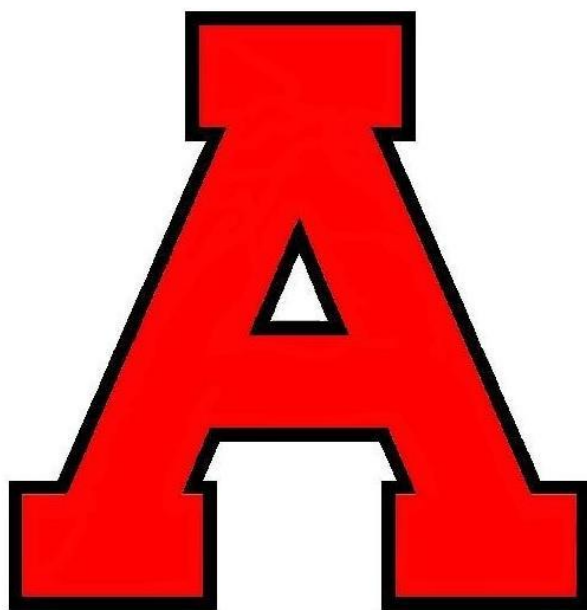


Allendale Public Schools

Student/Athlete & Parent Handbook



Athletic Department

Athletes and Parents/Guardians,

I would like to take this opportunity to welcome you to the world of athletics at Allendale Public Schools. Allendale, along with 48 other schools, is a member of the Ottawa Kent ("O.K.") Conference. This conference is divided up into eight divisions based upon enrollment & geographical location. Allendale Public Schools offers 20 sports from which to choose. Listed within this handbook are the names of the member schools of the Blue Division of the OK Conference along with all of the sport offerings here at Allendale.

As the Athletic Administrator at Allendale, my job includes: the scheduling of teams, securing qualified coaches, contracting with referees, preparing fields of play, securing transportation, purchasing equipment and uniforms, scheduling practice times, determining eligibility, hiring scorers and security people, finding ticket takers and concession stand workers, paying people who work the events, monitoring our students-athletes, promoting good sportsmanship in our APS community, and making sure the event is actually played.

As supporters of APS athletics, our responsibilities include: respecting the integrity and judgment of game officials, recognizing and showing appreciation for an outstanding play by either team, understanding the rules of the game, showing respect for opposing players, coaches and spectator support groups, using cheers that support the teams involved, being a positive role model through our actions, and enjoying school athletics for the positive learning experience that it is.

The pages contained within this handbook should serve as a means to allow your son or daughter to experience APS athletics in the most favorable light possible. Enclosed is information pertinent to the understanding, development, performance, dedication, commitment, and enjoyment of middle and high school athletics at Allendale. Before your child begins his/her athletic career at our school, please take the time to read this booklet with him/her. Should you have any remaining questions or concerns, please feel free to contact the Allendale Athletic Office at (616) 892-5590 during the normal school day, or access the website at www.allendaleathletics.org.

Pride, Excellence and Tradition are the trademarks of Allendale Athletics. Your contributions to the athletic program will help carry those traditions into the future! The coaches and I look forward to meeting new families in the coming academic year. Please feel free to introduce yourself at any time so we can become better acquainted. Your children and the support you provide are what make Allendale Athletics possible. We thank you for the opportunity to work with your child and wish you the best for a successful athletic experience at Allendale Public Schools.

*Yours in Athletics,
Daniel Russell
Athletic Director*

All Allendale Public School athletes and their parents/guardians are urged to read this handbook. If you have any questions, please contact the Athletic Department.

Allendale Middle School

7161 Pleasant View Court
Allendale, MI 49401
(616) 892-5595

Allendale High School

10760 68th Ave.
Allendale, MI 49401
(616) 892-5585

Athletic Department

Daniel Russell, Athletic Director
russelldan@apsfalcons.net

Laurie Watson, Secretary
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(616) 892-5590
(616) 895-4280 fax

Check the Allendale Athletic website
for current athletic schedules.
Printed schedules are subject to change.
www.allendaleathletics.org

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MISSION STATEMENT AND PHILOSOPHY

A. Mission Statement

The role of athletics in the Allendale Public Schools is to provide an educational experience in the framework of competitive athletics.

B. Allendale Public Schools Athletic Philosophy

Athletics are a part of the educational process of Allendale Public Schools and an extension of the classroom, serving as an arena for learning. We strive to have each student/athlete enjoy a positive experience and learn the many life lessons that participation in athletics teaches, while developing competitive teams. Within this framework, the participation of all student/athletes is encouraged, without compromising that competitive nature.

C. Middle School Philosophy

The purpose of Middle School Athletic Programs is to provide opportunities and encourage students to participate in a variety of activities and prepare individuals for the high school level. Skill development, teamwork and love for sport are the fundamental objectives. At the Middle School level, we believe that participation in an athletic event is more important than the outcome of the contest, therefore, every effort will be made to play all eligible athletes in every event.

D. Freshman Philosophy

Freshman athletic programs strive to provide a positive learning experience for all players while building a successful team concept and individual skills. Athletes at this level will learn in both practice and in games the value of hard work, improved skill development, sacrifice, and teamwork as they prepare for the challenges at the JV and Varsity levels. While winning is always a goal, improvement is the focus at the freshman level.

E. Junior Varsity Philosophy

Junior Varsity athletic programs are structured to prepare players for future participation in varsity level sports. While continuing to build individual skills and team loyalty, players are also prepared to be competitive with opposing teams. Participation in contests is determined by the player's ability to contribute to the success of the team.

F. Varsity Philosophy

Varsity athletic programs aim to be as competitive as possible while developing capable and mature athletes. Every player has a defined role and is a contributor to the success of the team. Participation in contests, however, is determined by the player's ability to assist the team in winning the contest.

G. Core Beliefs of Allendale Athletics

1. Athletic participation is a privilege, not a right.
2. Participation is for those who potentially have the skills, attitudes, and willingness to work hard to improve in their respective sports.
3. All middle school students should be encouraged to be a member of a team and participate in many different sports throughout the year.
4. Success is not measured by the win/loss record.
5. The coaching staff, athletes, administration, parents, and fans should always act in a manner that would enhance the positive image of the school and community.
6. Athletes should be encouraged to participate in more than one sport throughout the year. Specialization at the high school level is not necessary or beneficial in the long run.
7. Playing time in scheduled contests has to be earned! Work ethic, ability, academic standing, and behavior are all vital factors.
8. The needs of the team must come before the needs of the individual.
9. Athletic participation is intended to benefit all athletes by teaching fundamentals, strategies, and behavior that will enable our teams and athletes to be successful.
10. High school participation is not intended to be an avenue for college scholarships or professional contract. If those opportunities become available, the coaches and school will assist however possible.

GENERAL INFORMATION

A. Michigan High School Athletic Association (MHSAA)

The Athletic Department at Allendale Public Schools will abide by all rules and regulations of the MHSAA including those dealing with eligibility, number of allowable contests, use of registered officials, etc.

The MHSAA divides member schools into classes or divisions for state competitions for varsity teams.

