

SPRINGPORT ATHLETIC HANDBOOK



STUDENT AND PARENT GUIDE

2023-2024

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ATHLETIC DIRECTOR



I am graduate of Spring Arbor University where I played for the Men's Basketball team from 2012-2015 and obtained my undergrad in education. Since then, I have been an educator for 7 years where I have fulfilled multiple roles. I acquired my graduate degree in 2022 in Business Administration with a focus in Sports Management. I have served as middle school, high school, and college coach, and now looking forward to serve as the Athletic Director for a community rich in history, tradition and pride. GO SPARTANS!

Tyler Hughes
tyler.hughes@springportschools.net



PHILOSOPHY



We at Springport Public Schools take pride in athletics as a continuance of the educational curriculum. Athletics are an important part of the schools program which provides experiences that will aid in the physical, mental, social and emotional growth of our young men and women. Since our athletes represent their school and community wherever they go, they must have a clear understanding that participation in athletics is a privilege that requires added responsibility and sacrifice. Our goal is to succeed while maintaining acceptable educational and behavioral standards for our athletes.



The Springport Public Schools" Athletic Code is established under the authority of the Board of Education. The purpose of the Athletic Code is to establish standards of academic performance and behavior for students involved in interscholastic athletic programs and the penalties for failure to meet the standards. The privilege of being permitted to participate in the Springport Public Schools athletic program is subject to compliance with these standards. Springport Public Schools interscholastic athletic programs are affiliated with the Michigan High School Athletic Association (M.H.S.A.A.) and the Big 8 Conference. The standards of this code meet or exceed the standards of the M.H.S.A.A. Reference: "Handbook of the Michigan High School Athletic Association for Junior High/Middle Schools and Senior High Schools".



Sports Offered



More as kids
gain more
interest

OUR GOAL



We currently offer Volleyball, Soccer, Track and Cross Country, Basketball, Football, Golf, Baseball, Softball and Wrestling. We offer these sports throughout middle school and high school starting in 7th grade. Our Varsity programs also offer help and guidance to numerous youth programs.

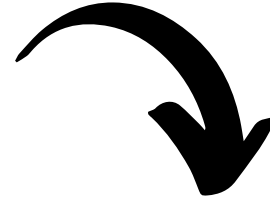
We also offer various club sports, like e-sports and powerlifting, and as we continue to grow, our goal is to expand the amount of varsity sports so that everyone has representation in our school district.

If any community members have an urge to volunteer for a club sport that is not currently offered through the athletic department, communication should be made to the Athletic Director. It will go through a process as a club sport for the first year, and then after completion, it will then be assessed by the Athletic Director, and brought to the Superintendent and administration.

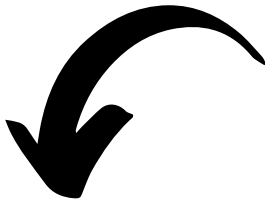


Student and Parent Meetings

Fall Sport meeting will fall
under the first Thursday in
August



Winter Sport meeting will fall
under the first Thursday in
November



Spring Sport meeting will fall
under the first Thursday in March

Parents and/or Guardians:

It is expected to attend each pre-season parent and athlete meeting if you intend to have your child participating in a sport that season. Information varies from season to season, so its imperative that you attend.

Athletic Organizational Chart

Parents:

It is important that if there is any issue that we respect the chain of command. If there is something happening within the sport programs the main point person to help resolve that issue would be that coach. If nothing can be resolved, it should then be the varsity coaches responsibility to be informed and then try to handle the issue further. Varsity coaches should then contact the AD when situations a brought up with results of resolution. If resolutions can not be met, then the AD will then tackle the matter.

Board of Education



Superintendent



Building Principals



Athletic Director



Varsity Coaches



Assistant/Jr.High/Volunteers
Coaches

Parents:

If you have an issue, please give 24 hours. Coaches and contacts are required to respond within 48 hours. Parents should not skip contact points. The AD should not receive complaints that should be able to be answered by the respective coaches. If contact has been made, and there is documentation of contact being made, then it should go to the next step of the chain of command.

