



Athletic Handbook

2021/2022

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ATHLETIC DEPARTMENT POLICIES AND PROCEDURES

TO ATHLETES AND PARENTS:

The athletic program at WMCHS has a rich tradition which parallels the academic program. Both programs strive for excellence by all participants. To accomplish this, we need the cooperation of athletes, parents, fans, coaches, and staff. In an effort to help parents and athletes better understand what athletic procedures and guidelines, the athletic department has prepared the following Athletic Handbook.

1. Physical Examinations

- a. The Michigan High School Athletic Association (MHSAA) requires that all athletes who wish to tryout for a team must have a physical examination. No athlete will be allowed to participate in either a contest or practice until the physical examination form is turned in to the coach or athletic director.
- b. Physicals must be repeated each year and no examination prior to April 15 will be accepted for the next school year.

2. Physical Conditions and Injuries

- a. Athletes or parents should notify the coach or athletic director if there are any pre existing medical conditions which could affect or be aggravated by athletic practice. Heart murmurs, asthma, and allergies are a few of the conditions which coaches should know about.
- b. Recent medical problems or injuries should be cleared in writing by a physician before an athlete competes.
- c. When medical problems or injuries occur during the season, athletes or parents are requested to submit a physician's release form before resuming team activities.
- d. If an athlete experiences a concussion, they are required to enter and follow the MHSAA's protocol prior to returning to practice/competition. (This form can be found on the school's website)

3. Team travel to away games and practices

- a. We will try to provide transportation to and from athletic contests. Team members are expected to ride both ways with the team.
- b. Since our athletes come from a wide geographic area, we try to work with parents to make return transportation work as efficiently as possible.
 1. If parents would like to have their son or daughter ride home with them or another parent after a game, a travel release form must be signed and returned to the athletic director at the beginning of the season
 2. When athletic contests take place in the greater Muskegon area, we will try to provide transportation for sub-varsity teams. Members of varsity teams are usually expected to arrange their own transportation.
- c. For away games, it is sometimes more convenient for an athlete to drive to a pickup spot and then be dropped off at that spot on the way home. This is permitted if:

1. there is clearly a time/distance advantage
2. the athlete is not driving other students
3. it is requested from the AD or head coach before the dismissal of school on the day of the contest.

d. Athletes may not drive other athletes to games or practices. This would violate our school insurance policy requirements.

4. Uniforms

a. Every effort must be made to follow the manufacturer's recommendations for washing and cleaning uniforms and warm-ups. Everything must be clean when it is returned at the end of the season.

b. Any athlete with missing uniforms/equipment at the end of the season will be billed for the replacement value.

c. Uniforms and equipment will be due within a week of the last athletic contest and should be turned in as advised by the coach.

d. All uniforms and equipment, including uniform ziplock bags, must be returned by the date set by the Athletic Director. Any student who does not return their uniform by that date will be charged a restocking fee of no more than \$10.

e. Athletes will not be allowed to participate in another sport until their uniform, restocking fee, or replacement fee has been paid.

5. Required forms for participation

a. MHSAA Physical Examination Form – This form is necessary before any tryouts or practices

b. Parent of Athlete Code of Conduct – Parents must sign this statement indicating that they have read and understand the WMCHS expectations of spectators and participation in sports at WMC.

c. Student Athlete Code of Conduct - Athletes must sign this statement indicating that they have read and understand the WMCHS rules for participation in sports at WMC in the athletic handbook.

d. Transportation Release Form - indicating which modes of transportation are agreed to.

e. Signed Concussion Form indicating that students/parents have read and understand the signs/symptoms of concussion.

****All of these forms will be found on your account in Final Forms****

6. School Attendance

a. Athletes must attend at least the last three classes of the day in order to participate in practices or contests that same day.

1. Exceptions such as school related absences, medical appointments, college visits, and special family circumstances are allowed. Please keep the athletic office informed with a call or a note.

2. Students who miss morning classes due to sickness or injuries might not be allowed to practice or compete if we feel it is not in their best interest. In these situations, parents need to communicate with coaches or the athletic director.

7. Making the team

a. The MHSAA sets the opening and closing dates for athletic seasons. Off season work is also regulated by the MHSAA and its off season rules should be followed.

b. When cuts are necessary, the coaching staff tries to judge which players can compete at appropriate levels. Coaches also factor in player potential along with work ethic, attitude, teamwork and academics.

c. If there is more than one team for a sport, the varsity team can be composed of members from all classes. JV is generally limited to freshmen and sophomores.

d. Sub varsity teams are more developmental with the goal for everyone to play in each game, not necessarily equal or meaningful amounts. At the varsity level, the competition and striving for excellence will dictate who will play and how much.

8. Practices

a. Players must attend all practices. Failure to honor your commitment to the team by skipping practice can result in discipline.

