

# **EASTPOINTE COMMUNITY SCHOOLS COACHES' HANDBOOK**

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## **FORWARD**

### **To All Coaches, Athletic Directors and Principals**

This handbook has been prepared for your use as a part of the Eastpointe Community Schools Athletic Program. It is expected that you follow the guidelines as stated, and refer to it often. Please read it carefully so that you become familiar with it.

This handbook refers to both male and female athletes in all references. All references to Administration pertain to the Athletic Director, or any Building or Assistant Principal. Violations of the guidelines stated within this handbook will be subject to review.

The Appendix also contains documentation and expectations (such as the Pre-Season Memo) that coaches may be held accountable for. It is expected that coaches familiarize themselves with all documentation and expectations found within all portions of this handbook. And adhere to them accordingly.

## **PHILOSOPHY**

### **EASTPOINTE COMMUNITY SCHOOLS PHILOSOPHY OF ATHLETICS**

The primary purpose of the Athletic Program is to promote the physical, mental, social, emotional and moral well-being of the participants. As recognized representatives of their family, school, school district and community, coaches and students are expected to exhibit appropriate behavior and exemplify high ideals in the competitive arena and community at all times. Eastpointe Community Schools (ECS) holds interscholastic athletic participation as a privilege and an honor, and view it as an extension of the classroom. Coaches and Administration have the authority to revoke, suspend, or limit that privilege if student athlete conduct violates expectations.

Student Athletes are also governed by the policies of the Board of Education and must follow the Eastpointe Community Schools Student Code of Conduct guidelines.

## **GOALS**

The Eastpointe Community Schools are members of the Michigan High School Athletic Association (MHSAA). Therefore, its athletes and coaches are governed by the rules of the MHSAA. Athletes participating in the ECS athletic programs should find their experience rewarding, fulfilling, and generally positive. A goal of the athletic program is to develop self-confidence and self-discipline while acquiring individual and team skills necessary to compete. Athletes are expected to develop appropriate attitudes toward sportsmanship, fair play, and respect for fellow athletes, teammates, and opponents. Coaches must display professional behavior and respect for athletes.

## OBJECTIVES

The primary objective of middle school, freshmen, and junior varsity teams is participation and skill development – winning should be secondary at these levels. All athletes fulfilling appropriate preset guidelines should participate in contests. Cutting athletes from teams should be done only when necessary to meet the needs of the sport.

The *Freshmen Team* is limited to 9<sup>th</sup> grade students. Participation in daily practice and contests will be stressed. Coaching will be directed toward **skill development** as coordinated by the varsity program.

The *Junior Varsity Team* should be comprised of primarily 10<sup>th</sup> graders. Eleventh graders may participate to develop skills. Freshmen will be allowed should there not be enough sport participation to warrant a freshmen team. The junior varsity level represents a transitional period, and the coaching focus centers on participation and development of more **advanced skills** under the direction of the varsity program. Twelfth graders are excluded from Junior Varsity Competition.

*Varsity Teams* should place more **emphasis on winning**. Coaches have the responsibility of judging a player's talents, skills and abilities to determine participation and playing time. It is important for coaches to emphasize the value of support to athletes as well as "starters." Athletes who are brought up from lower level teams are expected to receive quality playing time.

## EDUSTAFF COACHES

Individuals hired by Edustaff are expected to adhere to all policies and guidelines within this handbook, and agree to do so by accepting their coaching position. ECS Administration serves as a supervisory liaison for Edustaff, and may speak directly or through Edustaff to a coach about corrective suggestions of practices. An individual will not engage in any coaching duties until he/she has completed all necessary steps of Edustaff employment and ECS Board of Education Policy requirements, as confirmed by ECS Human Resources Department and its counterpart at Edustaff.

## VOLUNTEER COACHES

All volunteer coaches must complete the Volunteer Coach Release Form prior to any coaching responsibilities, and cannot conduct any form of coaching until cleared by the Athletic Office. **Volunteer coaches serve in only a supervisory capacity unless an Edustaff coach is present. Volunteer coaches cannot run practices, conditioning, or coach during a contest unless an Edustaff coach is present.**

## **COACHES' CODE OF ETHICS**

The Coach is the official representative of the school at interscholastic athletic activities. In this important capacity, these standards should be practiced:

1. Must demonstrate an understanding of the ECS philosophy of athletics and of interscholastic athletics and communicate it to players, parents, and the public.
2. Must have an up-to-date knowledge of the rules, strategies, precautions and skills of the sport and communicate them to players and parents.
3. Must communicate and model ECS policies for athletes' conduct and language in the locker room, at practice, during travel, during competition and at other appropriate times.
4. Must maintain fair and unprejudiced relationships with all team members.
5. Allow athletes to prove themselves each season and do not base team selections on previous seasons or out-of-season activities.
6. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups without reprisal or penalty.
7. Give the highest degree of attention to athletes' physical and mental well-being by building confidence with positive support and encouragement.
8. Teach players by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
9. Teach players strict adherence to the game rules and contest regulations.
10. Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
11. Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
12. Present a clean and professional image in terms of personal appearance and provide a positive role model in terms of personal habits, language, and conduct.
13. Coaches must maintain the same professionalism at out-of-season competition with athletes.

