



Athletic Handbook

PURPOSE OF THE ATHLETIC HANDBOOK

The purpose of the Leland School Athletic Handbook is to serve as a guideline for athletic procedures, practices, responsibilities, expectations, and the educational and athletic philosophy of Leland Public School. It is designed to be used as a reference for the athletes, parents, coaches, school personnel, and the community.

PHILOSOPHY OF INTERSCHOLASTIC SPORTS

The Leland Board of Education recognizes the value of providing an interscholastic athletic program for as many students as is feasible.

The Leland Board of Education supports an athletic program that offers positive and meaningful experiences that will enhance the growth and development of LPS students. Athletics can be one of the most significant aspects of a balanced education. The athletic program, however, is only part of the total process. It is an extension of and complimentary to the total educational program. Leland student athletes are offered opportunities for self-growth, development of physical skills and fitness, teamwork, sportsmanship, and the satisfaction found in competition.

As spectators of athletic contests, the students, parents, and community members enjoy the opportunity to watch a game and to support our student athletes while exercising sportsmanship and common courtesy.

MESSAGE TO ATHLETES

Being a member of a Leland Public School interscholastic athletic team is the fulfillment of a goal for many students. The attainment of this goal carries with it certain traditions and responsibilities. Athletic tradition is not built overnight; it takes hard work by many people over many years.

When you wear our school colors as an athlete, you are expected to understand the traditions and the responsibilities they represent. Participation in our athletic program is regarded as a privilege that is earned through hard work in the classroom, determination during practice, and adherence to the high standards of conduct outlined in the athletic code.

The conduct of an athlete is closely observed by other students, staff, parents, and the community. His/her behavior should be above reproach in all areas. In addition to the "Athletic Handbook", all athletes are expected to follow the "Student/Parent Handbook", issued to all students at the beginning of each school year or upon enrollment during the school year.

Athletes also agree to live by the Athletic Code of Conduct year around. Athletes make a commitment to follow these rules at all times, including when they are out of season and when they are off school property. The athlete agrees to abide by the Athletic Code of Conduct which prohibits illegal or inappropriate actions as found in the "Student/Parent Handbook". During an athletic season, athletes will be expected to adhere to the team rules established by each coach. Failure to abide by the Athletic Code of Conduct or the team rules will result in disciplinary action up to and including expulsion from school.

POINTS FOR PARENTS

1. Make sure your children know that, win or lose, you love them. Let them know that you appreciate their effort and that you won't be disappointed in them if they fail. Be the person in their life they can always look to for support.
2. Try to be completely honest with yourself about your children's athletic capability, their competitive attitude, their sportsmanship, and their level of skill.
3. Be encouraging, but don't coach your children on the way to the game or at the breakfast table. Think how tough it must be on them to be continually inundated with advice or "pep talks."
4. Teach your children to enjoy the thrill of competition, to be "out there trying," to be constantly working to improve their skills, to take the physical bumps and come back for more. Don't tell them that winning doesn't count, because it does, and they know it. Instead, help them to develop a healthy competitive attitude, a "feel" for competing, for trying hard, for having a good time.
5. Try not to live your life through your children. Don't push them in the direction that will give you the most satisfaction. Instead, help guide them in the direction they want to travel.
6. Your children will come in contact with many coaches, each with a different style of coaching. Try to help them understand the necessity for discipline, rules and regulations. Talk to them about the importance of learning how to handle problems and how to receive constructive criticism. It is important that your children be prepared to learn from all their coaches.
7. Get to know your children's coach. An opportunity will be provided at a parent meeting with the coach where questions, comments, and concerns may be addressed.
8. Don't compare your children with the other players on their team. If they resent the treatment they get from the coach, or if they are jealous of the approval other players get, they will not be accepting of the attempts the coach may make to improve their skills. Don't overstate to your children about their capabilities as a player. If you are overly protective, you will perpetuate the problem and if disappointment comes, it will hit much harder.
9. Remember that children tend to exaggerate when they are praised and when they are criticized. Temper your reactions to the stories your child brings home from practice. Don't criticize them for exaggerating, but don't overreact to the stories they tell you. If you feel the situation may warrant a conversation with the coach, choose your time wisely. Immediately before or after a game is not an appropriate time. Make an appointment to speak with the coach at a later time.

ATHLETIC CODE OF CONDUCT

Leland student athletes are expected to be positive role models for their team, the school, the community, their peers, and younger students. In order to be good athletes and positive role models, it is important to work hard academically and athletically, to demonstrate the highest level of sportsmanship, and to live healthy, drug-free lives. Each Leland student athlete and their parent(s) must sign the Athletic Code of Conduct at the beginning of each school year. In signing, students agree to abide by the Leland Public Schools' Eligibility Policy and the Athletic Training Rules throughout the entire calendar year. This code shall apply to all students participating in athletics at Leland Public School.

ELIGIBILITY POLICY

Students and parent(s) should recognize that membership on an athletic team and involvement in co-curricular activities is an honor and a privilege, and not a right. This policy addresses academics, behavior, attendance, and athletic training rules and applies to all team participants. Students who wish to participate in co-curricular activities must comply with the criteria outlined by the Eligibility Policy, Athletic Training Rules, and individual team rules (as outlined by the Head Coach at the beginning of each season). Leland students who are members of a co-op athletic team at another school will be held to Leland's Athletic Code of Conduct.

The eligibility policy...

1. applies to all students who are eligible as athletes under the MHSAA guidelines.
2. applies to all students who have a supportive, non-paid position with an athletic team (examples: managers, record keepers, etc.)
3. requires students to be passing all of their academic classes on a cumulative basis, bi-weekly (every two weeks.)
4. requires review of all athletes' transcripts at the end of each semester. Students who have failed two or more classes at the end of a semester are ineligible to participate during the following semester.
5. requires students to attend the entire day of school to be eligible to participate in an athletic event that day (game or practice). A pre-arranged appointment or a school-related absence are exceptions and must be pre-arranged with the Athletic Director or Principal before the day of the absence.
6. prevents any student who has an unexcused absence, from being eligible to participate in his/her next scheduled athletic event (game or practice).
7. requires students to adhere to all team rules as outlined by their respective coaches.
8. requires students to adhere to all Athletic Training Rules as outlined below.

ATHLETIC TRAINING RULES

The following training rules apply to all student athletes and team assistants, including managers and record keepers. A student is subject to these rules, both in person and online, throughout the calendar year. In other words, these rules apply to all student athletes, grades 6-12, from the time they sign their first Athletic Code of Conduct form.

For high school students, the Athletic Code of Conduct form is in effect for the athlete's entire Leland High School career or until the current policy changes. Violations are cumulative from grades 9 through 12. For middle school students, the Athletic Code of Conduct form is in effect for the athlete's entire Leland Middle School career or until the current policy changes. Violations are cumulative from grades 6 through 8. All 9th grade students enter their high school careers with a clear record, including any violations and remaining suspension from middle school.

The Training Rules

- Students will follow the training regiments set by their coaches.
- Students will maintain good health and avoid violation of any Athletic Training Rules listed below:
 1. Possession, use, or distribution of all tobacco products including chewing tobacco, or smoking paraphernalia, such as e-cigarettes.
 2. Possession, use, or distribution of marijuana products.
 3. Possession, use, or distribution of alcoholic products.
 4. Possession, use, or distribution of any illegal substance including illegal drugs or substances such as caffeine stimulants, and/or prescription drugs that are not prescribed to the individual.
 5. Known misdemeanor or felony offenses, regardless of whether a conviction has taken place in court. Included in these are other criminal acts as outlined in the Leland Public School Student/Parent Handbook under "Criminal Acts Defined."
 6. Presence wherein illegal acts are occurring and/or where illegal use of tobacco, alcohol, and drugs are present. (You are advised to remove yourself from these situations as soon as possible.)
 7. In addition, the Leland Public School Administration reserves the right to determine that a student is in violation of the Athletic Training Rules if a student commits a serious act in violation of school rules and regulations. The Administration will be consistent with past practices when determining that a student has violated the Athletic Training Rules. Such acts may include stealing from individuals and the school, damage to other schools during an away contest, flagrant or repetitive unsportsmanlike conduct during contests, and persistent misbehavior or school discipline.

