

Coaches Handbook

Monroe Public Schools

9/7/2019

Monroe Public Schools
Athletics



Monroe Public Schools Athletic Department

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Contents

FOREWORD.....	4
Monroe Public Schools Athletic Philosophy.....	5
Coaches Checklist/Duties.....	6
Standards for Coaches.....	8
Code of Ethics for Coaches.....	9
Coach’s Relationship with Student/Athlete and Team.....	10
Coach’s Relationship with Parents.....	12
Coach and Official Relationship.....	15
What Every Coach Should Know.....	16
The Principles of Supervision.....	18
Michigan High School Athletic Association.....	19
Clarifying The Summer Dead Period and Preseason Down Time.....	23
Out-of-Season Coaching Regulations.....	26
Encouraging Multi-Sport Participation.....	30
Head Coach Job Description.....	32
Assistant Coach Job Description.....	36
Pay-to-Participate Policy for Monroe Public Schools.....	38
Building/Facility.....	39
Weight Room Rules.....	41
Post Season Responsibilities.....	42
Coach Evaluations.....	43
Earning the Varsity Letter.....	44
Banquet Guidelines.....	45
Severe Weather Procedures.....	46
Attachments.....	48
MHSAA Calendars.....	48
MPS Tobacco Policy.....	48
MHSAA Coaches Advancement Program (CAP) Information.....	48

Guide to Concussion in Sports	48
MHSAA Protocol for Concussions	48
Hydration/Dehydration and Heat Illness Info.....	48
Fluid Facts	48
MHSAA Model Policy for Managing Heat & Humidity.....	48
NFHS Guidelines for Sports Hygiene	48
NFHS MRSA in Sports Guidelines	48
Final Forms Registration Parent/Athlete Instructions	48
Assistant Coach Evaluation Form.....	48
Student Accident Report.....	48
MHSAA High School Eligibility Guide for Student Athletes.....	48
Transfer Rule Regulations	48
Guide to Internal Account Spending & Purchase Orders.....	48
Guide to Tandem Facility Scheduling.....	48
Private Transportation Application Form	48
MPS Overnight Trip Rules	48

FOREWORD

The purpose of this handbook is to provide a reference for all Monroe Public Schools Coaches to assist you in meeting district expectations and fulfilling your coaching duties.

Much of the information contained here is a summary of how the Monroe Athletic Department has operated for years; however, policy is continually reviewed and changes made. Even if you have coached for years, you should review the handbook each year. Start by bringing the handbook to the yearly pre-season coaches meeting to get updated pages and to clarify district expectations as necessary. New coaches especially need to study Monroe Public Schools Coach's Handbook to learn our district's way of doing things. The guidance of experienced coaches will also help accomplish this task. Most problems and misunderstandings faced by coaches originate due to a lack of communication with players, parents, staff, and administration. The way to become an effective communicator is by always taking the time to clarify your expectations and concerns.

This handbook is not all-inclusive. Any questions you have should always be raised with the head coach, athletic director, or administrator who can assist you in finding the answer.

Monroe Public Schools Athletic Philosophy

The athletic program at Monroe Public Schools is an integral component of the total educational experience and will offer your student valuable learning opportunities. It is our desire that participation in our program is an extension of what transpires in the classroom and echoes the vision and mission of our district. The opportunity to play for Monroe is a privilege and not a right, therefore we expect our athletes to behave accordingly. We will make every effort to offer the best in equipment, facilities and coaching. All athletes will abide by the Michigan High School Athletic Association Rules, The Southeastern Michigan Conference Rules as well as the Monroe Athlete Code of Conduct.

Coaches Checklist/Duties

- ✓ ALL HS coaches must attend (online) the M.H.S.A.A. rules meetings.
- ✓ Head coaches must attend both pre-season and post-season league meetings for their sport.
- ✓ All Middle School coaches and assistant volunteers must attend (online) concussion training yearly.
- ✓ Rosters for all levels are due in the athletic office no later than 5 days after the decision of the team.
- ✓ Any roster changes MUST be reported to the athletic office immediately.
- ✓ All athletes must have a current physical on file in the athletic office before they participate in any school sponsored event, i.e. pre-season conditioning, scrimmage, practice or game. NO EXCEPTIONS!
- ✓ The Final Forms Registration must be completed for each season/sport an athlete competes in at the high school, the Athlete Medical Information/Consent to Treat form at the middle school. Coaches have the responsibility to ensure that these items have been completed for each athlete. MS coaches should have the form in their possession at all times that he/she is with the team and for all travel with the team. HS coaches should have the Final Forms program on their electronic device and available if needed.
- ✓ Pay to participate must be in before uniforms/jerseys/equipment is handed out. This is the coach's responsibility. NO EXCEPTIONS!
- ✓ Private transportation forms must be completed and on file with the A.D. if any transportation of students beside bus is used.
- ✓ The evaluation of officials for the state is mandatory for varsity coaches and must meet the state deadline.
- ✓ Team pictures must be taken within the first few weeks of the season. Coaches are responsible for scheduling pictures with their chosen photographer. A digital copy should be furnished to the Athletic Department.
- ✓ Provide a copy of the team rules at your parents meeting with a copy to the A.D.
- ✓ Have signed parental and student acknowledgement/team rule form and keep a copy for your file.
- ✓ Complete and return the student accident report to the athletic office if/when an athlete is injured during a school event.

- ✓ Ineligible players are not allowed to scrimmage or be in uniform on game days.
- ✓ Coaches will not smoke, vape, or chew tobacco during practice or games or on school grounds at any time. (See included Tobacco Policy)
- ✓ Coaches will call the appropriate news media at the conclusion of their contest. (Monroe Evening News – 242-1100)
- ✓ Coaches will report all scores onto the athletic office website www.monroetrojans.com at conclusion of their contest.
- ✓ All practices are limited to 2 ½ hours.
- ✓ Practices must be over at the stated times. Practice times will not be excessive.
- ✓ Athletic Office should be given practice schedule at start of season.
- ✓ Coaches are not permitted to shower with student athletes.
- ✓ Sunday practices are only allowed at the discretion of the A.D.
- ✓ All head coaches will ride the team bus to and from each contest. (Exceptions must be approved by the A.D.)
- ✓ There must be at least one coach on each bus or an approved parent representative.
- ✓ Coaches and players will only park in designated areas and enter and exit thru designated doors. **There is to be no parking on the grass or the sidewalks.**
- ✓ There will not be any profanity around players or parents.
- ✓ All uniforms and school equipment will be handed in before the final evaluation. This is the responsibility of the coach. No uniforms should be turned into the Athletic Office.
- ✓ All overnight trips must be approved by the Board of Education and the information is the responsibility of the coach.
- ✓ Teaching coaches are responsible for arrangements with the main office for obtaining their subs when needed. Budget and account to be charged will be supplied from the Athletic Office.
- ✓ Head coaches will evaluate all assistant paid coaches under them and turn in that evaluation to the Athletic Director.
- ✓ Keep the line of communication open with the Athletic Office.
- ✓ Remember that our colors are Red and White.

Standards for Coaches

As a coach you are part of the Monroe Public Schools Athletic Program. You and your staff have a responsibility to serve the students of our district as role models and mentors. As a result, you need to incorporate the following standards in what you do.

A. Coaching Standards

1. Understand the role of interscholastic athletics and communicate it to players, parents, and the public.
2. Be an integral part of the educational program of the school. Show mastery of the principles of education and consequently demonstrate improvement in teaching and coaching.
3. Use up to date knowledge of the rules, strategies, safety precautions, and skills of the sport and communicate them to players and parents.
4. **Encourage athletes to develop skills and interest in other athletic and nonathletic activities provided by the school.**
5. Attend required meetings, keep abreast of MHSAA policies regarding the sport, and know MHSAA eligibility and contest regulations.
6. Be loyal to the school.
7. Earn the respect of your athletes.
8. Make all decisions as a reasonably prudent coach. Do not deviate from school policy when making decisions.

Code of Ethics for Coaches

1. I will treat each player, opposing coach, official, parent and administrator with respect and dignity.
2. I will do my best to learn the fundamental skills, teaching and evaluation techniques, and strategies of my sport.
3. I will become thoroughly familiar with the rules of my sport.
4. I will become familiar with the objectives of the youth sports program with which I am affiliated. I will strive to achieve these objectives and communicate them to players and parents.
5. I will uphold the authority of officials who are assigned to the contests in which I coach and I will assist them in every way to conduct fair and impartial competitive contests.
6. I will learn the strengths and weaknesses of my players so that I might place them into situations where they have a maximum opportunity to achieve success.
7. I will conduct my practices and games so that all players have an opportunity to improve their skill level through active participation.
8. I will communicate to my players and their parents the rights and responsibilities of individuals on our team.
9. I will cooperate with the administrator of our organization in enforcement of rules and regulations and I will report any irregularities that violate sound competitive practices.
10. I will protect the health and safety of my players by insisting that all activities under my control are conducted for their psychological and physiological welfare rather than for the vicarious interest of adults.

Coach's Relationship with Student/Athlete and Team

A. Responsibilities to Student Athletes

1. Be the leader and a good role model.
2. Promote and teach clean, aggressive, fair play.
3. Stress the importance of sportsmanship.
4. Keep in mind that safety and welfare of players is foremost in planning and coaching.
5. Be fair and unprejudiced toward players. Private, firm, fair, and constant discipline is to be maintained.
6. Consider differences including size, needs, interests, temperament, and aptitude when planning.
7. Supervise your athletes at all times.

>>Never leave them to practice on their own.

>>Never leave them unattended in the weight room.

>>Never leave until the last player is picked up by the parents after practice.

8. Make sure all communications with athletes through email are also sent to a third party (other coaches on your staff or the athletic director).
9. Do not communicate with athletes in chat rooms, such as Facebook, etc.

****If you have a Facebook page, be careful about the content you include on there that could be viewed by students, athletes, and community members.*

B. Communication the coach should provide athletes:

1. Expectations for the athlete as well as all the players on the squad.
2. Location and time of all practices and contests.
3. Team requirements, i.e., fees, special equipment, off-season conditioning.
4. Team rules and guidelines, and lettering requirements.

C. Communication the coach should expect from the athlete:

1. Notification of any schedule conflict in advance.
2. Special concerns in regards to a coach's philosophy and/or expectations.
3. Concerns which athletes have about their experiences on the team.

Team Captains

Consider your choice of team captain carefully. The position of a Monroe High School captain is an honor. It is a privilege to be a Captain. This honor will require the utmost leadership knowing that this position will be a role model for others. Captains must comply with all rules and regulations for Monroe Public Schools athletes from the time they are selected. Failure to comply with any rules and regulations of Monroe Public Schools, Monroe Athletics, the team, and Monroe High School, at any time while serving as captain may lead to the removal of the Captain position.

Coach's Relationship with Parents

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to the student. This begins with clear communication from the coach. Remember the 24-hour rule as a tool to help maintain a positive relationship with parents.

A. Communication the coach should provide the parents of an athlete:

1. Contact information.
2. Team rules and guidelines for the athlete as well as all the players on the squad.
3. Location and time of all practices and contests.
4. Team requirements, i.e., fees, special equipment, off-season conditioning.
5. Procedure should the athlete be injured during participation.
6. Team award requirements, i.e., lettering.
7. Letters to parents at the beginning of the season and at the end of the season are a good idea.

B. Parent concerns appropriate to discuss with coaches:

1. The treatment of their athlete, mentally and physically.
2. Ways to help their athlete improve.
3. Concerns about their athlete's behavior.

4. Often it is very difficult for parents to accept that their athlete is not playing as much as they may hope. Remember, as the coach, you are the professional. Make decisions based on what you believe to be the best for all students involved (team concept).

C. Issues coaches should not discuss with parents.

1. Team strategy.
2. Play calling.
3. Other student-athletes.

D. Conferences with parents. The coach should encourage conferences with parents. It is better to resolve these issues than to have them interfere with your team chemistry. Again, remember the 24-hour rule.

