

**GLEN LAKE  
COMMUNITY SCHOOLS**

*Student/Parent* **ATHLETIC** *Handbook*  
&  
*Code of Conduct*  
**2018-2019**



**HOME OF THE  
LAKERS**



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**\*\*\*Must be signed by student-athlete AND parent and returned to Athletic Office OR Head Coach**



## MISSION STATEMENT

The mission of the Glen Lake Athletic program is to provide the student-athlete with an opportunity to compete at the highest level while receiving a quality education. The athletic experience is an extension of the educational process where student-athletes acquire the skill, character, sportsmanship and self-confidence that will enable them to reach their full potential while achieving their greatest academic and physical ability.

## VISION STATEMENT:

**Working hard to get better every day with class, pride, and integrity.**

## ATHLETIC PHILOSOPHY

The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all athletic disciplines.

Middle school sports are the time for basic skill building and providing adequate time for student-athletes to explore their talents and abilities. Coaches at this level make a serious attempt to avoid cutting students who wish to participate. While winning is an admirable goal, winning is not the only goal.

Coaches at the high school level may need to make “cuts” due to the number of student-athletes attempting to make a squad. The coach is expected to communicate to those students who are cut in private out of concern for the student. Student-athletes are not guaranteed playing time. Knowing that improvement can and does occur throughout the season, coaches are expected to communicate with team members on a routine basis. If a student-athlete is cut, coaches will also discuss specific skills they can work on during the off-season.

Each player must demonstrate his/her skills each year during tryouts in order to earn a position on the team. No player is guaranteed a position the present year simply because student-athlete played that position the previous year. Likewise, no player is guaranteed a specific amount of playing time, as this will vary depending on game conditions, number of student-athletes on the team, and level of competition.

Coaches and their student-athletes share the same basic expectation: to work hard together as a team, to perform their best as a team and to set team goals.

While the pressure on coaches can sometimes be quite intense, coaches must understand their charge to be respectful of students. Profanity and demeaning comments have no place in coaching and will not be tolerated.

Coaches are encouraged to look beyond the win/loss record and to take advantage of the many opportunities they have to influence their players in a positive way while seeking to enhance the definition of success to include the betterment of all.

Coaches, players, parents and fans must remember that winning is not the only goal but a possible by-product of working together within our roles to be our best as players and people on and off the field of play.



## **TEAM DESIGNED PHILOSOPHY**

### **A. Middle School**

1. Student-athletes should be able to explore and expand interests and abilities.
2. Coaches should maximize opportunities for as many students as possible to participate.
3. Major focus on teaching and time commitment should focus on basic fundamentals of the activity. Emphasis is on building skills and participation.
4. As much playing time as possible will be made available for all participants.

### **B. Junior Varsity**

1. The junior varsity level is a major transitional period that calls for a balance between participation and winning.
2. The major focus continues on the teaching of basic fundamentals to further develop the skill level of each participant, while stressing of more defined team concepts in all aspects of participation.
3. Whenever possible, each student-athlete will be given the opportunity to participate in practice and contests.
4. All student-athletes will perform in practice competition on a daily basis.

### **C. Varsity**

1. Major focus on working toward the mastery of fundamentals to further develop individual skill level and enhance competitiveness of the team.
2. At the varsity level, the emphasis is on playing those who provide the team the best opportunity to win, without sacrificing the rules, good sportsmanship, and welfare of the team.

### **D. Rationale**

1. The Board, administration and members of the coaching staff need a policy upon which to base decisions.
2. The central concept of this policy is that an athletic program is primarily to benefit the student's participation.
3. The policy emphasizes student participation at the middle school level. The intent at this level is to allow as many eligible students as possible the opportunity to learn and develop the skills necessary to succeed in a particular sport.
4. At the junior varsity and varsity levels, participation in athletics should allow individuals opportunity to refine and improve their skills while emphasizing the self-discipline and effort necessary for the development of a competitive athletic program.



### **JOINING A TEAM/TRANSFER STUDENTS**

All eligible students will be offered the opportunity to try out for an athletic team. Each sport has a starting date and, if need be, there will be a minimum of three days of tryouts/practice before cuts are made.

Once tryouts are complete and the team is selected in a roster reduction situation (cuts), no student may join a team that had not tried out. The Athletic Director may grant additions only under unique situations and after careful review. The decision of the Athletic Director will be final.

### **LEAVING A TEAM**

A student-athlete can not quit one sport to join another during the same season without the prior approval of both coaches involved and the Athletic Director. The decision of the Athletic Director to allow a student to join another team or disallow from joining will be final.

### **DUAL SPORT PARTICIPATION DURING SAME SEASON**

Glen Lake does provide students the opportunity to participate on more than one team during the same sport season as long as the following apply:

1. The student-athlete must have a 3.0 G.P.A. for dual sport participation. Regular eligibility rules will also apply.
2. The student-athlete should indicate interest to the Athletic Director prior to the official start of the season. A form, indicating the student-athlete's primary sport, must be completed and may be picked up in the Athletic Office.
3. The primary sport will prevail in determining participation priority when ever there is a conflict of games, meets or practices. The coaches will jointly determine a practice and competition schedule for the student.
4. In-season coaches and the Athletic Director will meet to discuss the student-athlete and their expectations. If one or both coaches or the Athletic Director feel that dual participation is not in the student-athletes or team's best interest, the request shall be denied.
5. If both coaches are in agreement with the request, a meeting with the parents, student-athlete, both coaches and Athletic Director will be convened to discuss dual sport participation



## PHYSICALS (Also see MHSAA Eligibility Requirements)

All students who wish to try out for, or participate in, any Glen Lake Sport must have a MHSAA physical on file in order to practice and participate. Physicals must be signed and dated (by the M.D., D.O., Physician's Assistant, or Nurse Practitioner who administers the physical examination) on or after April 15 of the previous school year and is valid for the entire current school year. In cases of serious injury or extended illness, students should be re-examined by a physician (M.D. or D.O.) before being allowed to compete.