CONSEQUENCES FOR VIOLATION OF THE ATHLETIC TRAINING RULES

First Offense

A student athlete who violates the Athletic Training Rules will be suspended from all athletic participation for 50% of the sport season. If less than 50% of the sport season remains, the suspension will carry over into the next sports season in which the athlete participates. If the violation is not academically related, and part of the season remains after the suspension, the athlete must continue to attend all team events but will not be allowed to play in games. If the violation is related to substance use/abuse, the student athlete must initiate, attend, and complete an approved assistance program. The Athletic Director/Principal/Counselor will have a list of such approved programs. Written verification of enrollment and/or completion must be provided as evidence to the Athletic Director/Principal for the student athlete to be reinstated to the team. Failure to complete the approved program will result in the athlete being moved to the "second offense" status.

Second Offense

A student athlete who violates the Athletic Training Rules a second time will be suspended from all athletic participation for 100% of the sport season. If less than 100% of the sport season remains, the suspension will carry over into the next sports season in which the athlete participates. If the violation is related to substance use/abuse, the student athletes must initiate, attend, and complete an approved assistance program. The Athletic Director/Principal/Counselor will have a list of such approved programs. Written verification of enrollment and/or completion must be provided as evidence to the Athletic Director/Principal and student athletes will be reinstated to the team. Failure to comply with the above requirements will result in the athlete being moved to the "Third Offense" status.

Third Offense

A student athlete who violates the Athletic Training Rules a third time will be suspended for one calendar year. If the violation is related to substance use/abuse, the student athlete must initiate, attend, and complete an approved assistance program. The Athletic Director/Principal/Counselor will have a list of such approved programs. Written verification of enrollment and/or completion must be provided as evidence to the Athletic Director/Principal and the student athlete will be reinstated to the team. Failure to comply with the above requirements will result in the athlete being moved to the "Final Offense" status.

Final Offense

A student athlete who violates the Athletic Training Rules a fourth time will be suspended from all athletic participation for the remainder of the student athlete's interscholastic eligibility at Leland Public School.

Self-Disclosure (Substance use/abuse violations only)

Outside of any disciplinary incident and prior to a first offense, a student may seek assistance for a substance abuse problem. Students who self-disclose will incur a 25% season penalty, and written verification of enrollment and/or completion must be provided as evidence to the Athletic Director/Principal and the student athlete will be reinstated to the team. Failure to comply with the above requirements will result in the athlete being moved to the first offense status. All reports will be treated in a confidential manner.

DISCIPLINARY REFERRALS AND ATHLETES

Students who are members of an athletic team will be held to the following procedures in regard to Disciplinary Referrals:

- Referral 1. The student-athlete is given a warning. The coach will be notified.
- Referral 2. The student-athlete may be prevented from participating in the next scheduled athletic contest.
- Referral 3. The student-athlete may be dropped from the team for the remainder of the current athletic season.

ELIGIBILITY PROCEDURES FOR STUDENTS AND TEACHERS

For Students: Student athletes should remember that they are students, first and foremost, and that participation in athletics is a privilege which can be denied. A student athlete may lose eligibility in one of two ways: 1) failing two academic courses **or** 2) receiving multiple disciplinary referrals. Students will be evaluated by their teachers on a bi-weekly, cumulative basis in the two areas stated above. Students have specific responsibilities in the eligibility procedures.

If a student becomes ineligible, he or she will remain ineligible to participate in scheduled athletic events (game or practice) until they are reinstated using the Student Eligibility Form (SEF). The SEF must be signed by the teacher, student, and the student's parents.

For Teachers: Eligibility to participate in Leland Athletics is part of the learning environment. Proactive measures like the ability to problem solve academic challenges, the provision of strategies for academic success, and clear communication with students and parents are vital in developing a successful learning environment. Discipline issues should be managed by applying the discipline policies as established by the classroom teacher and should be reported through the use of DISCIPLINARY REFERRAL procedures.

Teachers are required to record their grades in Powerschool. The following steps will be followed when reporting ineligibility:

STEP 1

A/W = ACADEMIC WARNING - Student is in jeopardy of failing, but not currently failing.

STUDENT RESPONSIBILITIES

1. Conference with the teacher and apply the recommended strategies for improvement.
2. Student-athletes will continue to attend all team athletic events.
3. Warnings do not count toward the student-athletes total infractions.

TEACHER RESPONSIBILITIES

1. Inform the student-athlete of eligibility status.
2. Conference with the student, making recommendations/strategies for improving academic performance. The student-athlete will choose from a menu of problem solving options.

ATHLETIC DIRECTOR/SCHOOL RESPONSIBILITIES

1. Inform the student-athlete of any eligibility infraction and current eligibility status.
2. Ask the student-athlete to explain the strategies he/she will apply to improve.
3. Inform the coach of the student's eligibility infraction and status.

STEP 2

A = ACADEMIC FAILURE - Indicates a student is failing on a cumulative basis.

STUDENT RESPONSIBILITIES

1. Conference with the teacher and apply the recommended strategies for improvement.
2. Student-athletes will forfeit participation in at least one scheduled athletic event.
3. After missing one scheduled athletic event, the student may obtain a ***Student Eligibility Form (SEF)*** from the Athletic Director and set up an appointment with the teacher. If the teacher deems the student has shown evidence of sufficient improvement, the teacher may reinstate the student's eligibility so the student may participate in the next scheduled athletic event. This form must also be signed by the student's parents and returned to the Athletic Director.
4. If the student-athlete does not obtain a ***Student Eligibility Form (SEF)***, the student will continue to forfeit participation in scheduled athletic events until the next bi-weekly evaluation.

TEACHER RESPONSIBILITIES

1. Maintain updated grades in Powerschool.
2. Conference with the student-athlete, making recommendations/strategies for improving academic performance.
3. After missing one athletic event, the teacher may reinstate the student-athlete's eligibility by signing the ***Student Eligibility Form (SEF)***, if the student-athlete has shown evidence of improvement.

ATHLETIC DIRECTOR/SCHOOL RESPONSIBILITIES

1. Inform the student-athlete of eligibility infraction and current eligibility status.
2. Ask the student-athlete to explain the strategies they will apply to improve.
3. Offer the use of the ***Student Eligibility Form (SEF)***. If used, the Athletic Director can reinstate the student-athlete's participation if the form has been signed by the teacher and a parent.
4. Inform the coach of the student-athlete's eligibility infraction and status/reinstatement.
5. Record the infraction towards the student-athlete's total infractions.
6. If a student-athlete receives a total of three (3) ineligibilities, the student-athlete will be removed from the team and the coach and parents will be informed.

REPORTING INELIGIBILITY

The Athletic Director will record the information as provided by the teachers when the Powerschool Gradebook Updates are due. **The schedule is as follows:**

1. **The Athletic Director will utilize Powerschool to check grade status, and inform athletes of warnings or an ineligibility status and distribute the Student Eligibility Form (SEF).**
2. **The Athletic Director will notify coaches of any pertaining ineligibilities.**
3. **Subsequently, if the student returns a signed SEF, the Athletic Director will record this information and again notify the coach of the reinstated status.**

**The student will take the initiative to obtain this form. If the teacher deems sufficient improvement has occurred, the SEF may be signed after one athletic event has been missed. SEF must also be signed by the parent. The student-athlete must then return the SEF to the Athletic Director, who will notify the coach of reinstatement. If the student does not do this, he/she will complete the remainder of their ineligibility until the next eligibility reporting date.*

PLAYING TIME GUIDELINES

The Leland Athletic Department realizes that playing time is a controversial subject. To dictate playing time at any level is extremely difficult. That is why playing time is always left to the discretion of the coach. However, there are a few guidelines that coaches will follow as long as the athlete has earned the right to participate in contests through eligibility, effort in practice, etc.