1. If a parent has a concern to discuss with a coach, the procedure he/she should follow is to call the coach to set up an appointment. Make sure parents are aware of how to contact you.

If the coach cannot be reached, they can call the athletic director, Dr. Ray, at 265-3444. He will assist in setting up a meeting.

2. When these conferences are necessary, the following procedure should be followed to help promote resolution of the issue:

>>Agree with parents on what the purpose of the meeting is.

>>Plan with parents what issues will be discussed.

>>Keep the discussion moving toward resolution of issues.

>>Keep emotions under control.

>>Notify the parent that if control is lost you have the option to end the meeting.

>>Let parents know that it is expected that their student athlete will be a part of the meeting. Since the

focus of the meeting should be centered on their student athlete, we believe that athlete needs to be present at the meeting. Getting all parties involved in the discussion will assist in coming up with a plan to address the issue.

3. Notify parents who are not satisfied with an issue that due process allows them a next step. Let them know that they can go to the next person in the chain of command. Here is the order they MUST follow: from the Coach most directly involved with the concern, to Head Coach, to Athletic Director.

Coach and Official Relationship

1. Officials shall be treated as guests of Monroe Public Schools and shall be extended every courtesy possible by the athletic director and the Monroe staff.
2. Remind athletes often that they are to treat officials with respect. Instruct athletes that officials are doing their jobs by enforcing rules and will be supported by the athletic department. Remember that the best instruction you can offer the athletes regarding respect is by modeling it yourself towards the officials.
3. Unless it is to offer congratulations for a job well done, coaches will not present themselves in the dressing quarters of the officials after the game.
4. The head coach will make recommendations to the athletic director for future hiring of officials.
5. The head coach will rate all officials at the end of each season as required by the Michigan High School Athletic Association. Upon first request, these rating sheets are to be filled out by the head coach and returned to the athletic director.

What Every Coach Should Know

Only a few students will go on to become professional or Olympic athletes. A greater number will be able to earn scholarships to colleges or universities because of their athletic achievements - but even that number is small compared to the vast number of students who participate in sports in our schools. Therefore, coaches must focus on instilling good values and building character through sports opportunities.

Here are some important guidelines to follow if you are to reach your goal of guiding young people to their highest achievements on and off the playing field - and be respected by students and parents at the same time.

Every coach must take the absolute and unequivocal stance that "sports are for kids." All coaching actions should stem from this stance, including the following:

>>Cut as few kids as possible.

>>Play as many kids as possible. Also, keep in mind that if you tell parents and student athletes that your intention is to play as many kids as possible, and you don't, you will lose credibility.

>>If kids who are interested in athletics cannot be involved as athletes, look for other possibilities. Perhaps these students can be managers or team assistants.

>>Structure practices so that students can handle them, considering their academic day and their physical endurance.

>>Always treat players with respect. Recognize the desire, as well as the sacrifices they are making to be out for the sport.

>>Never put down a player in any way -- during practice, during games or meets, on or off the field.

>>Never physically assault a student.

>>Never tell a student that he or she cannot improve. Always offer assistance for improving. Encourage and teach. Think before you speak. Every word you say has an impact.

>>Students should never be discriminated against because they couldn't

participate in the sport during the summer.

>>Remember that you are coaching fragile, maturing, growing, human beings -- some of whom won't reach the peak of their athletic ability for many years. Your job is to try to keep them participating.

>>Remember, students participate in other activities too. Have appreciation and empathy for that fact and encourage it. Never encourage a student to participate in only the sport you are coaching.

>>Emphasize improvement -- not just winning -- as a sign of success.

>>Don't put a player in the game, and then spend the entire time screaming at him or her. Everyone will be disgusted.

>>Try to talk to every person on the team, daily if possible. Just a quick, "Good effort today!" can do wonders.

>>Be careful not to direct excessive coaching interest toward an exceptional athlete or athletes.

>>Make certain every player has the proper equipment, and ensure that all equipment meets safety guidelines.

>>Continually work with players to maintain their academic standards.

>>Remember that a student's first responsibility is to academic pursuits. Remember, too, that you are part of the teaching faculty of the school, and you should seek the advice of the faculty as to what the academic needs are of your players.

CONNECTICUT INTERSCHOLASTIC ATHLETIC CONFERENCE, CAS BULLETIN, MAY 1995.

The Principles of Supervision

Be there: Don't let your athletes warm up unsupervised! Accidents can and do happen in practices as well as in games.

Know the activity you are supervising: A coach skilled in the sport being coached, should control practices drills to match competitors and properly supervise the activities of the sport.

Foresee potential problems: Understand the potential risks of the activity and meet your obligation to them. Only equipment that meets the proper certification should be issued to athletes.

Understand the numbers: Coach-to-player ratios are variable depending upon age, activity, experiences and the level of risk. Foresight, training and common sense determine the appropriate level of supervision. The higher the risk of an activity, the higher the required level of supervision. If you have doubts, increase the supervision.

Check the activity: Is it an appropriate activity that can be supervised?

Inspect the equipment before using it: Do you have enough? Is it safe and reasonable for your athletes? Instruct your athletes to inspect their own equipment daily.

Review safety rules with your athletes before the practice or games begin: Warn the players about what can happen if they do not follow the rules.

Know your players: Know their strengths and weaknesses. Don't place a player in a position that increases his or her potential for injury.

Be a strong supervisor: Make sure everyone knows you are present, in control, and available – and that you care about them. If your athletes know that you care about them, they will be less apt to question your supervision – and that increases safety.

Question the site of the activity: Is it appropriate and free of potential hazards?

Use signs: Warning and information signs can hammer home safety measures. But please do not rely on signs alone to prevent accidents.

ATHLETIC MANAGEMENT FEB./MARCH 1996
BY DR. RICHARD P. BORKOWSKI

Michigan High School Athletic Association

A. MHSAA Handbook

Coaches are required to read the MHSAA Handbook. Any questions regarding any of the information in the handbook should be promptly brought to the athletic director for clarification. Copies are available online at www.mhsaa.com.

B. New MHSAA Rules and Rules Meetings

It is the responsibility of every coach to read about and apply appropriate changes in policy, rules, etc. *All coaches and assistants are required to attend rules meetings every year (online).

C. Rating Officials

In some sports the MHSAA requests that officials be rated on their competency. Our participation in this process is not optional. We must submit to MHSAA official ratings for each required sport during the year. These ratings are used when assigning officials during tournament play and when giving officials feedback. You are expected to keep records of all the officials working your games so that you can evaluate them at the end of the season. You are also expected to enter the ratings online by the deadline date at mhsaa.com.

D. CAP - Program for Athletic Coaches Education

The Michigan High School Athletic Association, in collaboration with Michigan State University's Institute for the Study of Youth Sports, has structured the Coaches Advancement Program. A registration form and a brief synopsis of the program can be found at the back of this booklet. For more information please visit the MHSAA website.

E. 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.

G. Out of Season Limitations

1. Sports activities out of season are permitted, provided the following conditions are met:

A. No use of school transportation.

B. No use of school owned and issued uniforms.

C. No payment with school district funds of entry fees for teams or individuals to camps or competition unless those funds were generated through school approved activities of booster clubs, school teams, student groups, and community, civic or service groups and are not provided to students on the basis of athletic ability or potential.

D. No mandatory practices.

2. Preseason Down Time as described by the MHSAA:

“In all seasons there will be a preseason period when no open gyms or competitions with groups that resemble school teams shall occur at the school or elsewhere by the school with any school district personnel present. The preseason down time distinguishes the preseason activity from the actual start of tryouts or practices. For all fall sports (previous restrictions were only to football girls basketball, and soccer), the down time runs from Aug 1 until the first day of practice. For winter sports, the down time runs for 14 calendar days prior to the start of practice. For spring sports the down time runs from March 1 to the start of practice on the second Monday after March 1.

Non-sport-specific conditioning is permitted and individual skill development work is permitted with no more than four players during this time provided they are not mandatory either directly or indirectly, not part of team selection and do not use school funds, uniforms, or transportation.”

3. School-sponsored “open-gyms” or “after school” activities are permitted in the school district’s facilities out of season if they adhere to these principles:

A. Diversity of students--open to all students.

B. Student-conducted--students choose from offered activities. Any coach of a sport under MHSAA jurisdiction who is present shall not coach, instruct, critique, direct, or evaluate.

C. Recreational emphasis--not an organized program of instruction and/or competition.

4. School-sponsored "conditioning programs" are permitted out of season if they do not involve equipment, which is specific to a sport conducted on an interscholastic basis. Examples of prohibited equipment include, but are not limited to, basketballs; volleyballs or nets; hockey sticks or pucks, track starting blocks, batons, shots, discusses, hurdles, or high jump and pole vault standards; football helmets, pads, footballs, or dummies; baseball/softball bats, balls or bases; wrestling mats; gymnastics apparatus; swimming starting blocks. Generic equipment such as cones, weights, jump ropes, and other fitness apparatuses are permitted.

H. Essential Eligibility Requirements For Athletes

1. Students must be enrolled in a school not later than the fourth Friday after Labor Day. (1st semester) or the fourth Friday of February (2nd Semester).
2. Senior high students must be under 19 years of age and 8th graders under 15 years, and seventh graders under 14 unless their birthday occurs on or after September 1. Students in the 7th and 8th grades can receive advanced eligibility if they meet the age restriction.
3. Students cannot receive money or other valuable consideration for playing in MHSAA sponsored sports.
4. Awards received by athletes from their school cannot have a value, which exceeds \$25. Awards in the form of cash, merchandise certificates, or any other negotiable document are never allowed.
5. Banquets, luncheons, dinner, non-competitive trips, and fees or admissions to be a spectator at events, are permitted if accepted "in kind".
6. Students must be enrolled in the school for which they compete. Students cannot compete if they are enrolled in high school for more than the eighth semester. The students are allowed only four first semesters and four second semesters.
7. Students cannot compete if they have graduated from high school.
8. Students must pass four of the five block periods from the previous tri-semester.
9. Students must have on file in the school a statement for the current year certifying that they are physically able to compete in athletics. Physicals

must be dated after April 15th of the current calendar year to be used for the next school year.

10. After practicing or participating with school teams, students cannot participate on non-school teams.

11. Any transfer student is required to complete a New Student Transfer Form before practicing with any team. This form is intended to determine eligibility of students who transfer.

Clarifying The Summer Dead Period and Preseason Down Time

The **summer dead period** is a period of seven full consecutive calendar days after school is out in June and after a school's participation in MHSAA tournaments is completed. Each school determines its seven day dead period (most all schools have selected a period which includes the July 4th holiday). During the dead period, there is no involvement or contact by the school or coach with students in grades 7-12 in any MHSAA tournament sport. It is a zero coach-player period; at school or elsewhere. There are to be no school or coach conducted open gyms, conditioning or weight lifting programs on school premises or sponsored by the school or coach at other facilities. The Representative Council adopted the following to further clarify the intent of the summer dead period:

The Summer Dead Period is intended to provide at least seven consecutive days when school coaches will have no contact with students in grades 7-12 of the school district in any manner related to any sport sponsored by that school.

Unplanned, casual, normal community contact is permitted.

The Summer Dead Period applies to all levels of MHSAA member schools; coaches and students in grades 7-12 except that non- school summer baseball and softball practices and competitions regularly scheduled throughout the summer may continue with school coaches and students from the same district (e.g. American Legion)

It is intended that no sport-related involvement, including attendance at school sport-related fundraisers and functions, take place during the Summer Dead Period. It is intended that no sport activities occur on school premises during the Summer Dead Period that involve school coaches or are sponsored by the school or supported by the school.

Because school personnel are prohibited from holding such activities, it is intended that no school facilities be planned for use by non school groups or individuals for athletic purposes (including student-led practices or conditioning) during the Summer Dead Period.