Athletic Department Policy

ATHLETE DEFINED:

- Students who are trying out for an interscholastic team by reporting to practice and participating in off-season work.
- Members of any athletic team
- Team Managers

DURATION:

The athlete is subject to all provisions of the code effective the date written verification that the code will be followed is signed and turned in to the proper administration office. **The athlete is subject to the code at all times and places whether school is in session or not for 12 calendar months from the date of signature.** The athlete and their parents shall be informed of the Athletic Code prior to participation in the high school athletic program. **No athlete** shall be allowed to practice unless a signed Athletic Code is on file.

GENERAL RULES, REGULATIONS, AND PENALTIES:

The rules governing interscholastic athletes are set forth below. The rules are in addition to the rules established in the Student Code of Conduct. A student may be disciplined for violation of the Student Code of Conduct and the Athletic Code arising out of the same incident. **Students suspended** from school under Student Code of Conduct are not allowed to practice with their athletic team.

- Attendance Eligibility- Failure to travel with the team to an approved event, failure to attend all classes on day of contest or unexcused absence from practices and/or contests. (Exceptions must be approved in advance by athletic director, coach or principal.)
 - 1st Offense: Suspension from one (1) contest.
 - 2nd Offense: Suspension from two (2) consecutive contests.
 - 3rd Offense: Suspension for remainder of season

Athletic Department Policy

Substance Abuse/Petty Theft/Vandalism/Inappropriate Use of Media/Gross Misconduct- Use or possession of tobacco in any form, including e-cigarettes, alcohol, or any controlled non-prescription drug, look alike and paraphernalia. To steal or be an accomplice to an act of stealing. To destroy, damage or defile another's property. Acts of misconduct detrimental to the spirit of the program.

- 1st Offense: 50% of scheduled contests of that sports season or next season if offense is committed between seasons. Portion not served during current season will carry over to next season. This penalty can be reduced to 25% if athlete attends and completes a school approved rehabilitation/awareness program at the parent's expense along with 10 community service hours to be determined by Building Principal/Athletic Director. Program & Service must be documented and accompanied with letter to Athletic Director for reduction.
- 2nd Offense: Suspension for 1 full calendar year. This penalty can be reduced to 8 calendar months if student completes a school approved rehabilitation/awareness program at the parent's expense along with 20 community service hours to be determined by Building Principal/Athletic Director. Program & Service must be documented and accompanied with letter to Athletic Director for reduction.
- 3rd Offense: Athlete loses all further eligibility to participate in Springport athletics

A student implicated in the violation or attempt to violate any of the above offenses, whether he/she directly commits the act constituting the violation, or is at a function or in the presence of tobacco in any form, alcohol, or any controlled nonprescription drug, look alike and paraphernalia that is being used by other students or athletes and remains at the function and does not immediately leave the property shall be treated under the regulations as if he/she had directly committed such violation

MIDDLE SCHOOL OFFENSES: Middle School offenses will be removed from student's record in High School if 3rd offense has not been reached and suspension has been served.

Athletic Department Policy

REPORTING VIOLATION/PROCEDURES:

- A report of an alleged violation of the code by an athlete will be submitted to the Building Principal and/or Athletic Director by a responsible adult, who is at least eighteen years of age, within 3 business days of the time when the infraction becomes known to the adult.
- Following consultation with the athlete and/or coach, the Building Principal and/or Athletic Director will determine the validity of the reported violation and determine the disciplinary penalty to be imposed on the athlete, if any.
- Building Principal and/or Athletic Director will attempt to notify parents by phone of the violation of the code by an athlete and the penalty which will be imposed the same day that a determination is made. The Principal and/or Athletic Director will notify the parent of the athlete, in writing, within 10 business days after the penalty is determined of the nature of the violation and the penalty.

APPEAL PROCEDURE:

- Within three school days following the day on which the student/parents were first informed of the penalty, the student/parent may appeal the decision in writing to the Superintendent, stating why they object to the determination made by the Building Principal and Athletic Director.
- The Athletic Council, composed of the Superintendent, Secondary School Principal, Athletic Director all Varsity Head Coaches, two faculty members who are non-coaches, (one high school, one middle school) two high school student athletes, (one male, one female) will meet to hear the appeal as soon as practicable. Fifty percent plus one, of the total group, with at least 50% of the head coaches in attendance, constitutes a quorum. The role of the council is to uphold or deny the decision, not to alter the penalty attached.
- If the parent or student athlete, after appeal to the Athletic Council, is dissatisfied with the outcome, an appeal to the Board of Education, through the Superintendent, may be made in writing within 3 business days. The Board of Education will hear the appeal as soon as practicable. The Board of Education has final disposition of the appeal.
- While under appeal the athlete may not practice nor participate in interscholastic competition.