Middle School Sports- The main purpose of these sports is to develop proper fundamentals and to have the athlete learn the nature of interscholastic competition. The goal for middle school coaches will be that every athlete has some playing time in each contest during the year. Although playing time may not be equal in each game, coaches should make an effort to have playing time as equal as possible given the student's physical ability.

Junior Varsity Sports- This is a transition between the middle school level and the varsity level. The continued development of fundamentals is still a main goal at the JV level. The coach should make every effort to have all athletes participate in all contests. However, due to certain game situations or player match ups, playing time may not be equal.

Varsity Sports- The educational value of interscholastic competition is measured in many different ways. Our varsity coaches' goal is to develop the best team possible, based on the talent, work ethic and team value of the individual player. At the top level of competition, there are no guarantees concerning playing time - the most favorable line-up will be used.

TEAM RULES

Team rules may be developed by each Head Varsity Coach and must be approved by the Athletic Director and the Principal prior to the start of the season. Team rules will be distributed to athletes at the first tryout or practice (if there are no tryouts scheduled). Parents will receive a copy of the team rules during the required Parent Information Meeting at the beginning of the season.

Penalties for violating team rules may not be more severe than penalties approved in the Athletic Code.

Violation of Team Rules:

Each coach shall be afforded a reasonable amount of discretion, subject to final approval by the Athletic Director, in interpreting and applying his/her team rules and in determining whether a rule has been broken. Thus, the coach can set the appropriate penalty or discipline for the athlete who has broken a team rule. The explanation of the infraction and the ruling will be communicated immediately to the parent(s) or guardian and the students.

Discipline imposed by a coach and approved by the Athletic Director, which results in suspension for more than half the season or removal from the team, may be appealed in accordance with procedures set forth under "Complaint Procedures and Appeals". Our goal in academics, in athletics, and in all co-curricular activities is excellence. A student who elects to participate in athletics is voluntarily making a choice to participate in a program which requires self-discipline. Failure to comply with the Student Handbook, the Athletic Code of Conduct, or team rules will result in disciplinary action, up to and including denial of future participation in athletics.

COACHING ASSIGNMENTS

Coaching is a supplemental-pay position, assigned annually and, per the Master Agreement with the Leland Education Association, is not subject to tenure. Head coaching assignments will be recommended to the Superintendent by the Athletic Director and the Principal.

Assistant coaching assignments will be recommended to the Superintendent by the Athletic Director, the Principal, and the Head Varsity Coach.

GAME SCHEDULES

The Athletic Director is responsible for developing all scheduled athletic contests within MHSAA regulations. Coaches may be offered input in regards to which schools and teams are played, but the final decision for all contests will rest with the Athletic Director.

SCRIMMAGES

The Athletic Director must approve each scrimmage a coach plans to schedule. All scrimmages must follow league and MHSAA guidelines, and must be conducted in a professional manner. The head coach is also responsible to assist with planning transportation to and from the scrimmage.

PRACTICE SESSIONS

The maximum practice time during the school year should be approximately 1.5 to 2.5 hours in length. This is the total time that coaches expect the team to be together and includes gym or field time, team meetings, conditioning, and film sessions. The athlete's attention span, physical capabilities, and academic demands are major factors to keep in mind when organizing practice schedules. Practices must be well-planned and supervised at all times. At no time should a practice be called without a coach present. Team practices, whether formal or informal, required or optional, should not normally be scheduled on Sundays and must have the prior approval of the Athletic Director.

Coaches are responsible for everything that takes place at the practice session, including:

- Providing a safe and appropriate environment
- Making sure athletes stretch and warm up
- Designing a variety of experiences which build skills and teach techniques
- Emphasizing teamwork
- Providing all team members with an opportunity to participate

The head coach should work with his/her assistant coaches to develop a practice plan that is consistent with the philosophy of the program.

PRACTICE SCHEDULES

The Athletic Director will coordinate practice schedules and gym usage with head coaches during each season to ensure there is fair and equal treatment of boys' and girls' teams regarding prime practice time and facility use.

Individual coaches will clearly define their practice and competitive schedule for the season, as well as their expectations for team members during the preseason parent meeting, so that students and parents can understand the responsibilities they accept in joining the team.

ATTENDANCE AT PRACTICE AND CONTESTS

Coaches must be notified, either by the athlete or a parent/guardian, whenever an athlete will miss a practice or a contest. Missing practices or games without good reason is a serious matter and may result in disciplinary action.

Athletes must be in school the entire school day in order to be eligible to participate in a scheduled athletic event (game or practice). In extreme situations, arrangements must be made with the building Principal or the Athletic Director to acquire an excused absence. Scheduled medical or dental appointments are an acceptable reason to be pre-excused if the appointment cannot be changed to avoid missing school or a team event.

If student-athletes must miss a practice, they need to give their coach written notice before the practice or team event. Examples of excused absences include funerals, medical or dental appointments scheduled in advance, or emergency appointments.

Before pursuing a team sport, athletes and their parents should carefully evaluate schedule conflicts which may arise due to other school activities, jobs or family vacations. The following items should be considered:

- The MHSAA sets the season calendar for each sport. Therefore, athletic seasons are longer than the academic calendar.
- Leland Public School may schedule games, scrimmages, and/or practices during summer, Thanksgiving, Christmas, and spring vacation periods. **However, during the following dates, no teams shall meet, scrimmage, practice, and/or have games: Thanksgiving Day and the following Friday, and December 24, 25, and 26.**
- Coaches are responsible for informing parents and athletes of games, scrimmages, and practices that will occur during vacation periods during the preseason meetings or before.
- Parents and athletes are responsible for informing the coach of any conflicts that may arise due to family vacations during or before preseason meetings.
- Vacation conflicts cannot prohibit an athlete from making a team, but no special consideration will be given if family vacations are scheduled during tryouts.
- The consequences for missing practices will be consistent throughout a given program and will be made known during or before preseason meetings.
- Missed practices may result in a loss of playing time.

OUT OF SEASON EXPECTATIONS

Most athletic programs at the high school level have out-of-season expectations of athletes who plan to participate in a sport. Most coaches, who are building a quality program, offer student athletes out-of-season opportunities to develop skills and to work with possible teammates. Such opportunities may include open gym times, practice sessions, team camps, clinics, and fundraising activities. While not participating in out-of-season events cannot restrict an athlete from joining a team when the official start date arrives, participating in out-of-season events can be of great value to the development of skills and for learning specific team strategies.

MHSAA regulations state that “neither the school nor its coaches shall allow the out-of-season activity to be mandatory or to be any part of the basis for selection of the school team.” Also, school transportation and school-owned and issued warm-ups and/or game uniforms may not be used for an out-of-season activity.

Each team sport has an official start date when practice begins. Students who wish to participate on the team must begin to practice on that date to avoid consequences of missing practices.

ENDING DATES OF SEASON

Each season shall end after the last scheduled event has taken place or state tournament competition has been completed. Practice sessions will end at the completion of the season. No organized practice, game, or competition will take place that does not meet the regulations of the MHSAA.

STATE TOURNAMENTS

When athletes have the opportunity to compete at district, regional or state tournaments, it should be treated as a high point in their athletic career. Coaches should provide athletes with the most conducive atmosphere possible for an outstanding performance.