## ATHLETIC INSURANCE AND INJURIES

We never want to hear that a student-athlete has been injured, however, there is the risk of injury, even serious, while participating in athletics. It is important that we are informed ahead of time of reasonable action to take if an injury does occur to your son or daughter. Athletics can play an important role in your student-athlete's development. The use of proper techniques and equipment is also essential.

It is encouraged that all parents have medical insurance in the event that an injury occurs while participating in school sports. Insurance coverage for participation in athletics is the responsibility of each family. GLCS does not provide insurance coverage for participation in athletics.

If a coach, athletic trainer, or physician, in the best interest of the student-athlete, determines that a student-athlete is unable to participate due to a potentially serious injury, such as an injury to the head, neck, back, etc., the student-athlete involved should seek medical assistance. A signed physician's statement clearing the student-athlete to resume participation will be required. Physician's notes should be turned in to the Athletic Office to be kept in the student-athlete's health file.

## CONCUSSION PROTOCOL

It is required that all student-athletes complete the ImPACT Baseline Concussion Test in order to practice. Student-athletes are required to take this test every other year. In the event that a student-athlete is removed from an MHSAA practice or competition for exhibiting symptoms of a concussion or reports symptoms of a concussion, the student-athlete cannot return to activity until the MHSAA Return to Activity & Post Concussion Consent Form is signed by a physician (MD/DO/Physician's Assistant/Nurse Practitioner) and also includes the signature of the student and parent/guardian. The written authorization must be unconditional. Once the Return to Activity form is on file with the athletic department, the student-athlete is cleared to **return to a full-contact practice**, if applicable to the sport. *After the student-athlete is symptom free for 24 hours after full-contact practice, they are then cleared for competition.* Student-athletes that are diagnosed with a concussion are highly encouraged to ask their physician for a referral to the Munson Healthcare Cranium Concussion Program to receive physical therapy during the 5-day return to activity protocol.

If your child is not diagnosed with a concussion by the physician, please hand in a doctor's note from this evaluation to the athletic department. It's important to be aware that **prior to your child returning to practice or a competition**, our athletic trainer will administer the post baseline concussion ImPACT test, conduct a VOM's test, and require the supervision of your child engaging in physical exertion and physical contact (if applicable to the sport) prior to returning to activity. This is an extra cautionary step in order to ensure we are making the safest return to activity decision for your child.

Please refer to the "Parent's Guide to Concussion" on the Glen Lake School Website-Athletics-Forms/Resources for further information or request this helpful and informative packet from the Glen Lake Athletic Department or Athletic Trainer.



#### **CATASTROPHIC AND CONCUSSION INSURANCE:**

The MHSAA provides a Catastrophic Accident Medical Insurance Policy which pays up to \$500,000 for medical expenses left unpaid by other insurance after a deductible of \$25,000 per claim in paid medical expenses has been met. All students enrolled in grades 7 through 12 who are eligible under MHSAA rules and participating in practices or competition in sports under the MHSAA's jurisdiction are covered by this policy for injuries related to their athletic participation.

The MHSAA is also providing eligible athletic participants with additional insurance that is intended to pay accident medical expense benefits resulting from a suspected concussion. The injury must be sustained while the athlete is participating in an MHSAA covered activity. Policy limit is \$25,000 for each accident. Covered students, sports and situations are identical to the catastrophic accident medical insurance which, if the \$25,000 threshold is reached, would require a separate claim to be made. This new program intends to assure that all eligible student-athletes receive prompt and professional attention for head injury events even if the child is uninsured or under-insured. Accident medical deductibles and co-pays left unpaid by other policies are reimbursed under this program to the limits of the policy.

Should you need to make a claim under this new program, contact [terri.bruner@kandkinsurance.com](mailto:terri.bruner@kandkinsurance.com), or phone 800-237-2917 toll free.

#### **INJURY TREATMENT BASICS FOR HOME**

As a parent, you may find yourself treating a sports injury at home. When treating an injury at home, remember **R-I-C-E**. This stands for:

**Relative Rest** ~ Stop working the injured area and rest the injured area. Avoid anything that causes pain in the injured area.

**Ice** ~ Apply ice to control swelling and reduce pain. *Do not* apply heat. While applying heat may "feel good," this actually increases swelling and recovery time. Always apply ice first.

**Compression** ~ Wrap the injured area to control swelling. If the skin is discolored (blue or purple), a doctor should be consulted.

**Elevation** ~ Elevate the injured area.

Please inform your son or daughter's physician, trainer, and/or coach about any injuries as soon as possible.





**PUBLIC ACTS 342 and 343 (Michigan Sports Concussion Awareness Laws)**

These laws, effective June 30, 2013, require all levels of schools and youth sports organizations to educate, train and collect forms for non-MHSAA activities including physical education classes, intramural and out-of-season camps or clinics. The Understanding Concussion document and Concussion Awareness Acknowledgement form can be found in the Student Information Packet that is available for pickup at the Open House in August or on the first day of school in September. The information is also posted on the Athletics page of the GLCS website under Forms & Resources.

