PEWAMO-WESTPHALIA HIGH SCHOOL
ATHLETIC POLICY HANDBOOK

Dear Parents and Student-Athletes,

The role of interscholastic athletics in the Pewamo-Westphalia Public Schools is to provide educational experiences in the framework of competitive athletics. By focusing on educational outcomes and student learning, athletics provides avenues for physical, emotional, social, and intellectual growth.

Contained within this document you will find very valuable basic information including our Philosophy and expected Educational Outcomes of Participation in Athletics, as well as, more detailed information regarding Athletic Opportunities at Pewamo-Westphalia High School, Eligibility, our Code of Conduct, Department Procedures and Guidelines, and Guidelines for the College Bound Student Athlete.

Please take the time to read and discuss this information with your son/daughter. Familiarity with this information is essential in accommodating an understanding of the high expectations of our P-W athletic programs. P-W student-athletes are held to a very high standard.

I look forward to working to improve our student-athletes here at Pewamo-Westphalia High School; and I am very thankful for the opportunity. Have a blessed day, dream BIG, and Onward Pirates!!!

With P-W Pride,

Barry Hobrla
Athletic Director

PEWAMO-WESTPHALIA HIGH SCHOOL
ATHLETIC POLICY HANDBOOK

TABLE OF CONTENTS

Association Membership	5
Athletic Awards	6
Athletic Philosophy	4
Attendance	14
Basic Beliefs of Interscholastic Athletics	22
Board of Education	5
Code of Conduct	8,9
College Athletics	19
College Bound Athlete	20
College Recruitment	14
College Test Requirements	19
Conflicts	14
Dropping out of a sport	14
Educational Outcomes	4
Eligibility	6-8
Financial Aid	20
Governance	5
Grooming and Dress	14
Head Injuries	17
Homework	16
Introduction-Athlete	3
Introduction-Parents	3
Introductions	3, 4
League Affiliation	5
Letter to Parents	1
Limits of Participation	13
Missing Practice	15
Mission Statement	4
NCAA Requirements	19
Out of State Practice	16
Overnight Trips	15,17
Parent Consent Form Out of Level Play	23
Parent/Coach Communication	11
Penalties	10,11
Playing out of level	16
Procedures and Guidelines	11-13
Professionalism	21
PW Athletic Programs	5,6
Recruiting	20

Resolving Conflicts	13,19
Signature Page	26
Squad Reduction	16
Squad Selection	15
Standards of Conduct	9,10
Table of Contents	2
Transportation	13

INTRODUCTION TO PEWAMO-WESTPHALIA HIGH SCHOOL ATHLETICS

I. Introductions

A. To the parent

Welcome to Pewamo-Westphalia High School Athletics. This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family's interest in this phase of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences that assist students in personal adjustments.

We, who are concerned with the educational development of students through athletics, feel that a properly controlled, well-organized sports program meets the students' needs for self-expression, mental alertness and physical growth. It is our hope to maintain a program that is sound in purpose and will further each student's educational maturity.

When your daughter/son joined our sports program, he/she committed our staff to certain responsibilities and obligations. They are:

1. To provide adequate equipment and facilities;
2. To provide well trained coaches, and
3. To provide equalized contests with skilled officials.

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics. The following information is not meant simply as a list of rules, but is offered as a guide for successful participation in athletics at Pewamo-Westphalia High School.

We believe athletics are an integral part of the high school educational experience. We look forward to working with you and to watching your student-athlete participate on the playing field.

B. To the athlete

Being a member of a Pewamo-Westphalia High School athletic team is both an honor and

a privilege. We hope you will enjoy your time on the playing field and take the lessons you learn with you when you leave Pewamo-Westphalia High School.

The rules outlined in this handbook are not designed solely to describe punishment; rather, they are intended as a guide to successful participation. As a student-athlete, you will be expected to understand and abide by these rules. It is your responsibility to follow them to their fullest.

1. *RESPONSIBILITIES TO YOURSELF*: The most important of these responsibilities is to broaden yourself and develop strength of character. You owe it to yourself to get the greatest possible benefit from your high school experiences. Your academic studies, your participation in other extracurricular activities, as well as in sports, help to prepare you for your life as an adult.
2. *RESPONSIBILITIES TO YOUR SCHOOL*: Another responsibility you assume as a team member is to your school. You assume a leadership role when you are on an athletic team. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitudes, both on and off the field. Because of this leadership role, you can contribute greatly to school spirit and community pride. Pewamo-Westphalia High School cannot maintain its reputation as an outstanding school unless you do your best in whatever activity you wish to engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.
3. *RESPONSIBILITIES TO OTHERS*: As a team member you also bear a heavy responsibility to your family. When you know that you have lived up to all of your commitments that you have practiced with great enthusiasm and that you have played the game to the best of your ability, you can keep your self-respect and your family can be justly proud of you.

II. Mission Statement

The role of extra curricular interscholastic athletics in the Pewamo-Westphalia Community Schools is to provide educational experiences in the framework of competitive athletics.

III. Athletic Philosophy

Athletics are a part of the extra curricular educational process of the school district serving as an arena for learning. We strive to have each student-athlete enjoy a positive experience while developing competitive teams. Within this framework, the participation of all student-athletes is encouraged, without compromising that competitive nature.