Following the intention and spirit of this regulation will involve shutting down of athletics for these 7 days and not allowing non-school individuals or groups to do that which the school is prohibited from doing. Some schools

and leagues are adopting even longer summer dead periods recognizing the benefits to schools, staff members, athletes and families.

The **preseason down time** is also a “pause in the action” which prohibits open gyms (which in some schools has evolved into out-of-season practices) for a period of 7 to 14 days prior to the start of each season: From Aug. 1 to the start of fall sports practices, 14 calendar days before winter sports and from March 1 until the start of spring sports. Junior High Middle Schools apply a 14 calendar day down time to the start of all sports, each season. Among the goals of the preseason down time are the following:

More clearly distinguish the start of each season and its tryout period.

Decrease the blurry line between allowed preseason activity (open gyms) and the start of tryouts and practices.

Decrease the overlap of activity between the end of one season and the start of the next.

During the preseason down time certain things are allowed:

Contact by a coach within the three or four player rule (voluntary, individual skill development).

Non-mandatory weight training and non sport specific conditioning.

Certain things are not allowed:

Open gyms, sport specific camps or clinics which involve that upcoming sport are not permitted. (Open gyms may never include organized drills, practice structure or instruction by any person including team captains or parents.)

Competition (intra-squad or inter-squad) between groups that resemble school teams may not occur.

Non-school groups or individuals may not do that which the coach or school is prohibited from doing during the down time. The Representative Council has stated that “No open gyms, sport specific camps and clinics shall occur at the school or be sponsored elsewhere by the school and no competition (intra-squad or inter-squad) between groups that resemble school teams may occur with any of that school district’s personnel present.

Because of the similarity between in-season practices in track & field, cross country and swimming & diving and preseason conditioning in these sports and others, the Council added the following language to provide some

contrast to conditioning in these three sports which is allowed during the down time:

Regardless of what they are called or where they are held, coach-conducted running or swimming sessions which involve the structure of distances **and** timing and/or teach sport specific technique shall not be provided even on a voluntary basis during the down time prior to cross country, track & field or swimming & diving seasons if they are conducted by the school coaches of those sports.

Activity that includes both time and distance is more like practice for the sport than not and is not to occur during the down time. This may have the effect of changing how some cross country teams condition preseason in the summer from August 1 to the start of practice. It does allow for aerobic conditioning (similar to that which is permitted in other sports) but must not resemble regular season practices in cross country.

Out-of-Season Coaching Regulations

Four Year-Round Principles

Four year-round principles apply to schools and coaches out-of-season ALL the time; both summer and off season during the school year at workouts, clinics, camps or competitions.

1. No activity may be mandatory or part of selection to the school team.
2. No school transportation.
3. No school general funds; a limit of \$ 200 per student and sport from school-approved fund-raised money is allowed.
4. No school competition uniforms or warm ups may be used (practice jerseys are permitted).

During the school year there are limitations on coaches and some permitted activities.

Three [or four] Player Period:

Coaches are limited to providing coaching in their sport to three [of four] students in grades 7-12 of the school district in which they coach. The three [or four] player period runs from the Monday when Aug. 15 occurs through the Sunday after Memorial Day. Coaches can coach out-of-season up to three [or four] "players" (students in grades 7-12 are called players for this rule). **If all the students are enrolled in the coaches' school (there are no others present, such as in an AAU game), then the coach can work with four players.** Calling something a clinic or charging a fee does not waive the limited player rule. Two coaches does not increase the limit to eight players, and rotations from weight lifting or conditioning to three or four player work are not allowed. The four Year-Round Principles continue to apply.

Coordinating or Assisting:

During or in preparation for the three [or four] player period coaches are prohibited from making arrangements for activities they are prohibited from engaging in. Coaches may not provide transportation, create a schedule for more than three of their players or arrange for someone else to coach to get around the three player rule. Coaches may be spectators at events but not coach when more than three of their players are present; and they may distribute information produced by someone else regarding out-of-season camps or clinics. If necessary, consult the exact Handbook language

on what is generally prohibited and permitted during preparation for the three player period.

Conditioning and Weightlifting:

Provided they are not mandatory or part of team selection, conditioning and weightlifting are permitted year-round except during the summer dead period. Conditioning must be non-sport specific and not use any equipment such as balls, nets, dummies, sleds or helmets. Jump ropes, cones, fitness apparatus are permitted.

Open Gyms:

May be conducted in one or more sports but must follow the four **Year-Round Principles** and especially not be part of team selection. Coaches may not coach, critique, evaluate or participate in the sport they coach. Open gyms are student conducted and recreational. **There shall be no organized instruction or competition, drills or practice structure and no instruction by captains, parents or others.** Open gyms must be open to all students of the school; but not necessarily open to the general public or students from other schools.

Preseason down time:

Just prior to each season, to establish an official start to practice, this period prohibits open gyms or sport specific camps or clinics from occurring at the school or sponsored elsewhere by the school. No competition, intrasquad or intersquad may occur with groups that resemble school teams. Voluntary conditioning, weight lifting and three [or four] player coaching may continue in the preseason down time. The **fall** sports down time is Aug. 1 to the start of practice, **winter** sports is 14 calendar days before practice begins and **spring** sports down time runs from March 1 to the start of practice. Middle schools observe this period 14 days before practice begins. Because conditioning is so similar to actual practices in swimming, cross country and track, coaches in these sports may not provide instruction in any sport specific technique or conduct sessions which involve both time **AND** distance during the preseason down time.

Cheer Restrictions:

Because of the similarity between **Competitive & Sideline Cheerleading** a school which sponsors MHSAA Competitive Cheer may not hold any cheer activities from the end of winter sports through the 3rd Friday in May. This restriction prohibits coaches or cheerleading advisers from working with more than four students from the school district grades 7-12 in cheer related

activities including but not limited to tumbling, gymnastics, instruction, routine development, tryouts, etc. This rule prevents competitive cheer teams or individuals from holding out-of-season activities under the premise of sideline cheer practices or try outs. (Note: Interpretation 231 prohibits a coach from “coordinating or assisting” during or in preparation for the three (or four) player period. A coach may not arrange for a parent or non-staff person to coach out-of-season or to do that which the coach is prohibited from doing). Ending the cheer restriction time by the 3rd Friday of May allows a school, if it so chooses, to have fall sideline cheerleading tryouts before school is out in June. Competitive cheer coaches remain subject to the three (or four) player rule through the Sunday after Memorial Day.

Curriculum Courses:

Classes with content specific to an MHSAA Tournament sport (e.g. football class) must be open to any student and must provide nearly equal attention to three different topics in an academic term such as other sports, weight training, fitness, etc. In football, except during the season, plays and schemes of the school team may not be taught and regular or improvised football equipment may not be used.

Summer Limitations and Dead Period:

During the Summer some limitations continue. Except for football, fewer restrictions are in place. There are no school teams in the summer, however, school coaches and students may assemble from the same school over the summer in various settings. Football has a limit of no more than seven players in the summer prior to Aug. 1 in informal football activities in helmets and shoes with a coach.

Summer Competition Limits: Five sports are limited to 15 dates of competition when more than three or seven students from that school and a school coach are present in competition against others not enrolled in that school. Basketball, volleyball and ice hockey (three players and coach); soccer, lacrosse and football (seven players and a coach). Football may only have seven summer dates of competition (passing league games). Summer competition must be prior to Aug. 1 and must follow the travel rule if held outside of Michigan: **ALL** teams at an event must be within 300 miles or from bordering states (not just those you play against). Sports not on this list are not limited in summer competition, but the four Year-Round Principles continue to apply.

Three [or four] player period ends: The limited player period ends on the Monday after Memorial Day which is also the Monday after baseball and

softball district tournaments and the track finals. Except for the dead period (below) any number of players may have contact with their coach in the summer provided the four **Year-Round Principles** apply. Schools must regulate the frequency and intensity of any summer voluntary workouts so students may participate in more than one sport and so that families may have time away from school sports.

Summer Dead Period: A seven-day zero player/coach and zero school facility period of time from the end of school or participation in the MHSAA spring tournaments to Aug 1. No coach contact whatsoever is allowed including at fund raisers, functions or places of employment. Each school sets its own seven day dead period and it applies to **ALL** sports, except that non-school summer baseball or softball games and practices (American Legion) may continue in the summer dead period. Most schools select a seven-day period which includes July 4.

Football: Only football helmets and football shoes are permitted out-of-season in **ANY** setting including camps or clinics, whether held in state or out-of-state. No pads except during the season. In the summer, a school football coach has a limited allowance to conduct or coach at a bona fide football camp with any number of players from the school. If a school is conducting a football camp, be sure and consult the Handbook for the actual rule. In the summer, besides the seven dates of competition (passing leagues) school coaches and up to seven players may assemble at one time for informal football activities or workouts which must also follow the four **Year-Round Principles**.

Encouraging Multi-Sport Participation

High school sport specialization has received a lot of attention recently. School sport participants are pressured into choosing one sport over other sport opportunities that are available. When athletes play a single sport year-round they lack enrichment and experience in participating in other co-curricular activities. Many times single sport-focused athletes find that participation is no longer fun and drop out because of the actions of overzealous coaches and pushy parents.

School sport offers more than what most see, kids playing a game. For families, sport offers a physical place to be together away from work or school. Often – at critical times in their lives – sport offers kids a way to connect with each other and work toward common goals.

For most of us, school sports became a collection of personal moments, a mental album of boys and girls growing into men and women.

Educational athletics help kids find the heroes within and the adults of tomorrow.

DID YOU KNOW?

- High School athletes have higher grades and lower dropout rates and attend college more often than non-athletes.
– *Minnesota State High School League*
- By a 2 to 1 margin for males and a 3 to 1 margin for females, student-athletes do better in school, do not drop out and have a better chance to get through college.
– *University of Chicago*
- The one yardstick to predict "success" in later life (self-satisfaction and participation in a variety of community activities two years after college) is achievement in school activities. Not useful as predictors are high grades in high school or college or high ACT scores.
– *College Testing Service*
- Nearly 7 in 10 Americans say high school sports teach students lessons about life they can't learn in a classroom; 9 in 10 believe sports contribute to health and fitness.
– *USA TODAY*

- 95 percent of Fortune 500 executives in 1987 participated in school athletics (only 47% were National Honor Society Members).
– *FORTUNE MAGAZINE*

Top 10 List For Multi-Sport Participation

10. Meet new people...
9. Benefit from improved time management skills...
8. Develop different muscle groups...
7. Develop lasting relationships...
6. You will be less likely to become involved in drug, tobacco and alcohol abuse...
5. Studies show that participation in a variety of activities as a school's best predictor of an adult's success...
4. You will be recognized as a leader by administrators, teachers and peers...
3. The values of sportsmanship, teamwork, fair play, sacrifice and commitment will serve you well in your daily lives...
2. Athletics helps you to achieve excellence in academics...

...And, the **No. 1** reason for multi-sport participation . . . **To Have Fun; Because You Can!**

Opportunities exist for you right now in interscholastic athletics that will never exist in such abundance later in life. There should be no penalty for playing other sports, and there should be no reward for being persuaded to play one sport year-round. If you are feeling pressured by coaches or booster groups to limit yourself to one sport, consult with your principal, athletic director or guidance counselor.

Enjoy all the opportunities your school has to offer.

Head Coach Job Description

Overall Job Responsibility

Within the framework of the entire athletic program, the head coach provides leadership in the ongoing development and improvement of her/his coaching area through coordination, planning, evaluation, and implementation of programs. He/she follows guidelines and regulations as given by the Michigan High School Athletic Association (MHSAA). All athletic team coaches are directly responsible to the Athletic Director at Monroe Public Schools.