It should be understood that for MHSAA sports, the existing rules meeting completion requirement by head coaches and concussion removal and return-to-play protocols, first begun in 2010, remain in effect. If a student is withheld from competition due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with the written clearance of an MD or DO. This is more stringent than the new law and must be followed for MHSAA competition and practices. Not adhering to this protocol results in ineligibility of the student and forfeiture of contests. Compliance with other respects of the new concussion law is accomplished through a website of the Michigan Department of Community Health (MDCH). Please review information at the following links:

**MDCH:** [michigan.gov/sportsconcussion](http://michigan.gov/sportsconcussion)

**MHSAA:** [www.mhsaa.com/schools/healthsafetyresources.aspx](http://www.mhsaa.com/schools/healthsafetyresources.aspx)

**OTHER HEALTH-RELATED WEBSITES OF INTEREST**

**Safe Kids:** [www.safekids.org/sports](http://www.safekids.org/sports)

**CDC:** [www.cdc.gov/concussion/headsup/youth.html](http://www.cdc.gov/concussion/headsup/youth.html)

Student-athletes are expected to discuss, with parents and the coach(es), any injury symptoms that he/she is experiencing. The health, safety and well-being of every student is of utmost importance and must never be compromised for continued participation in practice or an event.



## GENERAL TEAM GUIDELINES

Each team and coach will have various guidelines that are relative to the particular sport. However, listed below are a few guidelines that are the same regardless of the sport.

- A. **General Commitment to the Program** ~ Each student-athlete that is on a team must have a strong commitment to the team and athletic program in general. Being on a team will require **teamwork, self-discipline, loyalty, tolerance, sportsmanship, citizenship, and perseverance**. If a student-athlete has a concern or conflict, first, begin by talking with the Head Coach of the team (**See Issues in Athletics**).
- B. **Practices & Contests** ~ Practice days/times will be determined by the head coach of each level. Most athletic contests are usually scheduled a year in advance or more. Various sports, however, do schedule during the current school year.
- C. **Equipment & Uniforms** ~ Athletic participants are responsible for the care, security and use of uniforms and equipment issued to them. If the student-athlete fails to comply, student-athlete will be responsible to pay the cost for the uniform or equipment item(s) that are abused or not returned. Student-athletes will not be allowed to participate in athletics in succeeding seasons until this obligation is met. Student-athletes may not allow other students to wear or otherwise use their school-provided uniform or equipment.
- D. **Transportation & Out-of-Town Contests/Trips**
  1. All student-athletes are expected to travel with the team and return with the team. Regardless of student age or method of team transportation, student-athletes are prohibited from driving to and from athletic events. This includes ALL Glen Lake sports and ALL away events.
  2. **EXCEPTIONS FOR RETURN:** While it is strongly recommended that all student-athletes remain with the team upon return to the school following an event, there are times when it may be necessary for students to ride home with his/her parents. When parents plan to transport their student-athlete home from an athletic event, face-to-face contact must be made with the head coach at the contest site prior to departure to protect the safety of the students and the responsibility of the coach(es) involved.
  3. Student-athletes will not be permitted to ride with parents other than their own, unless proper written request, with signatures of both sets of parents has been submitted to the Athletic Director for approval. Forms are available in the Athletic Office or on the Glen Lake website and must be approved and on file in the Athletic Office at least 24 hours prior to the event date.
  4. Student-athletes are expected to remain at the event's school or event site for the entire event unless prior arrangement has been made.



- E. **Athletic Training Rules** ~ All student-athletes are expected to observe and adhere to the Athletic Code of Conduct and training rules throughout the entire calendar year and throughout the student-athlete's career at Glen Lake Community School.

### **ATTIRE**

Once you have volunteered to be a member of a Glen Lake athletic team, you have made a choice to uphold certain standards. When representing Glen Lake in any athletic event, student-athletes will wear the team uniform with pride, and follow the Glen Lake dress code if out of uniform. No clothing advertising alcoholic beverages, tobacco products, or other items not in proper representation of Glen Lake Community Schools may be worn.

### **CONDUCT AT ATHLETIC EVENTS**

All student-athletes at Glen Lake carry the responsibility of representing not only themselves, but their families, school and community. Whether at Glen Lake or at other schools, we have an obligation to demonstrate good sportsmanship and citizenship and to promote good relations with our opponents, spectators, and officials at athletic events.

School sponsored sports are an educational activity. Student-athletes, parents, and friends must be aware of our school's expectations with regard to sportsmanship.

Unlike professional sports, attendance at an educational activity does not entitle one to verbally abuse the contestants, coaches, officials or opponents. As a spectator we **expect** that you will maintain good sportsmanship or refrain from attending athletic events.

- It is expected that as participants and spectators, we will support in a positive way our own team remembering that the student-athletes, coaches and officials are not perfect and will make mistakes. Negative, derogatory cheers or actions aimed at either team are not acceptable in educational athletics.
- It is expected that spectators will accept the decisions of the officials without vocalizing disagreement. Officials are an important part of an educational activity. We are sending the wrong message when we challenge or abuse the game official sent to our school to administer these educational activities.
- At all times it is expected that we will respect one another, adults and students alike. This especially includes opponents and officials, without whose involvement, sports contests would not occur.



## **PROMOTING SCHOOL SPIRIT & SPIRIT GUIDELINES**

The students of Glen Lake High School are encouraged to support one another's athletic accomplishments with respect, enthusiasm and school-appropriate spirit.

Attendance at athletic events is a privilege and not a right. Students attending athletic events represent our school and should act accordingly.

The following rules should be adhered to during all athletic events:

1. The use of profane language is strictly forbidden at all athletic events.
2. Be positive in your support, not critical, negative or judgmental.
3. Organized cheers that are positive and appropriate are encouraged.
4. Signage must be approved by the athletic director or his/her designee.
5. Students will not be readmitted after leaving any sporting event.
6. All school rules apply during athletic events, both home and away, including the school dress code.