- Class is determined by the total number of member schools divided by four.
(Allendale is Class B)
- Division is determined by the total number of schools participating in that sport and divided by the number of divisions of competition. (8 for football, 4 for wrestling, etc)

B. Conference

Allendale Public Schools is a member of the Blue Division of the Ottawa Kent “OK” Conference. There are eight divisions within the OK Conference and 49 member schools. Members of Blue Division are:

Blue Division

Allendale
Coopersville
Fruitport
Hamilton

Holland Christian
Spring Lake
Hudsonville Unity Christian
Grand Rapids West Catholic

C. Sport Offerings

The following activities are offered as part of the Allendale Athletic Department:

Fall

Cheerleading - Sideline
*Boys Cross Country
*Girls Cross Country
Football
Girls Golf
*Boys Soccer
*Volleyball

Winter

*Boys Basketball
*Girls Basketball
Boys Bowling
Girls Bowling
*Cheerleading - Competitive
Ice Hockey (Co-op)
*Wrestling

Spring

Baseball
Boys Golf
*Girls Soccer
Softball
*Boys Track & Field
*Girls Track & Field

* Also offered as a middle school sport

D. Adding New Sports

Additional sports may be added to the sports offerings at Allendale Middle/High School as the need develops. In order to have a new sport added, the sport must operate as a club for two years and receive a favorable evaluation from the Athletic Director. (The administration reserves the option to adopt a club as a sport after one year if the demand and season ending evaluations warrant.)

E. Club Sports

Clubs differ from sports/teams in that they are not supported financially by the school district. Clubs may appeal for award status where participants could earn similar awards as athletes on teams. Allendale MS/HS Clubs must have an approved coach/sponsor, and the membership has to be students from our district. Approved clubs will be given access to school facilities (if possible) and user fees will not be charged for practices. Any additional conditions have to be approved by the Athletic Director.

F. NCAA Clearinghouse

Many junior and senior athletes who wish to compete or are in line to receive athletic scholarships, are discovering that they will be academically ineligible to participate in Division I and II colleges and universities because they have failed to meet the academic standards set by the NCAA Initial Eligibility Clearinghouse. If you see any possibility that your son or daughter might want to participate in collegiate athletics, please check with his or

her counselor for current NCAA Clearinghouse information, call the Clearinghouse at 877-262-1492, or check their website www.clearinghouse.net.

ELIGIBILITY

A. MHSAA Eligibility

1. **Physical Examination** – Students must have on file, in the school’s office, a physician’s statement for the current school year (after April 15), certifying that he/she is physically able to compete in athletic practices and contests.
2. **Academic Records** – Students must have passed at least 66 percent of full credit load potential for full time student in the previous semester/trimester of enrollment, and must be currently passing the same.
 - *AHS = 6 class full credit load (must pass 4 of 6)
 - *AMS = 6 class full credit load (must pass 4 of 6)
3. **Enrollment** – Students must be enrolled in school prior to the fourth Friday after Labor Day (1st semester) or the fourth Friday in February (2nd semester).
4. **Transfer Students** – A student in grades 9-12 who transfers to another high school is not eligible to participate in an interscholastic contest until a specific date, based upon enrollment date; unless the student qualifies for immediate eligibility under one or more of 15 published exceptions. Students and parents anticipating a change of schools should first seek advice from their high school administration.
5. **Age** – High School students become ineligible if they reach their nineteenth birthday before September 1 of the current school year. (Fourteen for 7th Grade and Fifteen for 8th Grade)
6. **Semesters of enrollment** – Students cannot be eligible in high school for more than 8 semesters, and the 10th, 11th, and 12th semesters of enrollment must be consecutive.
7. **Undue Influence** – The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of one semester.
8. **Limited Team Membership** – After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport in the same season. Exceptions include all individual sports, which apply the rule from the point of a student’s first participation in a contest or scrimmage, rather than practice. Students in individual sports may participate in a maximum of two non-school individual meets or contests during the school season while not representing their school.
9. **All-Star Competition** – A student who has completed his or her 12th grade season in a sport may participate without loss of eligibility for other sports in one high school all-star event in that sport if held after the MHSAA final in that sport, providing certain guidelines are complied with.
10. **Awards and Amateurism** – Students cannot receive money or other valuable consideration for participating in MHSAA-sponsored sports or officiating in interscholastic athletic contests, except as allowed by the MHSAA Handbook. Students may accept, for participating in MHSAA-sponsored sports, a symbolic or merchandise award, which does not have a value over \$25.

B. Allendale Middle/High School Eligibility

All students must do or complete the following requirements in order to participate in an in-season practice or contest:

1. Forms

Permission Form

All students must have completed and turned into the Athletic Department Office a completely filled out Permission Form dated after April 15 of the year that school starts in the fall. A completely filled out form includes:

- family information – student's name, address, birth date, etc.
- athletic code – athlete and parent's signatures

2. Academic Eligibility

a. High School

Semester Requirements –Allendale High School requires that all students pass 4 out of 6 classes or 66% of the previous semester in order to be eligible for the current semester.

Bi-Weekly Grade Checks

All student-athletes must be passing 5 of 6 classes in order to be eligible to compete in games or contests during the next week.

Grade monitoring will be accomplished by the athletic director with an eligibility report generated by Infinite Campus. Parents are able to view the same information as the athletic director through their parent portal. Bi-weekly eligibility checks will be conducted AFTER 3pm on Monday's. If a student is absent on Monday or is unable to be notified of their eligibility status for some reason that does not alter the status.

If a student is deemed ineligible, they are not able to participate in any contests or scrimmages for a seven day period (Tuesday through Monday.)

b. Middle School

To be eligible to participate in an athletic contest, the following academic rules apply to all Allendale Middle School athletes:

Semester Requirements –Allendale Middle School requires that all students pass 3 out of 6 classes or 50% of the previous semester in order to be eligible for the current semester.

Bi-Weekly Grade Checks

All student-athletes must be passing 5 of 6 classes in order to be eligible to compete in games or contests during the next week.

Grade monitoring will be accomplished by the athletic director with an eligibility report generated by Infinite Campus. Parents are able to view the same information as the athletic director through their parent portal. Bi-weekly eligibility checks will be conducted AFTER

3pm on Monday's. If a student is absent on Monday or is unable to be notified of their eligibility status for some reason that does not alter the status.

If a student is deemed ineligible, they are not able to participate in any contests or scrimmages for a seven day period (Tuesday through Monday.)

a. Academic Appeals Process

Students/Parents have the right to appeal the 2.0 GPA rule. A committee, that is outlined in the Allendale High School Student Handbook, will review all applicants and appeals will be considered based on the following criteria:

1. teacher evaluations
2. ability of student
3. strength of schedule
4. extenuating circumstances

Students who have sub 2.0 GPA's will be notified. Letters of appeal from the parent or guardian should be turned in to the building assistant principal or the athletic director.

3. On & Off-Field Expectations

a. Calendar Application

Students shall be regarded to be under the rules of this section beginning with their first day of enrollment in Allendale Public Schools (whether middle school or high school) and continuing through their date of graduation or the last date of participation, whichever is later

b. Time/Place Application of Athletic Code

Not everyone is fortunate enough to have the opportunity in his/her life to participate in athletics. Therefore, being an athlete carries with it a tremendous amount of responsibility. Since the conduct of athletes is closely observed in many areas of life, a very important responsibility of the student-athlete is to act in a mature, respectful, and responsible manner AT ALL TIMES.

All provisions of this section are in effect 24 hours per day, seven days a week and 52 weeks per year. This includes vacation breaks, summer recesses and off-season times. The participant is always under the expectations of this section from the beginning to the end of their athletic career.

NOTE: Violations are cumulative through grades 6-8 for middle school and 9-12 for high school. Offenses do not carry over from middle school to high school.

i. Code of Conduct

1. On the field of competition, the athlete's behavior must always be beyond reproach, always showing respect for the opponent, the officials and their teammates.
2. In the classroom, the good athlete is also a good student. Student-athletes at Allendale are expected to put forth their best effort in the classroom as well as on the practice field. Classroom behavior and performance are important responsibilities for all students, including athletes.