Functions:

A. Year Round

- 1. Assist in the coordination of all programs (grade 7 - 12).*
- 2. Plan and administer staff responsibilities, staff plans, seasonal plans, and scouting duties.*
- 3. Actively participate with community organizations related to your sport.*
- 4. Assist in the recruitment, screening, hiring, training, and assignment of coaching staff.*
- 5. Assist in the ongoing evaluation of the coaching staff. (See Coach Evaluations.)*
- 6. Check your voice mail and e-mail daily.*
- 7. Work with the athletic department to maintain program website information*

B. Pre-Season

- 1. Complete MHSAA rules meeting.*
- 2. Check academic eligibility of student athletes with grade checks.*
- 3. Create practice schedule.*

- 4. Make sure a physical for each athlete has been collected before he/she participates in a practice/conditioning.*
- 5. Make sure all students athletes/parents have completed online registration.*
- 6. Fill out roster as soon as your team is set and forward copy to Athletic Office*
- 7. Attend pre-season meeting with athletic director.*
- 8. Obtain keys from the athletic department (do NOT lend your keys out).*
- 9. Any transfer athlete must meet with athletic director before competing.*
- 10. Conduct your parent meeting. Explain team expectations and award requirements. Hand out parent pamphlet and discuss.*
- 11. Provide athlete and parents with a schedule for practices, competitions, and transportation times.*
- 13. Register ALL non-faculty coaches with the Athletic Office. This includes volunteers. A Criminal History Consent form MUST be completed by ALL non-faculty and volunteers in your program and returned to the Athletic Office on a yearly basis.*
- 14. Make sure all coaches have been fingerprinted or have completed their background check.*

C. During Season

- 1. Implement Athletic Philosophy of MPS as outlined in Coach's Handbook.*
- 2. Assume responsibility for constant care of equipment and facilities being used.*
- 3. Follow carefully the procedure for initiating purchase orders.
(Instructions/Procedures included)*
- 4. Assume supervisory control over all phases of teams at each level in your program.*
- 5. Organize and schedule practice sessions on a regular basis with the idea*

of developing the athlete's greatest potential.

6. Apply discipline in a firm and positive manner.

7. See that building regulations are understood and enforced. Reserve all rooms/gym through the Tandem Facility Scheduling System.

8. Emphasize safety precautions and be aware of best training and injury procedures.

9. Make sure you and your team conduct yourselves in an ethical manner during practice and contests.

10. Report a summary of all contests to local papers and provide any publicity information that would aid the program and the athletes.

11. Instruct players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.

12. Report contest results to the athletic department and the Pressbox App after EVERY competition.

D. End of Season

1. Arrange for the systematic return of all school equipment and hold the athlete responsible for all equipment not returned.

2. Arrange for the issuance of letters and special awards.

3. Arrange for cleaning, sorting and inventory of all equipment.

4. Be concerned with the care and maintenance of school facilities by making recommendations concerning additions and improvements.

5. Make recommendations concerning equipment needed to be purchased or repaired.

6. Maintain records of team and individual accomplishments.

7. Complete "End of the Season Coaches Report."

8. Arrange meeting with Athletic Director for season evaluation.

E. Off Season

- 1. Develop and conduct appropriate strength training and conditioning programs for athletes.*
- 2. Monitor academic progress of athletes in the program.*
- 3. Give input to the athletic director regarding future schedules.*
- 4. See that equipment to be reconditioned is sent out.*
- 5. Keep abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading in the field.*

Assistant Coach Job Description

Overall Job Responsibility:

To carry out the goals and philosophy of the District Athletic Program and Michigan High School Athletic Association (MHSAA).

Functions:

A. Year Round:

- 1. Attend MHSAA Rules Meeting (Online).*
- 2. Keep abreast of new knowledge, innovative ideas, and techniques by attendance clinics, workshops, and reading about the sport.*
- 3. Assist head coach in carrying out his/her responsibilities.*

B. During Season:

- 1. Assist head coach in proper registration of all athletes.*
- 2. Assist head coach in making a systematic issuance of school equipment.*
- 3. Assist in implementing Monroe Public School's Athletic Philosophy as outlined in Coach's Handbook.*
- 4. Assume responsibility for constant care of equipment and facilities being used.*
- 5. Assume supervisory control over athletes and teams assigned to you and assume supervisory control over all athletes in the program when such control is needed.*
- 6. Attend practice sessions and contests regularly.*
- 7. Apply discipline in a firm and positive manner.*
- 8. Emphasize safety precautions and be aware of best training and injury procedures.*

9. Make sure you and your team conduct yourselves in an ethical manner during practice and contests.

10. Provide head coach with information needed in making game reports and publicity releases.

11. Instruct players concerning rules and rule changes, new knowledge, and innovative ideas and techniques.

C. End of Season:

1. Assist in the return and inventory of school equipment.

2. Recommend athletes for letter awards.

3. Recommend facility maintenance and improvements.

4. Recommend equipment to be purchased.

5. See "End of the Season Checklist."

D. Off Season:

1. Help conduct appropriate strength training and conditioning programs for athletes.

2. Assist in monitoring the academic progress of athletes in the program.

3. Keep abreast of new developments, innovative ideas and techniques by attendance at clinics, workshops, and reading in the field.

Pay-to-Participate Policy for Monroe Public Schools

A participation fee will be assessed to all students in the athletic programs at Monroe High School and Monroe Middle School. The participation fee will be based on the following:

- The fee for participation is \$150.00 per sport at MHS and \$75 at MMS. There is no individual or family cap.
- Free and Reduced Lunch Program participants will be afforded a reduced fee of \$75.00 per sport for MHS and \$50 per sport for MMS, provided that the proper paperwork is on file and can be verified for its accuracy.
- Any MHS athlete participating in two sports in one season will pay \$150.00 per sport or \$300.00.
- The following varsity sports will be assessed a \$75.00 pay to participate fee:
 - Competitive Cheer
 - Hockey
 - Bowling
 - Gymnastics
 - Sideline Cheer Football \$75.00 (MHS)
 - Any additional or future sport that is added that does not receive school funding.
- Fees MUST be paid prior to the distribution of uniforms/jerseys.

The participation fee in no way guarantees the participant playing time in any contest, nor does it guarantee the participant or his/her parent(s) control over any conditions of the team or Athletic Department.

Athletes are not to receive benefits that are not available to all students and one athlete is not to receive benefits that are not available to all athletes.

All funds must be paid, processed and deposited as soon as possible into the school general fund and NEVER directly provided to the student athlete. Only parents, grandparents, or siblings may contribute financial support on behalf of an individual student-athlete, payable to the 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 athletes who:

- Quit the team before the season has ended
- Are suspended from a season because of a rule violation
- Become academically ineligible
- Sustain an injury after the first quarter of the season is completed
- Move out of the district

Building/Facility

A sense of ownership is necessary to develop, maintain and sustain a program over time. The same is true of quality buildings.

If you use a room other than what you use regularly for practice, etc., you need to sign up for that room through the Tandem Facility Scheduling Program.

Securing the building after practices and competitions requires dedication to protecting what we have.

Locker Rooms

- A. Only athletes in season are allowed to use the Varsity locker rooms. Anyone else needing a locker should use the P.E. locker room with the permission of the P.E. or Athletic Office staff.
- B. Roughhousing is not allowed in the locker room. Hazing players is not allowed.
- C. No glass containers are permitted in the locker room.
- D. All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions.
- E. The Athletic Department does not recommend storing personal valuables, including money, in our athletic locker.
- F. Security should always be a priority. Lock the locker rooms once your team has changed. The locker rooms are to remain LOCKED AT ALL TIMES.

Outdoor Facilities

- A. Athletes should be reminded to treat facilities with the same respect as an indoor facility. Do not allow garbage (bottles, snack wrappers, athletic tape, etc.) to be left behind.
- B. Security should always be a priority. Lock all facilities once your team has vacated.

Training Room Rules

- A. If you are not injured, STAY OUT! Only those needing treatment or rehabilitation are allowed in the training room.
- B. Clean up after practice before seeing the trainer. Wear shorts and shirt into the training room.
- C. Cleated or muddy shoes are not allowed.
- D. All equipment must stay outside the training room unless it is already worn prior to entering.
- E. After getting taped, leave the training room. Finish suiting up outside.
- F. Ice is for injuries only!!
- G. Loud talking, excessive noise, horseplay, visitation or loitering will not be allowed.
- H. Absolutely no food or drink of any kind is allowed in the training room.
- I. Stay off tables and equipment unless receiving treatment.
- J. Do not handle any equipment on your own.

Weight Room Rules

- A. Workout shirt, shorts, and proper shoes are required in the weight room. Shirts are required at all times – tank tops are acceptable. No jeans, dress shoes, halter tops or uncovered sports bras allowed.
- B. NO ONE is to be in the weight room alone.
- C. All students MUST be under the supervision of the instructor/coach assigned.
- D. Lifters MUST work with a partner. Have a spotter present when doing heavy free bar exercises.
- E. Do not move weight equipment from its designated area. No weights on the floor at any time. Replace all weights on racks IMMEDIATELY following use.
- F. Know your limits! Work with the instructor/coach in determining your limits.
- G. Warm-up with proper stretching exercises.
- H. No chewing gum or eating candy.
- I. No horseplay or profanity.
- J. You are in the weight room to lift, not to socialize or visit. Do not distract someone else from their workout.
- K. No abuse of equipment. Any equipment that is broken must be reported immediately.
- L. NO SPITTING ON THE FLOOR!

Post Season Responsibilities

As you wrap up your season, please note the following tasks to be completed before your last coaching pay is released.

A. Check in equipment. Have equipment washed, etc., and store equipment in the proper storage area. Complete the equipment inventory list on the End of Season Coaches Report.

B. Missing, lost, or stolen equipment must be paid for by the athlete to whom it was issued. No athlete should receive any award before you have collected money for misused equipment.

C. Take an inventory of equipment, etc.

D. Turn in your End of Season Coaches Report including:

- 1. Record.*
- 2. Competition by competition scores.*
- 3. Award winners (names, class, and type of award).*
- 4. Final conference standings (if applicable).*
- 5. Other important information about your season.*
- 6. Equipment inventory.*

E. Turn in a list of letter winners so the awards can be prepared.

F. Return keys used during the season. Head coaches: collect keys from assistants.

G. Evaluations of assistants.

Your final coaching pay will not be released until all of the above are complete.

Coach Evaluations

Monroe Public Schools Athletic Department recognizes the importance of quality evaluations of its coaching staff and the following is the foundational purpose for the evaluations:

1. To ensure the best coaching possible for all athletes.
2. To improve communication between coaches and administrators.

The Athletic Director will evaluate all head coaches. The head coaches will evaluate assistant coaches in their program.

Before the head coach evaluation can be completed, all paperwork for each program must be completed in its entirety. This includes End of Season reports and evaluations of all assistant coach staff.

This process should begin once the season is over and completed within three (3) weeks of the season ending.

Earning the Varsity Letter

Criteria for earning a Varsity Letter should be discussed with the Athletic Director so consistency from sport to sport is emphasized. Participants should be informed about the necessary criteria prior to starting the season.

Our core values – Academics, Character, Commitment, Dedication, Integrity, Respect, Sportsmanship, and Team – are traits letter winners should have and be required to emulate.

An athlete can earn a Letter *award* for each varsity sport played in one school year, but only one *chenille* letter will be awarded during their high school athletic career. Only one Chevron will be given a year.

A first year, first sport Varsity Letter earner will receive their Letter, Numerals, and Chevron.

No athlete should receive an award before you have collected money for misused or lost equipment (including uniforms or any piece/item of the uniform!).

Banquet Guidelines

The award ceremony needs to recognize the athletes and others who assisted in the success of your program. This is your opportunity to express your thanks to those who played a key role during the season.