## **LOCKER ROOM CONDUCT**

Locker room conduct is of vital importance, and all student-athletes must treat all equipment and facilities with the utmost care and respect. Any vandalism, theft of equipment, or possession of stolen equipment from our school or from opponents may be treated as an Athletic Code violation and may be basis for dismissal and/or prosecution. Cell phones, cameras, and other image-taking devices are strictly prohibited in locker room and rest room areas, regardless of whether the device is in use or not. When traveling to away contests, image-taking devices should be kept on the bus (if secured), in a valuables bag with the team, or with parents. Any image-taking device found in a locker room or restroom area is to be confiscated immediately and not returned until parents meet with the coach and/or Athletic Director to discuss possible suspension. **NOTE: GLCS is not responsible for lost or stolen items. LOCK YOUR LOCKERS AT ALL TIMES!**

## **NATIONAL ANTHEM**

Students, parents and all other spectators are expected to remove hats, stand at attention by remaining still without talking, and pay respect to our country when the National Anthem is being played.

## **ATTENDANCE**

Student-athletes must attend his/her entire class schedule the day of a practice or game in order to participate on that day; this includes arriving to each class on time. Exceptions for medical/dental appointments require written proof of the appointment. Exceptions due to extenuating circumstances, such as poor weather, car trouble, etc., may be made by the Athletic Director or Principal. Following a student's third (3<sup>rd</sup>) tardy, and subsequent tardies, to class during any season, that student will not be permitted to participate in that team's next date of practice or competition.



### **PICTURES**

All team members must be in uniform for team pictures, and be part of the team photo. Individual photos packages are up to each individual family. If you do not want your student-athlete's photo to be displayed for athletic purposes, please notify the Athletic Office.

### **CURFEW**

Curfew will be determined and enforced by the Head Coach of each sport. Parents are expected to assist in ensuring the enforcement of curfew of their student-athlete(s) as set forth by the head coach.

### **PARENT/COACH RELATIONSHIP**

Parenting and coaching can be two very difficult vocations. By attempting to understand each position, we are better able to accept the actions of the other and provide greater benefit to the student-athletes.

Participation in interscholastic athletics is an integral component of the overall educational process. Interscholastic athletics teach values such as establishing common goals, TEAMwork, sportsmanship, responsibility, developing healthy lifestyles, striving to succeed and respect for authority, TEAMmates, opponents, fans and the community.

#### **Parental expectations from your student-athlete's coach:**

1. Philosophy of the coach
2. Expectations the coach has for the TEAM
3. Sites and schedules for all practices and competitions
4. Special team requirements such as: fees, special equipment, off-season conditioning
5. Injury procedures
6. Discipline that results in the denial of your student-athlete's participation

#### **Coaches expectations from parents:**

1. Modeling good sportsmanship at all times
2. Demonstrating respect for the game, officials, and opponents
3. Direct communication to the coach
4. Notification of any schedule conflicts in advance
5. Refrain from e-mailing, texting or posting negative comments on social media about the coach, players, and team.



As your student-athlete becomes involved in the athletic programs of the Glen Lake Community Schools, they will experience some of the most rewarding moments of their young lives. However, it is also important to understand that there may also be times when things do not go the way your student-athlete wishes. At these times, discussion with your student-athlete is encouraged. Following parent/student-athlete discussion, a discussion between your student-athlete and the coach is encouraged.

**Appropriate issues to discuss with coaches:**

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

It may be very difficult to accept your student-athlete not playing as much as you had hoped. Our coaches are professionals. They make judgment decisions based upon what they believe is best for the TEAM. Please remember, the coaches see all the student-athletes at practice every day and student-athletes know their own abilities at this stage of development, not how good someone was in the past. **Playing time concerns should not be discussed with the Athletic Director.**

Playing time varies. At the middle school level, everyone eligible to play is expected to do so during each contest. The amount of playing time will vary somewhat based upon skill level, attitude, effort, etc. At the Junior Varsity level, we begin to transition from exploration and discovery to developing the cornerstones of success. Playing time will not be as equal as it was at the Middle School level, with those who demonstrate advanced skills and effort earning more playing time. Wins and losses, league standings and championships are not a point of emphasis at any of the sub-varsity levels.

The Varsity level is the culmination of the high school athletic experience and playing time may be reserved exclusively for those who demonstrate outstanding skills and effort. While our teams and coaches will not exhibit a "win-at-all-costs" mentality, we are however competing to win at the varsity level.

At all levels, playing time is earned!

As you have seen from the list above, certain things can and should be discussed with your student-athlete's coach. Other things, such as those below are left to the discretion of the coach.

**Issues not appropriate to discuss with coaches:**

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

The use of e-mail has become more pervasive over time. However, e-mail should be limited to routine questions such as time of competition, location of competition, etc. More serious concerns must be dealt with either by phone or in a meeting setting.



## ISSUES IN ATHLETICS

When a person (such as a student, a parent, a coach, a teacher, or an administrator) has a question, concern, or complaint regarding an athletic situation, the following line of communication is most effective, and will be expected, in resolving issues. Adhere to the "24-hour rule!"

- A. **STUDENT-ATHLETE STARTS WITH THE SOURCE.** Talk directly with the head coach of that level, in private, face-to-face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment. After a contest is not the best time.
- B. **IF NECESSARY, TALK NEXT WITH THE VARSITY HEAD COACH OF THE SPORT;**
- C. **IF NECESSARY, TALK NEXT WITH THE ATHLETIC DIRECTOR;**
- D. **IF NECESSARY, TALK WITH THE PRINCIPAL;**
- E. **If, following the student-athlete's communication through the chain of command above, a parent has a concern to discuss with a coach, the procedure to be followed is:**
  1. Call to set up an appointment.
  2. **Please do not attempt to confront a coach before or after a practice or contest.** These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution. Please follow the 24-hour rule. Since the focus of the meeting will be centered on the student-athlete and his/her athletic experience, the student-athlete should be present at the meeting.