3. The way athletes look and act at school and in the community is of great importance. Athletes should be leaders and fellow students must be able to respect and follow them.
4. The use of vulgar or profane language is unacceptable anywhere and at any time.
5. The student-athlete must demonstrate respect and take pride in the equipment and facilities by helping to properly maintain and care for school property.
6. The student-athlete is also expected to abide by all the rules and regulations set forth in the Middle/High School Student Handbooks and by the Michigan High School Athletic Association.
7. Social media posts (ex. Facebook, Snapchat, Instagram, twitter, etc. [but not limited to]) are a representation of the student-athlete, along with the Allendale Public Schools.

*Disclosure: Do not post information about specific student-athletes, unless it is related to an award or honor. Please follow the guidelines of FERPA and good taste.

*Sportsmanship: Don't talk about internal matters of your program, Allendale Public Schools, the OK Conference or the MHSAA. Practice generosity and promote your team/school, DO NOT ridicule or make fun of the opponents/players. Find something good to say, or don't say it. Disparaging remarks about another person's political/religion or gender is off limits. Common sense and courtesy should always prevail.

*Safety: For your own safety, please keep the following recommendations in mind as you participate in social networking websites:

- Set your security settings so that only your friends can view your profile
- You should not post your email, home address, local address, telephone number(s), or other personal information as it could lead to unwanted attention, staling, identity theft, etc.
- Be aware of who you add as a friend to your site – many people are looking to take advantage of other student-athletes or to seek connection with student-athletes
- Consider how the above behaviors can be reflected in all Facebook/Twitter applications
- Do not post any incriminating photos or statements depicting violence; bullying; hazing; sexual harassment; vandalism; stalking; underage drinking; selling, possessing, or using controlled substances; or any other inappropriate behaviors.

If you are ever in doubt of the appropriateness of your online public material, consider whether it upholds and positively reflects your own values and ethics as well as the athletic department and Allendale Public Schools. Remember to always present a positive image and don't do anything to embarrass yourself, the team, or your family.

Finally, the athlete is expected to put forth physically and intellectually his/her best effort to win. In this endeavor to win however, the athlete must realize that it is honorable to lose and must learn from and accept defeat. The athlete must always adhere to the rules of the game; fair play should always supersede his/her desire to win. The student-athlete must realize that he/she represents not only him/herself but also the coaches, teachers, parents, community, and the school.

i. School Attendance

The student shall be in attendance at school a minimum of ½ of the day (3 periods for HS or 4 periods for MS) in order to participate in a practice or contest that day. Any athlete in violation of this rule will be suspended from the next contest. Waiver of the ½ day rule must come from the principal and/or the athletic director. If a student-athlete has a full day excused absence on a Friday before a Saturday contest, that student is eligible to play in that contest. See individual sports' policies on making up unexcused absences of practice. During the season, any student-athlete who is suspended from school for any reason will not be able to attend practice or contests on the day(s) on which he/she is suspended.

ii. Sportsmanship

The athlete must exhibit good sportsmanship both on and off the field. He/she is to show respect for all other people he/she may come in contact with including teammates, coaches, teachers, officials, opponents, fans, etc. The athlete will be expected to attend and participate in all practices, team meetings, and contests and carry out the directives of his/her coach.

iii. Game/Practice Attendance

- In-season attendance is mandatory! If an athlete is going to be absent, he/she must talk with the coach directly. Coaches decide if absences are excused or unexcused and consequences for missed practices (coaches policies will be given out at preseason meetings).
- Snow day practices: The athletic director and coaches will determine if conditions warrant cancellation. If practice is cancelled, players will be notified. If practice is held, attendance is expected at the prearranged time. If you are unable to attend, contact your coach.
- Holiday practices during the season are mandatory unless there are family commitments or extenuating circumstances. If you are unable to attend practice, contact your coach. All pre-arranged absences need coach approval in advance.
- Out-of-season activities (August 15 – last day of school): Scheduled activities by coaches are optional but athletes are encouraged to attend, when able, to assist in their individual development. In-season athletes must receive permission from parents and in-season coaches to participate in out-of-season activities in another sport.
- Summer Activities for all sports are optional. Athletes are encouraged to attend to assist in their individual development. Coaches will meet to try to coordinate activities to assist multi-sport athletes.

i. Equipment

It is the athlete's responsibility to properly maintain, clean and secure all equipment issued to him/her and return all issued equipment at the conclusion of the season. Athletes will pay the replacement cost for equipment that is not returned or carelessly damaged. All uniforms and equipment must be returned or reimbursement made before an athlete may begin participation in another sport.

ii. Personal Appearance

Exemplary personal appearance is considered important and is to be encouraged. Individual coaches may establish a consistent or uniform dress policy for game days.

iii. Travel

Team members and coaches must travel to and from away contests on authorized school approved transportation. See the transportation policy for additional details.

iv. Training and conditioning

It is the athlete's responsibility to be in the best physical and mental condition when participating as a member of an athletic team. While a team member, the athlete will:

- get a reasonable amount of rest
- exhibit healthful and nutritional eating habits
- refrain from the use of all forms of tobacco and alcohol or controlled substances that would be harmful to his/her physical and/or intellectual performance

i. Sport switching

During the season, sport switching is allowable if both coaches agree that all parties concerned will benefit by the switch and all school issued equipment and financial obligations have been accounted for.

ii. Team membership (Try-outs)

The administration and coaches want to provide as many students as possible the opportunity to participate on a team. However, limiting team sizes is necessary at times and cuts will have to be made. Each head coach will explain to the athletes the criteria for gaining membership to the team before practice begins and give them ample time to display their talents. The coach will individually notify students if they are not selected. Those students not making the team may request a personal interview with the coach and/or the athletic director. Once teams have been chosen or begun practice, transfer students or late additions may be approved to join the team at the discretion of the coach(es) of that program.

iii. Coaching regulations

Individual coaches may institute other regulations for their particular sport that are not contained herein. Additional policies will be in writing and presented at the preseason meeting.

iv. Movement from one level to another

Athletes who are to be considered being "moved up" (i.e. from JV to Varsity), will be given three days to be evaluated. Parents will be notified, and any changes that take place thereafter must have student-athlete and parent consideration and approval.

v. Conflict of Responsibilities

Being a member of an athletic team is an important activity for the student. Despite its importance, it is only one part of the responsibilities of the student-athlete. It is a supplement to the academic curriculum, one part of the athletic program and only a fraction of what

occurs in the community. Therefore, there may be occasions when the athlete will have a conflict of responsibilities.

It is suggested that the athlete follow the prioritized list given below when determining his/her prime responsibility. Please remember that missing a practice or a game hurts the team as well as the individual so plan carefully to help eliminate conflicts.

- 1.home and church
- 2.academic
- 3.athletic
- 4.other school, work and social

Despite all scheduling efforts by the administration, conflicts will develop between extracurricular activities. The Athletic Department recognizes that each student should have the opportunity for a broad range of experiences in all extra curricular activities. If a conflict should arise, it is the athlete's responsibility to report the conflict to his/her coach as soon as possible. The athletic department will do everything it can to work out all conflicts to the satisfaction of all parties concerned.

c. Disciplinary Action

i. Definition

1. Athletic training rules forbid the use or possession of tobacco (in any form), alcohol or any unlawful use or possession of drugs, anabolic steroids or narcotics by students participating in the Allendale Athletic Program.
2. The conduct of an athlete in and out of school shall be such as to bring no discredit to the athlete, parent, school or team. Examples of conduct unbecoming of an athlete include but are not limited to: hazing/harassment, ejection from an athletic contest, participated in illegal activity and or event involving law enforcement, fighting on or off school property, directing profanity to a teacher or other school personnel, willful destruction of property belonging to the school or private/business property, attendance at parties where illegal activity is taking place.

Any adult who is willing to be identified may report an alleged violation. All teachers, coaches, and administrators are obligated to report any situation, which may be a violation of the Athletic Code. An athlete who is observed in violation of the aforementioned rules or who is authoritatively reported to the coach, high school principal or athletic director will be subject to the following process:

All Athletic Code violations will be handled by the Athletic Director based on the guidelines outlined below.