9. Sunday Policy

a. No teams that are sponsored by Western Michigan Christian High School shall participate in any athletic functions, athletic activities, or athletic events that take place on Sunday.

b. No Western Michigan Christian High School facilities shall be used for any athletic functions, athletic activities, or athletic events on Sunday.

9. Conflict Resolution and Communication

a. The Athletic Department follows the School Board policy on conflict resolution from the student handbook which is based from Matthew 18: 15-17.

b. The following steps should be taking if an issue exists between player/parents and a coach:

1. Please allow 24 hours to pass before communication takes place
2. Player meets with the coach
3. Player + parent meets with the coach
4. Player + parent meets with the coach + athletic director
5. Player + parent meet with coach + athletic director and Dean of Students
6. If there is still no resolution, all parties may meet with the Principal.

12. Sportsmanship

a. It is our goal at WMCHS that the conduct of our athletes, coaches, and fans continually demonstrates our commitment to sportsmanship. This should be true on and off the field; before, during, and after practices and contests; and regardless of whether we win or lose.

“Do nothing from rivalry or conceit, but in humility count others more significant than yourselves.”

Philippians 2:3

EXPECTATIONS AND REGULATIONS FOR ATHLETES

Participation in the athletic program at WMCHS is a privilege. Every student athlete is expected to honor and uphold the school's mission statement and to help foster the school's goals and purposes. Athletes are expected to represent WMCHS in a positive way throughout the entire year, whether in-season or out-of-season.

ELIGIBILITY: ACADEMIC

Academics are incredibly important for our student athletes. WMC follows MHSAA guidelines for academic eligibility standards. In addition to these guidelines there are some other academic policies that have been established:

1. Anytime a student is not passing 4 of their 6 classes or 66% of their classes, they are ineligible (no game participation).
2. If a student fails to pass 4 of their six classes or 66% of their workload, they will be ineligible to participate in the following trimester.
3. Instructors will review academic/behavioral performance of all students on a weekly basis. Students who are receiving lower than a 63.5% in any class will be placed on probation.
 - a. Probation allows students to practice and participate in competitions.
 - b. Students on probation will be given **two weeks** to raise their grade above a 63.5%. If not done, they will be made ineligible for one week. At the end of the week, their status will be reviewed again.
4. The Athletic Director will review academic eligibility every two weeks.

CODE OF CONDUCT

Student athletes at WMCHS are expected to demonstrate conduct and attitudes which reflect their being representatives of a Christian school and of Christian families. Their conduct and attitudes must also demonstrate their loyalty to their teams. Both physical and verbal behavior ought to reflect respect for themselves, their school, their teammates, their coaches, their opponents, the official, and the fans. The purpose of this code is to inform student athletes of the types of behavior and violations which they are expected to refrain from. Such behavior and violations, in season or out of season, will be investigated and verified. If verified, the procedures and penalties as described will be enacted as circumstances dictate.

1. Category A Violations: These violations, many which involve abuse of either civil or criminal law, are considered to be serious breaches of the student athlete code of conduct.

Category A violations include, but are not limited to, the following:

- a. Possession of, use of, transfer of, or attempts to obtain controlled substances and attendance at any event or location where above action occurs.
- b. Possession of, use of, transfer of, or attempts to obtain any form of alcohol regardless of alcohol content and attendance at any event or location where above action occurs.
- c. Theft
- d. Arson

- e. Vandalism
 - f. Gross misbehavior, to be determined case by case by the athletic committee.
 - g. Documented persistent disobedience.
 - h. Threatening school personnel.
2. Category B Violations: These violations are considered to be a compromising of a student athlete's ability to participate as an athlete or to responsibly represent their school and their team. The violations include, but are not limited to, the following:
- a. Possession and use of tobacco products (this includes E-cigarette's and vaping with or without nicotine)
 - b. Skipping school
 - c. Fighting
 - d. Insubordination
 - e. Threatening or harassing other students.
 - f. Cheating
 - g. Repeated dismissal from class.
 - h. Theft
3. Disciplinary procedures for the preceding violations are outlined in Appendix B.
4. The preceding violations do not all have the same range of severity. Consequently, the discipline to be determined by the appropriate administrator will range in severity as well. See Appendix B for details.

SUSPENSION FROM SCHOOL

Any student athlete or participant in extra/co-curricular activities who is suspended from school for violation of the WMCHS Student Code of Conduct, will be ineligible to participate in practices, competitions, or any outside-of-classroom activities for the duration of the suspension.

DISCIPLINARY PROCEDURES FOR CATEGORY A VIOLATIONS

1. The appropriate administrator will make appropriate efforts to inform students and parents of the specific charges of the violation and or their right to a hearing.
2. Unless it is waived, the appropriate administrator will conduct a hearing.
3. At that time of the hearing, the student shall again be informed of the specific charges. The student shall have the opportunity to present any relevant information.
4. The appropriate administrator shall within one calendar day make appropriate efforts to inform the student and the parents of the disciplinary action.