Athletic Department Policy

ACADEMIC ELGIBILITY:

For students who wish to participate in interscholastic athletics, the following rules shall be in effect.

- Incoming, first year seventh graders shall be eligible immediately without regard to their past academic record, 9th graders will be subject to past academic grades from Middle School.
- Full Semester Eligibility - Because semester grades are considered "final" grades, any student who receives more than one failing grade in a semester will be deemed ineligible to participate on any interscholastic team for the following semester. 2 D's will become equivalent to 1 F.
- Marking Period Eligibility - Because marking period grades serve as more of a "mid-term" grade and are not considered final, any student who receives more than one failing grade on a nine week marking period report card shall be deemed on academic probation. That student will be ineligible for competition the week following issuance of the report card. Thereafter the athletic director (or his/her designated alternate) shall work with that student and check all grades on a weekly basis the remainder of the semester. 2 D's will be equivalent to 1 F.
- Weekly Eligibility-Any week that the student continues to fail more than one class will result in the student being deemed ineligible for the following week. 2 D's will be equivalent to 1 F.
- Middle School Exploratory Classes - any class that is only 9 weeks in length and ends in a failing grade shall count as $\frac{1}{2}$ of a failing grade. (Three such failures would count as one and one half, (1 $\frac{1}{2}$) failed classes and thus render a student either ineligible or on academic probation.)
- Incompletes - In the event that a grade of Incomplete is given, that teacher will be asked to give that student a grade for eligibility purposes according to class work that has been assigned

Athletic Department Policy

CONFLICTS IN EXTRA CURRICULAR ACTIVITIES:

Despite all scheduling efforts by the administration, conflicts will develop between extra-curricular activities. The Athletic Department recognizes that each student should have the opportunity for a broad range of experience in all extra-curricular activities. In the event that conflicts arise, it is the responsibility of the ATHLETE to report these conflicts immediately to the coach. The Athletic Department will do everything possible to attempt to work out all conflicts to the satisfaction of all parties

GENERAL GUIDELINES:

- Coaches in each sport may add specific rules for their teams after consulting with the Athletic Director and submitting additional rules and consequences in writing. These rules must first be approved by the Athletic Director and both the Athletic Director and each athlete must have a copy of these rules before practice begins for that sports season. Discipline administered under coach and/or team rules are not subject to appeal through the Athletic Code.
- If an athlete quits a team without a valid reason once the scheduled practice has commenced, he/she shall not be allowed to participate in any concurrent sport. (Unless agreed upon by both coaches concerned.)

MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION ELIGIBILITY RULES

GOVERNING SENIOR HIGH SCHOOL STUDENTS AND JUNIOR HIGH/MIDDLE SCHOOL STUDENTS

- Physical examination - The Athlete must have on file in the athletic office a physician's statement for the current school year certifying that he/she is physically able to compete in athletic practices and contests. Physical must have been given on or after April 15th of the previous year.
- Academic standing - The Athlete shall have passed a required 20 credit hours before the proceeding semester for High School. Middle School should have received credit in at least 50 percent of work carried during the previous semester.
- Current academic status - The Athlete shall be currently taking and passing 20 credit hours up to within seven (7) days of the contest for High School. Middle School shall be doing passing work in at least fifty (50) percent of work carried up to within seven (7) days of contest.