Conduct Unbecoming of an Athlete

Level 1 Violation	Level 2 Violation
<p>Can include, but not limited to:</p> <p>School offenses</p> <p>Hazing</p> <p>Fighting</p> <p>Stealing</p> <p>Gross misconduct</p> <p>Destruction</p> <p>Misuse of Social Media</p> <p>Cheating</p> <p>Vaping (possession or use)</p> <p>Suspensions from school</p> <p>Being in close proximity to:</p> <p>Alcohol</p> <p>Drugs</p>	<p>Use or possession of alcohol, illegal drugs, tobacco in any form and/or actions that would be deemed as misdemeanors or felonies under the criminal code.</p>
<p>First Offense Up to 25% of season</p> <p>Second Offense Up to 75% of season</p> <p>Third Offense Up to 100% of season</p> <p>Fourth Offense Ineligible from interscholastic competition for 365 days</p> <p>Fifth Offense Loss of interscholastic opportunities for the remainder of their high school career.</p>	<p>First Offense 30% of season</p> <p>Second Offense Ineligible from interscholastic competition for 365 days</p> <p>Third Offense Loss of interscholastic opportunities for the remainder of their high school career.</p>

***The Principal or Athletic Director may alter or impose an exception to the policies based on an extenuating circumstance.**

Self-Reporting

If a student turns himself/herself in for an Athletic Code violation the suspension will be reduced by 10%.. Self-reporting to the principal or athletic director will only be allowed once with a first violation and must be made prior to any investigation by the administration.

****Nature of the offense does not affect movement from “First Offense” to “Second Offense.”** For example, a tobacco offense after an alcohol offense would still constitute a second offense consequence.

i. Suspension Procedure

1. The student and parent(s) will be informed of the alleged violation by the athletic director or principal and an investigation will be conducted.
2. Based upon the information outlined above, the athletic director will render a decision and a disciplinary action that is within the range of possible penalties.
3. Students/Parents have the right to appeal the disciplinary action. Appeal of the athletic director’s decision would go to the Athletic Council.
Letters of appeal from the parent or guardian should be turned in to the building assistant principal or the athletic director.
4. Appeal of the Athletic Council’s decision, would go to the Superintendent.

The Athletic Council will be appointed by the athletic director for one year beginning July 1 and will consist of the following individuals:

* Athletic Director
* Two Coaches

* Building Administrator

(In the case of potential conflict of interest, the Athletic Director may choose to name a replacement to the committee.)

2. Participation Fees

First season of participation fee of \$85.00, second season of \$55.00, and third season of \$55.00 in order to participate in their sport(s) of choice. Middle School Athletes will pay \$60.00 for the first season, \$30.00 for the second season, \$30.00 for the third season, and \$30.00 for the fourth season. We have also adopted an Immediate Family Maximum of \$325.00.

An additional \$25.00 per student athlete will be charged for those opting to elect accident insurance. See Section X of the Athlete Insurance section.

We do not want any individual to be excluded from athletics due to inability to pay the participation fee. Scholarships are available if your child qualifies for Free and Reduced lunch. Please contact the athletic director if you need to develop an individual payment plan or scholarship opportunity.

3. Hazing Policy

Hazing in any form is neither tolerated nor consistent with any educational or athletic goal at Allendale Public Schools.

“Hazing” refers to any activity expected of someone joining a student organization that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person’s willingness to participate.

Hazing activities generally considered: physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings. Typical hazing practices would include: personal servitude; sleep deprivation and restrictions on personal hygiene; yelling; swearing and insulting new members/rookies; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such substances on one’s skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

Any activity that intimidates or threatens the student with ostracism that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school is considered Hazing.

Any activity that causes or requires the student to perform a task that involves violation of state or federal law or Allendale Public Schools' policies or regulations is considered hazing.

Hazing in any form will not be tolerated at Allendale Public Schools, and violators will be subject to student handbook discipline procedures, as well as athletic suspension from 1/3 to a full season, and possible police referral. Violators will go before the Athletic Council.

ATHLETIC AWARDS

A. Freshman Awards

Students who successfully complete a freshman sport will receive:

1. Freshman Certificate
2. Numerals (one time only)

Students who never played a freshman sport but played at the JV or Varsity level will also be eligible to receive their numerals (see the athletic director).

A. Junior Varsity Awards

Students who successfully complete a Junior Varsity sport will receive:

1. JV Certificate for each sport of participation
2. Falcon Head Patch (one time only)

A. Varsity Awards

Students who successfully complete a Varsity sport will receive:

1. Varsity Letter (one time only)
2. Varsity Certificate for each sport and year of participation (i.e. 1st year certificate, 2nd year certificate, 3rd year certificate)
3. Four Year Plaque for athletes who lettered all four years in one sport.
4. Sport related pin for each season of successful participation
5. Captain Award (star) for each time that an individual was selected as a captain of his or her team
6. Senior Award – At the Spring All Sports Awards Banquet each senior will receive a Senior Certificate that lists their years of varsity participation in each sport.
7. Outstanding Senior Female and Male Athletic Award – These awards are given annually at the Spring All Sports Awards Banquet to one senior female and one male who are chosen by the coaching staff for their contributions to the entire athletic program.

A. Tri Sport Award

Any student who successfully completes three sports throughout the school year will receive this award at the Spring All Sports Awards Banquet.

B. Scholar Athlete Award

Any student-athlete who successfully completes at least one sport season and has a cumulative GPA of 3.33 or higher will receive a certificate at the Spring All Sports Awards Banquet.

COMMUNICATION

(See Appendix 1 “Parent/Coach Communication” pamphlet)

When the coaching staff, the athletes, and the parents are working together for the good of the team, a season is successful. Please help us provide the best possible environment for our athletes to have a quality experience. Everyone must play his or her role. The coaches need to coach, the players need to work hard and sacrifice for the good of the team, and the parents need to support their child with their attendance and encouragement.

If you have a concern to discuss with a coach, the procedure you should follow is:

Level I Discussion with coaches for information purposes is encouraged at any time.

- Meeting between the coach and the player to improve status or resolve concerns
- Parent, player, and Coach discussions dealing with appropriate concerns

Level II Discussion with coach(es) when you have a concern or conflict with the coach.

- Level II meetings will be set up by the athletic director. These meetings will include the coach(es), the athletic director, the parent(s), and the student/athlete. The athletic director will take minutes of the meeting to insure accuracy of the discussion and all parties will receive a copy.

Meetings of this nature are designed to promote a resolution! Never confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

TO THE PARENT

Here are some golden rules to help you establish rapport with your athletic child:

- ❖ Make sure your child knows that win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best, to avoid developing a fear of failure based on the specter of disapproval and family disappointment if they do mess up. Be the person in their life they can look to for constant positive enforcement.
- ❖ Try your best to be completely honest about your child's athletic capability, their competitive attitude, their sportsmanship and their actual skill level. Don't compare the skill, courage or attitudes of your child with that of other members of the squad or team, or at least not within their hearing.
- ❖ Be helpful but don't "coach" them on the way to the track, diamond, or court...on the way back...at breakfast...and so on.
- ❖ Teach them to enjoy the thrill of competition. Encourage them to work toward improving their skills and attitude, to take the physical bumps and come back for more. Don't say, "winning doesn't count" because it does. Instead, help them develop the feel for competing, for trying hard, for having fun.
- ❖ Try not to relive your athletic life through your child. Don't pressure them because of your pride. Find out what they are all about and don't assume that they feel the same way you did, want the same things, have the same attitudes. Sure they are an extension of you, but let them make their own voyage of discovery into the world of sports. Let them sail into it without interference. Help to calm the water when things get stormy, but let them handle their own navigational problems. In the meantime, continue to think of your child as a child, not as "my son/daughter, the athlete!"
- ❖ Don't compete with the coach. The young athlete often comes home and chatters on about "coach says this, coach says that." This is often hard to take, especially for a father or mother who has had some sports experience.