## **COACHING RESPONSIBILITIES**

Head coaches are responsible for the development of their program. This includes the input on the selection of assistant coaches, the development of training programs, and the monitoring of the progress of the program and development of appropriate strategies. The following expectations are for all head coaches at all levels, with additional responsibilities being found in the appendix in the Job Descriptions Coaches section. Head coaches are expected to:

1. Enforce MHSAA eligibility guidelines.
2. Attend MHSAA, MAC, and district meetings.
3. Establish rules and expectations for athletes that are consistent with ECS Athletic Department guidelines.
4. Evaluate game officials.
5. Adhere to ECS Coaches Code of Ethics.
6. Inform athletes of MHSAA position on performance enhancing supplements.
7. Inform athletes of the MHSAA position on Hazing.

**At the high school level, head coaches have these additional responsibilities:**

1. Encourage all athletes and parents to attend a pre-season meeting to explain:
  - Practice times to players and parents
  - Team rules and expectations.
  - Eastpointe High School Parent/Athlete Code of Conduct Summary.
  - Requirements for awards.
  - Proper sportsmanship expectations for parents and athletes.
  - Coach's commitment to ECS Philosophy of Athletics for all participants.
2. Maintain sportsmanship records.
3. Contact officials at local newspapers with game results.
4. Work with the Athletic Office to schedule tournaments and invitational.
5. Promote and market your program.
6. Where applicable, work with athletes regarding college recruitment.
7. Ensure volunteer coaches have completed the Volunteer Coach Release Form and are cleared by the Athletic Office prior to engaging in any coaching activities.
8. Provide positive, constructive skills and analysis at end-of-season for each athlete.

**Coaches at all levels have the following responsibilities:**

1. Allow participation (including practice) only by athletes who have the following items on file:
  - A completed physical form, signed by a Doctor.
  - A completed Medical Emergency Card.
  - An EHS Parent/Athlete Code of Conduct Summary Consent Form.
2. Know the rules of the sport.
3. Complete, check, and submit the MHSAA Eligibility Worksheet in a timely fashion.
4. Warn athletes of potential dangers of participation in sport.
5. Develop training programs specific to the sport.
6. Develop effective practice schedules appropriate to their level.
7. Appropriately supervise athletes in the locker room, on busses, at athletic events, and after practice until they leave practice area grounds.
8. Distribute, monitor, collect, and inventory equipment including uniforms.
9. Report athletic injuries:
  - To the trainer if present at your school.
  - To the parent
  - To the main office via an Accident Report Form within 24 hours
10. Require medical approval for an injured athlete to return to play.
11. Provide the Athletic Office with a team roster prior to the season opener.
12. Check game and/or transportation schedules.
13. Maintain positive communication with parents. **No written communication may be sent to the community without prior administrative approval.**
14. Stress the importance of good sportsmanship, fair play, respect for athletes and officials, and adherence to game rules.
15. Submit accurate season closure forms as found in the Season Closure for Coaches Packet.
16. Maintain building security with proper use of alarms and school issued keys.
17. Assume such duties as might be deemed appropriate by the Athletic Department for the programs' improvement.

## SUPERVISION OF ATHLETES

Coaches are responsible for the conduct of a school team in the locker room and practice areas before, during, and after the play of a contest or practice, and while traveling to and from events. Coaches are expected to be physically present during the entire period of practiced or play. **At no time should a coach relinquish keys to athletes without another coach or adult supervising.** Coaches are responsible for athletes until they leave school premises or practice areas. All areas related to a coach's sport must be secured (especially exterior building doors) and equipment stored prior to leaving.

## COMMUNICATIONS PROTOCOL

Coaches are expected to follow a hierarchical "chain of command" model regarding communicating needs, issues, or thoughts regarding their program or the ECS District. Within those parameters, the following steps of communication should be taken:

1. Convey communications first to your Athletic Director.
2. Should the feedback from the initial communication not meet your needs, convey the communication to the building principal.
3. Should the feedback from this secondary communication not meet your needs, let your Athletic Director and building Principal know you would like to speak to a member of Central Administration.
4. The Athletic Director or building Principal will arrange a meeting with Central Administration at the convenience of all parties involved.

At no time should a coach convey needs, issues, or thoughts about their program or the ECS district directly to the ECS Board of Education, Central Administration or Maintenance without first following this established protocol. Should a coach wish to speak during a Board of Education Meeting Hearing of the Public, the subject matter and language of the communication should be first presented to the Athletic Director.

In addition, coaches are expected to communicate the following to parents:

- Philosophy of the coach.
- Expectations the coach has for the parents' athlete and all athletes.
- Locations and times of all practices and games, including cancellations.
- Team requirements.
- Procedure followed should their athlete become injured during participation.
- Discipline that could result in denial of their athlete's participation.

It is always prudent for a coach to let the Athletic Director know if a parent concern may escalate to need his/her intervention. Any parent concern taken to the Athletic Director without the parent first speaking with the coach will be referred to the coach.



## TRAINING RULES AND DISCIPLINARY ACTION

These practices should be followed when dealing with training rules and guidelines:

1. Before the season, each coach must have a meeting with the team where all training rules are explained. The rules should be in writing and each member should receive a copy. This can be done at the pre-season parent meeting.
2. A copy of the rules and date of the meeting must be given to the Athletic Director.
3. Any team member missing the meeting or arriving late must receive a copy of the rules.
4. Anytime action is to be taken against an athlete, for disciplinary reasons, a due process action should be taken:
  - Inform the athlete of the infraction
  - Give the athlete the right to speak on their behalf
  - Explain the penalty
  - Explain the enforcement of it.