\* Help the student learn to resolve his or her own differences. When a student successfully deals with difficult situations, he or she learns and grows. Of course, a parent always has the right to intervene on behalf of a student-athlete.

\* When stating your complaint/concern, be prepared with the facts in so far as you understand, or can ascertain them. Think through your expectations for the outcome resulting from voicing your concern. That is, be clear about what you hope will happen as a result of your meeting.

\* As you converse with the coach, or other authority, repeat back what you hear him/her say to be sure that you understand the important points. Stay calm and friendly as you talk and listen.



\* We always assume that all parties have the best interest of the students in mind when complaints/concerns are discussed. We will make every effort to assure that the student is not penalized or placed in an awkward position as a result of voicing a complaint/concern.

#### **ATHLETIC PROGRAM ASSESSMENT**

Both student-athletes and parents are encouraged to complete an assessment/questionnaire following each sport season of participation in order to provide input toward improving our athletic programs. The feedback is to be in regard to the overall experience within the particular sport, not an evaluation of any coach(es). Surveys are e-mailed to the parents prior to the season ending and student-athletes complete the survey online during the school day.

#### **ATHLETIC SEASON PASSES**

Athletic Passes for the school year are available for purchase in the Athletic Office in mid-August. They are also available for purchase online at:

<https://events.bytepro.net/glen-lake-schools>

Adult and Family Passes are available and are strongly encouraged as a cost savings if students and/or families attend many events. Passes are valid for middle and high school athletic contests. Passes are not valid, however, for any Northwest Conference and MHSAA tournaments.

#### **NCAA CLEARINGHOUSE ATHLETIC REQUIREMENTS**

If students wish to participate in Division I or Division II athletics after high school, student-athlete must be certified by the NCAA Clearinghouse. Information and application materials are available online at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). The number of core academic courses required to qualify for Division I and Division II have changed, depending on your expected graduation year. Be sure to check the NCAA for current information as you complete your high school course selections.

It is recommended that you begin the Clearinghouse process during your junior year in high school at the latest.

#### **SENIOR AWARDS**

There are four awards that will be given annually to outstanding Senior student-athletes. Some attributes that will be considered include participation, academic achievement, work ethic, leadership, citizenship, and sportsmanship. The awards, which are determined through input from the coaching staff, include:

- Loren Richardson Award (1 male AND 1 female)
- Detroit Free Press Scholar-Athlete of the Year (1 male AND 1 female)
- United States Army Reserve National Scholar-Athlete of the Year  
(1 male AND 1 female)
- United States Marine Corp Distinguished Student-Athlete of the Year  
(1 male AND 1 female)





In addition, the Northwest Conference (NWC) will recognize Senior student-athletes who carry a minimum of a 3.25 cumulative GPA as of May 1 of the current school year, and have participated in at least one NWC recognized sport during the school year.

Seniors are also encouraged to apply for the MHSAA's Scholar-Student-athlete Award. Applicants must carry a minimum of a 3.50 GPA and have earned a varsity letter in at least one MHSAA-sponsored sport. The deadline for submission to the Athletic Office is normally around the week of Thanksgiving. For more information and to download the application, visit the MHSAA website ([www.mhsaa.com](http://www.mhsaa.com)).

#### **GENERAL INFORMATION AND INQUIRY**

For general Athletics information, schedules, coach e-mail contacts, etc., visit the Glen Lake Athletics website at [www.glenlakeschools.org](http://www.glenlakeschools.org).

### **ELIGIBILITY**

#### **ACADEMIC REQUIREMENTS OF ATHLETIC PARTICIPATION**

Requirements for athletic competition are determined by the Michigan High School Athletic Association and the Glen Lake Board of Education. Eligibility checks are normally done on Friday of each week, which determines the *following* week's (Monday through Sunday) eligibility status.

1. A student-athlete will not participate in interscholastic competition or extracurricular event if student-athlete is receiving an overall failing grade (less than 60%) in any class during the season of competition/involvement. An ineligible student will miss activities the following Monday through Sunday.
2. Any student-athlete who receives their third (and beyond) Redline week for academic ineligibility during any season will not participate in practice with the team until the next weekly grade check that the student-athlete reaches eligible status.
3. If the failure occurs at the end of the first semester the penalty will exist through the first week of the second semester.
4. Altering of academic report cards by students will result in an automatic period of ineligibility.
5. The Principal has discretionary authority to render student-athlete's ineligible, including for in-school suspension.
6. The Principal has discretionary authority to waive or amend the proceeding for mitigating circumstances.
7. Students must be aware that a Warning may not be warranted prior to being Redlined based on the degree to which a grade drops during any given week.



**PROCEDURE FOR CARRYING OUT ACADEMIC INELIGIBILITY  
("REDLINE") PERIOD**

- A. Student-athlete will travel with the team and sit with the team during contest unless coach and Athletic Director agree that it is not in the best interest of the student-athlete's academic standing. A redlined student-athletes is not allowed to be dismissed from school early in order to ride the team bus to a contest.
- B. Student-athlete will not suit up for contests.
- C. Student-athlete will continue to practice (unless third and subsequent Redline weeks during the season) and take part in other in-season team functions.
- D. If student-athlete receives third and subsequent Redline, it will be Coach's decision whether that student should attend practice during the week of Redline.

**MHSAA ELIGIBILITY REGULATIONS**

As a voluntary member of the Michigan High School Athletic Association (MHSAA), the Glen Lake Community Schools Athletic Department will abide by all MHSAA rules and regulations. The Athletic Handbook is a supplement to the Glen Lake Middle and High School Student Handbook. The student-athletes will follow all rules as specified in both handbooks.