- ❖ If your child shows a tendency to resent the treatment they get from the coach, or the approval other team members get, be careful to talk over the facts quietly and try to provide fair and honest counsel. This is a perfect opportunity to discuss (not lecture) with your youngster the importance of learning how to handle problems, react to criticism and understand the necessity for discipline, rules, regulations, and so on. If you play the role of the overly protective parent who is blinded to the relative merits of your youngster and their actual status as an athlete and individual, you will merely perpetuate the problem. Your youngster could become a problem athlete.
- ❖ Always remember that children tend to exaggerate when both praised and criticized. Temper your reactions to the tales of woe or heroics that they bring home. Don't cut your youngster down if you feel they are exaggerating, just look at the situation and gradually try to develop an even level. Above all, don't over-react and rush off to the coach if you feel injustice has been done. Investigate but anticipate that the problem is not as it might appear

ATHLETIC BOOSTERS

The Allendale Athletic Booster Club is dedicated to the support of the Allendale High School athletic program. The Boosters have been involved by operating concessions at all home events, selling spirit wear, and other fund raising activities over the past several years that compliment and support our athletic program. Conditioning equipment, training aids, video equipment, sprinkling systems, and scholarships are a few examples of Booster Club projects.

The Athletic Boosters has included all sports and interested boosters to act as Sport Representatives for individual programs. These representatives attend monthly meetings and are the principal contact between the Boosters and the sport they represent. Sport reps provide their respective coaches a ready contact for support and coordinate the staffing of concession stands on their assigned evenings.

Parents and others are encouraged to join the Athletic Boosters Club and help keep our organization strong by serving as an officer, a program rep, or offer assistance as a general member.

Booster meeting information can be found at AllendaleSports.com

STUDENT TRANSPORTATION POLICY

All Allendale Athletes are required to ride school district provided transportation to and from away contests. Any situation that might arise to deviate from this policy will require written permission from a parent or guardian. Parents can obtain release forms from the coach, if you choose to have your child ride home from a contest with you. Permission for a student to ride home with another parent from a game will require signatures from both parents. Any other situation that might arise will require prior permission from the Athletic Director or Principal. The policy for specific games is listed below:

Freshman Basketball: bus will depart after the conclusion of the freshman game at all away games.

Staying for the varsity game option:

- Decision to do so must be done 1 week in advance.
- Freshman bus will be a shuttle and leave after drop off. The team will ride home on varsity or cheer bus at the conclusion of the varsity game.

Volleyball: All three teams will ride one bus when they all play at the same venue.

Options:

- Player can ride home with parents with signed release form.
- Player can ride home on the cheer or varsity bus with signed release form.
- Player can ride home with an adult (other than a parent) with signed release form.
- Any other situation requires prior permission by the Athletic Director or Principal.

Players will go with their team unless alternate (written) arrangements have been made with the parents & coaches.

Stopping to eat Policy:

Teams will not stop to eat after away games unless arrangements have been made at least one week in advance.

CANCELLATIONS AND SEVERE WEATHER POLICY

MHSAA and Allendale Public Schools policies concerning severe weather are listed below:

A. Severe Weather Watch

During thunder storm or tornado watches, practices or games may continue as scheduled. If conditions change for the worse, appropriate steps will be taken to ensure the safety of all involved.

B. Severe Weather Warning

1. Prior to game or bus departure
 - Buses will not leave school during a warning until given an all clear by the Administration. Home games will be delayed or cancelled depending on conditions.
1. During an outside activity or bus in route when warning is issued
 - (Enroute) The driver will take the necessary steps to ensure the safety of the passengers.
 - (At the contest/practice area) Coach will relocate students to the nearest shelter area.

A. Lightning (MHSAA Severe Weather Policy)

When suspending an outdoor contest, officials and game management shall follow these guidelines.

1. Lightning necessitates that contest be suspended. The occurrence of lightning is not subject to interpretation or discussion - lightning is lightning.
2. When lightning is observed or thunder is heard and the contest is suspended, contestants shall not return to the playing field until lightning has been absent from the local sky and thunder has not been heard for 30 minutes.

A. Tornado Warning

All activities will be cancelled during the warning period. If the warning period is lifted prior to games or practice, the administration will decide on the status of the event.

- Buses will not operate when a tornado warning is in effect. If a tornado is sighted while buses are operating, driver will off load passengers and remove them a distance from the bus. The driver will instruct students to lie flat on the ground, preferably in a ditch or depression.
- During a contest or practice, students and spectators will be instructed to seek refuge immediately in a designated shelter area (an interior hallway in the school).

(At Allendale, the designated area is the hallway between the gym and locker rooms.)
Students will not be allowed to leave unless picked up by a parent!

ATHLETIC INJURY PROCEDURE

A. General injury information

By its nature, participation in interscholastic athletics includes risk of injury, which may range in severity. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk.

Participants have the responsibility to help reduce the chance of injury. Players must obey all rules, report all physical problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

When an athlete is injured, our staff will assess the injury and take the proper steps of necessary first aid. If a Certified Athletic Trainer or qualified health care professional is on hand, the coach will yield to their expertise. In case of severe injury, 911 will be called.

If an athlete needs to be taken to a hospital, the following steps will be taken:

- If the parents are present, they will make the necessary decisions as to what hospital, ambulance or no ambulance, and accompanying the athlete.

- If the parents are absent, the coach will call the parents or emergency contact. If the parents are unavailable, a school representative will accompany the athlete to the hospital. **It is essential that parents are always accessible in case of injury.** Coaches will have your emergency contact information (on physical form) at all times.

If an athlete has seen a doctor, and a return to play date has been determined, a doctor's clearance is required to resume participation prior to that date (must be MD or DO).

B. Concussion (mild traumatic brain injury)

Allendale Public Schools is making every effort to be as thorough and pro-active as we can in the field of concussions.

1. All student-athletes that participate in a collision or limited contact sport, as defined by the MHSAA, will complete a baseline test prior to their first season in that sport. These tests will be performed through ImPACT (Immediate Post-Concussion Assessment and Cognitive Testing). This test will be used should the student-athlete show concussion like symptoms later in their high school career to help in diagnose a concussion.
2. Students who are diagnosed with a concussion will need two things in order to return to play:
 - a. Completion of "BRAIN Protocol: A step-by-step gradual process for return to play" (Appendix 2). This procedure was created by the University of Michigan to help assist in making sure a student is clear of all signs/symptoms of a concussion.
 - b. MHSAA "Return to Competition" form (appendix 3) signed by a licensed physician (MD or DO) on file in the athletic training office.

C. Heat & Humidity policy

Per the recommendation of the MHSAA Allendale Public Schools has adopted the model policy that calls for limitations and restrictions based upon heat index (Appendix 4 & 5).

ATHLETIC INSURANCE

The school has insurance to cover injuries that occur during practice or any scheduled event that is not covered by the participant's family insurance policy. Participant's legal guardian is responsible for a \$2,500 deductible. A claim form can be obtained by contacting the athletic director. The school does not assume liability for injuries received in athletics, nor is it legally responsible.

ATHLETIC DEVELOPMENT

Allendale Public Schools is fortunate to offer athletic development opportunities to all of our students.

Athletic development is the process of helping teams and individuals develop the whole person in an athletic context. This process strives to help the person excel athletically and to ensure they are prepared and capable of achieving success outside of sport.

Activities involved in athletic development include, but are not limited to, plyometrics, dynamic movement training, speed training, agility training, and strength training.