Coaches are responsible for completing required local and/or state paperwork prior to the event. All expenses must be approved by the Athletic Director prior to the event. Time away from school to participate in the event must be approved by the Principal.

When a district, regional, or state tournament is hosted by Leland Public School, we are committed to operating a quality event which follows MHSAA guidelines.

JOINING A TEAM

Students enrolled in Leland Public School, who would like to join the interscholastic athletic program, should be encouraged to do so. While some teams have a limited number of players and students must try out for a position on the team, other programs can accommodate an unlimited number of team members. In order to join a team, however, athletes must agree to abide by the Athletic Code, team rules, and the rules and regulations set forth by the Michigan High School Athletic Association. Athletes and their parents must sign the Athletic Code, Concussion Awareness Form, Physical Form, and pay the Pay-to-Participate fee and turn these in to the Athletic Director prior to beginning practice for each athletic season in which the student participates.

Each team has a start date when practice begins (usually dictated by MHSAA). It is expected that students who wish to participate on that team begin practice at that time. Exceptions **may** be granted after consultation between the Head Coach and the Athletic Director.

Tryouts for a sport:

Students wishing to participate on an interscholastic athletic team at Leland must meet the residency requirement set forth by the Michigan High School Athletic Association, and must have:

- 1) a completed physical examination form
- 2) a signed Athletic Code by the student and his/her parent(s) or guardian
- 3) the appropriate Pay-to-Participate fee
- 4) a signed Concussion Awareness Form by the student and his/her parent(s) or guardian

All four documents must be on file in the athletic office prior to the first day of tryouts, or prior to the first day of practice if there are no tryouts scheduled for the team. Athletes who join a team late will be subject to team consequences for missing practices.

In sports that require a tryout (make cuts), athletes must be at practice for the designated tryout period in order to make the team. Exceptions **may** be granted after consultation between the Head Coach and the Athletic Director.

Coaches' Procedures for Tryouts:

Coaches who have to limit the number of athletes that can participate in their program should provide a well-planned, structured and unbiased tryout schedule which allows each athlete the opportunity to perform to the best of his/her ability. Athletes should be told what the coach is looking for going into tryouts. Participation in out-of-season practices and events for a program cannot be a limiting factor when deciding team membership. Our goal is to encourage multiple-sport athletes. Although athletic ability is the most important factor used to determine membership on a team, coaches may also base team membership decisions on academic and behavioral characteristics of individuals.

Upon notification of team membership, coaches will not post a membership list to inform the players of team selections. Coaches will meet individually with each athlete who did not make the team and discuss what the athlete can do to improve his/her chances of making the team in the future.

Dropping out of a sport:

Quitting a team is a serious matter. No athlete should quit a team without first discussing his/her intention to do so with the coach. An athlete will not be permitted to participate in another sport until the season of the sport he/she drops has been completed or unless he/she has the authorization of the Athletic Director and both coaches involved.

PHYSICAL EXAMS

Each athlete is required to have a physical exam from a medical doctor prior to participating in the first practice of any sport. The exam should be recorded on the form provided by the school district and must be dated after April 15th of the previous school year in order to be valid. All forms must be turned in to the Athletic Director for an athlete to be eligible to practice. The coach is responsible to collect any forms not previously turned in to the athletic office by the first day of practice.

INSURANCE

Leland Public School does not provide accident insurance for student athletes and does not assume financial responsibility for medical, hospital or ambulance expenses incurred because of athletic injuries to student athletes. Athletics is a voluntary program and students participate by choice. Leland School cannot be held liable in case of injuries.

TEAM ADVANCEMENT GUIDELINES

The intent of advancing an athlete to a level beyond that at which he/she would normally play (9th & 10th grade athletes on the Junior Varsity level, 11th and 12th grade athletes on the Varsity level) is to provide an exceptionally talented athlete with an opportunity to enhance his/her experience and skill development by participating at a higher level. The most important consideration should be the level of talent that the athlete brings to the team and the ability of the athlete to contribute to team success through playing time.

The following Team Advancement Guidelines must be adhered to in grades 9 through 12. (There are no team advancement options at the 7th and 8th grade level unless the 8th grade team does not have enough athletes to field a team). Exceptions at the Varsity and Junior Varsity levels will be considered by the coaches and Athletic Director if the number of athletes at the varsity level is too few to field a team.

- The Head Varsity Coach is responsible for making the initial recommendation for team advancement in the program.
- The proposed team advancement must be discussed at a meeting with the Athletic Director, the Head Varsity Coach, the athlete, and the parent(s). The intent of this meeting is to ensure that items on the Team Advancement Form are discussed openly with all parties involved. The Athletic Director will serve in an advisory role only. The final decision for advancement will rest with the athlete, parents, and the coach.
- The completed Team Advancement Form must be submitted to the Athletic Director prior to this meeting (page 26). Academic progress, emotional maturity, peer relationships, as well as athletic ability will be considered as part of these discussions.
- Serious consideration should be given to the effect the advancement will have on the team the athlete may move to and on the team from which the athlete may leave.
- If the athlete is advanced, it is expected that he/she will be given an opportunity to improve his/her skills through competition playing time.
- The team advancement decision must be assessed regularly by the coach, the Athletic Director, the athlete, and the parent(s). The placement decision may be reversed.
- If an athlete is advanced for a second time during the same season, permanent placement at the higher level will continue until the end of the season.

The same procedures and considerations will be followed when a coach is considering keeping an athlete on a team below the level at which he/she would normally play (9th & 10th grade athletes on the Junior Varsity level, 11th and 12th grade athletes on the Varsity level).

COMPLAINT PROCEDURES & APPEALS

Most concerns and/or complaints are a result of misunderstandings and can be resolved with a conversation between the individuals involved.

1. An athlete is advised to meet with his/her coach as the initial step in resolving any misunderstanding. A coach will not treat an athlete punitively as the result of the student complaint, action, or opinion.
2. The parent and athlete should meet with the coach as the second step in resolving any misunderstanding. A coach will not treat an athlete punitively as the result of the parent complaint, action, or opinion.
3. If the concern is not satisfactorily resolved after meeting with the coach, the athlete and/or the parent(s) should discuss the situation with the Athletic Director and coach informally in an attempt to resolve the situation.
4. If the athlete and/or the parent(s) wish to make a formal complaint to the Athletic Director about a situation, it should be put in writing, with a copy provided to the coach.
5. The Athletic Director will investigate the complaint, and discuss the concern with the coach and the Head Varsity Coach. The investigation may include observation of practice sessions by the Athletic Director, if necessary. The results of the investigation and subsequent action(s) taken to resolve the complaint will be documented in writing by the Athletic Director.
6. If the formal complaint is not satisfactorily resolved by the Athletic Director, the athlete and/or parent(s) may appeal, in writing, to the Principal. The Principal will meet with the parties involved in a further attempt to resolve the situation.
7. If the complaint is not satisfactorily resolved at this level, the athlete and/or parent(s) may appeal to the Superintendent, or his/her designee, in writing.

Repeated complaints of a similar nature about a situation will be brought to the attention of the Principal and the Superintendent or designee by the Athletic Director.

USE OF SCHOOL FACILITIES, UNIFORMS & EQUIPMENT

Use of Facilities:

Keys to school facilities are issued to coaches and may not be duplicated or used by athletes, graduates or other community members without authorization by the Athletic Director or Principal. Unauthorized use of keys, school facilities, or equipment could result in disciplinary action.

- The coach should be the first to open the facility and the last to leave. Equipment should be safely put away, lights turned off, and doors locked when leaving.
- Athletes must always be supervised by the coach or other designated adult staff member when using school facilities.
- Locker room control and team behavior is the responsibility of the coach both at home and away events. Opponents' facilities should be treated respectfully.
- Any damage incurred while using home or away facilities should be reported immediately to the Athletic Director by the coach.