## SUSPENSION AND DISMISSAL OF ATHLETES

In congruence with the Eastpointe High School Parent/Athlete Code of Conduct, the following disciplinary measures apply:

- Any student that receives ten (10) or more discipline points or a ten (10) day suspension at the beginning of the season, during the season, or during the course of the school year will be ineligible for participation.
- Any athlete who consistently displays conduct that is a discredit to him/her self, the team, or school during his/her high school career may be subject to disciplinary action determined by the coach, athletic director, assistant principal and/or building principal.
- Students suspended from school are ineligible to practice or play for the duration of the suspension.
- At the discretion of school administration, an athletic suspension may apply only to the sport.

Participation in athletics is a privilege and not a right. Nevertheless, the student/athlete will be offered an opportunity to appeal his/her disciplinary action if desired. To do this, the student/athlete must make his/her request, in writing, to the Athletic Director. This request should be received by said office no later than seven (7) days from the day of the disciplinary action. The student/athlete will then be notified of the meeting. The student may be represented by a parent or other person who may speak on their behalf, and the student will also have the opportunity to speak. The appeal board will consist of an administrator, counselor, the athlete's coach, additional coach, athletic director. The appeal board may set academic and behavioral parameters in order for the student/athlete to be reinstated for participation.

## STUDENT ATTENDANCE

Daily attendance at school and practice is expected. Athletes are expected to be in school for at least one-half the student day in order to participate in contests or practices during the same day or evening. The Principal, Athletic Director or their designee may grant exceptions.

Athletes that are consistently tardy to class, in or out of season, may be subject to disciplinary action as determined by the coach, Athletic Director, or Principal.

Athletes that skip classes may be subject to disciplinary action up to and including removal from the team as determined by the coach, Athletic Director, or Principal.

## ACADEMIC STANDING

The MHSAA requires that student athletes pass a minimum of sixty-six percent (66 %) of their classes. If the Athletic Director, Coach, Principal, or parents deem it necessary, a weekly academic progress report will be required for such athlete to remain eligible on a week to week basis. Coaches are encouraged to have athletes circulate weekly progress reports and address those students that show low grades in all or some classes. In addition, student athletes' grades are checked six weeks into the current semester. Any student not passing the mandated sixty-six percent (66%) of classes is ineligible until one week (Monday through Sunday) has passed and a new check reveals that he/she is passing the sixty-six percent (66%) of the their classes.

## COACHES' TRAINING

The MHSAA requires all first year Varsity Head Coaches (if having never been a Varsity Coach prior to August 2016) attend a Coaches Advancement Program sponsored by the MHSAA. Please see the Athletic Director for current offerings. Coaches are encouraged to attend clinics and conferences relevant to the sport they coach. ECS also requires that all paid coaches have an up-to-date CPR/First Aid card through the American Heart Association or the American Red Cross.

## ATHLETIC SEASON

All senior and middle school coaches are expected to follow the MHSAA guidelines in starting practice sessions in their respective sport.

Coaches may meet earlier if it conforms to MHSAA guidelines concerning team workouts.

The season ends when the last scheduled activity for which the team is eligible is completed.

## TEAM SELECTION

Reducing the number of student athletes during the pre-season tryouts is always one of the most difficult and sometimes controversial times that a coach has. It is very important that coaches have well defined goals, guidelines, and expectations and that these are communicated to the athletes prior to the first tryout. All athletes must have a written evaluation of their tryout if cuts are to be made. Fairness and honesty on the coach's part cannot be emphasized enough. Communication on the size of the team, amount of playing time, and strengths and weaknesses of athletes are just a few items that should be addressed during the tryout period.

A copy of the pre-season rules, regulations, requirements, player evaluations, etc. should be given to the Athletic Director immediately after the team is chosen.

**Do not post lists when reducing team numbers.** No matter how unpleasant the task is, the athlete should be extended the courtesy of being informed of his/her dismissal in a more personal setting. Handle the selection process as though it involved your own child.

## TEAM EXPECTATIONS

Coaches should communicate team expectations to parents. Appropriate topics to be addressed include:

- Practice schedule and expectations
- Team rules
- Procedure for team selection and cuts
- Considerations for selection of the starting lineup and playing time
- Responsibility for issued uniforms and equipment
- Academic requirements
- Sportsmanship considerations
- Criteria for earning a letter
- Transportation policy
- Emergency procedures

These coaching expectations will be communicated to the parents and players in writing. A pre-season parent meeting is expected for communicating this information.

## PRE-SEASON GUIDELINES FOR COACHES

1. **No individual shall practice without a physical card on file in the Athletic Office.**
2. Each athlete must fill out an Athletic Emergency Card which should be kept in the teams' medical kit, with copies distributed to each sport-level coach and the trainer.
3. Each head coach will conduct a pre-season parent meeting to review important issues and to answer questions.
4. Each coach shall go over the following with the team:
  - Training rules – a printed sheet with rules to each athlete and Athletic Director.
  - Athletic Attendance Policy – review with athletes.
  - Academic Eligibility Policy – review with athletes.
  - Letter requirements and other awards.
  - Fundraising and/or other team expenses.
  - Opportunities for Parent involvement.
5. All coaches should turn in a team eligibility list and roster to the Athletic Office after their first day of tryouts. Roster Addition Forms must be used to add athletes, and should be done on a daily basis until the first contest.
6. Complete the pre-season checklist and sign the post-season checklist (see appendix).

