

PLAINWELL COMMUNITY SCHOOLS

ATHLETIC

HANDBOOK



HOW WE GET FROM WHERE WE ARE TO WHERE WE WANT TO BE



FORWARD

This booklet has been prepared to give you an insight and to answer some questions about the Plainwell High School athletic program. We are very proud of the "TROJAN TRADITION." If you have any further questions please feel free to call the Plainwell High School Athletic Department at (269) 685-2096.

ATHLETIC PROGRAM PHILOSOPHY

The goal of education is to help young people to develop physically, emotionally and intellectually. The athletic program at Plainwell High School is meant to enhance the academic program by contributing to this goal by providing our student athletes with opportunities to participate as team members in athletic competition with other schools. Desirable individual outcomes include the development not only of physical skills, but also of sportsmanship, teamwork, self-discipline, loyalty, tolerance and perseverance.

CODE OF CONDUCT FOR SPECTATORS

Plainwell High School encourages students, families and community members to support our athletes by attending athletic contests, but our spectators are expected to conduct themselves in a positive and appropriate manner. Although most of our fans follow the code of good sportsmanship, the following policy has been set to deter negative spectator behavior.

Any spectators observed participating in unacceptable behavior might receive a warning before they're removed from the contest. Severe infractions may lead to immediate removal from the school or event premises without warning. It is up to the discretion of the administrator and/or school representative in charge of crowd control as to whether a warning will be issued.

Infractions which will lead to a warning or immediate removal from an athletic event include, but are not limited to: harassment of any official, team member, coach, spectator, or visiting team participants; the use of foul language, the throwing of any object onto or near the playing area, or in the stands; or any other activity that is interpreted as unsportsmanlike.

STATEMENT OF NONDISCRIMINATION

It is the feeling of Plainwell High School that gender and ethnicity are more than being in compliance with the law. It is a spirit. It is a personal ethic. It is a commitment to do what is right and fair for all athletes, officials, coaches and athletic administrators. It means creating an atmosphere where opportunities and resources are equal to all, and where no person experiences discrimination on the basis of gender or ethnicity.

The school system's compliance with Title VI, Title IX, and section 504 will be coordinated by:

Mr. Dave Price Plainwell Community Schools 684 Starr Rd. Plainwell, MI 49080 (269) 685-2096

M.H.S.A.A. ATHLETIC ELIGIBILITY

The Plainwell Public Schools are a volunteer member of the **Michigan High School Athletic Association**. The M.H.S.A.A. rules listed in this brochure are only a summary of some of the regulations affecting student eligibility. Most rules are found in the M.H.S.A.A. Handbook, which can be located at the High School Athletic Office. Review these rules and ask questions of your principal, athletic director and coaches. **Your role in following the rules will assure eligibility to participate in interscholastic sports or prevent your participation as an ineligible athlete, which could result in forfeiture of contests.**

1. **AGE:** Students becomes ineligible if they are 19 before September 1 of the current school year.
2. **PHYSICAL EXAMINATION:** Each athlete must have on file, in the 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.
3. **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.
4. **SEMESTERS OF ENROLLMENT:** Students cannot be eligible in high school athletics for more than eight semesters and the seventh and eighth semesters must be consecutive. Students are allowed four first semesters and four-second semesters of competition and cannot compete if they have graduated from high school.
5. **TRIMESTER RECORDS:** Students must have passed at least four full credit subjects in the previous trimester of enrollment, and must be currently passing four full credit courses.
6. **TRANSFER STUDENTS:** A student in grades 9 through 12 who transfers to another high school is not eligible to participate in an interscholastic contest for one full semester unless the student qualifies for immediate eligibility under one or more of the thirteen published exceptions. Contact the Plainwell High School Athletic Office for the published list.
7. **UNDUE INFLUENCE:** The use of undue influence by any person directly or indirectly associated with a school to secure or encourage the attendance of a student for athletic purposes shall cause the student to become ineligible for a minimum of one year.
8. **LIMITED TEAM MEMBERSHIP:** After practicing with or participating with high school teams, students cannot participate in any athletic competition sponsored by his or her school in the same sport during the same season. Exceptions include ice hockey and all individual sports may participate in a maximum of two (2) non-school individual meets or contests during the school season while not representing their school.
9. **ALL-STAR COMPETITION:** Students shall not compete at 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. Athletes may appear after graduation.
10. **AWARDS AND AMATEURISM:** Students cannot receive money or other valuable consideration for participating in MHSAA sponsored sports or officiating in interscholastic athletic contests, except as allowed by the MHSAA Handbook. Students may accept, for participation in MHSAA sponsored sports, a symbolic or merchandise award, which does not have a value over \$25. Banquets, luncheons, dinners, trips and admissions to camps are permitted if accepted "in kind." Awards in the form of cash, merchandise certificates, or any other negotiable document are never allowed.