Uniforms and Equipment:

After approval from the Athletic Director, the coach is directly responsible for ordering, maintaining, issuing, collecting, storing and securing all uniforms and equipment pertaining to their sport.

- Equipment should be clean and in working order at all times.
- Repair of equipment is the responsibility of the head coach and should be handled immediately.
- The cost of replacing uniforms or lost equipment due to carelessness will be deducted from the team budget for the following year (this includes medical kits).
- Major equipment orders should be processed through the athletic office at least two months prior to the start of your season.
- Coaching checks will be issued through the Athletic Department at the conclusion of the season when all equipment, uniforms, and forms are submitted to the Athletic Director.

TRANSPORTATION

Athletes may not drive to away events. They are expected to use school-approved transportation, unless an alternate plan is approved by the Athletic Director. Violation of this policy will result in the athlete being prohibited from participation in the event.

School transportation will be provided for all interscholastic contests unless an alternate plan is established with the Athletic Director. The coach is expected to ride the bus to and from the contest with the athletes, and is responsible for supervising all activity and behavior on the bus. Athletes are expected to follow the rules set forth by the transportation department while riding in school vehicles. In certain situations, the coach may have to ask another adult to ride and supervise the team on the bus to and from an away contest. If the coach is unable to travel with the team, permission from the Athletic Director must be granted.

Parents may take their athlete home at the conclusion of an away event, provided a request is made to the coach. Parents may not provide transportation home for other athletes unless the coach has received a written note from the other athlete's parents. While building team spirit by encouraging athletes to attend competitions for other levels is an admirable goal, academic achievement must be the priority and completing homework should take precedence.

Bus drivers are paid to stay with the team at away events and should be available. Bus drivers may only leave the away event if communication has been made through the transportation department for them to return, or to take a lunch or dinner break off site. Communication should also be made with the coach so that it is clear when the team will be departing the event.

CANCELLATION OF CO-CURRICULAR ACTIVITIES

District policy states that all co-curricular activities, including practices and competitive events, will be canceled when severe weather exists in the area (i.e. tornado watch or warning). If school is canceled because of inclement weather, no athletic practices will be allowed. The building principal will make a decision about weather conditions that could allow contests to take place later in the day. Coaches are responsible for contacting their athletes to inform them of the cancellation and to provide information about rescheduled events.

If severe weather develops while participation is underway, it is the coach's responsibility to seek shelter for the athletes immediately, without concern for the outcome of the activity. The coach should contact the school with the team's location, and if possible, have the athletes contact their parents as soon as they can safely do so.

BUDGET

Each sport has a specific budget, which will be reviewed year to year, and is subject to change based on the recommendation of the Athletic Director, the Principal, and the Business Manager.

All purchases must be authorized by the Athletic Director. The Athletic Department will process all purchase orders. Requests for purchases should be given to the Athletic Director well in advance of when the material or equipment is needed. When the purchase is received, the coach is responsible to check for imperfections or missing items, and should notify the Athletic Director if there is a problem.

Coaches who make unauthorized purchases will be held responsible for payment of the purchase. Authorized purchases, which will exceed the budget, must have approval from the Athletic Director and the Business Manager.

FUNDRAISING

If necessary, individual teams may participate in fundraising activities with prior approval from the Athletic Director and building Principal. Money raised through a fundraising activity must be deposited with the Business Manager and put in an appropriate account.

Students are not required to participate in fundraising activities and cannot be restricted from membership on the team for this reason. However, if the student chooses not to participate in fundraising activities, the coach has the right and may decide to restrict the athlete's benefits from the money that was raised. This may include cost for attending camps, new warm-ups, and/or other purposes for which the funds were intended.

CAMPS

Athletic camps that are conducted by school personnel will be coordinated with the Athletic Director. Student registration for camps will be coordinated by the coach, with all checks made out to Leland Public School, and deposited into the appropriate Athletic accounts.

Coaches who choose to run camps will not be compensated with cash payments. Payment of coaches and student assistants must be run through payroll.

Coaches who choose to take a team to an off-site, overnight event must provide the athletes, parents, Athletic Director, and Administration a written itinerary of the trip one week prior to departure which includes the location of where the team will stay, telephone numbers, and time schedules of the events.

While not participating in out-of-season events (including camps) cannot restrict an athlete from joining a team when the official start date arrives, participating in opportunities such as a camp experience can be of great value and is encouraged for the development of skills, team building, and for learning specific team strategies.

AWARDS

Students will receive a participation certificate from the Athletic Department at all participation levels, including middle school through the twelfth grade, upon completion of the season. At the Awards Night, coaches may choose to give additional individual or team awards to their athletes.

Additional Awards:

Seniors: A Senior Athletic Award Plaque will be given to those athletes who have participated in a sport(s) all four years at the high school level at Leland.

Varsity Awards: A student can earn one Varsity letter during their high school career. These will be awarded upon the successful completion of a season at the Varsity level. Thereafter, pins will be issued for each Varsity letter earned for the first year of participation in that sport. If an athlete should participate in subsequent years in a sport, a service bar will be awarded for each year of play thereafter.

Junior Varsity Awards: While a player at the JV level does not earn a letter, the athlete will be awarded a JV pin in their first year of participation, with a service bar awarded for subsequent years thereafter.

AWARDS NIGHT

An Awards Night will be scheduled by the Athletic Director for each fall and winter sport. Due to the limited time frame at the end of the spring sport seasons, no formal Awards Night is scheduled. However, the Athletic Department works with the Head Coach to provide an informal team party, wherein awards are distributed and the season is reviewed.

We strongly encourage all team members to attend the awards ceremony, which is a positive celebration and review of the completed season, of the team, and of the individual players.

Summary of Michigan High School Athletic Association Regulations for High School Athletes at Leland

The Michigan High School Athletic Association (MHSAA) has been the governing body of high school athletes in our state since 1924, and Leland Public School is part of some 700 public, private, and parochial schools that have agreed to follow the rules and regulations MHSAA helps enact. The following is a summary of the MHSAA Ten Point Checklist for Student Eligibility:

Age

High school students become ineligible if they reach their nineteenth (19th) birthday before September 1 of a current school year.

Physical Examination

Students must have on file in the school's athletic office, a physician's statement for the current school year (after April 15th) certifying that he/she is physically able to compete in athletic practices and contests.

Enrollment

Students must be enrolled in school prior to the fourth Friday after Labor Day (1st semester) or the fourth Friday of February (2nd semester). A student must be enrolled in the school for which he or she competes.

Semester of Enrollment

Students cannot be eligible in high school for more than eight (8) semesters and the seventh and eighth semesters must be consecutive. Students are allowed four (4) first semesters and four (4) second semesters of competition and cannot compete if they have graduated from high school.

Semester Academic Records

Students must have passed at least seven (7) academic classes (not including CELT) in the previous semester of enrollment to be eligible to participate the following semester (Spring-to-Fall and Fall-to-Spring).

Transfer students

A student in grades nine (9) through twelve (12) who transfers to another high school will not be eligible in any sport he or she played the past school year in the next season unless the student qualifies for immediate eligibility under one of the published exceptions. In sports not played in the previous school year, the student would be eligible.

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.

Limited Team Membership

After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport during the same season. Students in individual sports may participate in a maximum of (2) non-school individual meets or contests during the school season while not representing their school.

All-Star Competition

Students shall not compete at any time in any sport under MHSAA jurisdiction in All-star contests or national championships regardless of the method of selection. Participation in such a contest shall cause that student to become ineligible for a maximum period of one year of school enrollment.