IV. Educational Outcomes of Participation in Athletics

A. *Physical Growth* –
   1. Achieving personal fitness
   2. Learning to deal with stress
   3. Learning skills for participation

4. Learning good health habits

B. *Emotional Growth* –
1. Gaining self-confidence, self-worth, and self-discipline
2. Learning to accept criticism
3. Learning to accept success and failure

C. *Social Growth* -
1. Developing interpersonal relationship skills
2. Developing loyalty to a group
3. Learning to win/lose graciously
4. Learning to work in a group – teamwork
5. Learning sportsmanship – fair play
6. Learning respect for teammates, opponents, coaches and officials
7. Representing yourself, your team, and your school in a positive manner

D. *Intellectual Growth* –
1. Learning a sense of pride in achievement
2. Learning commitment to a goal
3. Learning time-management skills

V. Governance

A. The Board of Education – The Board of Education, responsible to the people, is the ruling agency for the Pewamo-Westphalia Community Schools.

The Board of Education is responsible for the following areas:

1. Interpreting the needs of the community.
2. Developing policies in accordance with state statutes and mandates and in accordance with the educational needs and wishes of the people of the Pewamo-Westphalia School District.
3. Approving means by which professional staff may make these policies effective.
4. Evaluating the interscholastic athletic program in terms of its value to the community.

B. Association Membership – Pewamo-Westphalia High School is a member in good standing of the Michigan High School Athletic Association that is a private, voluntary association of public, private and parochial secondary schools. The primary function of the Association is to sponsor tournaments and ensure that member schools follow rules and guidelines to promote equitable competition.

The purpose of the Michigan High School Athletic Association is to:

1. Increase and promote the educational value of interscholastic athletic programs throughout the state.
2. Assist member institutions in their regulation of interscholastic athletic eligibility and competition.
3. Promote uniformity, predictability and competitive equity in the application of eligibility rules for athletic contests.
4. Promote the physical welfare of participating students.

C. League Affiliation – Pewamo-Westphalia High School is a voluntary member

of the Central Michigan Athletic Conference. This league was established for the primary purpose of promoting selected interscholastic activities among member schools and a union of effort may gain the assurance of such advantages as. The object of this league is to promote sportsmanship, to foster a spirit of wholesome rivalry, and to determine championships in high school sports or other activities in which member schools shall participate.

VI. Pewamo-Westphalia Athletic Programs

A. *Fall Sports and Teams*
1. Volleyball (Girls) – Varsity, Junior Varsity, Freshman, 7th & 8th Grade
2. Cheerleading (Girls) – Varsity
3. Cross Country (Boys) – Varsity and Jr. High
4. Cross Country (Girls) – Varsity and Jr. High
5. Football (Boys) – Varsity and Junior Varsity

B. *Winter Sports and Teams*
1. Basketball (Boys) – Varsity, Junior Varsity, Freshman, 7th & 8th Grade
2. Basketball (Girls) - Varsity, Junior Varsity, Freshman, 7th & 8th Grade
3. Cheerleading (Girls) – Varsity and Jr. High
4. Bowling (Girls) – Varsity
5. Bowling (Boys) - Varsity

C. *Spring Sports and Teams*
1. Baseball (Boys) – Varsity, Junior Varsity
2. Softball (Girls) – Varsity, Junior Varsity
3. Track (Boys) – Varsity and Jr. High
4. Track (Girls) – Varsity and Jr. High
5. Golf (Boys) – Varsity and Junior Varsity

VII. Athletic Awards

A. Qualifications:

1. *All Varsity Sports* – An athlete must successfully complete the season in good standing. Each coach will establish minimum requirements for earning an award and make these requirements known to the athletes at the beginning of the particular season. Each varsity sport will have four special awards that will be determined by the coach. Each varsity sport will issue a certificate, PW letter, and pins awards for each varsity season.

2. *All JV, Freshman, and Junior High Sports* – An athlete must successfully complete the season in good standing. Each junior varsity sport will issue a certificate.

ELIGIBILITY

I. Pewamo-Westphalia High School Requirements for High School Participation – The following are requirements that shall be completed prior to participation on any Pewamo-Westphalia athletic team. Each time a student tries out for an athletic team,

he/she will be informed of the online location of the Athletic Policy handbook containing all the information for participating in athletics at Pewamo-Westphalia High Schools.

A. *Athletic Physical Form* – Included on this form are the Student and Parent Consent form and the Medical Treatment Consent form . This form must be completed and returned to the athletic office before a student will be able to tryout/participate in athletics. The physical needs to be completed each year on or after April 15 of the previous school year.

B. *Scholastic eligibility* – In order to participate on a Pewamo-Westphalia athletic team, each athlete must have satisfied all of the scholastic eligibility requirements of the MHSAA prior to participation. Grades are checked several times during the season and at semester. When grades are checked a student must be passing at least 6 classes. If at semester a student is not passing at least 6 classes, they are academically ineligible for the following semester. If a check shows a student is not passing at least 6 classes, they will have one week to make up their grades (to passing) before the student must first sit out one full week and is not again eligible for participation until he/she is passing at least 6 classes.

C. *Pewamo-Westphalia Athletic Code of Conduct* – Each parent or guardian shall read all of the above-mentioned material and certify that they and their child understand the athletic eligibility rules, code of conduct and policies of the school district.

D. *Financial obligations and equipment*

1. School issued uniforms, warm-ups and equipment – All athletes are responsible for the proper care and security of equipment issued to them. School-furnished equipment is to be worn only for contests and practice. Equipment not returned in good condition at the end of the season may be subject to financial penalty.

2. Athlete purchased uniforms and accessories – In some cases, athletes will be required to purchase a portion of the game uniform, which will become their property. (Example: hats, socks, and turtlenecks)

3. Athletes may be required to purchase various pieces of sport specific equipment. Examples include, but are not limited to: shoes, cleats, various gloves, practice jerseys, etc. All athletes supplied equipment will remain property of the athlete.

4. If an athlete wishes to purchase any part of the high school issued uniform at the end of the season, approval must be granted by the head coach of that sport, as well as, the athletic director.