- A. **Previous Semester Record**  
A student must have passed 66% of academic classes during the previous semester (4 of 6 at the HS level). Failure to do so will result in the student being ineligible for a minimum of the first 60 school days during the following semester. A student may become eligible on the 61<sup>st</sup> school day, provided student-athlete is passing all classes.
- B. **Enrollment**  
To be eligible for interscholastic athletics, a student must be enrolled during the first semester at Glen Lake not later than the fourth Friday after Labor Day, or the fourth Friday of February, during the second semester. A student must be enrolled in at least twenty credit hours in the school for which student-athlete participates in interscholastic athletics.
- C. **Age**  
A student who competes in any interscholastic athletic contest must be under nineteen (19) years of age, except for a student whose nineteenth birthday occurs on or after September 1 of the current school year.
- D. **Physical Examinations**  
No student shall be eligible to tryout, practice or represent Glen Lake Community Schools for whom there is not on file in the Athletic Office a physician's statement for the current school year, (signed by the M.D., D.O., Physician's Assistant or Nurse Practitioner who administers the examination) certifying that the student has passed a physical examination and is physically able to compete in athletic practices and contests. A statement for the current school year is interpreted as any physical examination given on or after April 15 of the previous school year.



#### E. Transfers

A student enrolled in grades 9-12 who transfers from one high school or junior high/middle school to another high school is ineligible to participate in an interscholastic athletic contest or scrimmage for one full semester in the school to which the student transfers.

\* Ask Athletic Director to refer to MHSAA Handbook for exceptions relative to transfers.

#### F. Awards

A student may accept, for participation in athletics, a symbolic or merchandise award, which 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 never allowed. A violation of this rule may lead to ineligibility.

#### G. Limited Team Membership

A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school or middle school athletic team, participates in any other athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three days of competition and maximum of the remainder of that season in that school year.

H. **All other rules of eligibility determined by the MHSAA will be followed.** Consult with the Athletic Director for MHSAA Handbook clarification.

### ATHLETIC CODE OF CONDUCT

#### STUDENT ATHLETIC CODE OF CONDUCT OVERVIEW

- In each year of middle and high school, a student-athlete and parent will sign one athletic code at the start of the first season of participation; only one code will be signed per year regardless of the number of sports played.
- This agreement shall be considered binding and will be in effect *year round*, throughout the student-athletes Glen Lake tenure (grades 7-12), regardless of legal age of use or consumption.
- Season is defined as the first legal MHSAA practice date to the end of the coach's last organized activity.
- Any violation of the student code of conduct that occurs during a student-athlete's off-season shall carry over to the next season of that student-athlete's participation, whenever that may be.
- Beginning the day after completion of a student's 8<sup>th</sup> grade year, students will be considered as having no violations of the Code of Conduct.



## **VIOLATIONS OF THE CODE OF CONDUCT**

### **1. USE, CONSUMPTION, POSSESSION, SALE OR TRANSMITTAL OF ILLEGAL SUBSTANCES AND/OR CONVICTION OF A MISDEMEANOR OF SUCH, AND MISUSE OF OTHER SUBSTANCES**

Excellent physical and mental conditions are necessary for high performance in athletics as well as to protect the personal health and safety of the participant. Students participating or planning to participate in the athletic program are in violation of the Athletic Code for the use, consumption possession, sale or transmittal of tobacco, alcohol, illegal drugs, e-cigarettes, look-alike drugs, vapors, performance-enhancing drugs (see below), or any prescription drug substance not prescribed to the student-athlete by a doctor, and/or ingestion, consumption or inhalation of any other mind-altering substance, such as “huffing” and “sizzurp” and the like.

While it is not a violation of the Athletic Code, student-athletes are strongly discouraged from attending any activity or gathering at which the above-stated substances are present and/or being consumed.

It shall not be a violation of the athletic code for a student-athlete to use or possesses a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician or for which permission to use in the school has been granted pursuant to Board policy. A student-athlete shall notify his/her coach if he or she is taking a prescription medicine, which could alter the student’s behavior or affect the student’s ability to participate in the activity. It shall not be a violation for student-athletes to use or possess legal substances when such use or possession is part of an established religious or cultural tradition.

### **PUBLIC ACT 215 (2006) ~ PERFORMANCE-ENHANCING DRUGS**

This act, which took effect with its signing by the Governor in late June 2006, reflects the nationwide concern for cheating in professional sports and the hope that performance-enhancing drugs will negatively affect neither the integrity of contests nor the health of participants in school sports in Michigan.

Student-athletes who use, possess, conceal, distribute, sell, or are under the influence of these substances will be subject to the Athletic Code.

Michigan’s Department of Community Health is to maintain a list of banned substances based on the policies of the National Collegiate Athletic Association (NCAA).

Parents and student-athletes should be held accountable for all drugs within the banned drug class regardless of whether they have been specifically identified. Lists of substances banned by the NCAA can be found by Internet searching “NCAA banned substances”.

Student-athletes should consult the Athletic Director before consuming any medication or supplement.



## 2. BULLYING & HAZING

**Bullying** ~ The act of intentionally causing harm to others, through verbal harassment, physical assault, or other more subtle methods of coercion such as manipulation. Bullying can be defined in many different ways. Bullying is usually done to coerce others by fear or threat. This includes any form of cyber bullying.

**Hazing** ~ Subjecting someone to abusive and/or humiliating mental or physical harm.

Bullying and/or hazing will not be tolerated within the Glen Lake Athletic program. Coaches and team members are responsible for making every effort to avoid bullying and/or hazing situations and are obligated to address any such allegations or instances that are either seen or reported to them by team members or parents. Team members should speak with their Coach, Athletic Director, and/or Principal immediately. Coaches have a professional obligation to communicate any such instances to the Athletic Director and/or Principal immediately.