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 HANDBOOK. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award which does not have a value over \$40.00. Banquets, luncheons, dinners, trips and admissions to camps or events are permitted if accepted "in kind." Awards in the form of cash merchandise, certificates, or any other negotiable document are not allowed.

DISQUALIFICATION

Regulation V Section 3 (D)

The following policies for disqualification shall apply in all sports:

1. When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school for at least the next contest/day of competition for that team.
2. Failure of the school, for any reason, to enforce this regulation will prohibit the school from entry in the next MHSAA tournament for that sport, or from the remainder of the current tournament if the disqualification occurs during an MHSAA tournament or during the last regular season contest/day of competition.
3. Disqualification from one season carries over to the next season in that sport for undergraduates and coaches, or the next season in any sport for seniors.
4. If the playing rules for a sport specify an additional penalty or more rapid progression, or use of such a progression for other violations, the playing rules apply.

Violation of Michigan High School Athletic Association Rules

Violation of Michigan High School Athletic Association Rules will be reported to the MHSAA. Students or coaches who are disqualified from one contest for unsportsmanlike conduct shall be disqualified from the next contest.

ATHLETIC STAFF RESPONSIBILITIES

Athletic Director

The Athletic Director works with the Principal and Superintendent. The Athletic Director is immediately responsible to the Principal. The Athletic Director is responsible for supervising, evaluating all activities within the Athletic Program. Many of the activities in school administration are confidential in nature, and when implementing Administrative Procedures and Board Policies, the Athletic Director must use analytical judgment in this decision-making process.

Duties

Interscholastic Athletics

- Attend athletic functions at Leland and away when necessary.
- Attend League meetings as necessary.
- Be knowledgeable of the rules and regulations of the MHSAA and conform to them.
- Be responsible for maintaining eligibility standards in the school as set by the administration.
- Be responsible for informing coaches, students, and parents of students' ineligibility verbally and in writing. Establish with teachers and the principal a system to utilize for this purpose. Review the system at the onset of each year.
- Participate in necessary meetings, programs, and training appropriate to job expectations (MHSAA, Committees, In-services, etc.).
- Plan for tournaments and playoff opportunities with coaches appropriate to budgetary constraints.
- Check the readiness of all facilities for teams and spectators prior to game time.

Athletic Program

- Recommend new programs based on interest or need.
- Cooperate with all organizations supporting athletics, including newspapers, media, boosters club, etc.
- Generate publicity concerning seasonal athletic activities.
- Develop recommendations and secure cost factors for the improvement of athletic facilities.
- Work with coaches to promote and develop necessary fundraising efforts appropriate with the Board of Education Policies.
- Manage the NCAA eligibility process for student athletes' recognition;
- Develop and manage appropriate training and conditioning programs for student athletes as necessary.

Athletic Coaches

- Recommend personnel for coaching positions to the Principal.
- Supervise coaches in all areas.
- Secure coaches' recommendations for athletic equipment.
- Provide a written evaluation of all coaches to the Principal at the end of each season. The evaluation must be reviewed with the coach prior to and at the end of his/her season.
- Conduct coaches' meetings twice per year. (Fall and Spring)
- Provide in-service opportunities for all coaches.

Athletic Budget

- Prepare a budget within the allocation prescribed for all athletic programs and submit to the Superintendent by April 1 of the preceding school year.
- Submit an end of season report to the Principal and Business Manager that includes cost, participation, and record by sport.
- Be responsible for all athletic purchasing procedures in accordance with School Board policy.

Athletic Facilities

- Examine all athletic and recreational equipment in the building and on the grounds for safety. Report any needed repair, in writing, to the Principal.
- At the close of the school year, check all athletic storage areas for orderliness, security, and inventory.

ATHLETIC SECRETARY RESPONSIBILITIES

Athletic Secretary

The Athletic Secretary works with the Athletic Director, Principal, and Superintendent. The Athletic Secretary is immediately responsible to the Athletic Director. The Athletic Secretary is responsible for coordinating and scheduling all activities within the Athletic Program. Many of the activities in school administration are confidential in nature, and when implementing Administrative Procedures and Board Policies, the Athletic Secretary must use analytical judgment in this decision-making process.

Interscholastic Athletics

- Schedule all athletic games and contests.
- Hire all contest and game officials.
- Make arrangements to have a game manager at each event when necessary.
- Create and maintain Rosters and Master Eligibility Lists by sport and season.
- Oversee all ticket sales and the handling of ticket revenue.
- Arrange bus transportation for athletic teams, and secure chaperones when necessary.
- Be knowledgeable of the rules and regulations of the MHSAA and conform to them.
- Make sure that all events are properly staffed (timekeepers, scorekeepers, ticket sales, etc.) with appropriate programs.
- Participate in necessary meetings, programs, and training appropriate to job expectations (MHSAA, Committees, In-services, Athletic Booster Club, etc.).

Athletic Program

- Submit check requests for officials in a timely fashion.
- Submit check requests for event managers, scorekeepers, timekeepers, and coaches seasonally.
- Monitor and collect all pay-to-participate fees.
- Oversee and assist coaches in arranging for seasonal and/or annual athletic awards programs honoring athletes.
- Oversee and assist coaches as necessary with the organization of annual parent night(s) to recognize parents of all athletes.

- Administrate the purchasing needs (requisitions, bids, pricing, etc.) within the established business office framework.
- Facilitate and maintain appropriate records for the MHSAA.
- Develop and maintain appropriate athletic displays (trophy cases, bulletin or announcement boards, "Hall of Fame" plaques, etc.).

Athletic Budget

- Assist the Athletic Director in preparing a budget within the allocation prescribed for all athletic programs and submit to the Athletic Director by April 1 of the preceding school year.
- Submit an end of season report to the Athletic Director that includes cost, participation, and record by sport.
- Be responsible for all athletic purchasing procedures in accordance with School Board policy.

Athletic Facilities

- Be responsible for all athletic facility scheduling in cooperation with the custodial/maintenance supervisor.
- Maintain an inventory of equipment and supplies.

VARSITY HEAD COACH RESPONSIBILITIES

General Duties, Responsibilities, and Expectations

- Responsible for all matters relating to the organization and administration of the sport under his/her direction.
- Work with others to develop opportunities for elementary students that develop beginning skills and knowledge in his/her sport.
- Enforce all rules of the Michigan High School Athletic Association related to his/her sport;
- Adhere to the Athletic Handbook rules and regulations.
- Responsible for ordering, maintaining, issuing, collecting, storing, and securing all uniforms and equipment pertaining to their sport.
- Recommend teams that may be scheduled.

Pre-Season

- Meet with the Athletic Director to discuss equipment needs, team roster issues, practice, and game schedules.
- Work with the Athletic Director to verify that no athlete is issued equipment or allowed to practice until his/her physical examination card has been completed and his/her Athletic Code and Concussion Awareness Form is signed and submitted.
- Prepare detailed equipment and supply requests and submit to the Athletic Director;
- Attend MHSAA rules meetings and CPR Training as necessary.
- Announce the start of season/try-out/open gym etc.
- Work with the Athletic Director to check eligibility of all athletes.
- Conduct parent meetings which include team rules/regulations, tentative practice/game schedule.

In-Season

- Plan all practice sessions.
- Assign duties to managers and assistant coaches and evaluate their performance.
- Work with the Athletic Director to plan transportation at away contests.
- Assist in planning special events such as Assemblies, Parents' Night, Homecoming, Awards programs, etc.
- Maintain an accurate and current roster and submit copies to the Athletic Director.
- Provide supervision of all athletes until they have left the building.
- Ensure that all windows and doors are locked in any area that has been used.
- Enforce rules and regulations concerning the conditioning of players and their health and safety.
- Report injuries or complete and submit an accident report to the Athletic Director.
- Exercise great care in dealing with all injuries and particularly those that are of a serious nature. In all cases, the coach should assure that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities.
- Coaches who choose to take a team to an off-site, overnight event must provide the athletes, parent, Athletic Director, and administration an itinerary of the trip which includes the location of where the team will stay, telephone numbers, and time schedules of the events.
- Work with the Athletic Director to submit all entry information for invitational and state tournaments.
- Report results of contests to appropriate media contacts.