Athletic Department Policy

- Enrollment - The Athlete must have been enrolled in high school (or middle school) by Monday of the fourth (4th) week of the present semester.
- Age - The Athlete must be under nineteen (19) years of age at the time of a contest unless the 19th birthday occurs on or after September 1 of a Current school year. For Middle School the athlete must be under fifteen (15) for eighth graders, or fourteen (14) for seventh graders, years of age at time of contest unless that birthday occurs on or after September 1 of a current school year, in which case student is eligible for balance of that school year in all sports.
- Semesters of competition - the Athlete must have not more than four (4) first and four (4) second semester seasons of competition in a sport in a four (4) year high school. No limits for 7th and 8th grade students.
- Semester of enrollment - the Athlete must not have enrolled for more than eight (8) semesters in grades nine to twelve (9-12) inclusive. Three weeks enrollment or participation on one (1) or more athletic contests constitutes a semester of enrollment. No limits for 7th and 8th grade students.
- Undergraduate standing - The Athlete must not be a high school graduate or not a junior high school graduate. I. Awards - the Athlete must not have accepted any award merchandise, memberships, privileges, services or money for athletic performance, except medals or trophy awards which cost no more than twenty-five dollars (\$25.00).
- Amateur practices - The Athlete must not have accepted money, merchandise, memberships, privileges, services or other valuable considerations for participating in a form of athletic contests, or have signed a professional athletic contract.
- Limited team membership - The Athlete must not have participated in any outside competition in a sport during the season after he/she has represented his or her school in that sport; shall not have participated in any so-called all staff, charity, or exhibition football, basketball, or ice hockey game during the school year.
- College recruitment policy - In the event an athlete is contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the Athletic Department. He/she must inform his/her coach of any such contract as soon as possible.

Parent Responsibilities & Expectations

Parents and adults involved in school-sponsored events should be models of good sportsmanship and should lead by example by demonstrating fairness, respect, and self-control. To this end, parents shall abide by:

- A 24 hour rule where they do not criticize their athlete or question the coach concerning an athletic event or performance at an athletic event. Failure in following will lead too to these following actions in no particular order:
 - Ask to leave game and/or event
 - Escorted by schools resource officer
 - Suspended from attending home events for a various period
 - Suspended for attending games for rest of season
 - Athletic Director will hold authority of case by case basis to uphold these actions and what will also allow any person to earn the right to attend events in the future
- Discussion of playing time with the coach is not negotiable. This discussion shall be between the coach and the athlete. Playing time directly applies to performance during athletic contests and attitude during practice.
- Parents should direct there questions to the coach before sending messages to Athletic Director. Our school has the utmost faith in our staff to be able to handle situations, in a case of an event that seems to be not met, a meeting will be held with all stakeholders.
- Encouragement of their athlete to exhibit positive behavior and to not engage in unsportsmanlike behavior toward any coach, other parent, opponent, official or any other attendee at events.
- Encourage positive relationships with the coach by reinforcing the principles of the coach's philosophy, discipline, and team goals.
- Encourage athletes to seek support pieces whether it is academic, social, or athletic.
- To communicate with coaches and staff as effectively as possible during the season and off-season of other sports.

Athlete Responsibilities & Expectations

Expectations of student-athletes generally revolve around three key areas: academics, athletics, and character. These are expectations for student-athletes:

Academic Expectations

- Maintain a minimum grade point average (GPA) as determined by the school or athletic department.
- Attend classes regularly and arrive on time.
- Complete assignments and projects on time.
- Seek help or support when needed, such as attending tutoring sessions or meeting with teachers.
- Balance academic responsibilities with sports commitments, demonstrating time management skills.

Athletic Expectations

- Attend all practices, games, and team events, unless excused for valid reasons.
- Give full effort during practices and games, displaying dedication, commitment, and sportsmanship.
- Follow the instructions and guidance of coaches and athletic staff.
- Strive for continuous improvement, working on individual skills and contributing positively to the team's success.
- Respect and support teammates, showing teamwork and cooperation.

Character Expectations

- Display good sportsmanship, treating opponents, officials, coaches, and teammates with respect.
- Demonstrate integrity and ethical behavior both on and off the field.
- Uphold the values and standards of the school and athletic program.
- Exhibit leadership qualities, being a positive role model for peers.
- Embrace the principles of fairness, inclusivity, and equity.

Commitment and Responsibility

- Show dedication to the team by attending all practices, games, and team events as required.
- Communicate with coaches regarding any conflicts or issues that may affect participation.
- Take care of equipment and uniforms, returning them in good condition.
- Comply with team and school policies, rules, and codes of conduct.
- Represent the school and team in a positive manner, both on and off the field.

Athlete Responsibilities & Expectations

Time Management and Prioritization

- Maintain a healthy balance between academic commitments and sports involvement.
- Plan and organize schedules effectively to meet academic and athletic responsibilities.
- Proactively communicate with teachers and coaches if conflicts or challenges arise.
- Prioritize academic obligations, understanding that education is the primary focus.