In order to have some consistency regarding the end of the season recognition, the following guidelines are to be used to organize your award ceremony:

- A. The event must be completed by 10:00 p.m.
- B. If the coach(es) and the parents want to organize a potluck dinner or a dessert before the awards ceremony, please do so. This is not mandatory but gives the evening a special start. Do not get caught up in elaborate plans, which may be difficult to duplicate year after year. Consistency is important because what happened in the past is going to be expected in the future.
- C. Schedule the event within the first couple of weeks after the season ends. Set a date early enough so you can reserve the space you need for the ceremony and so team members and parents have sufficient advance notification.
- D. It is a good idea to set the date for your banquet at the beginning of the season. You need to reserve the room(s) you want through the Tandem Facility Usage Program, just as you would for any other after-school function. This should be done months in advance to ensure you have an acceptable place to hold your banquet.
- E. You will need to pick up from the Athletic Director's office the awards earned by your athletes.

Severe Weather Procedures

Please follow the procedures outlined below in the event of severe weather:

Tornado Watch (conditions for a tornado exists): The head coach, assistant coach or another adult will keep abreast of the weather regarding imminent danger. Practice or competition may continue.

Lightning or Tornado warning (a tornado has been spotted in the vicinity): The coach will direct all competitors to seek proper shelter until such warning has passed. Thunder and lightning are indicators that you are in potential danger. Do not take chances with your athletes or others, get off the practice or game field to a place of safety.

Lightning Safety

Prevention is certainly the best policy in staying ahead of a lightning threat. Weather forecasts can be gathered from television, radio, or Internet sites. It is extremely important to be inside a safe structure or location long before the lightning threat becomes dangerous. Also, it is imperative to understand that lightning is a real and deadly weather phenomenon. It can come in ahead of the rain and it can strike as far as ten miles from where it is raining. Therefore, one should not wait for it to begin raining to postpone a game or practice. Lastly, blue sky or sunshine peeking through the thunderstorm clouds is not safe reasons to shorten the 30-minute rule.

Please instruct everyone about where the safest structure or location is close to the field or playing area, and how long it takes to get to that place. A safe structure or location is defined as:

1. Any vehicle with a hard metal roof (not a convertible), with the windows rolled up can provide a measure of safety. A vehicle with a hard metal roof is certainly safer than remaining outdoors. It is not the rubber tires that make a vehicle a safe shelter, but the hard metal roof that transfer the lightning channel around the vehicle. It is extremely important not to touch any part of the metal framework of the vehicle while inside the vehicle. Convertible cars or golf carts are not considered safe locations during thunderstorms.

2. Any building normally occupied or frequently used by people. In other words, a building with plumbing and/or wiring that acts to electrically ground the structure. This should be the primary choice in seeking a safer location from the lightning threat.
3. Stay away from the tallest trees or objects (such as light poles or flagpoles), individual trees, standing pools of water, and open fields. Avoid being the highest object in a field, and do not take shelter under trees. Increasing your height, such as demonstrated by these unsafe behaviors, increases your chances of being struck by lightning.
4. All outdoor athletic activity must cease at the first indicator of lightning activity. All people involved should leave the playing field, or event site, to seek a safe structure or location (see above). Avoid using the locker room shower facilities for a safe location, and do not use the shower or plumbing facilities during the thunderstorm.
5. If a person feels his or her hair stand on end or their skin tingle, get to a safe structure or location (see above) immediately.
6. You should allow 30 minutes to pass after the last sound of thunder or flash of lightning before resuming any athletic activity or returning outdoors. In other words, if the “thirty-minute clock” has been started to gauge return to activity, it must be reset after each sound of thunder or flash of lightning.
7. Do not use the telephone, except in emergency situations. A cellular phone or cordless telephones are safe alternatives to a landline phone, if the person and the antenna are located within a safe structure or location, and all other precautions are followed. Three percent of lightning casualties are to people who are indoors using a landline telephone during a thunderstorm.
8. Lightning strike victims do not carry an electrical charge. Therefore, first responders can safely touch lightning strike victims. Lightning strike victims who show signs of cardiac or respiratory arrest need prompt emergency help. Therefore, CPR is safe for the responder and necessary for any hope of survival for many lightning victims.

For more information about lightning safety, contact the National Lightning Safety Institute at the following URL:
<http://www.lightningsafety.com>.

Attachments

MHSAA Calendars

MPS Tobacco Policy

MHSAA Coaches Advancement Program (CAP) Information

Guide to Concussion in Sports

MHSAA Protocol for Concussions

Hydration/Dehydration and Heat Illness Info

Fluid Facts

MHSAA Model Policy for Managing Heat & Humidity

NFHS Guidelines for Sports Hygiene

NFHS MRSA in Sports Guidelines

Final Forms Registration Parent/Athlete Instructions

Assistant Coach Evaluation Form

Student Accident Report

MHSAA High School Eligibility Guide for Student Athletes

Transfer Rule Regulations

Guide to Internal Account Spending & Purchase Orders

Guide to Tandem Facility Scheduling

Private Transportation Application Form

MPS Overnight Trip Rules



2019-20 CALENDAR

SPORT	FIRST PRACTICE DATE	FIRST CONTEST DATE	DAYS OR CONTESTS	OPT OUT DUE DATE	DUE DATE OF RATINGS	MHSAA TOURNAMENT DATES				
						DISTRICTS	REGIONALS	QTR FINALS	SEMI FINALS	FINALS
FALL *										
Cross Country: LP	Aug 12	Aug 16	15D	Oct 11			Oct 25 or 26			Nov 2
Cross Country: UP	Aug 12	Aug 16	15D	Oct 4						Oct 19
Football - 8 Player	Aug 12	Aug 29	9C	N/A	Dec 1		Nov 1 or 2 & Nov 8 or 9		Nov 16	Nov 22 or 23
Football - 11 Player	Aug 12	Aug 29	9C	N/A	Dec 1	Nov 1 or 2 & Nov 8 or 9	Nov 15 or 16		Nov 23	Nov 29 & 30
Golf: LP Girls	Aug 12	Aug 16	16D	Sep 20			Oct 7, 8, 9, 10, 11 or 12			Oct 18-19
Soccer: LP Boys	Aug 12	Aug 16	18C	Sep 18	Dec 1	Oct 9-11, Oct 14-19	Oct 22-26		Oct 30	Nov 2
Swimming: LP Girls	Aug 14	Aug 23	17D	Nov 18 Dive: Nov 12			Dive: Nov 14			Nov 22-23
Tennis: LP Boys	Aug 12	Aug 16	16D	Oct 2			Oct 10 or 11 or 12			Oct 18 & 19
Tennis: UP Girls	Aug 12	Aug 16	16D	Sep 20						Oct 2-5
Volleyball	Aug 14	Aug 23	18D	Oct 9	Dec 1	Nov 4-6, Nov 7 or 8 or 9	Nov 12 & 14	Nov 19	Nov 21-22	Nov 23
WINTER										
Basketball: Boys	Nov 18	Dec 9	20C	Feb 19	Apr 1	Mar 9 & 11 & 13	Mar 16 & 18	Mar 24	Mar 26-27	Mar 28
Basketball: Girls	Nov 11	Dec 2	20C	Feb 12	Apr 1	Mar 2 & 4 & 6	Mar 10 & 12	Mar 17	Mar 19-20	Mar 21
Bowling: Boys & Girls	Nov 14-UP Nov 18-LP	Nov 30-UP Dec 7-LP	24D	Feb 7			Feb 28-29			Mar 6-7
Competitive Cheer	Nov 11	Nov 25	12D	Feb 7	Apr 1	Feb 21-22	Feb 29			Mar 6-7
Gymnastics	Oct 28	Nov 16	15D	Feb 28			Mar 7			Mar 13-14
Ice Hockey	Nov 4	Nov 18	25C	Feb 7	Apr 1		Feb 24-Mar 4	Mar 7	Mar 12-13	Mar 14
Skiing: Boys & Girls	Nov 18	Dec 14	17C	Feb 3			Feb 10-14			Feb 24
Swimming: LP Boys	Nov 25	Dec 7	17D	Mar 9 Dive: Mar 3			Dive: Mar 5			Mar 13-14
Swimming: UP Boys & Girls	Nov 11	Nov 16	17D	Feb 10						Feb 15
Wrestling: Individual	Nov 18	Dec 11	14D	Jan 30	Apr 1	Feb 15	Feb 22	ALPHA WEIGH-IN		Mar 6-7
Wrestling: Team	Nov 18	Dec 11	14D	Jan 30	Apr 1	Feb 12 & 13	Feb 19	10/28/19 - 1/31/20		Feb 28-29
SPRING										
Baseball	Mar 9	Mar 18	38C	May 6	June 20	May 26, 29 or 30	June 3 & 6		June 11-12	June 13
Golf: LP Boys	Mar 9	Mar 16	16D	May 6			May 25, 26, 27, 28, 29 or 30			Jun 5-6
Golf: UP Boys & Girls	Mar 9	Mar 16	16D	May 15						May 27, 28, 29 or 30
Lacrosse: Boys	Mar 9	Mar 18	18C	Apr 22	June 20		May 14-27	May 29 or 30	June 3	June 6
Lacrosse: Girls	Mar 9	Mar 18	18C	Apr 22	June 20		May 14-30		June 3	June 6
Soccer: LP Girls	Mar 9	Mar 18	18C	May 6	June 20	May 20-22, May 26-30	Jun 2-6		June 9-10	June 12-13
Softball	Mar 9	Mar 18	38C	May 6	June 20	May 26, 29 or 30	June 6	June 9	June 11-12	June 13
Tennis: LP Girls	Mar 9	Mar 16	16D	May 6			May 14 or 15 or 16			May 29-30
Tennis: UP Boys	Mar 9	Mar 16	16D	May 22						May 27, 28, 29 or 30
Track & Field	Mar 9	Mar 18	18D	May 12			May 14, 15 or 16			May 30

REVISED 5/16/2019

* Junior high/middle school fall sports practices may begin on Monday, Aug. 26, 2019 (14th Monday before Thanksgiving).

Section 9000 – General Public and Organizational Relations

9300 Alcohol, Smoke, and Drug Free Schools, Grounds, Vehicles and Facilities 9300

Tobacco Products

District employees shall not smoke or use tobacco products in any building or on school grounds at any time. The use of any tobacco product is prohibited in all school- related situations by any person, at any time, in any location, and at any event.

For the purposes of this policy,

- A. “Any tobacco product” means a preparation of tobacco to be inhaled, chewed, or placed in a person’s mouth.
- B. “Any persons” includes students, staff, visitors, and all groups using school property, and any other persons.
- C. “Any time” means all days and hours of the calendar year.
- D. “Any location” includes the school’s property, grounds, buildings, and vehicles, even when school is out of session or the event is sponsored by another organization.
- E. “Any event” includes all school-sponsored events, whether on or off school property.
- F. “use of tobacco products” means any of the following:
 - 1. the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device
 - 2. the inhaling or chewing of a tobacco product
 - 3. the placing of a tobacco product within a person’s mouth
 - 4. and/or the smoking of electronic, “vapor,” other substitute forms of cigarettes, clove cigarettes, activated electronic devices or other lighted smoking devices for burning tobacco or any other substance.

Alcoholic Beverages

No alcoholic beverages or containers of any kind shall be used or possessed by any person in District buildings or on District property, nor in connection with any District sponsored activity, at any time. Signs prohibiting the use of alcohol or tobacco products will be posted on school grounds.

General public violations will be handled in accordance with State Law.

Approved: August 9, 2016

Amended: February 26, 2019

LEGAL REF: MCL 333.12601 *et seq.*; 750.473; OAG, 1977-1978, No 5336, p. 502
(June 28, 1978); 20 USCA§7183.