ATHLETIC TRAINING CODE OF CONDUCT

Participation in athletics is a privilege and as with any privilege it carries with it a great responsibility. We expect our athletes to be the best students in our school; to show not only great ability but great accomplishments. To be a team player, to win with class and to lose with dignity; to expect anything less takes away from the values that high school athletics can teach.

The head coach and/or assistant coach and director of athletics will investigate suspected or reported violations of our training code and/or code of behavior. Athletes have given us their word to follow our code of conduct and to behave in a fashion that brings a sense of pride to our school and our programs.

1. PHS Athletic Training Rules

Our code of conduct for our athletes is in effect year round and throughout the athlete's career here at PHS. Possession or use of all forms of alcohol, tobacco and drugs that are specified as illegal is a violation of our training code and as such they will carry the following punishments:

1st offense will be suspension from 50% of the scheduled competitions in the sport they are currently participating in and the suspension if not completely served in that season will carry over to the next season the athlete participates in.*

2nd offense will be suspension for 1 calendar year from PHS Athletics and verification that suspended student- athlete has completed an approved cessation program related to their offense.*

3rd offense will be permanent suspension from PHS Athletics.

If there are contests left after the suspension – athletes must continue to practice and attend all team functions as outlined by the coaching staff. He/she must not be found in violation of team rules during the course of his/hersuspension.

2. PHS Code of Conduct

All athletes must follow and obey all PHS School Rules of Conduct. School suspensions or detentions must be served per school rules prior to athletic participation.

Athlete cannot practice nor can he/she compete on the day(s) of **out of school suspension**. Athlete can practice after an **in-school suspensions** but cannot compete on the day(s) of **in-school suspension**. **After school detentions** must be served first before athlete can attend practice or contest.

Student-athletes found to be involved with behaviors unbecoming an athlete will be held accountable for those violations. Such violations may be but are not limited to...insubordination, vandalism, hazing, etc. and will be dealt with by the coach and athletic administrator. Consequences may range from contest(s) suspension to removal from the team.*

***Suspensions must be finished in good standing in the season in which they occur including those that carry over to another sport season.**



III) PHS Eligibility Policy

Weekly Eligibility:

Per MHSAA requirements a student-athlete must be passing at least 66% of their current credits; by our weekly grade check the student-athlete must be currently passing 4 out of 5 of their classes. If the student-athlete does not meet the weekly standard they will be ineligible to compete in an interscholastic contest the following week (Monday through Sunday).

Trimester Eligibility:

Student athletes must be passing at least 4 out of 5 classes AND maintain a minimum GPA of 1.67 at the end of each trimester to be eligible for the subsequent trimester. If the student-athlete does not meet the trimester standard they will be ineligible for athletic participation the entire subsequent trimester; unless credit recovery is approved by the PHS guidance office and said recovery is completed in a timely fashion; they will be ineligible until credit is officially recovered.

- 1. General Commitment to the Program – Each athlete that is on a team must have strong commitment to the team and athletic program in general. Being on a team will require teamwork, self-discipline, loyalty, tolerance, sportsmanship and perseverance. If an athlete has a concern or conflict, first, begin by talking with the coach. See Issues in Athletics.
- 2. Equipment & Uniforms -- The athlete is responsible for all uniforms and equipment that the school provides. All equipment must be returned immediately following the end of the season. FAILURE TO DO SO WILL PROHIBIT AN ATHLETE FROM TRYING OUT FOR ANOTHER SPORT UNTIL THE EQUIPMENT IS TURNED IN OR PAID FOR.
- 3. Transportation: All athletes are expected to be transported by the school provided or approved means of transportation. Under current budget reductions, athletes are transported to the event and parents bring the athletes home. These are called drop-offs. Athletes can only ride home with parents and will not ride home with other student drivers.
- 4. Attitude – All athletes will be expected to exhibit a very positive school and team attitude.
- 5. Attendance - An athlete may not participate in practice or competition if not in attendance by 10:15 a.m. without just reason and prior approval from the high school athletic director. If an athlete is too ill to attend class, that athlete will be considered too ill to participate in athletics. Also students who sign out of school due to illness are not expected to return for athletic competition.
- 6. In House Suspension – An athlete in In House Suspension on the day of a contest will not be allowed to participate in the contest. The athlete will be expected to be at practice.
- 7. Responsibility – Dropping out of a sport without a valid reason is always considered a serious matter. If an athlete wants to quit any sport, he/she should notify the coach and return all equipment. If an athlete does quit a sport, he/she will not be permitted to try out for another sport until the conclusion of that sport season, or until the matter is taken up with the athletic director.