Post-Season

- Arrange for the presentation of team awards with the Athletic Director.
- Complete official ratings online for approval by the Athletic Director.
- Collect & inventory all equipment and uniforms.
- Complete and return "End of Season Report" to the Athletic Director.

ASSISTANT COACH RESPONSIBILITIES (Varsity Assistants, JV, and Junior High Coaches)

General Duties, Responsibilities, and Expectations

- Support the Varsity Head Coach in the conduct of his/her particular sport and the total athletic program.
- Fulfill all responsibilities assigned by the Varsity Head Coach.
- Be prepared to assume the responsibility of the Head Coach, if and when necessary;
- Enforce all rules of the Michigan High School Athletic Association related to his/her sport.
- Adhere to the Athletic Handbook rules and regulations.
- Responsible for ordering, maintaining, issuing, collecting, storing, and securing all uniforms and equipment pertaining to their sport.
- Recommend teams that may be scheduled.

Pre-Season

- Meet with the Athletic Director to discuss equipment needs, team roster issues, practice, and game schedules.

- Work with the Athletic Director to verify that no athlete is issued equipment or allowed to practice until his/her physical examination card has been completed and his/her Athletic Code and Concussion Awareness Form is signed and submitted.
- Prepare detailed equipment and supply requests and submit them to the Athletic Director.
- Attend MHSAA rules meetings and CPR Training as necessary.
- Announce the start of season/try-out/open gym etc.
- Work with the Athletic Director to check eligibility of all athletes.
- Conduct parent meetings which include team rules/regulations, tentative practice/game schedule.

In-Season

- Plan all practice sessions.
- Assign duties to managers and assistant coaches and evaluate their performance.
- Work with the Athletic Director to plan transportation at away contests.
- Assist in planning special events such as Assemblies, Parents' Night, Homecoming, Awards programs, etc.
- Maintain an accurate and current roster and submit copies to the Athletic Director.
- Provide supervision of all athletes until they have left the building.
- Ensure that all windows and doors are locked in any area that has been used.
- Enforce rules and regulations concerning the conditioning of players and their health and safety.
- Report injuries or complete and submit an accident report to the Athletic Director.
- Exercise great care in dealing with all injuries and particularly those that are of a serious nature. In all cases, the coach should assure that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities.
- Coaches who choose to take a team to an off-site, overnight event must provide the athletes, parent, Athletic Director, and administration an itinerary of the trip which includes the location of where the team will stay, telephone numbers, and time schedules of the events.
- Work with the Athletic Director to submit all entry information for invitational and state tournaments.
- Report results of contests to appropriate media contacts.

Post-Season

- Arrange for the presentation of team awards with the Athletic Director.
- Complete official ratings online for approval by the Athletic director.
- Collect & inventory all equipment and uniforms.
- Complete and return "End of Season Report" to the Athletic Director.

SPORTSMANSHIP EXPECTATIONS

The Coach and the School

In their relationship with the institution for which they work, coaches should remember that they are on public display as representatives of the school. It is important, therefore, that they conduct themselves so as to maintain the principles, integrity, and dignity of the school.

Expectations

In keeping with Board policy and the guidelines of the Michigan High School Athletic Association, the following behaviors are expected of each group as that group fulfills its role in providing for an athletic program that is based on exemplary sportsmanship:

School Administrators are expected to...

- Develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the school, the league/conference, and the Michigan High School Athletic Association. This program should stress that disrespectful behavior, especially taunting, trash-talking, and intimidation, will not be tolerated under any circumstances.
- Provide appropriate supervisory personnel for each interscholastic event.
- Support programs that teach participants, coaches, and fans good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by participants, coaches, and fans.
- Attend events whenever possible and function as a model of good sportsmanship. This includes communicating with spectators during an event about what is acceptable and unacceptable behavior.
- Develop a program that rewards participants and spectators for displaying proper sportsmanship and enforces penalties on those who do not abide by sportsmanship standards.

Coaches are expected to...

- Exemplify the highest moral character, behavior, and leadership, adhering to strong ethical and integrity standards. Practicing good citizenship is practicing good sportsmanship!
- Respect the integrity and personality of the individual athlete. Abide by and teach the rules of the game in letter and in spirit.
- Describe and define respectful and disrespectful behavior. Stress that disrespectful behavior, especially taunting, trash-talking, and intimidation, will not be tolerated.
- Be a positive role model for students.
- Set a good example for players and spectators to follow.
- Shake hands with the officials and the opposing coaches before and after the contest in full view of the public and demand the same of his/her players.
- Respect the integrity and judgment of game officials.
- The officials are doing their best to help promote athletics and the student athlete. Treat them with respect, even if you disagree with their judgment, as doing this will only make a positive impression of you and your team in the eyes of all people at the event.
- Display modesty in victory and graciousness in defeat in public especially in meeting/talking with the media.
- Confine his/her remarks to game statistics and to the performance of his/her team.
- Instruct participants and spectators in proper sportsmanship responsibilities and demand that they make sportsmanship the number one priority.
- Accept and understand the seriousness of his/her responsibility, and the privilege of representing the school and community.
- Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- Report promptly for all practice sessions and contests and to dress according to the

standards established for that sport.

- Learn the rules of the game thoroughly and discuss them with parents, fans, fellow students, and elementary students. This will assist the student and others to achieve a better understanding and appreciation of the game.
- Treat opponents the way the student would like to be treated, as a guest or friend. Who better than the participating athlete can understand all the hard work and team effort that is required of the sport?
- Wish opponents good luck before the game and congratulate them in a sincere manner following either victory or defeat.
- Win with humility; lose with grace. **Do both with dignity.** Avoid excessive celebrating after a play or end of a game.
- Refrain from arguments in front of players and spectators.
- Be no party to the use of profanity or obscene language, or improper actions.
- Refrain from taunting, trash-talking, and making any kind of derogatory remarks to opponents during the game, including comments of ethnic, racial, or sexual nature.
- Refrain from intimidating behavior.
- Refrain from behavior that brings discredit upon the reputation and efficiency of the school district.
- Refrain from behavior involving immorality or moral turpitude.
- Refrain from behavior involving serious or reprehensible conduct related to the employment duties and risks, the District's institutional reputation, or the ability of the subject employee to function effectively in the performance of his/her position responsibilities.

Members of Student Groups are expected to...

- Establish themselves as leaders in conduct before, during, and after contests and events. Always provide positive support for the school's team, rather than intimidating or ridiculing the other team.
- Assist cheerleaders with yells, chants, etc., and be a working part of pep assemblies, with preparation, organization, and involvement.
- Treat opposing players, coaches, spectators, and support groups with respect and enthusiasm.
- Refrain from taunting or making any kind of derogatory remarks to opponents during the game, including comments of ethnic, racial, or sexual nature.
- Conduct themselves in an exemplary manner, remembering they represent the school both home and away.
- Respect the integrity and judgment of game officials.
- Treating game officials with respect, even when disagreeing with their judgment, only makes a positive impression of the group, the team, and the community in the eyes of all people at the event.
- Be exemplary role models by positively supporting teams in every manner possible, including the content of cheers and signs.

Spectators are expected to...