NOTE: Pewamo-Westphalia Athletics are for everyone. If financial conditions exist that make it difficult for a team member to purchase mandatory equipment or uniforms, please contact the athletic office so that confidential arrangements can be made to supply such equipment or uniforms.

5. Athletes are required to pay an athletic participation fee of $75.00 per student per sport for Junior High students and $100.00 per student per sport for High School students for the 2016-2017 school year. This fee is to help defray costs incurred by the athletic department. This fee must be paid to the Athletic Director before participation in an athletic event and is non-refundable.

E. *M.H.S.A.A. Requirements for High School Eligibility* – to be eligible for interscholastic athletics, a high school student must meet the following state regulations.

1. AGE – High school students become ineligible if they reach their nineteenth (19) birthday before September 1st of a current school year.
2. ATHLETIC PARTICIPATION FORM - Students must have on file, in the school's office, a physician's statement for the current school year (after April 15) certifying that he/she is physically able to compete in athletic practices and contests.
3. ENROLLMENT – Students must be enrolled in school prior to the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester). A student must be enrolled in the school for which he she competes.
4. SEMESTERS OF ENROLLMENT – Students cannot be eligible in high school for more than eight semesters, and seventh and eighth semesters must be consecutive. Students are allowed four first semesters and four second semesters of competition and cannot compete if they have graduated from high school.
5. SEMESTER RECORDS – Students must have passed at least five full credit subjects in the previous semester of enrollment, and must be currently passing five full credit courses.
6. TRANSFER STUDENTS – A student in grades 9 through 12 who transfers to other high school is not eligible to participate in an interscholastic contest for one full semester unless the student qualifies for immediate eligibility under one or more of fifteen published exceptions. Students and parents anticipating a change of schools should first seek advice form their high school administration.
7. UNDUE INFLUENCE – The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for one semester.
8. LIMITED TEAM MEMBERSHIP – After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. Exceptions all individual sports, which apply the rule from the point of a student's first participation in a contest or scrimmage, rather than practice. Students in individual sports may practice, but not compete, in more than two non-school individual meets or contests during the school season while not representing their school.
9. ALL-STAR COMPETITION – Students shall not compete at any time in any sport under M.H.S.A.A. jurisdiction in all-star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.
10. AWARDS AND AMATEURISM – Students cannot receive money or other valuable consideration for participating in M.H.S.A.A. sponsored sports or officiating in interscholastic athletic contests, except as allowed by the M.H.S.A.A. Handbook. Students may accept, for participation in M.H.S.A.A. sponsored sports, a symbolic

or merchandise award, which does not have a value over $25. Banquets, luncheons, dinners, trips and admissions to camps or events, are permitted if accepted "in kind." Awards in the form of cash, merchandise, certificates, or any other negotiable document are never allowed.
NOTE: Consult the M.H.S.A.A. Handbook for detailed regulations and/or interpretations.

CODE OF CONDUCT

Preamble

Representing Pewamo-Westphalia High School in interscholastic athletic competitions regarded as a privilege and not a right. Students who participate in interscholastic athletics while attending Pewamo-Westphalia High School are expected to represent the highest ideals of character by exemplifying good conduct, good sportsmanship, good citizenship and good training, which includes abstaining from the use of tobacco, alcohol and drugs. Separate and apart from a student's performance as an athlete, the student's conduct, sportsmanship, citizenship and training reflect at all times on the student athlete, his or her team, our school, and our community. Accordingly, this Athletic Code has been established for all students who aspire to participate in interscholastic athletics while attending Pewamo-Westphalia High School.

I. Application of Athletic Code

When a student voluntarily participates in interscholastic athletics, he/she agrees to abide by the Pewamo-Westphalia High School's Athletic Code throughout his/her high school athletic career. A student may neither attend tryouts nor practice with a team until he/she has submitted a signed acknowledgment form agreeing to abide by the Athletic Code.. This Athletic Code applies to candidates, members, and managers of all athletic teams.

A. *Calendar Application of the Athletic Code*

Students shall be regarded to be under the rules of the School Athletic Code beginning with their first day of participation in interscholastic athletics and continuing through to their date of graduation or the last date of participation, whichever is later.

B. *Time/Place Application of the Athletic Code*

This includes vacation breaks, summer recess, and off-season times. The participant is always under the student activity code from the beginning to the end of their athletic career.

II. Standards of Conduct

The following behaviors constitute a violation of the Pewamo-Westphalia Community Schools Athletic Code and subject the athlete to discipline as outlined in the "Penalties" section of the Athletic Code:

A. *Use, possession, concealment, distribution, sale, or being under the influence of those substances listed in Items 1-7 below.* For purposes of this section of the Athletic Code, the term " distribution" includes the "hosting" of a party at which any of the substances listed in Items 1-7 are provided:

1. Tobacco or tobacco products in any form;
2. Alcohol or alcoholic beverages in any form;
3. Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal and/or state statue;
4. Steroids, human growth hormones or other performance-enhancing drugs;
5. Substances purported to be illegal, abusive or performance enhancing, i.e., "look-alike" drugs;
6. Misused prescription drugs (misuse of prescription drugs may lead to disciplinary action);
7. Misused non-prescription drugs or inhalants (misuse of non-prescription drugs or inhalants may lead to disciplinary action).

Note: It shall not be a violation of the Athletic Code for an athlete to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed practitioner for which permission to use in school has been granted pursuant to Board Policy. An athlete shall notify his or her coach if he or she is taking a prescription medicine that could alter the athlete's behavior or affect the athlete's ability to participate in physical activity.

B. *Use, possession, concealment, distribution, manufacture or sale of devices designed for and/or associated with the use of controlled substances*, e.g., to include but not be limited to a marijuana pipe, "roach" clip, rolling papers, or devices used to smoke, inhale, inject, or otherwise consume controlled substances.