## IN-SEASON GUIDELINES FOR COACHES

1. Check and monitor athletes' equipment and uniforms for proper safety at practice and competitions, based on NFHS rules.
2. Check and monitor home field and practice field conditions. Coaches of outdoor sports are expected to have athletes check their playing field for hazards at the start of every practice.
3. Write up accurate accident reports and turn them in to the main office within 24 hours of the incident.
4. Supervise athletes before, during, and after bus transportation and supervise them at away contests. Supervision of athletes is expected before, during and after practices, with post-practice supervision ending when all athletes have left ECS property.
5. Keep up-to-date daily practice schedules in writing.
6. Give clear and concise directions and responsibilities to assistant coaches.
7. Maintain open and immediate communication with the Athletic Office regarding all aspects of the program.

## POST-SEASON GUIDELINES FOR COACHES

1. Coaches will not receive final payment until the Coaches Post-Season Checklist is cleared by the Athletic Office.
2. Each coach is responsible for collecting all issued equipment at the end of each season.
3. Immediately notify the Athletic Office of any athlete that lost, damaged, or failed to turn in equipment or a complete uniform. A list of lost equipment or uniforms should be submitted to the Athletic Office after every effort has been made to collect it.
4. **The Season Closure Packet, with all paperwork included complete, should be turned in no later than two weeks after the last contest of the season.**
5. All equipment should be cleaned and stored, with uniforms being housed at EHS in a predetermined location.
6. A list of any championships won and any outstanding achievements by athletes should be submitted to the Athletic Director.
7. Evaluate officials.
8. Coaches are encouraged to elicit program evaluations from players.
9. Evaluate the Athletic Training Program.
10. Complete the Post-Season Checklist.
11. Coaches are expected to hold an Awards Banquet or Ceremony to honor athletes that received special recognition, distribute team awards, celebrate the seniors on the team, and give closure to the season.

## SUMMER/OUT OF SEASON PRACTICES

The MHSAA regulates out-of-season practice during the school year out-of-season, during the summer when school is not in session, and during the summer prior to Monday the week of August 15<sup>th</sup>, and during the summer prior to August 1<sup>st</sup>. Coaches should review the MHSAA Handbook Regulation II, Section 11 (H).

Summer and out of season programs are **voluntary**. Athletes are not required to participate as a condition of membership or placement on an athletic team. A defined schedule of practices/conditioning should be presented to the Athletic Office at least two (2) weeks prior to the anticipated start of the sessions. All athletes/potential athletes must have a current physical on file with the Athletic Office prior to participating.

## FUND RAISING

### HIGH SCHOOL ATHLETEIC FUND-RAISING GUIDELINES

1. Coach must submit the fund-raising proposal to the Athletic Office for approval.
2. Any fund-raising initiatives must also be approved by the Student Activities Director if they occur during the school year at any time before, after, or during the school day.
3. Fund-raisers are limited to **two per team per year**.
4. There shall be no individual credit accounts for athletes.
5. Fund-raisers must have a defined purpose.
6. Fund-raisers must be accountable, with proper paperwork readily available for viewing.
7. **Please see the Appendix for the proper procedure for completing a Purchase Order**

## SUMMER HIGH SCHOOL/MIDDLE SCHOOL ATHLETIC CAMPS

The following procedures will apply to high school/middle school summer camps.

1. Coaches for each respective sport at each building will meet to plan their camps. Approval of the Athletic Director and Principal is required.
2. Coaches will meet with the Athletic Director and submit a plan to include length of camp, time, participants, budget, staff, etc.
3. Expenditures/budget should be reasonable and directly related to the operation of the camp. These expenditures must be approved by the Athletic Director.
4. Once approved, coaches will organize and promote the camp.
5. Money collected is to be deposited into the proper Activity account for the sport via building Principal's administrative assistant or the administrative assistant in the Athletic Office.
6. Final decisions to run camps will be determined before the end of the school year based on pre-established guidelines.
7. If camps do not run, money will be refunded by submitting a request to the Athletic Office Administrative Assistant or the Principal's Administrative Assistant.
8. A building use form should be initiated by the coach.
9. Registration rosters must be provided to the Athletic Office prior to the start of the camp.

## EMERGENCY PROCEDURES

In case of serious injury, illness, or medical emergency, a member of the Athletic Department calls for aid to the injured or sick student or staff member. The Athletic Trainer (if present) may assess the severity of injury and inform of initiation of this procedure.

When making an emergency call:

1. State name
2. Give exact location
3. State nature of injury
4. State condition of injured person
5. State what first aid is being given
6. Let EMS hang up first

These additional steps are expected to be followed:

- Parents or Family of the injured person should be contacted immediately
- The coach will submit an Accident Form to the Building Principal's Administrative Assistant about the incident within twenty-four (24) hours of its occurrence.
- Athletes that receive services from a physician must produce documentation allowing participation re-instatement.
- The documentation will be given by the coach to the Athletic Trainer, who may additionally assess athlete readiness to participate. Additional clearance is needed by the Athletic Trainer.