ATHLETES RESPONSIBILITIES FROM TRAINER:

- Make sure that you have a current (after April 15th) sports physical on file before participating in any sports activities.
- Make sure you have your own inhaler with you at all times (for people with asthma)
- Make sure you have your EpiPen (if you have allergies)
- Report any (acute or chronic) all injuries to Athletic Trainer (ankle sprain, hamstring strain, sick, concussion symptoms, etc)
- Show up and complete rehab exercises, Return to Sport progressions before practice or at scheduled time.
- Ankle Strengthening routines must be completed prior to receiving tape requests. (unless injury is acute, then proceed to get evaluated and complete rehab exercises and RTS progressions)
- KT tape is by request only. You have to provide your own tape.
- No participation in practice or game unless 1 or more of the following occurs:
 - Athlete's injury/illness has been assessed by Athletic Trainer and referred to physician
 - Physician diagnosed/treated athlete and given appropriate Return to Play clearance note
 - Physician referred injured athlete to Physical Therapy
 - Physical Therapist completes session and gives appropriate Return to Play clearance note
 - Athlete completes Home Exercise Program/Rehab with Athletic Trainer and is cleared

Athlete Responsibilities & Expectations

ATHLETES RESPONSIBILITIES FROM TRAINER CONTINUED:

- All Clearances from Doctor/Physician/Physical Therapists must be in letter form and given directly to Athletic Trainer or Athletic Director prior to participation of practices or events.
- Missing RTS progressions and/or scheduled rehab sessions may result in not competing.
- No Ankle Exercise Strength Training may result in no tape job (practice or event)
- Athletes will not be allowed to participate in any capacity until proper forms or communication has taken place with Athletic Trainer.

*MyChart communication between HFH physicians and Athletic Trainer is acceptable.

DUAL-SPORT PARTICIPATION:

- The athlete will declare a primary sport and a secondary sport for that season and will submit the dual sport participation form with all signatures by the end of the first week of practice.
- A contest will always take precedence over practice in the other sport.
- A league contest will always take precedence over a non-league contest.
- If league contests are scheduled on the same day, the athlete will participate in the primary sport.
- MHSAA tournament events will take precedence over non-league or league events.
- Athletes may not quit the preferred sport after the declaration and subsequently switch to the other sport during the current season without the consent of both coaches.
- Monday through Friday, the athlete cannot participate in two different school sport competitions on the same day. The only exception is for conference meets for both sports or state tournament play. On Saturdays, athletes may participate in both preferred and nonpreferred sports as long as they meet MHSAA guidelines. Athlete will NOT be allowed to drive themselves from one contest to the other.
- The athlete needs to constantly communicate with both coaches and must give a schedule of planned events/practices to both coaches of what they are able to attend.
- Athletes will need to work out a practice plan if they are not able to attend both teams practice each day.

Uniform/Equipment/Transportation

UNIFORM POLICY:

- Students will be assigned gear and jersey/uniform. It is the athletes responsibility to take care of uniform and return in similar condition.
 - If something happens to the uniform during athletic competition, this should be notified to respective coach that it is made aware of the condition of jersey prior to returns.
 - If any part of the uniform that is not returned it will be the financial responsibility of the student/parents to pay for what is missing based on receipts of the uniforms cost. If payment cannot be made, volunteering hours will need to be completed in order to help with compensation of lost gear. This can be done by the child or guardian.

EQUIPMENT POLICY:

- Similar to uniform, if equipment is deemed responsibility of said student, they may have to pay fee or volunteer hours. Coach should communicate of what should be returned and what students can keep. In the event that practice equipment is broken and a student is help responsible for damages, a fee may have to be paid.

TRANSPORTATION POLICY:

- Student athletes are expected to ride to every contest on the bus. If the student can not leave when the scheduled bus time is then communication must be made with the athletic office to make other accommodations.
- Students **MUST** check out after the game with the coach or a designee of the coach. The parent/guardian must be at the game and sign the student athlete out.
- Some events may have transportation back, but it will be communicated prior days before the event. However, as of now there is not designated rides back and students must have rides back from away events.

Communication

Athletic Calendar in most cases should be published online on athletic website. Coaches will be notified by AD via google calendar of times of practices, games, and other team events.

Coaches are required to hold there own team meeting with student-athletes. At this time all coaches are required to use the same medium to communicate with students and parents. We will be using Remind, as that is the same platform that the school district uses. Coaches may have separate forms of communication for different groups. Coaches need to communicate with ALL members and stakeholders of their respective roster.