- Remember that he/she is at a contest to positively support and cheer for the team and to enjoy the skill and competition; not to intimidate or ridicule the other team and its fans.
- Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student athletes in their attempt to improve themselves as students, as athletes, and as people as you would praise a student working in the classroom.
- Remember that a ticket to a school athletic event is a privilege to observe the contest, not a license to verbally assault others, and be generally obnoxious.
- Learn the rules of the game; understand and appreciate why certain situations take place.

- Show respect for the opposing players, coaches, spectators, and support groups.
- Treat them as one would treat a guest in his/her own home.
- Refrain from taunting or making any kind of derogatory remarks to the opponents during the game, especially comments of ethnic, racial, or sexual nature.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterward on or near the site of the event (i.e., tailgating).
- Use only those cheers that support and uplift the teams involved.
- Recognize and complement the efforts of school and league administrators in emphasizing the benefits of educational athletics and the role of good sportsmanship to that end.
- Be a positive behavior role model through his/her own actions and by censuring those close by whose behavior is unbecoming.

TEAM ADVANCEMENT

INITIAL PROCESS FOR COACHES

The following questions must be answered by the Varsity Coach prior to contacting parents about their athlete and team advancement. These questions must be discussed with the Athletic Director.

1. How many athletes are you planning to move up?
2. Will you have to cut any athletes? How many?
3. Please provide a breakdown of athletes by grade who will be on the team.

Seniors	_____
Juniors	_____
Sophomores	_____
Freshman	_____

4. In your opinion, what effect will this have on your team?

- Acceptance of players
- Social aspect of team make-up
- Peer groups: Peers they are leaving

Team acceptance

- Parent concerns:

5. How much playing time do you anticipate for this player?

LELAND PUBLIC SCHOOL

Home of the Comets

Athletic Participation Fee Guidelines and Procedures

The Leland Public School Board of Education requires a fee for participation in interscholastic sports. This fee is effective for all sport seasons. This fee generates money to help supplement the athletic budget by offsetting the costs associated with operating our sports program.

Starting with the 2023-2024 school year, the fee for participation is set as follows:

High School \$250.00 / per school year

Middle School \$200.00 / per school year

**This annual fee covers all Leland Public School Athletic Participation Fees for each individual student-athlete throughout the entire school year. However, this participation fee does not cover cooperative fees charged by other schools if your student-athlete participates in a cooperative sport during the school year.*

THE PARTICIPATION FEE IN NO WAY GUARANTEES THE PARTICIPANT PLAYING TIME IN ANY CONTEST OR CONTROL OVER ANY CONDITIONS OF THE TEAM OR ATHLETIC DEPARTMENT.

Payment

The deadline for payment will be the first date of practice for the first sport that each student-athlete participates in during the school year. The exception will be in sports in which a selection process is used to establish a team roster, and then the deadline for payment will be the first date of competition for the first sport that each student-athlete participates in during the school year.

Payments may be made online using the FinalForms online registration platform, or the checks may be mailed to:

**Leland Public School
Athletic Department
P.O. Box 498
Leland, MI 49654**

Payment may also be dropped off at the Leland Public School Main Office. Checks are to be made out to **Leland Public School**.

Refund Guidelines

Refunds will not be made for any reason once the team has been determined.

For example, refunds will not be made to students who:

1. Drop out of a sport before the season has ended.
2. Are suspended from a sport because of a rule violation.
3. Become academically ineligible.
4. Are injured and unable to compete.
5. Move out of the district.

Economic Help

The Board does not want students whose families have financial problems to be denied the opportunity to participate. Any student who wishes to participate, but is unable to because of finances, should complete the Scholarship Form available from the school offices or the athletic director. The guidelines for determining that a student will have the participation fee waived or partially waived, will be determined by guidelines similar to those of the district's free and reduced lunch program. Students who qualify will be eligible for a scholarship.

It will be necessary for concerned citizens and community groups to support the efforts to fund cases of economic hardship. Donations may be made to the Scholarship Fund and may be made in general or designated for an individual or specific sport.

Any questions regarding these guidelines and procedures may be directed to the Superintendent's Office or the Athletic Director's office.

Student Athlete	Grade	Sport
<hr/>		

Office Use

Student: _____	Date: _____
Sport: _____	Check #: _____
Amount paid: _____	

LELAND PUBLIC SCHOOL ATHLETIC SCHOLARSHIP FORM

The Leland Public School Board of Education and the community do not want students whose families have financial limitations to be denied the opportunity to participate. Any student who wishes to participate, but is unable to because of finances, should complete this Scholarship Form. The guidelines for determining that a student will have the participation fee waived or partially waived, will be determined by guidelines similar to those used for the district's free and reduced-price lunch program. Students who qualify will be eligible for a scholarship for part of the entire fee.

HOW TO APPLY

FOOD STAMP or A.F.D.C. Households: Write the student's name, the Food Stamp or AFDC case number for that student, and the signature of an adult household member on the application.

FOSTER CHILD: Write the foster student's name, his/her personal income, and the signature of an adult on the application.

ALL OTHER HOUSEHOLDS: The application must have the student's name and the names of all household members. List the amount of income each person received last month with the source of each person's income. The signature and the social security number of the person completing the application must be included.

OTHER INFORMATION

PROOF OF INCOME: The school may ask for proof of your household income or proof of Food Stamp/AFDC information at any time during the school year.

INCOME CHANGES: Tell the school if your income increases by more than \$50 per month (\$600 per year) or if the number of people in your household changes. Tell the school when you stop receiving Food Stamps or AFDC. You must fill out another application or revise this one when your income changes.

PRIVATE INFORMATION: School administrators will be the only persons with access to and use of this information. You may place these applications in an envelope marked "Athletic Scholarship Application."

INCOME CHART

Your family could qualify for scholarship assistance or fee waiver if your family income does not exceed the following amounts:

Total Family Size	Income		
	Yearly	Monthly	Weekly
1	\$23,828	\$1,986	\$459
2	\$32,227	\$2,686	\$620
3	\$40,626	\$3,386	\$782
4	\$49,025	\$4,086	\$943
5	\$57,424	\$4,786	\$1,105
6	\$65,823	\$5,486	\$1,266
7	\$74,222	\$6,186	\$1,428
8	\$82,621	\$6,886	\$1,589
For each additional member add:	+\$8,399	+\$700	+\$162

LELAND PUBLIC SCHOOL
ATHLETIC SCHOLARSHIP APPLICATION FOR
(For help call 256-9857)

Name of student(s) _____ Grade _____

If any of the above are foster children, place an (F) after their names and fill out Part 2 below.

Name of parent(s)/guardian(s): _____

Address: _____

Home phone: _____ Work phone: _____

Part 1 – Households with Food Stamps/Aid to Families with Dependent Children

Are you now receiving food stamps or AFDC for this student(s)? _____

If YES, then fill in one of the below:

Food Stamp Case Number: _____

AFDC Case Number: _____

Sign at the bottom and return to school

Part 2 – Foster Children

Foster Home License Number: _____

_____A. The welfare agency or court is legally responsible for the child and the foster home is, in fact, an extension of the welfare agency or court.

_____B. The child is a resident of a licensed "Group Foster" home or residential institution.

_____C. Other (describe): _____

SPENDING MONEY PER MONTH: \$ _____

Part 3 – All Other Households

(A) List all household members. Attach an extra page if needed.

(B) List income for each on the same line as name.

Name of Household Members: (Include the name of student(s) from above)	Monthly Pay Before Deductions	Monthly Welfare Child Support Alimony	Monthly Pension Retirement Social Security	Other Monthly Income Sources

I certify that all of the above information is true and correct and that all income is reported.

SIGNATURE OF ADULT HOUSEHOLD MEMBER: _____

Social Security Number: _____ Date: _____

For School use only:

Scholarship awarded: Full _____

Partial _____

Student Owes \$0.00

Student Owes \$ _____

School Official _____