CAP REQUIRED FOR HEAD COACHES (FOR MORE INFO, LOG ONTO MHSAA.COM)

Interested in getting additional opportunities for coaches education? The Coaches Advancement program is for you! This is great coursework for new and veteran coaches of all sports. Click the "Register Now" button below for the current schedule. **Each head coach of a varsity team hired for the first time at any MHSAA member high school (after July 31, 2016) shall have completed either Level 1 or Level 2 of the MHSAA Coaches Advancement Program (CAP).**

MHSAA *Handbook* Regulation II, Section 3(C)

Each head coach of a varsity team in an MHSAA tournament sport hired for the first time as a high school varsity head coach at any MHSAA member high school after July 31, 2016 shall have completed either Level 1 or Level 2 of the MHSAA Coaches Advancement Program (CAP). If the head coach does not complete CAP Level 1 or 2 prior to the established deadline, that coach shall be prohibited from coaching in that season's MHSAA tournament for the sport involved and shall not be present at the facility where the MHSAA tournament involving that coach's team is being held. See Regulation II, Section 15 H(4). An administrator or faculty member designee of that school shall be present with supervisory capacity over the school's competitors. Failure to receive reminder notifications (email or other) does not change the requirement of this Section. The MHSAA may substitute an alternative coach's education program for late hires which will fulfill the requirement on a temporary basis.

The deadlines are:

- Fall: September 12, 2019
- Winter: December 12, 2019
- Spring: April 16, 2020

[Register NOW and get started today!](#)



A Parent's Guide to Concussion in Sports

What is a concussion?

- A concussion is a brain injury which results in a temporary disruption of normal brain function. A concussion occurs when the brain is violently rocked back and forth or twisted inside the skull as a result of a blow to the head or body. An athlete does not have to lose consciousness (“knocked-out”) to suffer a concussion.

Concussion Facts

- It is estimated that over 140,000 high school athletes across the United States suffer a concussion each year. (Data from NFHS Injury Surveillance System)
- Concussions occur most frequently in football, but girl's lacrosse, girl's soccer, boy's lacrosse, wrestling and girl's basketball follow closely behind. All athletes are at risk.
- A concussion is a traumatic injury to the brain.
- Concussion symptoms may last from a few days to several months.
- Concussions can cause symptoms which interfere with school, work, and social life.
- An athlete should not return to sports while still having symptoms from a concussion as they are at risk for prolonging symptoms and further injury.
- A concussion may cause multiple symptoms. Many symptoms appear immediately after the injury, while others may develop over the next several days or weeks. The symptoms may be subtle and are often difficult to fully recognize.

MHSAA PROTOCOL FOR IMPLEMENTATION OF NATIONAL FEDERATION SPORTS PLAYING RULES FOR CONCUSSIONS

“Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.”

The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness.

This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.
2. If it is confirmed by the school's designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
 - a. The clearance may not be on the same date on which the athlete was removed from play.
 - b. Only an M.D., D.O., Physician's Assistant or Nurse Practitioner may clear the individual to return to activity.
 - c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity.
 - d. Individual school, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA if the situation was brought to the officials' attention.
5. Member schools are required to complete and submit the forms designated by the MHSAA to record and track head injury events in all levels of all sports.
6. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.

SANCTIONS FOR NON-COMPLIANCE WITH CONCUSSION MANAGEMENT POLICY

Following are the consequences for not complying with National Federation and MHSAA rules when players are removed from play because of a concussion:

- A concussed student is ineligible to return to any athletic meet or contest on the same day the concussion is sustained.
- A concussed student is ineligible to enter a meet or contest on a subsequent day without the written authorization of an M.D., D.O., Physician's Assistant or Nurse Practitioner.

These students are considered ineligible players and any meet or contest which they enter is forfeited. In addition, that program is placed on probation through that sport season of the following school year. For a second offense in that sport during the probationary period – that program is continued on probation through that sport season of the following school year and not permitted to participate in the MHSAA tournament in that sport during the original and extended probationary period.

(OVER)

RETURN TO ACTIVITY

This form is to be used after an athlete is removed from and not returned to activity after exhibiting concussion symptoms. MHSAA rules require unconditional written authorization from a physician (MD/DO/ Physician's Assistant/ Nurse Practitioner) before an athlete may return to activity after exhibiting concussion symptoms that caused that athlete to be removed for the duration of a contest.

In cases where an assigned MHSAA Tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow a student to return to activity may not be overruled.

Athlete: _____ School: _____

Event/Sport: _____ Date of Injury: _____

REASON FOR ATHLETE'S INCAPACITY

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

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

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

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

DATE: _____

SIGNATURE (Must be MD/ DO/PA/NP)

Examiner's Name (Printed): _____

Copies to: Team Coach and Athletic Director (Duplicate as Needed)

In addition to this return to activity form, member schools are required to complete and submit a report on MHSAA.com to record and track concussion events in all levels of all sports.

What are the signs and symptoms of a concussion?

SIGNS OBSERVED BY PARENTS, FRIENDS, TEACHERS OR COACHES
Appears dazed or stunned
Is confused about what to do
Forgets plays
Is unsure of game, score, or opponent
Moves clumsily
Answers questions slowly
Loses consciousness
Shows behavior or personality changes
Can't recall events prior to hit
Can't recall events after hit

SYMPTOMS REPORTED BY ATHLETE
Headache
Nausea
Balance problems or dizziness
Double or fuzzy vision
Sensitivity to light or noise
Feeling sluggish
Feeling foggy or groggy
Concentration or memory problems
Confusion

What should I do if I think my child has had a concussion?

If an athlete is suspected of having a concussion, he or she must be immediately removed from play, be it a game or practice. Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, and even death. Parents and coaches are not expected to be able to “diagnose” a concussion, as that is the job of a medical professional. However, you must be aware of the signs and symptoms of a concussion and if you are suspicious, then your child must stop playing:

When in doubt, sit them out!

All athletes who sustain a concussion need to be evaluated by a health care professional who is familiar with sports concussions. You should call your child's physician and explain what has happened and follow your physician's instructions. If your child is vomiting, has a severe headache, is having difficulty staying awake or answering simple questions he or she should be taken to the emergency department immediately.

When can an athlete return to play following a concussion?

After suffering a concussion, **no athlete should return to play or practice on that same day.** Previously, athletes were allowed to return to play if their symptoms resolved within 15 minutes of the injury. Studies have shown us that the young brain does not recover quickly enough for an athlete to return to activity in such a short time.

Concerns over athletes returning to play too quickly have led state lawmakers in both Oregon and Washington to pass laws stating that **no player shall return to play following a concussion on that same day and the athlete must be cleared by an appropriate health-care professional before he or she are allowed to return to play in games or practices.** The laws also mandate that coaches receive education on recognizing the signs and symptoms of concussion.

Once an athlete no longer has symptoms of a concussion and is cleared to return to play by health care professional knowledgeable in the care of sports concussions he or she should proceed with activity in a step-wise fashion to allow the brain to re-adjust to exertion. On average the athlete will complete a new step each day. The return to play schedule should proceed as below following medical clearance:

Step 1: Light exercise, including walking or riding an exercise bike. No weight-lifting.

Step 2: Running in the gym or on the field. No helmet or other equipment.

Step 3: Non-contact training drills in full equipment. Weight-training can begin.

Step 4: Full contact practice or training.

Step 5: Game play.

If symptoms occur at any step, the athlete should cease activity and be re-evaluated by their health care provider.

How can a concussion affect schoolwork?

Following a concussion, many athletes will have difficulty in school. These problems may last from days to months and often involve difficulties with short and long-term memory, concentration, and organization.

In many cases it is best to lessen the athlete's class load early on after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days, or perhaps a longer period of time, if needed. Decreasing the stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time.

What can I do?

- Both you and your child should learn to recognize the “Signs and Symptoms” of concussion as listed above.
- Teach your child to tell the coaching staff if he or she experiences such symptoms.
- Emphasize to administrators, coaches, teachers, and other parents your concerns and expectations about concussion and safe play.
- Teach your child to tell the coaching staff if he or she suspects that a teammate has a concussion.
- Monitor sports equipment for safety, fit, and maintenance.
- Ask teachers to monitor any decrease in grades or changes in behavior that could indicate concussion.
- Report concussions that occurred during the school year to appropriate school staff. This will help in monitoring injured athletes as they move to the next season’s sports.

Other Frequently Asked Questions

Why is it so important that an athlete not return to play until they have completely recovered from a concussion?

Athletes who are not fully recovered from an initial concussion are significantly vulnerable for recurrent, cumulative, and even catastrophic consequences of a second concussive injury. Such difficulties are prevented if the athlete is allowed time to recover from the concussion and return to play decisions are carefully made. No athlete should return-to-sport or other at-risk participation when symptoms of concussion are present and recovery is ongoing.

Is a “CAT scan” or MRI needed to diagnose a concussion?

Diagnostic testing, which includes CT (“CAT”) and MRI scans, are rarely needed following a concussion. While these are helpful in identifying life-threatening brain injuries (e.g. skull fracture, bleeding, swelling), they are not normally utilized, even by athletes who have sustained severe concussions. A concussion is diagnosed based upon the athlete’s story of the injury and the health care provider’s physical examination.

What is the best treatment to help my child recover more quickly from a concussion?

The best treatment for a concussion is rest. There are no medications that can speed the recovery from a concussion. Exposure to loud noises, bright lights, computers, video games, television and phones (including text messaging) all may worsen the symptoms of a concussion. You should allow your child to rest as much as possible in the days following a concussion. As the symptoms

lessen, you can allow increased use of computers, phone, video games, etc., but the access must be lessened if symptoms worsen.

How long do the symptoms of a concussion usually last?

The symptoms of a concussion will usually go away within one week of the initial injury. You should anticipate that your child will likely be out of sports for about two weeks following a concussion. However, in some cases symptoms may last for several weeks, or even months. Symptoms such as headache, memory problems, poor concentration, and mood changes can interfere with school, work, and social interactions. The potential for such long-term symptoms indicates the need for careful management of all concussions.

How many concussions can an athlete have before he or she should stop playing sports?

There is no “magic number” of concussions that determine when an athlete should give up playing contact or collision sports. The circumstances surrounding each individual injury, such as how the injury happened and length of symptoms following the concussion, are very important and must be considered when assessing an athlete’s risk for further and potentially more serious concussions. The decision to “retire” from sports is a decision best reached following a complete evaluation by your child’s primary care provider and consultation with a physician or neuropsychologist who specializes in treating sports concussion.

I’ve read recently that concussions may cause long-term brain damage in professional football players. Is this a risk for high school athletes who have had a concussion?

The issue of “chronic encephalopathy” in several former NFL players has received a great deal of media attention lately. Very little is known about what may be causing dramatic abnormalities in the brains of these unfortunate retired football players. At this time we have very little knowledge of the long-term effects of concussions which happen during high school athletics.

In the cases of the retired NFL players, it appears that most had long careers in the NFL after playing in high school and college. In most cases, they played football for over 20 years and suffered multiple concussions in addition to hundreds of other blows to their heads. Alcohol and steroid use may also be contributing factors in some cases. Obviously, the average high school athlete does not come close to suffering the total number or shear force of head trauma seen by professional football players. However, the fact that we know very little about the long-term effects of concussions in young athletes is further reason to very carefully manage each concussion.

Some of this information has been adapted from the CDC's "Heads Up: Concussion in High School Sports" materials by the NFHS's Sports Medicine Advisory Committee. Please go to www.cdc.gov/ncipc/tbi/Coaches_Tool_Kit.htm for more information.

If you have any further questions regarding concussions in high school athletes or want to know how to find a concussion specialist in your area please contact Michael C. Koester, MD, ATC and Chair of the NFHS Sports Medicine Advisory Committee at michael.koester@slocumcenter.com.

April 2010

Hydration and Heat Illness

Heat-related deaths and illness are preventable, yet annually many people are affected by heat related illness. According to the Centers for Disease Control, from 1979 to 1999, excessive heat exposure caused 8,015 deaths in the United States. During this period, more people in this country died from extreme heat than from hurricanes, lightning, tornadoes, floods, and earthquakes combined. In 2001, 300 deaths were caused by excessive heat exposure.

Athletes are at risk for heat-related illness when their bodies are unable to properly cool themselves during physical activity. The risk of heat illness increases with rising temperatures and rising humidity. The body normally cools itself by sweating. But under some conditions, sweating just isn't enough, causing an athletes body temperature to rise rapidly.