Allendale Public Schools athletic department and coaching staff support and encourages students to work with the athletic development coordinator through an updated version of the “Bigger, Faster, Stronger” program.

ADMISSION

A. Regular Season Ticket Prices

HS Events (all tickets)	\$5.00
MS Events (all tickets)	\$3.00
All Events	
Preschool	Free
Senior Citizens (+ 60 with Golden Age Card)	Free
Immediate Family Maximum	\$20.00

B. Season Passes (good for all home regular season games)

Single Pass	- \$60.00
Family Plan (immediate family only)	
2 Passes	- \$120.00
3 Passes	- \$140.00
4 Passes	- \$150.00
5 or more Passes	- \$160.00

DOWNLOADING SCHEDULES

Schedules of the APS Sport of your choice can be printed easily from AllendaleAthletics.Org

With constantly changing schedules due to weather and other factors, the schedules on the web are the most accurate and up to date. As soon as we are notified of a schedule change, we will upload those changes for all to view. We hope this is a valuable service for you and your family.

To sync or print, go to www.AllendaleAthletics.Org and click on the season which the team is participating in (Fall/Winter/Spring). From the drop down menu select the sport and the coinciding team. Once you have pulled up your desired schedule, click on the print icon above the schedule and follow the directions to download schedules. You can also “subscribe” to the schedule and have it imported to your phone calendar by following the prompts on the screen.

Another way to access current schedule information and changes is to call the Athletic Department phone number (892-5590) and choose option #1, current information/cancellations hotline. On game days when the weather is questionable, we usually make decisions by 1:30 PM whether to cancel or wait for game time to decide.

SUPPLEMENTS & ANABOLIC STEROIDS

A. Allendale Public School’s Policy on Supplements & Anabolic Steroids

In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes.

Use or possession of anabolic steroids is illegal and also a violation of our Athletic Code (just as alcohol, narcotics, and other illegal substances are), and is punishable for up to one-third of a season for a first offense.

Public Act 187 Prohibits Promotion/Distribution of Performance Enhancement Supplements. Michigan public school employees and volunteers are prohibited by law from promoting or supplying dietary supplements which carry claims of enhanced athletic performance. The law covers adrostenedione, creatine and any compound labeled as performance enhancing.

Allendale Public Schools promotes proper diet/nutrition, hard work through cardiovascular, weight, and skills training as the only performance enhancers for our students. We stand opposed to the use of steroids and performance enhancing supplements by athletes and all members of the student body because of both health and ethical concerns.

B. The National Federation on Food Supplements

School personnel and coaches should not dispense any drug, medication or food supplement except with extreme caution and in accordance with policies developed in consultation with parents, health-care professionals and senior administrative personnel of the school or school district. Use of any drug, medication or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel and coaches.

Even natural substances in unnatural amounts may have short-term or long-term negative health effects. In order to minimize health and safety risks to student-athletes, maintain ethical standards and reduce liability risks, school personnel and coaches should never supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes.

C. The National Federation on Anabolic Steroid Use

Anabolic steroid use at the high school level is of concern. Steroids are used by some athletes in sports to improve athletic performance and/or to enhance the body in a cosmetic way. A recent study indicates that more than six percent of high school seniors use steroids. About two-thirds of these seniors tried steroids before the age of 16. The use by high school and junior high school age youth may be on the increase. High school coaches may not be able to prevent the use of steroids altogether, but they can clearly and forcefully discourage their use. Coaches should take a proactive role in prevention.

First, coaches should learn about steroids, what they do and what they will not do. Then they should provide this information for their athletes. Steroids, with proper diet and weight training, can increase muscle development, however, as is typical with most get-rich-quick schemes, steroid use has potentially serious short-and long-term consequences that must be addressed.

Most coaches would never promote steroid use intentionally. Total silence by coaches, however, condones use in some young people's minds. Even though steroids may not be mentioned when it is suggested to an athlete that his/her success is limited only by a lack of

weight and/or strength, without a disclaimer that statement can be a motivation to use steroids. The alluring nature of the drug that allows for development of increased weight under the aforementioned circumstances is a coercive power that is difficult for the individual to resist without knowing that the side effects of the drugs may be.

While steroid use is not rivaling the use of alcohol and other drugs in schools, it is a concern; the issue goes beyond protection of the health of students: the use of steroids in sports is cheating. We stand opposed to the use of steroids by athletes and all members of the student body because of both health and ethical concerns.

Appendix 1

ALLENDALE ATHLETICS PARENT/COACH COMMUNICATION GUIDE

The Parent/Coach Relationship

Both parenting and coaching are extremely challenging vocations. By establishing an understanding of each position, we are better able to accept the actions of each other, providing greater benefit to our children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child and the responsibility to allow the coach to coach. This begins with clear communication from the coach of your child's program.

The First Step: What can a parent do to assist the coach and team?

1. Join the Athletic Boosters and get involved!
2. Attend all events and be a positive, supporting fan
3. Support the coach in the presence of your child
4. Try to see things from the coach's perspective
5. Volunteer as a photographer, statistician, parent rep, etc.

Communication you should expect from your son/daughter's coach

1. The philosophy of the coach
2. Expectations the coach has for your child and the other players on the squad
3. Locations and times of all practices and contests
4. Team requirements, i.e. fees, special equipment, off-season conditioning.
5. Procedure for injuries during participation
6. Discipline that results in the denial of your child's participation
7. Transportation policy to and from contests

Communication coaches expect from parents

1. Notification of an schedule conflicts well in advance
2. Specific concerns regarding a coach's philosophy and/or expectations
3. Any specific information about your child that the coach might need to know

Appropriate concerns to discuss with coaches

1. The treatment of your child, mentally and physically
2. Ways to help your child improve
3. Concerns about your child's behavior
4. Information that the coach needs to know concerning the athlete

Areas of concern that are inappropriate to discuss during the season

1. Strategy
2. Playing time
3. Other athletes

It is difficult to accept your child not playing as much as you may hope. Coaches are professionals. They make judgments based on what they believe to be best for all students involved.

If you have a concern to discuss with a coach, the procedure you should follow is:

Level I: Discussion with coaches for information purposes is encouraged at any time.

-Meeting between coach and player

-Meeting between coach, player, and parents to discuss appropriate concerns

Level II: Discussion with coaches when you have a concern or conflict with the coach.

-Level II meetings will be set up by the Athletic Director. These meetings will include the coach, Athletic Director, parent, and student athlete. Minutes/notes of the meeting will be taken.

-Should be designed to promote a resolution.

-Should not be done before/after a contest, which is an emotional time

TO THE PARENT

Here are some tips to help you establish rapport with your athletic child:

❖ Make sure your child knows that win or lose, scared or heroic, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best and to avoid developing a fear of failure based on the specter of disapproval and family disappointment if they do mess up. Be the person in their life they can look to for constant positive enforcement.

❖ Try your best to be completely honest about your child's athletic capability, their competitive attitude, their sportsmanship and their actual skill level. Don't compare the skill, courage or attitudes of your child with that of other members of the squad or team, or at least not within their hearing.

❖ Be helpful but don't "coach" them on the way to the track, diamond, or court...on the way back...at breakfast...and so on.

❖ Teach them to enjoy the thrill of competition. Encourage them to work toward improving their skills and attitude, to take the physical bumps and come back for more. Don't say, "Winning doesn't count," because it does. Instead, help them develop the feel for competing, for trying hard, for having fun.

❖ Try not to relive your athletic life through your child. Don't pressure them because of your pride. Find out what they are all about and don't assume that they feel the same way you did, want the same things, have the same attitudes. Sure they are an extension of you, but let them make their own voyage of discovery into the world of sports. Let them sail into it without interference. Help to calm the water when things get stormy, but let them handle their own navigational problems. In the meantime, continue to think of your child as a child, not as "my son/daughter, the athlete!"