**Each sport has a more detailed Emergency Procedure Plan found in the Appendix that is to be used at practice locations. It is expected Coaches hold a drill of this procedure at the start of every season and refer to it throughout the remaining practice sessions.**

### **SCHEDULING**

The Athletic Director is responsible for the scheduling of all athletic events. Coaches may add contests to their schedules if given authorization by the Athletic Director. Coaches are expected to give immediate communication to the Athletic Office once a contest/practice has been scheduled, cancelled or changed from the original event conditions.

It is expected that coaches work collaboratively to orchestrate a summer out-of-season gym use calendar. This calendar is to be finalized by June 1<sup>st</sup> of each year. Any additions to the calendar after stated date must be cleared by the Athletic Director.

### **WEEKEND/HOLIDAY PRACTICES/CONDITIONING**

Athletic team practices shall not be held on Sundays or holidays unless they become necessary in connection with Monday games or holiday and district/regional tournament play. Permission must be granted by the Building Principal,

Should a practice be held on a Sunday or holiday, coaches are to not penalize an athlete for failure to attend because of parental and/or religious beliefs pertaining to that day.

### **USE OF FACILITIES**

Games are scheduled through the Athletic Office for EMS and EHS. Practice times for EMS are scheduled through the main office, while those at EHS are scheduled through the Athletic Office. Weekend and vacation practices must be approved prior to use. A facilities Use Form must be completed for end-of-season banquets, team meetings, parent meetings, etc.

## EMERGENCY SCHOOL CLOSING

In the event of school closure due to weather, all practices and athletic events are canceled for that day. Whenever possible, athletic events will be scheduled for a later date.

## TRANSPORTATION

ECS provides bus transportation whenever possible for all athletic events. This service extends to scrimmages, tournaments, and practices in special cases. Athletes are expected to ride the bus with their coaches.

Exceptions may be made on a case by case basis. Athletes traveling home after events may ride only with adults after arrangements have been made with the coach, and approval granted by the Athletic Director. The request should be in writing with a parent signature, and submitted to the Athletic Office no later than 12 PM the same day of the contest.

**Coaches should never transport athletes to or from practices under any circumstances.** Should extenuating circumstances arise requiring alternate transportation outside of ECS busing to contests, athletes should have the Parent Permission for Athletic Trip by Automobile form completed and on file in the Athletic Office.

## COACHING EVALUATIONS

Coaches are evaluated by their employer Edustaff, and frequency of evaluation will be determined by them as such. Any inquiry to the formalized evaluation process should be directed to Edustaff. The ECS supervisory liaison may inform Edustaff (and the coach) of failure to meet coaching job expectations. Some areas that may warrant contact from the supervisory liaison include:

- Failure to adhere to the fund-raising policy of ECS
- Failure to attend meetings called by the MHSAA, MAC, Athletic Director or Principal
- Failure to adhere to directives from the Superintendent's office, Principal, or Athletic Director or ECS Board of Education Policies
- Failure to enforce training rules, regulations, and eligibility requirements
- Failure to provide appropriate supervision of athletes under his/her care on trips, practices (pre and post practice), away and home contests, and in locker rooms
- Failure to adhere to proper safety procedures and follow-up to athletes who are injured during their participation.
- Failure to properly follow hiring, purchasing, inventory control, facility usage and security procedures.
- Failure to uphold ECS athletic goals and objectives.
- Failure to adhere to ECS Coaches Code of Ethics resulting in misrepresentation of ECS and its image of helping student athletes succeed.
- Failure to model professional behavior toward athletes, other coaches, event staff (home or away), and the community.

## MHSAA RULES AND REGULATIONS

The following selected information pertains to the MHSAA Handbook sections:

- Regulation I – Essential Eligibility requirements for Senior High /school /students
- Regulation II – Rules for contests involving Senior High /schools
- Regulation III – Essential Eligibility requirements for Junior High/Middle school students
- Regulation IV – Rules for contests involving Junior High/ Middle Schools

## REGULATION I: SENIOR HIGH SCHOOL STUDENT REQUIREMENTS

### **Section 1: Enrollment**

To be eligible for interscholastic athletics, a student must be enrolled in a high school not later than the fourth Friday after Labor Day.

### **Section 2: Age**

A student who participates in any interscholastic athletic contest or scrimmage must be under nineteen (19) years of age, except a student whose 19<sup>th</sup> birthday occurs on or after September 1<sup>st</sup> of a current school year. is eligible for the balance of that school year. Any student born before Sept. 1<sup>st</sup> is ineligible for interscholastic athletics in Michigan.

### **Section 3: Physical Examinations**

No student shall be eligible to participate for a high school for which there is not on file in the offices of the Superintendent or Principal or Athletic Director of that school, a physician's statement for the current school year certifying that the student has passed a physical examination and is physically able to participate in sport.

### **Section 4: Semesters of Enrollment**

A student shall not compete in athletics who has been enrolled in grades 9 to 12, inclusive, for more than eight semesters. The seventh and eight semesters must be consecutive. Enrollment in a school beyond the 4<sup>th</sup> Friday after Labor Day (first Semester) of the 4<sup>th</sup> Friday of February (second semester), or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester under this guideline.