DISCIPLINARY ACTION FOR CATEGORY A VIOLATIONS

FIRST OFFENSE

After confirmation of the violation, the student shall lose the privilege of participation in contests and in practices as determined by the athletic director in his/her current activity (or in the next activity if not in season) for a minimum of two contests, one activity day, or a combination of contests and activity days. If the violation is drug or alcohol related, the length may be reduced upon successful completion of an approved substance abuse program.

SECOND OFFENSE

After confirmation of the violation, the student shall lose the privilege of contests and practices as determined by the athletic director in his/her current activity (or in the next activity if not in season) for six months. For a minimum of four contests or two activity days or a combination of contests and activity days. If the violation is drug or alcohol related, the length may be reduced upon successful completion of an approved substance abuse program.

THIRD OFFENSE

After confirmation of the violation, the student shall lose the privilege of participation in all activities for two calendar years. If violation is drug or alcohol related, the length may be reduced upon the successful completion of an approved substance abuse program.

FOR FIRST AND SECOND OFFENSES

The disciplinary action recommended in all cases should be considered as the minimum. If circumstances warrant, more severe disciplinary action may result.

CATEGORY A SANCTIONS WILL BE IN EFFECT FOR TWO CALENDAR YEARS.

DISCIPLINARY PROCEDURES AND ACTIONS FOR CATEGORY B VIOLATIONS

FIRST OFFENSE

1. The appropriate administrator will meet with the student to explain the violation and the discipline for it.
2. Discipline shall be administered according to the circumstances. It may include a loss of the privilege of participation for up to two contests.
3. The appropriate administrator shall inform the student or the parents of the disciplinary action and of the appeal process.

SECOND OFFENSE

1. The appropriate administrator will meet with the student to explain the violation and the discipline for it.

2. Discipline will be administered according to the seriousness of the violation. It may be a loss of privilege of participation for up to three contests, two playing days, or more (to be determined by the sport involved).
3. The appropriate administrator shall within one calendar day inform the student and the parents of the disciplinary action and the appeal process.
4. The appropriate administrator shall confirm the disciplinary action by letter.

THIRD AND SUBSEQUENT OFFENSES

1. The appropriate administrator will meet with the student to explain the violation and the discipline for it.
2. The student shall lose the privilege of participation in his/her current activity (or next activity if not in season) for up to six months, or more depending on the seriousness and number of offenses.
3. The appropriate administrator shall within one calendar day inform the student and the parents of the disciplinary action and of the appeal process.
4. The appropriate administrator shall confirm the disciplinary action by letter.

CATEGORY B SANCTIONS WILL BE IN EFFECT FOR ONE CALENDAR YEAR, BEGINNING FROM THE DATE OF THE ADMINISTRATION OF SANCTIONS.

Letter of athletic probation-ineligibility below.

Western Michigan Christian High School
Letter of athletic probation-ineligibility

To the parents/guardians of: _____

Our bi-weekly grade checks indicate your child's academic standing has warranted notification based on our guidelines for WMC student-athletes. See the attached explanation below as to where your child fits.

If your child is on academic probation, they are receiving a D- (below a 63.5) in one or more of their classes. Probation is to serve as a warning that more time/effort needs to be devoted to their class or classes. Athletes are put on probation for two weeks, but are still allowed to participate in practice and in contests. Upon receiving a probationary letter, it's strongly recommended that a conference is set up between the instructor, the student and the student's parents. This meeting should address what the student can do to correct their probation status.

In the event that a student does not improve the failing grade above a 63.5% at the end of the two week probationary period, the student will be deemed ineligible for one week. The eligibility status will be reviewed after one week. Ineligibility prohibits student athletes from dressing with the team and participating in athletic contests. Athletes are still allowed to practice with their team during this time period.

Students who receive a D- (63.5%) in 4 of their 6 classes will also be put on probation for two weeks. If at least one class is not raised above a D- (63.5%) within the two weeks, the student will become ineligible for one week. The students status will be reviewed after the one week ineligibility period.

Student athletes who take advantage of the system, may also be made ineligible if they develop a pattern of being put on and off probation in class or classes without fully meeting their academic responsibilities.

Classroom instructors may also recommend probation for ineligibility for behavioral issues. These actions would be recommended as a result of inappropriate classroom behavior or inappropriate behavior at any school-related event. Students will be expected to be accountable for behavior that detracts from opportunities for teaching and learning. A second behavioral probation will result in one week of ineligibility.

Please contact the appropriate instructor for class related questions or to schedule a conference.

Class/Instructor: _____ Academic/Behavior Probation/Ineligibility

Class/Instructor: _____ Academic/Behavior Probation/Ineligibility

Class/Instructor: _____ Academic/Behavior Probation/Ineligibility

Contact the athletic office should you have additional questions regarding probation/ineligibility. Thank you for helping partner with us to promote the importance of academics!

Sincerely,

Kurt Gruppen
Athletic Director

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