Other routine team rules regarding missing practice, arriving late for practice, not carrying out assignments, etc., may be established and enforced by respective coaches. IN CASE OF SUSPENSION FROM A TEAM, PARENTS WILL BE NOTIFIED WITHIN A REASONABLE TIME FOLLOWING THE PENALTY.

I S S U E S I N A T H L E T I C S

Plainwell High School is very proud of its athletic program. We have committed ourselves to continue to have a program that all student athletes can be proud to be a part of while they are in school. As a result of our commitment, we will also invite comments or criticism from our public. We enthusiastically participate in discussion.

The following are guidelines we recommend to address and resolve the issues and challenges that lie ahead. If you have a question, concern or complaint regarding an athletic situation we have found the following line of communication very effective in resolving issues. However, there are three situations that coaches will NOT discuss:

- 1) Playing time
- 2) Play calling
- 3) Other athletes

- 1. Start with the source. Talk directly with the coach, in private, face to face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment.
- 2. If necessary, talk next with the head coach of the sport;
- 3. If necessary, talk next with the athletic director;
- 4. If necessary, talk with the assistant principal or principal.

All complaints must be heard at the lowest possible level BEFORE intervention by the higher authority can occur. This system has worked very well in the past. However, the next level arbitrator will always be willing to meet with a complainant if sub-level discussions do not accomplish their intended purpose.

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

When stating your concern, be prepared with the facts in so far as you understand, or can ascertain them. Be clear about what you hope will result as a result of your meeting.

As you converse with the coach, or other authority, repeat what you hear he or she says to be sure that you understand the important points. Stay calm and friendly as you talk and listen.

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

ATHLETIC AWARDS

The blue varsity chenille letter is given to an athlete upon completion of the first varsity season in a sport as determined by the head coach. See team information for more details.

The chenille chevron is given for each letter won; depicting the sport participated in, upon completion of that season.

Athletes completing their first season of a JV sport will receive a Trojan patch.

Athletes completing their first season of a freshman sport will receive numerals. Freshman athletes finishing a JV level sport may receive a patch and numerals.

Participation certificates are given to athletes each season.

Any athlete who is suspended for any violation and who does not finish the season on the team will not be eligible to receive an award for that season.



SPECIAL AWARDS

Generally there are 2 special awards per sport. Each coach will decide what two awards are to be given and the manner and criteria in which the recipients will be chosen. Examples of these awards might be Most Valuable Player, Most Improved Player, Coaches Award, etc.

THE WOLVERINE CONFERENCE AWARDS:

The head coaches of the various sports within our conference select these awards. These awards include 1st Team, 2nd Team and Honorable Mention

PLAINWELL BOOSTERS

The Booster Club of Plainwell is a group of individuals (parents, fans, and coaches) who are committed to promoting and stimulating interest in competitive sports in the Plainwell Public Schools at the Middle School and Senior High level. The club supports the school athletic program in every way possible; to encourage students in the program to strive for greater achievement.

The boosters initiate, direct and support worthwhile fund raising for the sole purpose of enhancing the athletic programs sponsored by the Athletic Department.

The promotion of cooperation and fellowship among all team members, parents, and fans is of utmost importance to the Booster Club.

TEAM INFORMATION

Girls Sports

Basketball – (winter) Varsity, Junior Varsity and Freshman teams. This can be a cut sport depending on the number of girls that try out. Each team usually carries 12-15 girls. There are 20 games in the regular season. All members of the varsity will receive a varsity letter.