### **Section 5: Semesters of Competition**

A student, once enrolled in grade nine (9) shall be allowed to compete in only four first semesters and four second semesters.

### **Section 7: Previous Semester Record**

No student shall compete in any interscholastic scrimmage or contest who does not have to his or her credit official records representing at least 66% of full credit load passed for the last semester during which he/she was enrolled in grades 9-12 inclusive. A student entering the ninth grade for the first time, except those who had eligibility advanced under Regulation III, Section 2 C may compete without reference to his/her record in eighth grade.

### **Section 8: Current Semester Record**

Academic eligibility checks of not more than ten (10) weeks are required. If a student is not passing at least 66% of the full credit load when checked, that student is ineligible for interscholastic scrimmages and contests until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student still not passing 66% of the full credit load, that student is ineligible for interscholastic scrimmages and contests for not less than the next Monday through Sunday, and so on until the student is passing 66% of the full credit load from the start of the semester through the most recent eligibility check.

### **Section 9: Transfers**



A student enrolled in grades 9-12 who transfers from one high school or junior high/middle school to another high school or junior high/middle school is not immediately ineligible to participate in an interscholastic athletic contest to which the student transfers, unless the student qualifies under one or more of the exceptions that are listed in the MHSAA Handbook. If no exceptions apply, that student is ineligible until a predestined date is calculated from the date of student enrollment based on Section 9 (D) criteria of Regulation I.

### **Section 10: Undue Influence**

The use of undue influence for athletic purposes by any person directly or indirectly associated with the school to secure or encourage the attendance of a student or the student's parents or guardians as residents of the school district shall cause the student to become ineligible for interscholastic scrimmages or contests for a minimum of one (1) semester and a maximum of one (1) year. The offending school shall be placed on probation for one (1) year and offending coach or coaches will not be permitted to coach for a one (1) year period. Examples: Financial aid to parents, reduction/elimination of tuition, special privileges not available to others, allowances for transportation, clothing, food, etc.

### **Section 11: Awards**

A student may accept, for participation in athletics, a symbolic or merchandise award that does not have a value or cost in excess of \$25.00. Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are not allowed. A student violating the Regulation shall be ineligible for interscholastic competition for a period of not less than one semester from the date of the student's last violation.

### **Section 12: Limited Team Membership**

A student who, after practicing with (including tryouts) or participating in an interscholastic scrimmage or contest as a member of a high school athletic team, participates in any athletic competition not sponsored by his/her school in the same sport in the same season shall become ineligible for a minimum of the next three (3) contests/days of competition and maximum of the remainder of that season in that school year. See MHSAA Handbook for exceptions.

- During a season, an individual may participate in a maximum of two individual sports meets or contests in that sport while not representing his/ her school.
- After once participating for any MHSAA member school in a contest in any MHSAA Tournament sport, a student shall not compete at any time in any sport under MHSAA jurisdiction in any of the following: "All-Star" contests, "All-Star" fund-raising events or similar exhibitions if they involve contestants other than the students and faculty of that student's school, or any event which is or purports to be a national high school championship.

## **REGULATION II: RULES GOVERNING CONTESTS INVOLVING SENIOR HIGH SCHOOLS**

### **Section 3: Coaches of Teams**

The person responsible for the immediate training or coaching of a secondary school athletic team should be a member of the regular teaching staff of the school district. If a non-faculty member is used, that person must be registered by the school with the MHSAA on a form provided for that purpose before assuming any coaching (third-party contracted or volunteer) duties. A non-faculty member coach must be at least 18 years of age and not a current high school student.

### **Section 8: Playing Rules**

Schools shall adhere to the playing rules adopted by the MHSAA to govern games and meets in baseball, basketball, competitive cheer, cross country, football, golf, gymnastics, ice hockey, soccer, softball, skiing swimming, Tennis, track and field, volleyball, and wrestling.

Each head coach of a Varsity team in a sport under MHSAA jurisdiction shall complete (either in-person or online) the MHSAA rules meeting for that sport for the current school year prior to the deadline. If the head coach does not complete the rules meeting prior to the deadline, that coach shall be prohibited from coaching in that season's MHSAA tournament for that sport involved and shall not be present at the facility where tournament play is taking place involving that coach's team. An administrator or faculty member designee of that school shall be present with supervisory capacity over the school's competitors. Failure to receive reminder notifications (email or other) does not the requirements.

### **Section 9: Football Practices and Competitions**

- Schools may begin football practice on the 16<sup>th</sup> Monday before Thanksgiving. No fewer Than the first three (3) days are to be conducted with only footballs, helmets, and football shoes.
- A school team shall not play a game of football until it has practiced for a period of three (3) weeks during which practices are conducted on at least 14 separate days.
- A school may not take part in an interscholastic scrimmage session with other schools until practice has occurred on nine (9) separate days.

### **Section 10: Limitations of Competitions**

See MHSAA Handbook for limits placed on athletes.

### **Section 11: Maximum Number of Contests – Beginning of Practice – Scrimmage Sessions**

Please refer to the MHSAA Handbook for sport specific information and otherwise.