⇒ Depending on the severity and/or frequency of the infraction(s), consequence may range from team penalty (as outlined in each team's consequences for violation of team rules) and/or Administrative determination, up to and including an Offense penalty. Coach, Athletic Director and/or Secondary Principal will discuss appropriate penalty.

## 3. ADDITIONAL RULES

Conduct judged unbecoming of a student-athlete on or off the field may result in suspension. Examples of unbecoming conduct include but are not limited to: destruction of property, unexcused absence from practice or school, poor sportsmanship, theft, extortion, vandalism, assault, fighting, insubordination, sexual misconduct, gross disrespect, gross misconduct, obscene or abusive language, misbehavior in and out of school, etc.

A coach of any sport may have and enforce rules in addition to those listed here. If other rules do exist, the coach of that sport must explain them to the student-athletes prior to their first practice. The coach will supply written copies of the rules to each team member and to the Athletic Director. No team rules may violate school rules, Board policy or state or federal law.

Administration reserves the right to utilize online social networking sites including, but not limited to, Facebook, YouTube, Tinder, Snapchat, MLive, Twitter, and Email and Text Messaging, etc., to investigate alleged violations of the athletic code. School-issued equipment is the property of Glen Lake Community Schools and is subject to search.

⇒ Depending on the severity and/or frequency of the infraction(s), consequence may range from team penalty (as outlined in each team's consequences for violation of team rules) and/or Administrative determination, up to and including an Offense penalty. Coach, Athletic Director and/or Secondary Principal will discuss appropriate penalty.



#### 4. FELONY

If a student is suspected of, arrested for, or convicted of a felony, the student will be suspended immediately and indefinitely until the matter is resolved. A felony situation is considered separate from Offense penalties (as outlined below) at the onset of the violation. The student will appear before a committee made up of the Secondary Principal, Athletic Director and one School Board member. The decision on any further athletic participation will be made by that committee.

##### **FIRST OFFENSE:**

As a consequence, for a 1st Offense violation of the Athletic Code of Conduct, student-athletes must complete, and/or adhere to, the following in order to regain the privilege of participating in interscholastic athletics.

1. The student-athlete is suspended (“Redlined”) for the next consecutive 33% of his/her sport’s total regular season contest dates (current season, if the violation occurs in-season, next season of participation if the violation occurs out-of-season). In promoting the values of honesty, integrity and accepting responsibility for one’s actions, student-athletes who step forward and self-report a violation and/or are immediately honest with their Coach, Teacher, and/or Administration with regard to a violation of the Code, that student-athlete may have his/her suspension reduced to the next consecutive 20% of his/her sport’s total regular season contest dates (see below). This reduction will occur one time only, and only when it is assigned as a 1<sup>st</sup> Offense.

Below are some examples where the immediate honesty/self-report clause is or is not applicable, however school administration will make the final decision.

##### **APPLICABLE:**

- A student comes in and self-reports about violating the policy without a police report.
- A student hears that others are self-reporting and makes school officials aware within two school days of his or her behavior.
- When unclear evidence or reports are made and the student confides in his or her participation in the violation.

##### **NOT APPLICABLE:**

- A police report that includes the involved student.
- Evidence that clearly depicts a violation occurred such as a video, picture, or any type of social media
- A staff member witnesses a violation.

⇒ Dates of suspension will be fulfilled only on contest dates in which the event takes place. Contest dates that are cancelled or postponed due to weather, academic ineligibility, out-of-school suspension for other disciplinary reason, etc., will not count toward Athletic Code suspension dates served. Adjustments may be made based on contest dates that will not be rescheduled and/or any changes to the schedule that may occur.

⇒ The suspension will carry over into the next season of participation if not fulfilled within the current season. For example, if a student-athlete is suspended for 7 contest dates ( $20 \times .33 = 6.6$ , rounded up) of a 20-date regular season basketball schedule and the student-athlete completes the season by having served the next 4 dates following the suspension, the student-athlete will be considered as having served 20% of the suspension with 13% carrying over to his/her next season of sport participation. If that particular student-athlete’s next season of sport participation is soccer, he/she would be suspended for the first 2 contest dates ( $18 \times .13 = 2.3$ , rounded down) of soccer that are played by his/her team. Student-athlete must complete the sport season in good standing, through the awards banquet, in which the suspension is in effect in order for the suspension to be fully served.

**FIRST OFFENSE (Cont'd.):**

- ⇒ Approved dual sport participants (High School only) will serve the full suspension percentage for each sport in that season.
2. For alcohol and drug-related (including look-alike drug) suspensions, the student-athlete must attend and complete an approved substance assessment and meet any requirements outlined by the substance assessment counselor. Written proof indicating completion of the assessment must be documented by assessment counselor and submitted to the Athletic Director prior to the student-athlete's return to athletic competition. All expenses will be covered by the student/parent.
  3. The student-athlete will complete 10 hours of community service at a bona fide business and/or organization, and must be approved by the Athletic Director or Principal prior to the start. Family-related work, Senior Projects and other planned team or school-related service will not count toward hours served. Proof of completion must be documented and signed by the supervisor responsible for overseeing the service. Community service hours must be completed and submitted to the Athletic Director prior to the return to competition.
  4. The student-athlete must remain academically eligible. Failure to do so will result in an extension of the athletic suspension commensurate with the number of contest dates of competition student-athlete is Redlined due to academic ineligibility.
  5. The student-athlete must continue to participate in all practices (unless 3rd or more week of academic Redline and/or serving an out-of-school suspension) and other team functions. (See "Requirements During Suspension")

**SECOND OFFENSE:**

As a consequence, for a 2nd Offense violation of the Athletic Code of Conduct, student-athletes must complete, and/or adhere to, the following in order to regain the privilege of participating in interscholastic athletics.