❖ Don't compete with the coach. The young athlete often comes home and chatters on about "coach says this, coach says that." This is often hard to take, especially for a father or mother who has had some sports experience.

❖ If your child shows a tendency to resent the treatment they get from the coach, or the approval other team members get, be careful to talk over the facts quietly and try to provide fair and honest counsel. This is a perfect opportunity to discuss (not lecture) with your youngster the importance of learning how to handle problems, react to criticism and understand the necessity for discipline, rules, regulations, and so on. If you play the role of the overly protective parent who is blinded to the relative merits of your youngster and their actual status as an athlete and individual, you will merely perpetuate the problem. Your youngster could become a problem athlete.

❖ Always remember that children tend to exaggerate when both praised and criticized. Temper your reactions to the tales of woe or heroics that they bring home. Don't cut your youngster down if you feel they are exaggerating, just look at the situation and gradually try to develop an even level. Above all, don't over-react and rush off to the coach if you feel injustice has been done. Investigate but anticipate that the problem may not be as it appears.

In conclusion...

Research indicates that students involved in co-curricular activities have a greater chance for success during adulthood. We hope the information provided within this guide will make both your child's and your experience with the Allendale Athletic Program more enjoyable.

We believe that the Allendale Athletic Program helps develop the character traits that promote a successful life after high school.

GO FALCONS!!!

Appendix 2

STUDENT INSURANCE ELECTION FORM

Please fill out the following and return it to the School.

Check one below:

A _____ We have accident insurance for our child.*

Name of Company _____

Type and Amount of Coverage _____

We do not have accident insurance. Check one of the following:

B _____ We wish to purchase student accident insurance from the school at a cost of \$25.00*. Please make check payable to Allendale Public Schools and turn in with this form.

C _____ We do not wish to participate in any insurance plan. Our child **cannot** participate in any athletic program without accident insurance coverage.

Name of Student

Parent/Guardian Signature

Date

***The District has accident insurance coverage through 1st Agency. The family/guardian is responsible for the first \$2,500 of medical payments, regardless of primary insurance.**

Appendix 3

ALLENDALE ATHLETIC DEPARTMENT

PROGRAM ATHLETE SURVEY

Sport: _____

Level: _____

Using a scale from one to ten, rate your coach(es) on the following characteristics:

(If your team has more than one coach, please rate them collectively. For remarks about an individual coach, use the comment section.).

Strongly Disagree	Disagree	Agree	Strongly Agree	Not able to determine
1 2 3	4 5	6 7	8 9 10	NA

1. **Character-based** – The coach(es) act in an ethical, honest, and trustworthy manner.
Comments:
2. **Competent** – The coach(es) has a solid understanding of the rules, mechanics, and strategies of my sport.
Comments:
3. **Committed** – The coach(es) works hard and is committed to building a successful program.
Comments:
4. **Caring** – The coach(es) genuinely cares about me and my overall success.
Comments:
5. **Confidence-builder** – The coach(es) is effective at building and maintaining my confidence.
Comments:
6. **Communicator** – The coach(es) is an effective communicator and listener.
Comments:
7. **Consistent** – The coach(es) is consistent in terms of his/her mood and approach to team discipline.
Comments:

Additional comments or suggestions on back: Return to Coach or Athletic Director

Appendix 4



BRAIN PROTOCOL

A step-by-step gradual process for return to play

NO
RESTRICTIONS

BIKE

Increase heart rate with sustained effort while keeping the head as still as possible.

RUN

Adds simple, repetitive movement.

AGILITY

Adds more explosive movement and asks the brain to do more complex function.

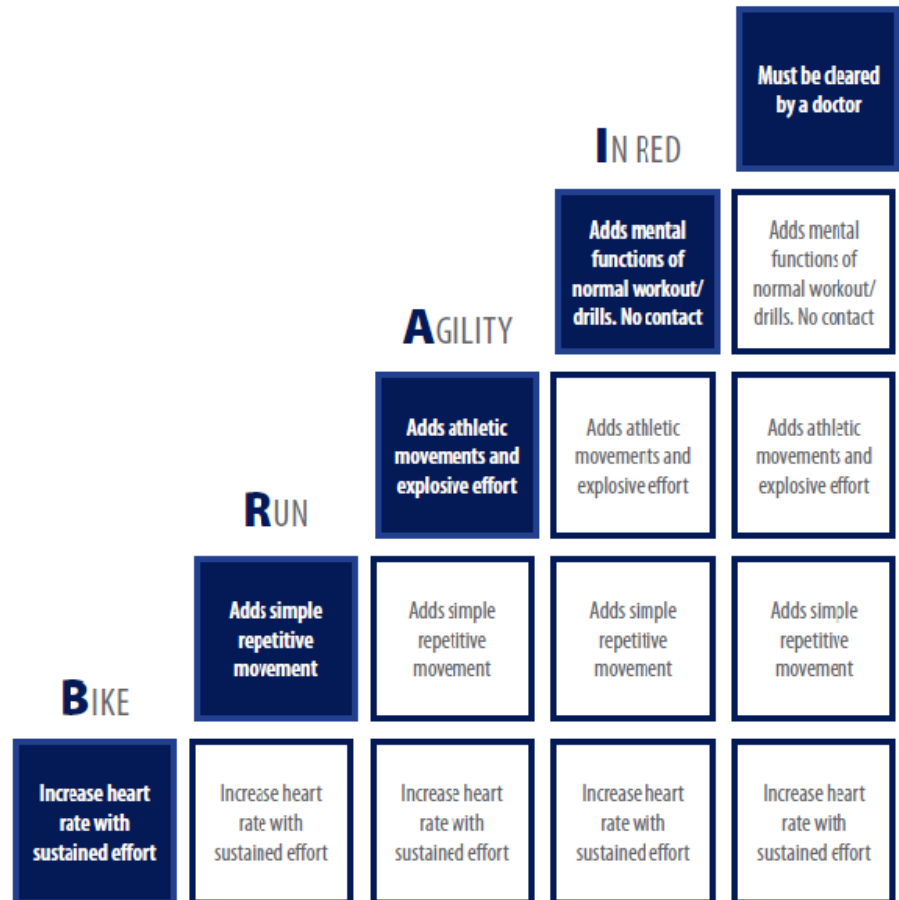
IN RED

Adds usual drills and workout while avoiding all physical contact.

("In Red" refers to the red jersey players wear to signify that they are NOT to be hit.)

NO RESTRICTIONS

A doctor must clear the athlete before this step.



- An athlete **cannot start** the protocol until there are no remaining symptoms.
- Athletes 18 years old or younger **must wait at least 24 hours between each step**, without symptoms.
- If the **symptoms return, the protocol MUST stop**. Once ALL symptoms are gone again, the process restarts by repeating the last step completed before symptoms returned.





RETURN TO ACTIVITY & POST-CONCUSSION CONSENT FORM

This form is to be used after an athlete is removed from and not returned to activity after exhibiting concussion symptoms. MHSAA rules require 1) Unconditional written authorization from a physician (MD/DO/Physician's Assistant/Nurse Practitioner), and 2) Consent from the student and parent/guardian. **Both Sections 1 & 2 of this form must be completed prior to a return to activity. This form must be kept on file at the school and emailed to Concussion@MHSAA.com or faxed to 517-332-4071.**

Student: _____ School: _____

Event/Sport: _____ Date of Injury: _____

1. Action of M.D., D.O., Physician's Assistant or Nurse Practitioner

- **The clearance must be in writing and must be unconditional.** It is not sufficient that the M.D., D.O., Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-activity progression. The medical examiner must approve the student's return to unrestricted activity.
- Individual schools, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to or after the written clearance for return to activity.
- A school or health care facility may use a locally created form for this portion of the return-to-activity protocol, provided it complies with MHSAA regulations. (See MHSAA Protocol.)

