are to practice the following procedure as it pertains to Right-To-Know Laws:

- **Document** everything which is potentially dangerous.
- **Communicate** the potential dangers and risks to all team members both verbally and with written handouts. Document when you presented the information to the team members.
- **Repeat** the information throughout the season. Make sure athletes who were absent are presented with the information.

Athletes should be instructed that they are never to begin or continue with practice unless a qualified supervisor is present.

PARENT/ATHLETE PRE-SEASON MEETING

The athletic department will host three parent meetings, one for each season. These meetings are required for parents and athletes to attend in order to participate during that season. Athletes participating in more than one season must attend, with their parents, the meeting at the start of each season in which they participate.

WEATHER GAME SUSPENSION

GUIDELINES/TORNADO POLICY

(Refer to the MHSAA Handbook, page 94-96)

- Lightning necessitates that contests be suspended, the occurrence of lightning is not subject to interpretation or discussion --- lightning is lightning!
 - Never practice or compete outside when lightning is observed. **When lightning is observed, practice/competition will be suspended and athletes and coaches will take shelter in a safe environment. Practice/competition may resume when lightning has not been seen for a period of 30 minutes!**

- When tornado conditions are present, these procedures are to be followed:
 - **Tornado Watch** - Send everyone home at once.
 - **Tornado Warning** - *while at PPS schools* - follow the school's procedure in taking shelter (going to interior hallways, etc.). If visiting teams are present, give direction and leadership to them as well.
 - **Tornado Warning**- *while at another school* - Take shelter, following the procedures of that school district.
- If there are any dangerous conditions present while traveling, the bus driver's instructions are to be followed.

OUT-OF-SEASON LIMITATIONS

(For complete MHSAA Regulation - Refer to MHSAA Handbook/Regulation II, Section 11(H), Pages 68-75)

- Out-of-season activities may **NEVER** involve:
 - Use of school transportation
 - Use of school issued uniforms (warm-ups are fine)
 - Payment with school district funds of entry fees for teams or individuals to camps or competition, unless those funds were generated through school approved activities of booster clubs, school teams, student groups, and community, civic or service groups and are not provided to students on the basis of athletic ability or potential.
 - No mandatory practices, meetings, clinics, camps, scrimmages, conditioning programs, games and most importantly team selection.
- Outside of the MHSAA defined season for a sport, a coach for that sport may coach in that sport a maximum of four (**4**) students from the same school in grades 7 through 12 from Monday the week of August 15 through the last day of the school year.
- "Conditioning Programs" are permitted out-of-season if they do not involve equipment which is specific to interscholastic sports. Equipment such as cones, weights, jump ropes, and other fitness apparatuses are permitted.
- During the summer prior to Monday the week of August 15, coaches of these team sports are limited to 15 days of competition with students of their school district in grades 7 through 12 if the teams are represented by more than the following player limitations: Basketball (4), Volleyball (4).
- A **pre-season down time** will be in effect for all sports, including fall, winter, and spring. This "down time" is two weeks (14 days) in length and immediately precedes the first date of practice. (ex. Fall SCR practice starts 8-17, the dead period would be begin 8-3.) Also, this means no open gyms of that sport (see #6).
- "Open Gyms" are allowed if they meet the following criteria:

- Open to all students
 - Offer a variety of sport activities
 - Student Conducted - students choose from offered activities.
 - Supervised by district approved staff: details will be presented at the winter parent meeting.
 - ★ *Any coach of a sport under MHSAA jurisdiction who is present shall not coach, instruct, critique, direct, or evaluate. Open gyms are not to be conducted during the “Dead Period” between August 1 and the first day of practice.*
- **Summer Dead Period:** Coaches may not provide coaching instruction to any students from the district in which they coach in any setting. Meaning, **no contact at all.**

PARENTS NIGHTS

Only varsity level teams may hold parents recognition ceremonies at athletic contests. Such events must be planned through the athletic director well in advance. Parent’s names and other pertinent information should be submitted three days prior to the event. Each varsity athlete will be allowed free admission for his/her parents.

SCHEDULING

The scheduling of athletic practices, competition and scrimmages must be set up through the athletic director.

FUNDRAISING

All fundraisers must be scheduled and approved well in advance. Absolutely no door-to-door fundraisers will be allowed. Fundraising at home contests are not allowed without approval of the Athletic Boosters. Fundraising applications are available in the principal’s office.

TEAM RULES AND REGULATIONS

All team rules and regulations must be in agreement with the policies and procedures of the Pentwater Public Schools, the WMD League, and the MHSAA, and the principles of due process. The punishment for any infraction cannot be more severe than what is specified in the school Activity Code of Conduct. All team rules must be in writing and distributed to each team member and the athletic director before the season begins.

EQUIPMENT/UNIFORMS

Athletic equipment and uniforms are allowed to be loaned out to students or parents. Students are not to wear school issued equipment and uniforms anywhere except in school practices and/or competitions. Any damaged, lost, or stolen items are the sole responsibility of the athlete and/or his/her parents.

WEIGHT ROOM

No one may use the weight room without direct supervision by a coach. Only those coaches who agree to follow and enforce the posted weight room rules will be issued

keys. In-season coaches and teams have priority over out-of-season coaches and athletes.

TEAM "INITIATIONS" OR "HAZING"

It is inappropriate for any team, team member or coach to be involved in initiations or hazing of younger athletes or new team members. Coaches must speak with their teams at the beginning of each season to impress upon the team members the seriousness of any initiation or hazing practices.

BANQUETS

Pentwater Public Schools hold three sport banquets each year, fall, winter, and spring. These are arranged by the Athletic Director and generally occur at the conclusion the sports season.