C. *Violation of federal, state or local law/ordinance, including felony or misdemeanor acts other than minor traffic offenses*. Conviction of said act is not necessary to establish a violation of Athletic Code, but will be determined through an independent school investigation and may result in a penalty as provided in III, A., #3 below.

D. *Cumulative or gross misconduct, including behavior which school officials consider conduct unbecoming to an athlete and a representative of the Pewamo-Westphalia Public Schools* (example: profanity, gross gestures), may result in a penalty as provided in III, A., #3 below.

E. *Violation of the Student Conduct Code as set forth in the Pewamo-Westphalia High School Handbook, which results in a school suspension.*

F. *Violation of any team conduct or training rule as may be established by the coach and approved by the Athletic Director.*

III. Penalties

A. *Conduct Offenses*: Violations of Conduct Standards C-F above and the venue is off the athletic field or court.

1. First Conduct Offense: Violations will be addressed as set forth in the Pewamo-Westphalia Athletic Handbook and by team rules established by the coach and approved by the Athletic Director.
2. Second and Subsequent Conduct Offenses: Violations will result in disciplinary actions as determined by the coach and the Athletic Director.
3. In the event that the Athletic Code or other school policies or procedures do

not cover situations that arise, the administration reserves the right to establish such rules, conditions, and penalties to respond effectively to unanticipated or unique circumstances.

B. *Substance Abuse Offenses*: Violation of Conduct Standard #A & #B above.

1. First Violation –Would be subject to suspension from 25% of their team's contests. if a student fulfills the following conditions their consequence will be reduced to 10% of their team's contests:

   a. take responsibility - A student must self-report the incident, or accept responsibility when first questioned by their coach or administrator.
   b. must cooperate with the administrator completing the investigation into the incident, answering questions thoroughly and honestly.
   c. shall address their team and apologize for the negative impact of their actions.
   d. attend every practice/team activity.

2. Second Violation – Would be subject to suspension from 50% of their team's contests. if a student fulfills the following conditions their consequences will be reduced to 20% of their team's contests:

   a. take responsibility - A student must self-report the incident, or accept responsibility when first questioned by their coach or administrator.
   b. must cooperate with the administrator completing the investigation intothe incident, answering questions thoroughly and honestly.
   c. shall address their team and apologize for the negative impact of their actions.
   d. attend every practice/team activity.
   e. is required to attend at least 1 session of substance abuse counseling.

3. Third Violation – An athlete that violates the code of conduct related to a substance abuse issue, on a third offense, would be subject to suspension from participating in athletic competition for 180 school days. Any subsequent offenses beyond the third offense will result in suspension from participating in athletic competition for an addition 180 school days.

   1. Satisfaction of the assessment/treatment requirements must be verified in writing by the licensed agency.
   2. Any expenses incurred for the chemical assessment/treatment program will be the responsibility of the athlete and not the Pewamo-Westphalia Community Schools.

D. *Guideline for Reporting and Investigating Violations* – All students are guaranteed the right to due process. To ensure those rights when investigating a code violation, the following procedures will be followed.

   1. All reporting of violations must be submitted in writing to the athletic director.
   2. An athlete will be informed of any charges brought against him/her.
   3. An athlete will have the right to present any relevant information that will support their defense.
   4. If a possible violation has occurred, a conference may be held with the athlete, his/her parents(s) and the athletic director.
   5. If an athlete is suspended, the parent(s) will be notified and will receive a letter stating the findings of the investigation and action being taken.

6. A written report of the investigation will be held on file in the athletic office.
7. This report will not become part of the student's academic record and will be held confidential.

E. *Student Appeals Procedure* – All athletic code violations determined by the athletic director can result in an appeal to the Principal. He/she may accept or modify the recommendation. The procedure below is to be followed in sequence.

1. Parents or guardians may request a conference with the principal or his/her designee. The principal shall affirm or modify the terms of the recommendation within two school days from the date of the conference.
2. A second appeal may be made to the superintendent of schools within five days of the decision of the principal.
3. All final appeals may be made to the Pewamo-Westphalia Board of Education within ten days of the decision of the superintendent of schools.

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

1. Direct communication with the coach.
2. Direct communication with the athletic director.
3. Direct communication with the principal.
4. Direct communication with the superintendent.

PROCEDURES AND GUIDELINES

I. Parent/Coach Communication – Research indicates that students involved in co-curricular activities have a greater chance for success during adulthood. We believe Pewamo-Westphalia High School's Athletic program helps develop the character traits that promote a successful life after high school. Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of each other, providing greater benefit to children. As parents, when your children become involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program. If a situation arises which requires a conference between the coach and the parent, this encouraged. It is important that both parties involved have a clear understanding of the others position.

A. *Communication you should expect from your son/daughter's coach*
   1. Philosophy of the coach
   2. Expectations the coach has for your child and other players on the squad
   3. Locations and times of all practices and contests
   4. Team requirements, i.e. fees, special equipment, off-season conditioning
   5. Procedure should your child be injured during participation
   6. Discipline that results in the denial of your child's participation, should occur before the next scheduled event.

B. *Communication coaches expect from parents* – As Pewamo-Westphalia High

School athletes become involved in the athletic program; they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way an athlete wishes. At these times, discussion with the coach is encouraged.

1. Concerns expressed directly to the coach
2. Notification of any schedule conflicts well in advance
3. Specific concerns regarding a coach's philosophy and/or expectations

C. *Appropriate concerns to discuss with coaches* – It is very difficult to accept as a parent your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved.

1. The treatment of your child mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior

D. *Issues not appropriate to discuss with coaches* – While there are certain things that can and should be discussed with your child's coach, there are other things, which must be left to the discretion of the coach.