Springport will have a general communication through monthly newsletters sent out to district, general athletic Facebook and Twitter. Teams may have there own social media pages, however they must follow guidelines per Coaches Handbook.



Awards and Recognition

Sportsmanship Awards and Recognition

Monthly Recognition of High School Male and Female Athlete and MS Male and Female

End of Season Banquets

Senior Banquets

Volunteer of the Year

All of these recognition will have input from assistant and head coaches, staff, other students, and the athletic director.

The Volunteer of the Year will be an award that will be decided by athletic directors and coaches on someone who holds and represent the Springport culture well.



LET'S WORK TOGETHER

Volunteering Requirements

College Next Steps

Donation or Sponsorship



Volunteer Requirements

Parents/Guardians Supporting Teams

There will be signups for athletic events where we are going to ask the parents to sign up to fill in for the concession stand/ticket, or any other volunteering role. The software we will most likely use is [SignupGenius](#). We are asking that parents from JV to help during Varsity events, and Varsity parents to help during JV events, so that way you can still see your child play. This software will ask dates that you would like to sign up for and will give you reminders of when that time comes.

Athletic teams that are not in season may help with concession as well. If they do sign up, they must have an approved guardian or coach to supervise and a portion of earnings will go directly in their activity account.

While we understand that this is an additional requirement it should only be to the point where parents may have to help 2 or 3 times an athletic season; depending on games and length.



College Next Steps

Looking to for the Next Steps of College Athletics?

NCAA Eligibility Center: <https://web3.ncaa.org/ecwr3/>

NAIA Eligibility Center: <https://www.playnaia.org/>

NJCAA Website for Additional Information: <https://www.njcaa.org/>

Parents and athletes should view both respective websites if looking into preparing for a future of college athletics. Just like college visits for academics it is encouraged that if you have college contacting you that you should also do your own research of colleges that you should attend, or to seek out recruitment options. Most colleges have a page dedicated for uploading documents and film. An athlete should do the following when communicated an athletic resume:

- Personalized message with name of coach, not generic
- Highlight academic achievements
- Highlight athletic achievements (stats, awards, any other recognition)
- Make sure to include SAT and GPA
- Make sure to include contact information and references if applicable

It is important to also attend showcases, tournaments, and camps where coaches may be present. Make sure to also be aware of deadlines.



Donations or Sponsorship

Looking to help Athletic Program?

Donations: Donations should be mailed or given to Athletic Director or Jenny Dysert in Central Office. Checks can be written out to a specific sports team, or just the athletic department. We are also always looking for gift cards, or gift baskets to give away to community members during athletic events as well. Those can be given to the Athletic Director.

Sponsorships: Athletic Boosters and the Athletic Department have put together a Corporate Sponsorship Packet for businesses or individuals. This packet includes benefit packages and also itemized deals to fit any need available. Payment plans can also be accepted. Please see the packet for more information.





**(Return this portion)
SPRINGPORT PUBLIC SCHOOLS
ATHLETIC CODE AGREEMENTS**

I have read the Athletic code and I agree to abide by the regulations stated therein. I have also discussed this with my parents (or guardian) and they attest to this by their co-signature.

Athlete's signature _____ Date _____

Parent's signature _____ Date _____

FINANCIAL RESPONSIBILITY

Each athlete is responsible for his/her athletic equipment issued to him/her by the coaching staff. If this equipment is stolen or lost he/she will be held responsible for the cost.

Athlete signature _____ Date _____

Parent signature _____ Date _____

TRANSPORTATION AGREEMENT

All student athletes will ride the bus to away events. Students will need to ride home with a parent/guardian or with parent of another person participating in the event. Prior written notice is to be given to the coach or teacher that is in charge of the students. The parent/guardian or designated person that will be taking your student home will be required to sign them out prior to their leaving.

_____ **Has my permission to ride home from the athletic event(s)**

(Students name)

With: _____

(Designate driver names)

I understand that transportation to extra-curricular events will be by bus and home by the parent or person I have designated and that my automobile insurance is the primary carrier under Michigan No-Fault Insurance. I will not hold Springport Public Schools, its Board of Education, or employees liable in case of accident, injury, or other mishaps. I hereby give my permission for my child to ride home with the designated persons(s) listed above.

Parent/Legal Guardian Signature Date