BUILDING SECURITY/LOCKER ROOMS

Coaches must provide constant supervision of athletes both in or on the athletic playing facility as well as in the locker rooms and training room. It is the responsibility of each coach to secure all athletic facilities after each practice and/or contest. Student-athletes may obtain locker combinations in the high school office or from the Athletic Director.

View the Pentwater sports calendar for current practice, game and transportation schedules at:

www.pentwaterschools.net

Other Web Sites of Interest:

www.highschoolsports.net

www.bcam.com – Basketball Coaches Assoc.
www.mhsaa.com – Mich. H.S. Athletic Assoc.
www.mhsbca.org - Baseball Coaches Assoc.
www.migca.org - Golf Coaches Assoc.
www.mhssca.com - Softball Coaches Assoc.
www.mivca.com - Volleyball Coaches Assoc.
www.mitca.tripod.com - Track Coaches Assoc.



Athletic Sportsmanship Notification Letter

600 E. Park Street
 Pentwater MI, 49449
 231-869-4100 ex. 249

Name _____

Sport Season: Circle Necessary Criteria

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
<i>Student</i>	<i>Parent/ Community Member</i>	<i>Coach</i>

Violation Level I:

Date Violation Occurred: _____

This letter serves as a notice that _____ was approached by a staff member, official or game management. Please advise that unsportsmanlike behavior is not tolerated at athletic events.

Violation Level II:

Date Violation Occurred: _____ Period of Violation: _____

This letter serves as a notice that _____ was approached by a staff member, official or game management. Please advise that unsportsmanlike behavior is not tolerated at athletic events. Under the Athletic Handbook Fan Violation Guidelines a second offense results in suspension of two home contests and any other athletic event during the suspension period.

Violation Level III:

Date Violation Occurred: _____ Period of Violation: _____

This letter serves as a notice that _____ was approached by a staff member, official or game management. Please advise that unsportsmanlike behavior is not tolerated at athletic events. Under the Athletic Handbook Fan Violation Guidelines a third offense results in suspension of ALL athletic contests for the remainder of the school year. This process may be accelerated if the administration deems necessary. (any event)

Please feel free to contact the AD to set up a meeting regarding Athletic eligibility.

Signature: _____ Date: _____



PARENT CONSENT FORM OUT-OF-LEVEL PLAY

I have discussed the effects with the coach and my child, both positive and negative, of my son/daughter playing a sport on a team that is not designated for his/her age level. I am supportive of moving my child to a level that is better suited to his/her athletic ability.

Student-Athlete's Name

Signature of Parent

Date

Sport

Student Athletic Eligibility Form

600 E. Park Street
Pentwater MI, 49449
231-869-4100 ex. 249



Name _____ Date _____

Sport Season

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
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Student Athlete - Please return this form to:

*Office: before 3:00 pm - Thursday to the School Office
or
Athletic Director: before 3:00 pm - Thursday to Athletic Office*

<u>Class</u>	<u>Weekly Grade</u>	<u>Teacher</u>	<u>Comments</u>	<u>Teacher Signature</u>

Additional Comments:

**Athletic Eligibility Notification
Letter**

600 E. Park Street
Pentwater MI, 49449
231-869-4100



Sport Season

<i>Fall</i>	<i>Winter</i>	<i>Spring</i>
-------------	---------------	---------------

Tier I Violation:

Date:

1. The Student/Athlete will not participate in athletic contests for the week of _____ thru _____.

Tier II Violation:

Date:

1. The Student/Athlete will not participate in athletic contests.
2. The Student/Athlete will not participate in practice.
3. The Student/Athlete will not travel to away contests with the team.
_____ thru _____.

Tier III Violation

Date:

1. The Student/Athlete is dismissed from the current team/s for the remainder of the sport season. If the athlete is a dual sport athlete, he/she is dismissed from both teams.
2. The athlete may resume sports in the next sports season. The athlete may not join another team in the same season when dismissed by the Tier III eligibility.

Please feel free to contact the AD to set up a meeting regarding Athletic eligibility.

Signature: _____ Date: _____

Pentwater Public Schools Accident Report
(other than School Bus Accident)



Date: _____

Time of Day: _____

Place: _____

Name: _____ Address: _____

Phone #: _____ Teacher/Coach on

Duty _____

Witnesses:

Name	Address	Phone

Type of Injury: (I.e. part of body injured, was there body fluid spillage, did an exposure to blood occur, who was exposed to blood?)

Cause of Injury: (i.e., what was the student doing when injured, were other students involved?)

People Involved:

Name	Address	Phone #

Action

Taken: _____



Results: (i.e. did the students receive medical attention from physician, were the parents notified? If medical attention sought, name and address of hospital/physician)

Signature _____ Position: _____

PENTWATER PUBLIC SCHOOL

**SCHOOL AND ATHLETICS PRE-ARRANGED
ABSENCE FORM**



_____ will be absent

from school on _____

For the reason of _____

This form must be filled out completely and turned into Mr. Scott Karaptian before the absence occurs to be granted an excused absence. This should be done at least one day in advance. Students must arrange to make up missed work with their teachers. Students may be required to do work ahead of the planned absence. Student athletes must arrange to make up missed practice time with their coaches. Athletes may be required to schedule additional practice time to make up missed practice time.

Parent/Guardian Signature _____

Student/Athlete Signature: _____

Teachers:

Period 1: _____

Period 2: _____

Period 3: _____

Period 4: _____

Period 5: _____

Period 6: _____

Period 7: _____

COACH (if absence from practice or game): _____

AUTHORIZED SCHOOL OFFICE SIGNATURE