1. Playing time
2. Strategy
3. Play calling
4. Other student-athletes

E. *If you have a concern to discuss with a coach*, the procedure you should follow – When parent-coach conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

1. Call the high school to set up an appointment with the coach
2. The Pewamo-Westphalia High School telephone number is 587-5100
3. If the coach cannot be reached, call the Athletic Director @ 587-5100, choose option 4. He will set up the meeting for you.
4. Please do not attempt to confront a coach before or after a contest or practice (please wait 24 hours). These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

F. *What can a parent do* if the meeting with the coach did not provide a satisfactory resolution?

1. Call and set up an appointment with the Athletic Director at 587-5100 to discuss the situation.
2. At this meeting the appropriate next step can be determined.

<u>II. Limits of Participation</u> – Athletes will be limited to participation in one school-sponsored sport per season. Any exception to this rule must be made with the approval of the athletic director and high school principal and must be mutually acceptable by the coaches involved in the shared participation.

<u>III. Transportation</u>

A. All athletes must go to and return from the contest via the method of

transportation under the supervision of the coach, unless prior arrangements and approval has been made. Athletes will make trips as a team unit whenever possible. A feeling of being a part of the group cannot be developed without cooperation in this area. Violation of this rule will justify immediate suspension from the squad for the balance of the season or such other period of time deemed necessary and just by the athletic director. Athletes may leave an away athletic event only with a parent or legal guardian, providing the parent or guardian has spoken and given a note to the coach prior to the event.

B. Athletes will not be allowed to drive to any athletic event.

C. All athletes will observe the Guidelines for Athletic Transportation set down by the school district regarding behavior on a school bus.

IV. Dropping Out of a Sport - Dropping out of a sport without a valid reason is always considered a serious matter. If an athlete wants to quit any sport, he/she should notify the coach and return all equipment. If an athlete does quit a sport, he/she will not be permitted to try out or use school facilities to work out for another sport until the conclusion of that sport season. The exception would be if the athlete would get the approval of the head coach of each sport.

V. College Recruitment: College recruitment information is available in both the guidance and athletic office. Current NCAA qualifications and standards for recruitment are available online at ncaa.org under the "Guide for the College-Bound Student Athlete". Athletes should make the head coach aware of their situation in regards to being recruited.

VI. Conflicts in Extracurricular Activities – Since the athletic and fine arts departments recognize that each student should have the opportunity for a broad range of experiences in the area of activities; every attempt will be made to schedule events in a manner that minimizes conflicts. If conflict does occur between practices, contests, and/or performances, the following criteria will be used:

A. If a conflict occurs between a performance or contest and practice, the athlete may go to the performance/contest without any reprisal. If this conflict occurs on the same day but at different times, all coaches and instructors involved will devise a plan to solve the conflict. If necessary, transportation will be provided and/or arranged by the school.

B. If a conflict occurs between two events, the academic event has precedence.

C. If a conflict occurs between two non-academic events, a meeting will be called as soon as possible to work out a solution.

VII. Attendance – Athletes are expected to attend all classes and only miss class for legitimate reasons. Parents are expected not to excuse students from school for non-emergency situations during a student's athletic season. When an absence does occur, athletes must be in attendance for at least three classes if they are to be eligible to participate in practice or competition. The principal or athletic director must approve any exception to this rule.

VIII. Grooming and Dress – Appearance, expression and actions always influence person's opinions of athletes, the team and the school. Once you have volunteered to be a member of a team, you have made a choice to uphold certain standards.

IX. Missing Practice – Perfect attendance for all practices is the expectation for all Pewamo-Westphalia athletes. If it is necessary for an athlete to miss a practice, the coach of that team should be notified prior to the absence. Unexcused absences are unacceptable and can lead to consequences related to the athletes' status on the team.

X. Restricted Practice Days/Game Days

A. *Weekend Practices* – All practices are to be held on school days if at all possible. Saturday practices are to be minimal in number and duration. Sunday practices will be permitted only when:

1. special permission is granted by the athletic director,
2. when a contest has been scheduled the following day, and/or
3. when a tournament or play-off contest falls on the following day.

B. *Holiday Practices* – Holiday practices are to be discouraged, especially by non-varsity level teams. Holiday practices will be permitted only when:

1. special permission is granted by the athletic director,
2. when a contest has been scheduled for the following day, and/or
3. when a tournament or play-off contest falls on the following day.

C. *Vacation Day Practices* – Vacation day practices are days before the August MSHAA first practice date and breaks scheduled throughout the school year, such as Thanksgiving break, Winter break, Spring break, etc. Practice is permitted when:

1. special permission is granted by the athletic director,
2. when a contest has been scheduled for the following day, and/or
3. when a tournament or play-off contest falls on the following day.

D. No School day practices – If students are sent home because of weather conditions, no practice is permitted. Practices are permitted, however, on regularly scheduled days off such as Teacher In-service Days.

E. If school is cancelled for the day due to inclement weather, all athletic events for the day are also cancelled, pending administrative decision. (State Tournament participation is exempt.)

F. Pewamo-Westphalia Schools will determine when and be shut down for two–one week periods during summer vacation. No athletic activities will occur during these time periods.

XI. Squad Selection – In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program within the framework of high school interscholastic competition. Time, space, facilities, equipment, personal preference and other factors will place limitations on the most effective squad size for any particular sport. Prior to trying out, the following information will be made available to all candidates for the team:

A. Extent of try-out period (a minimum number of practice sessions)

B. Criteria used to select the team
C. Number to be selected
D. Practice commitment if they make the team (including possible holiday conflicts and/or commitments)
E. Game/Season commitments

XII. Squad Reduction – Choosing the members of the athletic squads is the sole responsibility of the coaches of those teams. When a squad reduction becomes a necessity, the process will include three important elements. Each candidate shall:

A. have a predetermined minimum number of practice sessions,
B. have performed in at least one game-like setting (unless extenuating circumstances prevent such a setting, e.g. – weather and spring sports), and
C. be personally informed of the cut by the coach.