Cheer – (sideline in the fall, competitive in the winter) Varsity, Junior Varsity and Freshmen teams. The tryouts for fall sideline cheer are held in the spring of the prior school year. In early November there are new tryouts for competitive cheer. There are 10-12 girls on the freshmen and JV squads and 12-16 on the varsity squad.

Cross Country – (fall) the girls and boys practice together, but they compete as separate teams. There is no limit on the team members; however, usually the top seven runners on each team count in the team scoring. The competition is a 5-K course run over variable terrain. We have 12-15 meets per season including some invitationals. Meets are usually run on Tuesdays, Thursdays and Saturdays. Varsity letter winners are determined by placing in the top 7 places in 50% of the varsity meets. Golf – (fall) Varsity and Junior Varsity teams.

Golf can be a cut sport depending on the number of athletes in tryouts. There are 15-16 varsity matches in the regular season. We play as many JV matches as we can schedule. We carry around 14 team members; however, we are limited to the number of players in each match to 5-10. Match days vary and the weather is a big factor. Varsity letter winners are golfers who participate in 4 varsity matches or 2 varsity tournaments or a combination.

Soccer - (spring) Varsity and Junior Varsity teams. This is a cut sport. Generally, each team has 12-16 team members. We play 16 games during the regular season. Most practices are held at Streidl Field and games are played at Plainwell High School. To receive a varsity letter, you must be a member of the varsity team.

Softball – (spring) Varsity and Junior Varsity Teams. This is a cut sport. Each team carries 12-15 players. The games are usually Tuesdays and Thursdays. The spring weather is a major factor on rescheduled games. Members of the varsity team will receive a varsity letter. Games are at Plainwell High School.

Swimming and Diving – (fall) Varsity team only. There is no limit on the number of team members. We normally have 16 meets in the season. The 16 meets are split up among dual meets and larger invitationals. Meets are normally on Tuesdays, Thursdays and Saturdays. Varsity letters are earned by scoring 17 ½ points.

Tennis – (spring) Varsity and Junior Varsity teams. Tennis is not usually a cut sport; however, if the number that tries out is too large, cuts may be necessary. We play 14-16 matches including some invitationals. Matches are played on all days of the week. Weather is a factor for rescheduled matches. Track: - (spring) Track is not a cut sport.

Track has 14-16 meets in the season. The meets are divided among dual meets, relays and invitationals. Meets are usually run on Mondays and Wednesdays. Earning a Varsity letter is based on earning seven points throughout the season. Volleyball – (fall) Varsity, Junior Varsity and Freshmen teams.

Volleyball is a cut sport. Each team carries 10-12 team members. We play in 18 days of competition. Games scheduled during the weekdays are usually dual matches. The Saturday matches are usually tournaments.

TEAM INFORMATION

Boys Sports

Baseball – (spring) Varsity and Junior Varsity teams. Baseball is a cut sport. Each team usually carries from 12-15 players. Most games are played on Tuesdays, Thursdays and Fridays. Rescheduled games are made up on available days. Most games are doubleheaders and on weekends we are involved in tournaments. Participating members of the varsity team will earn a varsity letter. Games are played at Gilkey Elementary.

Basketball – (winter) Varsity, Junior Varsity and Freshmen teams. Basketball is a cut sport. Each team usually carries from 12 –15 players. In general, we play 20 games in the regular season. All members of the varsity team earn a varsity letter.

Cross Country – (fall) Please see the statement in girl’s sports.

Football – (fall) Varsity, Junior Varsity and Freshmen teams. Football is not a cut sport. There are 9 games per season. The Junior Varsity and Freshmen games are on Thursdays and Varsity plays on Fridays. In order to win a varsity letter, you must be a participating member of the varsity team.

Golf – (spring) Please see the statement in girls’ sports.

Soccer - (fall) Please see the statement in girls’ sports.

Swimming and diving - (winter) Please see the statement in girls’ sports.

Tennis – (fall) Please see the statement in girls’ sports.

Track – (spring) Please see the statement in girls’ sports.

Wrestling – (winter) Varsity and Junior Varsity teams. There is no limit on the number of athletes trying out. Many of the matches are varsity only: However, we attempt to wrestle as many JV’s as possible. There are 13 weight classes. The matches are divided among duals, Triangulars, quadrangles and invitationals. Most matches are on Thursdays and Saturdays. Receiving varsity letter is based on scoring 50 points and completing the season in good standing.