Several factors affect the body's ability to cool itself, such as:

- Weather: when the humidity is high, sweat will not evaporate as quickly, preventing the body from releasing heat quickly.
- Age: children have lower sweat rates, higher heat production, and require more time to acclimate to heat.
- Larger athletes: more mass means more energy production and body heat. Fewer sweat glands per surface area, along with additional fat, insulates the body and keep heat internalized.
- Restrictive clothes and gear limits heat evaporation and increases insulation.
- History of heat illness

Other conditions related to risk include obesity, fever, dehydration, heart disease, mental illness, poor circulation, sunburn, and prescription drug and alcohol use.

Because heat-related deaths are preventable, it is vital coaches are aware of who is at the greatest risk and what actions can be taken to prevent a heat-related illness or death.

Prevention Tips

- Drink plenty of fluids. Be sure your athletes increase their fluid intake, regardless of activity level during hot or humid weather.
- Choose lightweight, light-colored, loose-fitting clothing.
- If you must be outdoors, try to limit your practices to morning and evening hours. Try to rest often in shady areas.
- If your athletes are not accustomed to exercising in a hot environment, start slowly and pick up the pace gradually.
- Allow your athletes to adjust to the environment. An athlete's tolerance for heat will improve over time, if you limit their physical activity until they become accustomed to the heat.

- No or little acclimation to heat. High intensity training in hot humid environments without allowing the body a period of adjustment is a common cause of heat illness.

Hydration Tips for Coaches

- Don't wait until they are thirsty to drink. During heavy exercise in a hot environment, it is recommended drinking two to four glasses (16-32 ounces) of cool fluids each hour. Avoid liquids that contain alcohol, or large amounts of sugar—these actually cause you to lose more body fluid. Also avoid very cold drinks, because they can cause stomach cramps.
- Record your athlete's body weight before and after activity. Compare your athlete's pre-activity body weight to his or her post-activity body weight. If post-activity weight is less than pre-activity weight, your athlete is not drinking enough fluids while active. A loss of as little as 1 percent of body weight can cause a decrease in performance. Because studies have proven that children replace less of their fluid losses when drinking water, you may want to offer a flavored sports drink to increase the amount of fluid your child consumes. One pound of body weight equals 16 oz. of water.

GENERAL GUIDELINES FOR HEAT ILLNESS

Dehydration

Dehydration occurs when the body loses too much fluid. Dehydration impairs athletic performance whenever body fluid level falls below 98% of normal. The primary cause of dehydration is sweat loss, an essential body process which facilitates the release of body heat into the environment. When athletes don't replace what they lose in sweat, the physiological function of the body's heat management system is compromised, placing both the athletes' performance and physical well-being at risk.

Heat

Exhaustion

This is a serious form of heat illness, but not as severe as heat stroke.

Heat

Stroke

The most severe heat-related illness, heat stroke can permanently impair or kill an untreated athlete. Symptoms are similar to heat exhaustion, plus hyperthermia (high body temperature) whereby the core body temperature can be higher than 105.8 degrees. This can lead to conditions such as convulsions, heart attacks, coma, stroke, liver and kidney damage, or blood clots in the lung. If an athlete is not immediately immersed in ice water, he/she can die or suffer permanent physical damage.

SIGNS AND SYMPTOMS

Dehydration	Heat Exhaustion	Heat Stroke
Thirst	Dizziness	* Medical Emergency
Fatigue	Headache	Irrational Behavior
Irritability	Nausea	Drowsiness
Nausea	Vomiting	Nausea

Vomiting Muscle Cramps Loss of Performance	Weakness Rapid Pulse Cold, clammy skin	Hot, dry skin Confused or disoriented Dangerously high temperature
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ACTION TO TAKE

Dehydration Re-hydrate Stop activity	Heat Exhaustion Replace fluids (re-hydration is critical) Rest in a cool, shaded area until all symptoms have passed. If dizziness continues, lie the athlete down, elevate their legs, and seek medical attention.	Heat Stroke Get out of sun and seek immediate medical attention. This is an emergency, call 911. Cool immediately using ice baths, ice bags, or whatever is available for you to use.
---	---	--

*** REMEMBER:** Athletes can still be experiencing heat stroke even if most symptoms are absent. Seek medical attention immediately at the first sign of serious or unusual symptoms.

Fluid Facts

Importance of Fluids

Water is the most important part of any athlete's diet and for good reason. During activity you lose fluid in the form of sweat. The harder you exercise, the more fluid is lost.

It's not uncommon to lose up to 32 ounces (4 cups) of fluid per hour of exercise in hot, humid conditions. That's a loss of two pounds of body weight. The resulting decrease in strength and endurance can be surprisingly dramatic.



How much to drink?

To stay hydrated and perform your best, follow this simple rule...

Take a fluid break every 15 to 20 minutes
– two to three big gulps ought to do it.

Another way to think about it:

Take a peek at your urine.

1. How often are you urinating?
2. What color is your urine?

If it's dark and there's not much of it, you need to drink more. If it's pale yellow (think lemonade), you're probably close to proper hydration.



Drink enough fluids daily to prevent thirst; milk, 100% juice and watery foods all contribute to fluid balance. To avoid dehydration due to fluid loss during exercise, take two to three gulps every 15 to 20 minutes.

What to Drink

Individual preference, including taste and energy needs, affects what you choose to drink. For most activities, cool water is the best choice. However, for training camps and long competitions, sports drinks provide a beneficial energy boost. They are designed to replace fluid and provide energy. Many also contain electrolytes such as sodium and potassium, which are lost in sweat.



Fluid Facts

Exercising in Heat: What to Watch For

Compared with adults, and even teenagers, preteens need to be especially mindful to drink enough fluids. They do not handle temperature extremes well; they sweat less, and in general, have a harder time dissipating heat and regulating body temperature, so fluids are important.

Regardless of age, hot and humid days require even more care. High temperatures cause heavy sweating resulting in dehydration if nothing is done to replenish fluids. Not only will performance suffer, potentially life-threatening symptoms of heat illness can appear if thirst is ignored and fluids limited. Watch for these body signals and be prepared to take appropriate action to correct them.

	symptoms	treatment
heat cramps	<ul style="list-style-type: none"> • Thirst • Chills • Clammy skin • Throbbing heart beat • Nausea 	Athlete should: <ul style="list-style-type: none"> • Drink ½ cup of water every 10 to 15 minutes • During breaks, move to shade and remove as much clothing as possible
heat exhaustion	<ul style="list-style-type: none"> • Reduced sweating • Dizziness • Headache • Shortness of breath • Weak, rapid pulse • Lack of saliva • Extreme fatigue 	Athlete should: <ul style="list-style-type: none"> • Stop exercising and move to a cool environment • Drink 2-3 cups of water for every pound lost • Take off wet clothing and sit on a chair in a cold shower • Place an ice bag on head
heat stroke	<ul style="list-style-type: none"> • Lack of sweat • Dry, hot skin • Lack of urine • Visual disturbances • Swollen tongue • Deafness • Aggression • Unsteady walking 	You should: <ul style="list-style-type: none"> • Call for emergency medical treatment immediately • Move athlete to a cool place indoors or under a shady tree • Place feet higher than head to avoid shock • Remove clothing and sponge athlete with towels that are soaked in cold water or spray athlete with cool water • Until help arrives, place ice bags on back and front of athlete's head

PEAK POINT

Bottom Line: Drink water **FIRST!** Water is your best friend. Remember to take frequent breaks to rehydrate and drink plenty of fluids, even if you don't feel thirsty.

Ask the Sports Dietitian

Q: Sports drinks and energy drinks, tell me more.

A: The American Academy of Pediatrics (AAP) acknowledges that sports drinks can be beneficial for some young athletes (during prolonged activities or day-long events). In most instances however, the Academy encourages water to rehydrate and low-fat or fat-free milk to help meet nutrient needs.

The terms 'sports drink' and 'energy drink' are often used interchangeably, however, they are very different in composition. Sports drinks are typically a combination of water and carbohydrates, with a small amount of sodium and potassium. Energy drinks, on the other hand, in addition to carbohydrates, protein, vitamins and minerals, typically contain stimulants, such as caffeine and guarana (a substance with a similar effect to caffeine). Energy drinks do not provide long-term energy – instead they result in an energy high before “the crash.” According to the AAP, stimulant-containing energy drinks have no place in the diets of children and adolescents.



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MODEL POLICY FOR MANAGING HEAT & HUMIDITY Adopted March 22, 2013

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

If the Heat Index is 95 degrees to 99 degrees:

- All Sports
 - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 - Optional water breaks every 30 minutes for 10 minutes in duration.
 - Ice-down towels for cooling.
 - Watch/monitor athletes carefully for necessary action.
- Contact sports and activities with additional equipment:
 - Helmets and other possible equipment removed while not involved in contact.
- Reduce time of outside activity. Consider postponing practice to later in the day.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

If the Heat Index is above 99 degrees to 104 degrees:

- All Sports
 - Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
 - Mandatory water breaks every 30 minutes for 10 minutes in duration.
 - Ice-down towels for cooling.
 - Watch/monitor athletes carefully for necessary action.
 - Alter uniform by removing items if possible.
 - Allow for changes to dry t-shirts and shorts.
 - Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
 - Postpone practice to later in the day.
- Contact sports and activities with additional equipment
 - Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

If the Heat Index is above 104 degrees:

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

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

Over for Heat Index PDF

HEAT INDEX CALCULATION AND CHART

Temperature (Fahrenheit)

Relative Humidity at Site

	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
100	84	87	91	95	99	103	107	112	116	121	126	132	137	143	149	155	161	168	174	181	188	195
99	84	87	91	94	98	102	106	111	116	120	125	131	136	142	147	153	160	166	172	179	186	193
98	84	87	90	94	98	102	106	110	115	120	124	130	135	140	146	152	158	164	171	177	184	191
97	84	87	90	94	97	101	105	110	114	119	124	129	134	139	145	151	157	163	169	176	182	189
96	83	87	90	93	97	101	105	109	113	118	123	128	133	138	144	149	155	161	167	174	180	187
95	83	86	90	93	97	100	104	108	113	117	122	127	132	137	142	148	154	160	166	172	179	185
94	83	86	89	93	96	100	104	108	112	116	121	126	131	136	141	147	152	158	164	170	177	183
93	83	86	89	92	96	99	103	107	111	116	120	125	130	135	140	145	151	157	162	169	175	181
92	83	86	89	92	95	99	103	106	111	115	119	124	129	133	139	144	149	155	161	167	173	179
91	83	86	89	92	95	98	102	106	110	114	118	123	127	132	137	143	148	154	159	165	171	178
90	83	86	88	91	95	98	102	105	109	113	117	122	126	131	136	141	147	152	158	164	170	176
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33	79	79	80	81	82	82	83	84	85	86	87	89	90	91	93	94	96	97	99	101	102	104
32	79	79	80	81	81	82	83	84	85	86	87											



GENERAL GUIDELINES FOR SPORTS HYGIENE, SKIN INFECTIONS AND COMMUNICABLE DISEASES

**National Federation of State High School Associations (NFHS)
Sports Medicine Advisory Committee (SMAC)**

Proper precautions are needed to minimize the potential risk of the spread of communicable disease and skin infections during athletic competition. These conditions include skin infections that occur due to skin contact with competitors and equipment. The transmission of infections such as Methicillin-Resistant Staphylococcus aureus (MRSA) and Herpes Gladiatorum, blood-borne pathogens such as HIV and Hepatitis B, and other infectious diseases such as Influenza can often be greatly reduced through proper hygiene. The NFHS SMAC has outlined and listed below some general guidelines for the prevention of the spread of these diseases.

Universal Hygiene Protocol for All Sports:

- Shower immediately after every competition and practice.
- Wash all workout clothing after each practice.
- Wash personal gear (knee pads and braces) weekly.
- Do not share towels or personal hygiene products (razors) with others.
- Refrain from full body (chest, arms, abdomen) cosmetic shaving.