Coaches will discuss specific alternative possibilities for continued participation in the sport, or in other areas of participation within the athletic program with the athletes.

XIII. Homework – Athletes are expected to do all their homework. Athletes are encouraged to do homework on a road trip, as well as, at home games. They may do it before and/or after their games. They are not to do it when it will interfere with a team meeting or during their game.

XIV. Playing Out-of-Level (To be initiated before athlete is moved to another level) (The form to be filled out is in the back of this handbook.)

Generally speaking, freshman teams are for freshmen, junior varsity teams are for freshmen and/or sophomores, and varsity teams are for juniors and seniors. If an athlete is moved one or two levels, the following criteria should be met and the coaches affected by the move should meet to discuss the following, with the outcome being positive for the athlete:

A. How will the move affect the academic work of the athlete?
    1. What kind of student is the athlete?
    2. What kind of study habits does the athlete have?
    3. Are the length and number of practices going to affect his/her class work?
    4. Will the time and number of games affect the athlete's class work?
    5. What kind of help is available for the athlete?
B. How will the move affect the athlete emotionally?
    1. What kind of pressure will be on the athlete?
    2. Is the athlete emotionally mature enough to play at this level?
C. How will the move affect the athlete socially?
    1. Does the athlete have any friends on the team?
    2. How great is the age difference?
D. How will the move affect the athlete physically?
    1. Is the athlete physically mature enough to play at this level?
    2. Will the chance of injury be increased greatly?
E. How will the amount of playing time affect the athlete?

1. Will the athlete contribute to the team during the game?
2. Will playing time be sufficient to justify the move up or down? The athlete is not to be a bench warmer.

XV. Overnight Trips for Contests and/ or Practices

Trips should be discussed with Athletic Director as soon as it becomes apparent that an overnight stay will be necessary

A. *MHSAA Tournament Trips*
   1. Approval of trip will be made by Athletic Director. The District will sponsor as much of the trip as possible.
   2. A budget will be established
      1. Hotel Costs
      2. Food Costs
   3. Each coach is responsible for securing hotel rooms and requesting check for food.
   4. Transportation is to be set-up with the Athletic director.
   5. Itinerary and lists of students-athletes going must be written and in the Athletic Director's hand as soon as possible.

B. *Non MHSAA Tournaments/Trips/Overnight Trips*

All overnight trips must be approved by the Pewamo-Westphalia Board of Education.

All trips should be discussed with the Athletic Director, as well as, continuing to inform the Athletic Director during the progress of its planning. Before any trip will be considered a detailed financial report on how the trip is to be funded and an itinerary must be submitted in writing to the Athletic Director:

1. Transportation must be approved by the school district.

2. The trip must be on a voluntary basis. There will be no consequences for athletes that choose not to go.

3. Out of state trips – Upon submission to the Athletic Director of all information requested above, **a formal proposal must be presented to the Pewamo-Westphalia Board of Education.** Each will be considered upon its own merit.

XVI. **Limitations for Out-of-State Practice (For complete MHSAA Regulation – use MHSAA Handbook/ Regulation II, Section 11G, Pages 49-51)**

1. When a coach is working with an athlete out-of-season while the athlete is participating in an in-season sport, it is the out-of-season coach's responsibility to notify, in person, the in-season coach to what extent they are working with the athlete.
2. A coach may coach his/her sport a maximum of three students at any one time (out-of-season) from the same school in grades 7 through 12 from Monday, the week of August 15, through the last day of the school year.
3. Out-of-season activities may **never** involve:

a. Use of school transportation
b. Use of school issued warm-ups, uniforms and equipment.

c. 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, community, civic or service groups and are not provided to students on the basis of athletic ability or potential.**

4. Coaches may not require practices outside the defined MHSAA season for the sport.
5. "Open Gyms" are allowed if they are open to all students and offer a variety of sports activities and are not organized programs of instruction.
6. Conditioning programs are permitted if they do not involve equipment which is specific to interscholastic sports.

XVII. Returning an Athlete to Competition or Practice after a Head Injury

A. The concern and focus of this policy is the health and well being of the athlete. Head trauma is a common problem in sports that have the potential for serious complications if not managed correctly. Even that appears to be a "minor ding" or "bell ringer" without loss of consciousness, has the risk of catastrophic results in a youngster who is returned to action too soon. The medical literature and lay press are reporting instances of death from "second impact syndrome" even after mild concussions.

B. Any athlete assessed on site by an ATC or physician (M.D. or D.O.) whose symptoms **clear within fifteen minutes** may return to practice or competition.

C. If the athlete **unconscious** or the **symptoms do not clear within fifteen minutes** or **has had precious concussions**, the athlete may not return to practice or competition without a signed document from a physician (M.D. or D.O.) The signed document should include the name of the student, the date and time of day and a statement that the athlete has been examined and is free to re-enter the contest or begin practice again without reservation stating that the injury sustained (by name) will not adversely affect the health of well being of the athlete.

SIGNS OF CONFUSION/CONCUSSION

Below are some of the signs and symptoms frequently associated with minor head trauma (a.k.a. "Ding, "bell rung", dazed)

1. **Lack of sustained attention** – Difficulty sustaining adequate focus to complete a task or persevere with a coherent stream of thought can be a sign of poor attention. Repeating digits forward and backward, stating the months of the year in reverse order or counting backwards by a certain interval are ways of identifying this lack of concentration ability.
2. **Confusion mental status** – Disorientation of time, date, place, address and phone number may be helpful; however; recent studies suggest that information relating to the game such as opponent, score, quarter, play was injured on and individual assignment on the play are more relevant to identifying deficits alter minor head trauma.