TICKET PRICES

Plainwell High School follows the Wolverine Conference Policy: Ticket admission for all events is \$5.

NCAA INITIAL ELIGIBILITY

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions—Division I, Division II and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. The clearinghouse was established as a separate organization by the NCAA member institutions in January 1991. The clearinghouse ensures consistent interpretations of NCAA initial-eligibility requirements for all perspective student athletes at member institutions. For a list of approved classes please go the www.ncaa.org/eligibility/cbsa/. Please check this list of approved classes your freshmen year so that you can plan accordingly.

STUDENT ATHLETES RESPONSIBILITY WHILE IN HIGH SCHOOL

During your junior year complete the following forms:

- a. Student Clearinghouse Release Form and fee.
- b. Foreign Student application (see your counselor)
- c. Official transcript mailed by Plainwell High School
- d. Your ACT or SAT score – see your counselor

SECONDARY ATHLETIC INSURANCE

Plainwell High School Athletic Department, through 1st Agency, carries a secondary insurance policy on its in-season athletes. This means that whatever costs the parents' insurance plan does not cover (i.e., co-pays and deductibles), the school's policy will cover. If the parents do not have a primary insurance policy, the school's policy will act as the athlete's primary policy and cover all costs. Please keep in mind, that as is the case with all insurance companies, there are some things that will not be covered by 1st Agency. Students involved in school sponsored summer programs are also covered. Athletic camps— individual or team—are not covered.

Athletes who are actively participating on a Plainwell High school athletic team with an up-to-date physical and complete medical history on file are eligible. The athlete is still eligible if he or she is participating in pre-season try-outs, but has not officially made the roster.

Injuries are eligible if they occur as a direct result of participating in an athletic practice or contest. The injury must be due to a distinct identifiable incident, which led directly to the injury of the athlete. This incident must be documented with the appropriate form by the athletic trainer, team coach, or athletic director. These forms will be kept on file in the athletic training room.

Injuries and/or illnesses that occur at home or off school grounds (unrelated to high school athletics) are not covered. Injuries and/or illnesses that occur during the school day or as a direct result of school related activities and/or illnesses that occur at home or school activities unrelated to athletics are covered by the general school insurance policy. These injuries/illnesses should be reported to the main office immediately. Injuries and/or illness deemed to have occurred due to inappropriate behavior on school grounds would not be covered by the school's athletic policy.

FILING PROCEDURE:

Once injury occurs:

1. Athletic trainer, coach or school official, if not present at time of injury, must be notified at first opportunity.
2. Following treatment or care at medical facility, emergency room, family physician, etc: All medical bills and expenses must first be submitted to your personal insurance company. Failure to do so will result in a denial of the claim from 1st Agency. Do not send bills or expenses to the high school
3. Once the explanation of benefits (bills minus insurance payment) is received from the insurance company, the athletic trainer should be notified so the appropriate claim form can be completed. If no insurance is carried notify the athletic trainer once medical bills are received.
4. A secondary insurance claim form will be filled out and signed by the athletic trainer then given to the parent(s)/guardian(s) for completion of insurance information. Without this form 1st Agency will not accept the claim.
5. It is then the parent(s)/guardian(s) responsibility to send this form along with the explanation of benefits or bills to 1st Agency directly.
6. The claim will then be evaluated and process by 1st Agency Failure to follow the above procedure will result in delays in settling or denial of claim.

Any questions that you may have can be directed to the athletic trainer. Please do not hesitate to file claims because you may risk going beyond the time frame that the insurance company allows filing claims. Questions about the status of claims should be directed to First Agency Insurance.

We have had much confusion regarding the proper steps necessary to process claims. Please follow the above steps and all appropriate claims will be handled efficiently. With the economy the way that it is, it's becoming rare to find secondary insurance coverage provided by a high school for its athletes. It is our hope that we can continue this important service.

PARTICIPATION FEE

The Plainwell Community Schools Board of Education has directed the administration to charge an athletic activity fee. The payment of an athletic activity fee is necessary for the Athletic Department to continue to offer the high quality programs we are accustomed to at Plainwell Community Schools. This fee must be paid (or an arrangement for payment) before the first day of competition and/or game by the athlete so the budgetary obligations associated with this activity can be met. If you have questions regarding the family maximum, which includes yearly middle school and high school fees combined, please direct your questions to the athletic department.