## REGULATION III: JUNIOR HIGH/MIDDLE SCHOOL STUDENT REQUIRMENTS

### **Section 1: Enrollment**

To be eligible for interscholastic athletics, a student must be enrolled in a junior high/middle school not later than the 4<sup>th</sup> Friday after Labor Day (first semester) or the 4<sup>th</sup> Friday of February (second semester).

### **Section 2: Age**

A seventh-grade student who participates in any interscholastic scrimmage or contest must be under 14 years of age, except a student whose 14<sup>th</sup> birthday occurs on or after September 1<sup>st</sup> of a current school year is eligible for the balance of the school year.

An eight-grade student who participates in any interscholastic scrimmage or contest must be under 15 years of age, except a student whose 15<sup>th</sup> birthday occurs on or after September 1<sup>st</sup> of a current school year is eligible for the balance of that school year.

### **Section 3: Physical Examinations**

No student shall be eligible to participate for a junior high/middle school for which there is not on file in the offices of the Superintendent or Principal of that school, a physician's statement for the current school year certifying that the student has passed a physical examination and is physically able to participate in sport.

### **Section 4: Semesters of Enrollment**

Students in grades seven or eight are not limited in the number of semesters in which they may be eligible for interscholastic athletics.

### **Section 5: Semesters of Competition**

Students enrolled in grades seven or eight are not limited in the number of semesters of competition.

### **Section 7: Previous Semester Record**

No student shall compete in any junior high/middles school interscholastic scrimmage or contest during the current semester who does not have to his/her credit official records representing 50% passing of the credit load from the previous semester.

### **Section 8: Current Semester Record**

Academic eligibility checks of not more than ten (10) weeks are required. If a student is not passing at least 50% of the full credit load when checked, that student is ineligible for interscholastic scrimmages and contests until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student still not passing 50% of the full credit load, that student is ineligible for interscholastic scrimmages and contests for not less than the next Monday through Sunday, and so on until the student is passing 50% of the full credit load from the start of the semester through the most recent eligibility check.

### **Section 10: Undue Influence**

The use of undue influence for athletic purposes by any person directly or indirectly associated with the school to secure or encourage the attendance of a student or the student's parents or guardians as residents of the school district shall cause the student to become ineligible for interscholastic scrimmages or contests for a minimum of one (1) semester and a maximum of one (1) year. The offending school shall be placed on probation for one (1) year and offending coach or coaches will not be permitted to coach for a one (1) year period. Examples: Financial aid to parents, reduction/elimination of tuition, special privileges not available to others, allowances for transportation, clothing, food, etc.

### **Section 11: Awards**

A student may accept, for participation in athletics, a symbolic or merchandise award that does not have a value or cost more than \$25.00. Awards for athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are not allowed. A student violating the Regulation shall be ineligible for interscholastic competition for a period of not less than one semester from the date of the student's last violation.

### **Section 12: Limited Team Membership**

A student who, after practicing with (including tryouts) or participating in an interscholastic scrimmage or contest as a member of a junior high/middle school athletic team, participates in any athletic competition not sponsored by his/her school in the same sport in the same season shall become ineligible for a minimum of the next two (2) contests/days of competition and maximum of the remainder of that season in that school year. See MHSAA Handbook for exceptions.

## **REGULATION IV: RULES GOVERNING CONTESTS INVOLVING JUNIOR HIGH/MIDDLE SCHOOLS**

### **Section 3: Coaches of Teams**

The person responsible for the immediate training or coaching of a junior high/middle school athletic team should be a member of the regular teaching staff of the school district. If a non-faculty member is used, that person must be registered by the school with the MHSAA on a form provided for that purpose before assuming any coaching (third-party contracted or volunteer) duties. A non-faculty member coach must be at least 18 years of age and not a current high school student.

### **Section 8: Sports Limitations**

No seventh or eighth grade student shall be a member of more than one interscholastic team at the same time.

### **Section 10: Limitations of Competition**

Fall sport practices for seventh and eighth grades may begin on the Monday before Labor Day, regardless of the date of the first day of school. Other seasons and starting dates will be established by the local district or league.

MHSAA Handbook Section 10 items 1-11 provide detailed limitations of completion per sport.

## AWARDS

Head coaches determine criteria's for earning a Varsity letter. Athletes are awarded certificates, medals, and chenille bars for various years of competition and competition level of sport. Coaches are expected to keep track of athletes from year-to-year regarding end of season awards for each individual athlete, and should submit the list with the Season Closure Packet. Coaches are also expected to hold a banquet or other ceremony to celebrate their athletes and season accomplishments as a measure of closure.

### **ATHLETIC AWARD SYSTEM**

#### **JUNIOR VARSITY TEAM PARTICIPATION**

- First time on a Junior Varsity team – JV Certificate
- Only 1 JV Certificate per student, per sport
- Second time on same Junior Varsity team – Numerals (Year of Graduation)
- Only 1 set of Numerals are given per student
- First time on JV for a different sport, student will receive JV Certificate for that sport

#### **VARSITY TEAM PARTICIPATION**

- First time on a varsity team – Varsity Certificate and a Varsity Letter (Chenille)
  - Also given Numerals if not previously received
- Varsity Letter (Chenille) only given once per student
- Second time on same varsity team – Bronze medal
- Third time on same varsity team – Silver medal
- Fourth time on same varsity team – Gold medal

#### **MACOMB AREA CONFERENCE ALL-ACADEMIC TEAM**

Each varsity team will honor an All-Academic Team. All varsity award winners who earn a 3.0 or higher GPA during their season of competition will receive an All-Academic Certificate. Fall sports will use the first card marking progress report grades; Winter sports will use the second card marking grades; Spring sports will use the third card marking report card grades to determine award winners. There is a list of student's GPAs in our office.