3. **Amnesia** – Retrograde amnesia usually represents a more serious deficit than posttraumatic amnesia.
4. **Dazed look or vacant stare.**
5. **Slurred or incoherent speech.**
6. **Vomiting and/or nausea.**
7. **Slow motor and verbal responses.**
8. **Emotional Liability** – Reactions that seem out of proportion and inappropriate, as well as combative and/or aggressive behavior can be seen for a period of time after a concussion.
9. **Memory deficits (short-term and delayed memory)** – A common manifestation is the repeated asking of the same questions over and over again. Asking for details of the contest, names of teams in prior contests, remembering three works or objects at 1 and 5 minutes and asking about significant recent news events are ways of evaluating memory status.
10. **Poor coordination** – A recent study indicated an individual's balance was abnormal for three to five days after a concussion even without other residual signs and symptoms. Tests of strength, coordination and agility, such as finger-to-nose testing and tandem gait observations, can be helpful in analyzing the athlete's state of coordination.
11. **Dizziness.**
12. **Headaches** – This is a very important symptom and has been one of the gold standards of clinical symptoms to help determine return to play
13. **Restlessness** – Changing position frequently and having trouble resting or "finding a comfortable position" can be manifestations of post-head0trauma difficulties.

It is very important that these assessments be done both in the resting state and, if the individual appears "clear," to ask the athlete to perform many of them after sufficient exercise such as short sprints, push-ups, sit-ups and knee bends to raise the heart rate. If any abnormal signs return, the athlete should be withheld from participation.

XVIII. Resolving Conflict between Athletics and other School Events

If an athlete is involved in other extra-curricular activities and a conflict occurs between practice, contest and performance, the following criteria will be used.

1. If a conflict occurs between an event and a practice the athlete may go to the event without any reprimand.
2. If a conflict occurs between two events, the academic event has precedence.
3. If a conflict occurs between two non-academic events, a meeting will be called as soon as possible to work out a solution.

If a conflict occurs between a practice and contest or performance on the same day but different times, all coaches and instructors involved will devise a plan to solve the conflict. If necessary, transportation will be provided or arranged by the school. As

soon as it becomes apparent that a conflict exists, let the athletic director know so a solution can be arranged.

COLLEGE BOUND STUDENT ATHLETE

I. <u>The purpose of this guideline</u> is to provide the athlete a location they can get information on what is required of them to participate in college athletics. Some schools or associations may have different rules that effect the recruitment and eligibility of prospective student-athletes. Above all, any recruitment should be memorable, exciting and done within the rules. If any additional information is needed, please contact the high school counselor, coach or athletic director. If additional information is needed on certain schools please contact the athletic director, coach, or counselor of that school.

<u>II. Financial Aid</u>

A. Entering student-athletes who have met the requirements of Bylaw 14.3 (see NCAA Guide) and are enrolled in Division I and II colleges may receive financial aid from the institution that includes tuition and fees, room and board, and books. In addition, certain student-athletes who have not met the requirements of Bylaw 14.3 may receive financial aid under specified conditions (for more information check the NCAA guide).

B. There is no guaranteed four-year athletics scholarship in Division I, II, or III. An athletic scholarship is awarded for no more than one academic year. It may be renewed each year for a maximum of five years within a six-year period.

C. If you receive a scholarship from your high school or local civic or booster club, tell your college recruiters so he or she can notify the school's financial aid office.

<u>III. Recruiting</u>

A. You become "a prospective student-athlete" when:
   1. Start of 9th grade classes
   2. Prior to the 9th grade, if a college provides financial aid or benefits

B. Particular School
   1. College representative solicits you or a family member to enroll and play athletics at that college.
      a. College coach
      b. Athletic department representative
      c. Booster
   2. Coaches or athletic representative but not limited to the following:
      a. Provide you with transportation to the college campus.
      b. Entertaining you or any member of your family in any way (meals, tickets, and movies, lodging, rides, etc.) on campus, except you may receive a complimentary admission to an athletics event on campus when you visit with a group, such as the high school team.
      c. Placing telephone/cell phone calls to you or any member of your

family.

d. Visiting you or any member of your family other than on the college campus.

NO ALUMNI or representative of a college's athletics interests (boosters or representatives) can be involved in your recruiting. The recruiting rules are very detailed. To be sure all action taken by a recruiter is legal, check with the school, athletic director or use the NCAA Guide. Remember, you do not want to lose eligibility.

IV. Professionalism

A. Do not endanger your college eligibility by becoming a professional. You are a "professional" if you:

1. Are paid (in any form) or accept the promise of pay for participating in an athletic contest.
2. Sign a contract or verbally commit with and agent or a professional sports organization.
3. Request that your name be placed on a draft list.
4. Use your athletic skill for pay in any form (for example, TV commercials, and demonstrations).
5. Participate on an amateur sports team and receive, directly or indirectly, any salary, incentive payment, award, gratuity educational expenses or expense allowances (other than playing apparel, equipment and actual and necessary travel, and room and board expenses for practice and games).

B. Before enrolling in college, you may:

1. Try out (practice but not participate against outside competition) with a professional sports team at your own expense.
2. Receive actual and necessary expenses from any professional sports organization for one visit per professional organization not in excess of 48 hours.
3. Receive a fee for teaching a lesson in a particular sport.

10 BASIC BELIEFS OF INTERSCHOLASTIC ATHLETICS

1. Interscholastic athletics were begun outside the school day and curriculum and remain there as voluntary, extracurricular programs in which qualifying students earn the privilege of participation.