1. The student-athlete is suspended ("Redlined") for the next 365 consecutive days (one year) beginning immediately upon notification of suspension. Student-athlete may not participate on a team for practice/training purposes.
2. For alcohol and drug-related (including look-alike drug) suspensions, the student-athlete must attend and complete an approved substance assessment and meet any requirements outlined by the substance assessment counselor. Written proof indicating completion of the assessment must be documented by assessment counselor and submitted to the Athletic Director prior to the student-athlete's return to athletic competition. All expenses will be covered by the student/parent.
3. The student-athlete is not eligible for postseason awards during any season the suspension is being served. This includes Senior Athletic Awards (HS only).
4. The student-athlete will complete 20 hours of community service as outlined in #3 in the "First Offense" section above.



**THIRD OFFENSE:**

As a consequence, for a 3rd Offense violation of the Athletic Code of Conduct, the student-athlete is no longer eligible to participate in athletics at Glen Lake Community Schools as a high school student. Middle school students are unable to participate until high school. The student-athlete is not eligible for postseason awards. This includes Senior Athletic Awards (HS only).

**PROCEDURE FOR CARRYING OUT ATHLETIC CODE SUSPENSION**

1. Student-athlete will be suspended (“Redlined”) from sport(s) while serving an out-of-school suspension (OSS).
2. Parents will be notified.
3. Student-athlete must complete the sport season in good standing, through the awards banquet, in which the suspension is in effect in order for the suspension to be fully served.
4. Student-athletes will have the right to appeal any suspension or dismissal if they feel an injustice has been imposed upon them: This may be accomplished through the Appeals Process.

**REQUIREMENTS DURING SUSPENSION**

1. Student-athlete will travel with the team and sit with the team during contest (if not suspended from school), unless coach and athletic director agree that it is not in the best interest of the team and/or suspended student-athlete to travel with the team.
2. Student-athlete will not suit up for contests.
3. Students are suspended for the entire date of the competition (i.e., both games of a baseball or softball doubleheader, regular season volleyball tournament, etc.).
4. Student-athlete will continue to practice (unless 3rd week or more of academic Redline and/or serving an out-of-school suspension) and take part in other in-season team functions.
5. Items 1-4 in this section do not apply for a student-athlete who is suspended for his/her 2nd Offense or 3rd Offense. Said student-athlete is suspended from all athletic participation privilege, including practice and other team functions, for the 365 days (2nd Offense) or permanently (3rd Offense for HS) or until high school (3rd Offense for MS).



## **TRANSFER POLICY WITH REGARD TO CODE OF CONDUCT VIOLATION(S)**

Glen Lake Community Schools will enforce upon a transfer student, grades 7-12, any period of ineligibility to which that student would have been subject as a result of an academic ineligibility or athletic code violation(s) at that student's most recent previously attended school.

A student who transfers to Glen Lake Community Schools after becoming ineligible because of an academic ineligibility or athletic code violation(s) at the previously attended school shall remain ineligible at Glen Lake Community Schools for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more exceptions to the transfer regulation of Glen Lake Community Schools and the Michigan High School Athletic Association, and even if the act which caused the student's ineligibility at the previous school would not be a violation or cause the same period of ineligibility at Glen Lake Community Schools.

## **APPEALS PROCEDURE**

If judgment is made by the Athletic Director or Principal to suspend a student-athlete from athletic participation, the student-athlete will be granted the opportunity to appeal the decision to the superintendent, whose decision shall be final. The appeal process will follow the progressive steps outlined below, unless both parties mutually agree to stop the appeal.

1. Within three (3) school days of the disciplinary action, the parent/guardian of the student-athlete involved will request a formal meeting with the Principal, Athletic Director, and other involved school personnel.
2. If not satisfied with the outcome of the formal meeting, the student-athlete may present his/her appeal to the Superintendent. This appeal must be made within three (3) school days after the formal meeting. The Superintendent, or designee, will render a decision within three full school days.
3. A student-athlete will not participate in an athletic competition/contest until the appeal procedure has concluded.



**GLEN LAKE COMMUNITY SCHOOLS  
ATHLETIC CODE OF CONDUCT &  
ELIGIBILITY AGREEMENT**

I have thoroughly read, understand, and agree to abide by the training rules and academic eligibility criteria for participation in the Glen Lake Community Schools athletic program. This agreement shall be considered binding and will be in effect *year round*, throughout the student-athlete's Glen Lake tenure (grades 7-12).

I have thoroughly read, understand, and agree to complete and submit for file in the Secondary Office, the Understanding Concussion document and Concussion Awareness Acknowledgement form as outlined in the section titled "PUBLIC ACTS 342 and 343 (Michigan Sports Concussion Awareness Laws)" on Page 7 of this Handbook. This form needs to be submitted one time only, prior to the student-athlete's first participation in a Glen Lake sport.

\_\_\_\_\_  
Student-Athlete's Name (Please print legibly)

\_\_\_\_\_  
School Year

\_\_\_\_\_  
Student-Athlete's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

***PLEASE COMPLETE THIS FORM WITH A  
PARENT/GUARDIAN,  
DETACH AT PERFORATION AND RETURN TO  
ATHLETIC OFFICE OR HEAD COACH***



**PLEASE READ AND  
COMPLETE THE  
FRONT SIDE OF THIS  
PAGE WITH A  
PARENT/GUARDIAN,  
DETACH AT  
PERFORATION AND  
RETURN TO  
ATHLETIC OFFICE OR  
HEAD COACH**



NOTES:



## **Glen Lake Athletics Ad Hoc Committee**

**Created 2011**

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**Code of Conduct**

**Revised**

**June 2018**

## **Glen Lake Community Schools Athletic Department**

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