#### **ALL SPORTS GOLD MEDAL**

To receive an all-sports gold medal an athlete must first attain a total of seven (7) Varsity Letters.

## ELIGIBILITY ETHICS

Whenever the problem of eligibility of players from your school or opposing school makes itself, manifest, it is your ethical duty to report the matter to your Athletic Director first before any other contact is made. Not until after your Athletic Director has deliberated and chosen a plan of action should you proceed with the endeavor. Eligibility of athletes is the Athletic Director's administrative responsibility, and coaches are delegated by him/her to abide by and enforce eligibility rules. All questions of eligibility should be cleared with him/her before any further action.

### **ATHLETIC TRAINER SERVICES**

ECS provides athletic trainer services. These services include evaluation of injuries, limited rehabilitation after injury, preventative taping and training program development. The Athletic Trainer is not expected to replace medical attention when needed. Recommendations of the Athletic Trainer will never supersede that of a physician's. However, the Athletic Trainer has the right to hold an athlete out of any interscholastic scrimmage, contest, or practice if he/she deems the athlete not rehabilitated to contest level.

### **TOP FIVE WAYS TO PROPER COACHING AND PREVENT PROBLEMS**

1. Properly condition your athletes
2. Properly supervise all related activities
3. Offer proper and safe equipment and facilities
4. Give proper and safe instruction (fundamentals and rules)
5. Warn athletes of potential dangers of the sport

### **FIRST AID AND SAFETY TIPS**

1. General Body Warm-Ups  
Warm, pliable muscles are less likely to be strained. The use of a dynamic warm up with gentle stretching before taking the field will reduce the risk of injury.
2. Fluid Replacement  
Frequent fluid replacement before, during and after exercise helps prevent the body from overheating, but be aware of the three most common heat disorders by learning to recognize their symptoms.
  - Heat Cramps  
Sudden and painful muscle contractions often caused by acute loss of body fluids and mineral depletion through sweating or as the result of an acute blow. Action: Athletes should massage muscles, coupled with gentle stretching and fluid replacement.
  - Heat Exhaustion  
Weakness, dizziness, profuse sweating and rapid pulse. Action: Rest the athlete in the shade with legs elevated. Replenish fluids. Call for emergency transport.
  - Heat Stroke  
High body temperature, red hot and dry skin. Other signs are rapid strong pulse, difficult breathing, collapse, convulsions. Action: This is a medical emergency and could be fatal. Call immediately for emergency medical care. Place athlete in shade. Cool body, if possible, to lower body temperature until help arrives.
3. Strains and Sprains

Muscle strains and sprains are common in athletics. Symptoms usually include: pain, limited motion, swelling, and possible skin discoloration. Action: Carefully compress ice to the injured area and elevate it above the level of the heart to reduce swelling. Treatment should be sought from the Athletic Trainer, and their recommendation of further treatment for the athlete should be followed.

4. Dislocation and Fractures

While not always evident, the common symptoms are pain, deformed joint and loss of function. Action: Obtain medical care immediately. Do not move the athlete.

### **INCLEMENT WEATHER GUIDELINES**

In cases of severe weather, including lightning and thunder, games/practices will be suspended concurrent with the MHSAA handbook and guidelines.

### **NCAA CLEARINGHOUSE**

As a coach, you have a responsibility to inform your athletes who wish to enroll in either a Division I or division II school and participate in athletics, that they must register with the NCAA Clearinghouse to be eligible for competition. Refer the athlete to the appropriate counselor.

### **APPENDIX**

- |  |                         |                            |
|--|-------------------------|----------------------------|
| - Pre-Season Memo                      | - Post Season Checklist | - Athlete of the Week      |
| - Coach Job Descriptions               | - Pre/Post Season       | Pictures                   |
| - PO Procedure                         | Inventory Sheet         | - MAC Pre/Post Sport       |
| - Practice Planning                    | - Non-Faculty Coach     | Meetings                   |
| - Practice Plan Guide                  | Registration            | - Informational Web Sites  |
| - Athletic Code for Coaches            | - Volunteer Coach       | - MHSAA Game Suspension    |
| - Blank Team Lists                     | Release Form            | Guideline                  |
| - Roster Additions                     | - Athlete Progress      | - Emergency Procedure Plan |
| - Parent Permission for Athletic       | Report                  | - Hazing                   |
| Trip by Automobile                     | - Yearbook Team         | - Sexual Harassment        |
| - Parent/Athlete Code of Conduct       | Picture                 | - Procedures for Handling  |
| Summary                                | - Locker Room           | Athletic Injuries          |
| - Shamrock Parent Athletic Guide       | Expectations for        | - Head Injury Protocol/    |
| - Coach's Pre-Season Information Sheet | Pool/Gym                | Concussion Information     |

- Season Closure for Coaches

- Parents' Guide to

Concussion in Sports

- Heat Stress

- Hot Weather Conditioning

- Schedules