2. Interscholastic athletics are not courses offered by schools but are tools used by schools to reach and motivate students and to rally support within the community for schools' academic and activity programs.

3. In order to justify school sponsorship, interscholastic athletics must be compatible with the academic mission of schools, giving priority deference to the academic schedule and requiring proper decorum at athletic events.

4. Interscholastic athletics are secondary to the academic program of schools and are partners with schools' non-athletic activities in providing students opportunities to develop loyalty and school spirit, to practice teamwork, hard work, discipline, sacrifice, leadership and sportsmanship and to gain lifetime appreciation for the arts, sports and healthy lifestyle.

5. There is equal potential to achieve these objectives in every sport and on the sub varsity as well as varsity level.

6. A proper philosophy of interscholastic athletics emphasizes participation by many, not a few, and academic scholarship in school, not athletic scholarships to college.

7. To promote competitive equity and a program that is educational in both its means and its ends, the policies and procedures of interscholastic athletics must be determined by school representative, not by courts, legislators or commercial interests.

8. Schools, through their elected boards of education and their appointed administrators, are solely responsible, legally and practically, for governing and conducting interscholastic athletics at the local and league levels.

9. Any statewide organization which schools join to assist their administration of interscholastic athletics must be independent of outside interests and guided exclusively by the direct input of its member schools.

10. Interstate competition in interscholastic athletics is unnecessary in most situations; regional and national events are harmful to the purposes of interscholastic athletics in Michigan.

---- ***John E. "Jack" Roberts, MHSAA Executive Director***

PARENT CONSENT FORM
OUT-OF-LEVEL PLAY

I have discussed the effects, 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/his athletic ability. I am also willing to help in making this a positive experience for all concerned.

Signature of Parent

Date

ATHLETIC PARTICIPATION INFORMED CONSENT

Pewamo-Westphalia Community Schools strives to protect each student from injury while engaging in athletic activities. The guidelines identified below have been established for athletic activities in order to protect students from injury and/or illness. Participants and their parents should recognize that conditioning, nutrition, proper techniques, safety procedures, and well-fitting equipment are important aspects of this training program. Each participant is expected to follow the directions/standards of the coach.

SAFETY RULES to be followed by all participants include but are not limited to the following:

1. Travel to and from off-campus facilities shall be in accordance with the athletic policy.
2. Make certain that you wear all equipment that is issued by the coach. Advise the coach of any poorly-fitted or defective equipment.
3. Advise the coach if you are ill or have any prolonged symptoms of illness.
4. Advise the coach if you have been injured.
5. Engage in warm-up activities prior to strenuous activities.
6. Be alert for any physical hazards in the locker room or in or around the participation area. Advise your coach of any hazard.
7. Follow your coaches' instructions regarding techniques, training and other team rules.

The above information has been explained to me and I understand the list of rules and procedures. I also understand the necessity of using the proper techniques while participating in any school sponsored athletic activity.

I am aware that participation in athletics is a high-risk activity and that practicing or competing in athletic activities involves high-risk activity and involves ***MANY RISKS OF INJURY.*** I understand that the dangers and risks of participating and competing in athletics include, but are not limited to, death, serious neck and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and all aspects of my body, general health and well-being. I understand that the dangers and risks of practicing or competing in athletics may not only result in serious injury, but in a serious impairment of my future abilities to earn a living, top engage in other business, social and recreational activities and generally to enjoy life.

In consideration of the Pewamo-Westphalia School District permitting my child/ward to try out for a school sponsored athletic team and to engage in all activities related to the team, including but not limited to trying out, practicing or competing in a school sponsored athletic activities, I hereby assume all the risks normally associated with athletic activities and agree o hold the Pewamo-Westphalia School District, its employees, agents, representatives, coaches and volunteers harmless from any and all liability, actions, causes of action, debts, claims or demands of every kind and nature whatsoever which may arise from such

risks. The terms hereof shall serve as a release for my heirs, estate, executor, administrator, assignees, and for all members of my family.

I have read the above warning and release and understand its terms. I understand that participation in athletic activities involves ***HIGH-RISK ACTIVITY*** involving ***MANY RISKS OF INJURY,*** including but not limited to those risks outlined above.

EMERGENCY INFORMATION FORM

This form must be completed by parent or guardian and returned to the coach before an athlete may participate in any athletic event sponsored by Pewamo-Westphalia Schools.

STUDENTS NAME_____

ADDRESS_____ HOME PHONE_____

DATE OF BIRTH_____GRADE_____

FAMILY INSURANCE COMPANY_____CONTRACT #_____

IN AN EMERGENCY CONTACT:
1)_____PHONE_____
2)_____PHONE_____

FAMILY DOCTOR_____PHONE_____

PLEASE DETAIL ANY SPECIAL MEDICAL INFORMATION:

Please Note: The school does NOT carry health insurance on any of it's students.

I _____ , (an 18-year-old) the parent or guardian of _____ recognize that as a result of athletic participation, medical treatment on an emergency basis may be necessary, and further recognize that school personnel may be unable to contact me for my consent for emergency medical treatment. I do hereby consent in advance to such emergency care, including hospital care, as may be deemed necessary under the then-existing circumstances and to assume the expenses of such care. I hereby authorize any hospital that has provided treatment to the above named student to surrender custody of that student to the coach or other school representative upon completion of treatment.

PEWAMO-WESTPHALIA HIGH SCHOOL
ATHLETIC POLICY HANDBOOK

I have read, understand and agree to abide by all the policies and terms set forth in the Pewamo-Westphalia Athletic Handbook, Informed Consent Form and Medical Treatment Form.

Parent Signature:_____ Date:_____

Athlete Signature:_____ Date:_____