I have examined the above named student-athlete following this episode and determined the following: _____

☐ **Permission is granted** for the athlete to return to activity (may **not** return to practice or competition on the same day as the injury).

DATE: _____
SIGNATURE (must be MD or DO or PA or NP – circle one) _____

Examiner's Name (Printed): _____

2. Post-Concussion Consent from Student and Parent/Guardian.

- I am fully informed concerning, and knowingly and voluntarily consent to, my/my child's immediate return to participation in athletic activities; I understand, appreciate, acknowledge, and assume the risks associated with such return to activity, including but not limited to concussions, and agree to comply with all relevant protocols established by my/my child's school and/or the MHSAA; and I/my child has been evaluated by, and has received written clearance to return to activity from an M.D., D.O., Physician's Assistant or Nurse Practitioner.
- In consideration of my/my child's continued participation in MHSAA-sponsored athletics, I/we do hereby waive any and all claims, suits, losses, actions, or causes of action against the MHSAA, its members, officers, representatives, committee members, employees, agents, attorneys, insurers, volunteers, and affiliates based on any injury to me, my child, or any person, whether because of inherent risk, accident, negligence, or otherwise, during or arising in any way from my/my child's participation in an MHSAA-sponsored sport.
- I/we consent to the disclosure to appropriate persons, consistent with HIPAA and FERPA, of the treating medical examiner's written statement.

Student's Signature (Required): _____ Date: _____

*Parent/Guardian's Name _____ *Parent/Guardian's Signature: _____

**Required if student is less than 18 years of age.*

SEE REVERSE FOR OTHER CONCUSSION RELATED INFORMATION INCLUDING INSURANCE
THIS FORM SHOULD BE KEPT ON FILE AT THE SCHOOL FOR SEVEN YEARS FOLLOWING THE
STUDENT'S HIGH SCHOOL GRADUATION. Print Year of HS Graduation: _____

SCHOOL CONCUSSION REPORTING

Schools must report concussion events online while logged into MHSAA.com. Report any concussion event in all levels of all MHSAA sports where a student is withheld from activity. This is a separate process from the Return to Activity and Post-Concussion Consent Form on the reverse side.

MHSAA CONCUSSION CARE INSURANCE

The Michigan High School Athletic Association is providing athletic participants at each MHSAA member junior high/middle school and high school with insurance that is intended to pay accident medical expense benefits resulting from concussion. The suspected concussion must be sustained while the athlete is participating in an MHSAA in-season covered activity (practice or competition). Policy limit is \$25,000 for each accident.

This program intends to assure that all eligible student-athletes in MHSAA member schools in grades 6 through 12, male and female, in all levels of all sports under the jurisdiction of the MHSAA, 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.


Covered students, sports and situations follow to the MHSAA accident medical insurance which pays up to \$1,000,000 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 6 through 12 at MHSAA member schools 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.


CONCUSSION INSURANCE CLAIMS ADMINISTRATOR ADDITIONAL INFORMATION

Ms. Terri Bruner
K & K Insurance Group
1712 Magnavox Way
Fort Wayne, IN 46801
Phone: 800-237-2917 Fax: 312-381-9077
Email: Terri.Bruner@kandkinsurance.com

Claim Forms can be found on MHSAA.com, Health & Safety (upper right corner).
See Concussion Insurance Benefits Information and Forms

Appendix 6





**MODEL POLICY for
MANAGING HEAT & HUMIDITY**
Adopted March 22, 2013

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of that activity, take temperature and humidity readings at the site of the activity. Using a digital sling psychrometer is recommended. Record the readings in writing and maintain the information in files of school administration. Each school is to designate whose duties these are: generally the athletic director, head coach or certified athletic trainer.
2. Factor the temperature and humidity into the Heat Index Calculator and Chart to determine the Heat Index. If a digital sling psychrometer is being used, the calculation is automatic.
3. If the Heat Index is below 95 degrees:
 - All Sports**
 - o Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 - o Optional water breaks every 30 minutes for 10 minutes in duration.
 - o Ice-down towels for cooling.
 - o Watch/monitor athletes carefully for necessary action.

If Heat Index is 95 to 99 degrees:

All Sports —

- o Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- o Optional water breaks every 30 minutes for 10 minutes in duration.
- o Ice-down towels for cooling.
- o Watch/monitor athletes carefully for necessary action.

Contact sports and activities with additional equipment:

- o Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- o Optional water breaks every 30 minutes for 10 minutes in duration.
- o Ice-down towels for cooling.
- o Watch/monitor athletes carefully for necessary action.

Contact sports and activities with additional equipment:

- o Helmets and other possible equipment removed while not involved in contact.

- Reduce time of outside activity. Consider postponing practice to later in the day.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

If Heat Index is 99 to 104 degrees:

All Sports —

- o Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
- o Mandatory water breaks every 30 minutes for 10 minutes in duration.
- o Ice-down towels for cooling.
- o Watch/monitor athletes carefully for necessary action.
- o Alter uniform by removing items if possible.
- o Allow for changes to dry t-shirts and shorts.
- o Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
- o Postpone practice to later in the day.

Contact sports and activities with additional equipment:

- o Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.

- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

If Heat Index above 104 degrees:

All Sports

- o Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

Note: When the temperature is below 80 degrees there is no combination of heat and humidity that will result in need to curtail activity.

— Over for Heat Index Chart —

HEAT INDEX CALCULATION AND CHART

Temperature (Fahrenheit)

Relative Humidity at Site

	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
100	84	87	91	95	99	103	107	112	116	121	126	132	137	143	149	155	161	168	174	181	188	195
99	84	87	91	94	98	102	106	111	116	120	125	131	136	142	147	153	160	166	172	179	186	193
98	84	87	90	94	98	102	106	110	115	120	124	130	135	140	146	152	158	164	171	177	184	191
97	84	87	90	94	97	101	105	110	114	119	124	129	134	139	145	151	157	163	169	176	182	189
96	83	87	90	93	97	101	105	109	113	118	123	128	133	138	144	149	155	161	167	174	180	187
95	83	86	90	93	97	100	104	108	113	117	122	127	132	137	142	148	154	160	166	172	179	185
94	83	86	89	93	96	100	104	108	112	116	121	126	131	136	141	147	152	158	164	170	177	183
93	83	86	89	92	96	99	103	107	111	116	120	125	130	135	140	145	151	157	162	169	175	181
92	83	86	89	92	95	99	103	106	111	115	119	124	129	133	139	144	149	155	161	167	173	179
91	83	86	89	92	95	98	102	106	110	114	118	123	127	132	137	143	148	154	159	165	171	178
90	83	86	88	91	95	98	102	105	109	113	117	122	126	131	136	141	147	152	158	164	170	176
89	83	85	88	91	94	98	101	105	109	113	117	121	125	130	135	140	145	151	156	162	168	174
88	83	85	88	91	94	97	101	104	108	112	116	120	125	129	134	139	144	149	155	160	166	172
87	83	85	88	91	94	97	100	104	107	111	115	119	124	128	133	138	143	148	153	159	164	170
86	83	85	88	90	93	96	100	103	107	110	114	118	123	127	132	136	141	146	152	157	163	168
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81	82	84	87	89	92	94	97	100	104	107	110	114	118	122	126	131	135	140	144	149	155	160
80	82	84	86	89	91	94	97	100	103	106	110	113	117	121	125	129	134	138	143	148	153	158
79	82	84	86	89	91	94	96	99	102	106	109	113	116	120	124	128	133	137	142	146	151	157
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57	80	81	83	84	85	87	88	90	92	94	96	98	100	103	105	108	111	113	116	119	123	126
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