Infectious Skin Diseases

Strategies for reducing the potential exposure to these infectious agents include:

- Athletes must be told to notify a parent or guardian, athletic trainer and coach of any skin lesion prior to any competition or practice. An appropriate health-care professional should evaluate any skin lesion before returning to competition.

- If an outbreak occurs on a team, especially in a contact sport, all team members should be evaluated to help prevent the potential spread of the infection.
- Coaches, officials, and appropriate health-care professionals must follow NFHS or state/local guidelines on “time until return to competition.” Participation with a covered lesion may be considered if in accordance with NFHS, state or local guidelines and the lesion is no longer contagious.

Blood-borne Infectious Diseases

Strategies for reducing the potential exposure to these agents include following Universal Precautions such as:

- An athlete who is bleeding, has an open wound, has any amount of blood on his/her uniform, or has blood on his/her person, shall be directed to leave the activity (game or practice) until the bleeding is stopped, the wound is covered, the uniform and/or body is appropriately cleaned, and/or the uniform is changed before returning to activity.
- Athletic trainers or other caregivers need to wear gloves and take other precautions to prevent blood or body fluid-splash from contaminating themselves or others.
- In the event of a blood or body fluid-splash, immediately wash contaminated skin or mucous membranes with soap and water.
- Clean all contaminated surfaces and equipment with disinfectant before returning to competition. Be sure to use gloves when cleaning.
- Any blood exposure or bites to the skin that break the surface must be reported and immediately evaluated by an appropriate health-care professional.

Other Communicable Diseases

Means of reducing the potential exposure to these agents include:

- Appropriate vaccination of athletes, coaches and staff as recommended by the Centers for Disease Control (CDC).
- During times of outbreaks, follow the guidelines set forth by the CDC as well as State and local Health Departments.

For more detailed information, refer to the "Infectious Disease and Blood-borne Pathogens" and "Skin Disorders" sections contained in the NFHS Sports Medicine Handbook.

Revised and Approved April 2010



MRSA in Sports Participation **Position Statement and Guidelines**

National Federation of State High School Associations (NFHS) Sports Medicine Advisory Committee

Skin infections occasionally become a problem in all sports. Some activities are more prone to them than others. Recent outbreaks of MRSA (Methicillin-Resistant *Staphylococcal aureus*) have occurred prompting the development of new guidelines from the NFHS Sports Medicine Advisory Committee to: help identify an outbreak, means to minimize it's spread and preventative measures to reduce its occurrence. First and foremost, simple hygienic measures must be used to prevent any form of infection from developing. All athletes should shower after each practice or competing event. Work-out gear or clothing needs to be washed at the end of each day or practice. Be sure to properly clean and disinfect all equipment that is in direct contact with an athlete's skin, i.e. mats, on a daily basis. Notify your parent and coach about any suspicious skin lesion and seek medical attention before practice or competing.

MRSA

Staphylococcal aureus is a common bacterium that can exist on the body and under special circumstances in the nose. Rarely does it invade the skin and cause infections. When it does, it's usually in the form of impetigo or folliculitis. Methicillin-resistant *staphylococcal aureus* is a form of this bacterium that has developed resistance to certain antibiotics. One reason for concern is that this organism, previously only thought to exist in hospitals or nursing homes, has now spread into the community. Antibiotics, such as

Simple Measures to Prevent or Minimize the Risk of MRSA

- Shower after all competition
- Wash all work-out gear after practice or competition
- Certain sports require cleaning equipment (Mats) before each practice or event
- Use liquid soap, not bar soap
- Refrain from cosmetic (whole body) shaving
- Don't share towels or hygiene products
- Notify parents and coach about any skin sores and have it evaluated by health care provider before returning to competition
- Shower before using whirlpools or cold tubs
- Refrain from using whirlpools or cold tubs with any open sores, scratches or scrapes

Penicillin and related medicines, which were used in the past, are now ineffective causing the problem we presently have. An aggressive form(1) that can spread quickly and usually appears as a boil or abscess (59%). Other forms, cellulitis (42%) and folliculitis (7%) can occur, but less frequent. This infection can invade deeper tissues and cause significant damage to the skin and muscles. Occasionally it can spread to the lungs and cause a serious type of pneumonia.

Risk factors for MRSA

Several issues increase the risk for MRSA to develop. Male-to-male sexual contact, history of intravenous drug usage and known contact with individuals with this bacterium serve as the greatest risk. Children and adolescents have a greater preponderance than adults(2). Other factors are: contact sports, i.e. football, wrestling, rugby and soccer, and history of recurrent boils(3-7).

What to do with an outbreak in an athlete

As with any skin infection, treat the individual and remove them from competition and practice. All players should be screened for similar infections on a daily basis. If possible, work with one health care provider in your community. Continuity of medical care is of the utmost importance in managing these infections. If suspicious, culturing these infections will be necessary to ensure the proper antibiotics are being used. If multiple outbreaks develop on a team, i.e. clusters, contact your Public Health Department for assistance. Multiple outbreaks could indicate there are carriers for the bacteria on the team. If present, consider having nasal cultures obtained on all team members, including coaches, to determine who these carriers are. With a contact sport, consider treating all infected and carrier individuals with antibiotics. For those with an active infection, treat with an appropriate oral antibiotic. Nasal carriers should receive intranasal mupirocin 2% cream twice a day for 5 days. Once being treated, perform chlorhexidine gluconate 4% solution body washes daily for five days will also help to remove or 'decolonize' the bacterium from the body(8).

What to do to prevent an outbreak

All clothing for practice and competition needs to be cleaned daily. Equipment intense sports, i.e. football, hockey, need to address means to properly clean these items on a routine basis*. Wrestling mats and gymnastic horse need to be disinfected (1:100 solution of household bleach and water) before each practice and several times a day throughout a tournament. Don't share any personal sporting equipment, i.e., gloves, knee pads. Don't use a whirlpool or cold tub with any open wounds, scrapes or scratches.

Individuals need to shower immediately after practice and competition, consider showering multiple times during tournaments when several events occur each day and before using whirlpools or common tubs. Use soap from

liquid dispensers, not shared bar soap(8). Require the use of personal towels and hygiene products. Sharing of these is felt to be a major source of spreading the bacterium to others(8). Refrain from cosmetic shaving of the skin, i.e. chest, back and pubic regions.

Provided there aren't any outbreaks, carriers of MRSA can continue to compete in sporting events. Proper care of all skin abrasions or cuts will minimize the risk of an infection and its spread.

*Cleaning of these equipment-intense sports can be difficult and costly. Manual disinfecting with 1:100 solution of household bleach and water is recommended. If not feasible, there are several companies that can clean larger pieces of equipment using various modalities (i.e., detergents, ozone). Consider seeking help from these companies or contact your local drycleaners for assistance.

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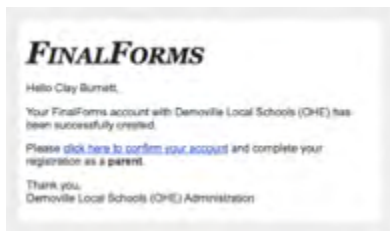
Revised and Approved April 2007



PARENT REGISTRATION

HOW DO I SIGN UP?

1. Go to <https://monroe-mi.finalforms.com>
2. Click **NEW ACCOUNT** under the Parent Icon
3. Type your NAME, DATE OF BIRTH and EMAIL, then click **REGISTER**
4. Check your Email for a FinalForms Email, and click **CONFIRM YOUR ACCOUNT** in the email text.



NOTE: You will receive an email within 2 minutes prompting you to confirm and complete your registration. If you do not receive an email, check your spam folder. If you still do not see the FinalForms email, please email support@finalforms.com

5. Create your new FinalForms password and click **CONFIRM ACCOUNT**

6. You may be asked if you want to grant another. Parent/Guardian access to your registered students. Either click **SKIP THIS STEP** or type the NAME, DATE OF BIRTH and EMAIL, then click **ADD PARENT ACCOUNT**.

7. Your account(s) will be created, you can then click **REGISTER STUDENT** for your first child.



REGISTERING A STUDENT

WHAT INFO WILL I NEED?

- Basic Medical History & Health Info
- Doctor, Dentist & Hospital Information
- Insurance Company & Policy Number
- Email Address for BOTH you and your student (if required by your district)

HOW DO I REGISTER MY FIRST STUDENT?

*****IMPORTANT***** If you have followed the steps on the

previous page, you may Jump to Step 3.

1. Go to <https://monroe-mi.finalforms.com>
2. Click **LOGIN** under the Parent Icon



Parent

LOGIN

Strong Password

3. Click **REGISTER STUDENT**



4. Complete the form including the Student's Legal Name, **EMAIL ADDRESS**, Date of Birth, Gender, Graduation Year, Home Address and any other information required by your School District, then click **CREATE STUDENT**

NOTE: A student email address may or may not be required depending on your school district preferences. If so, the email address provided may be used to send reminders to your student.

5. If your student plans to participate in a sport, activity, or club please click the checkbox for each. Click **UPDATE** after making your selection.

NOTE: A selection can be changed any time until the registration deadline.

6. Complete each form and sign your full name (e.g. "John Smith") into the Parent Signature field at the bottom of the page. After signing, click **SUBMIT FORM** and move on to the next form.

7. When all forms are complete, you will see a "Forms Finished" message.

*****IMPORTANT***** If required, an email will automatically be sent to the email address that you provided for your student prompting him/her to sign Student forms requiring his/her signature.

8. Click **MY STUDENTS** if you are done, or **REGISTER ANOTHER STUDENT** if you need to add another.

9. At any point in the future, you may login at any time and click the **UPDATE FORMS** button

Monroe High School
Athletic Department
Assistant Coach Evaluation

Name: _____ Assignment: _____

Date of Conference: _____

Recommendation: _____

- Evaluations:
1. Exemplary
 2. Satisfactory
 3. Needs Improvement

Coaching Responsibility

1. Security of equipment and buildings.	1	2	3	N/A
2. Knowledge and understanding of respective sport.	1	2	3	N/A
3. Works cooperatively with colleagues.	1	2	3	N/A
4. Rapport with players.	1	2	3	N/A
5. Individual and team discipline.	1	2	3	N/A
6. Willingness to follow directions.	1	2	3	N/A
7. Locker room supervision.	1	2	3	N/A
8. Demonstrates sound fundamentals and applies them.	1	2	3	N/A
9. Is punctual for meeting team for practices and games.	1	2	3	N/A
10. Helps develop team unity and spirit.	1	2	3	N/A
11. Works cooperatively with the Athletic Office and other coaches.	1	2	3	N/A
12. Works well with the head coach.	1	2	3	N/A
13. Models good judgement and treats everyone with respect.	1	2	3	N/A

Personal Qualifications

1. Personal habits	1	2	3
2. Enthusiasm for position	1	2	3
3. Professional appearance (practice and games)	1	2	3
4. Conduct at games	1	2	3
5. Professional development	1	2	3

Monroe High School
Athletic Department
Assistant Coach Evaluation

Head Coach's Comments:

Coach's Comments:

Coach's Signature _____

Evaluation by: _____

**Coach's signature does not indicate agreement with evaluation.

Monroe Public Schools
STUDENT SCHOOL ACCIDENT REPORT

Student Name: _____ Grade: _____ Date: _____

Building: _____ Person Reporting: _____

Accident Details

Date of Accident: _____ Time: _____ AM / PM

Accident Location: ☐ Classroom ☐ Playground ☐ Gym ☐ Bus
☐ Other, specify: _____

Cause/Description of Accident: _____

Witness(es) – if any: _____

Body Part(s) Injured: _____

Type of Injury Suspected: ☐ laceration/cut ☐ bruise ☐ sprain/strain ☐ fracture/break
☐ dislocation ☐ concussion
☐ other, specify: _____

First Aid Given By: ☐ Secretary ☐ Principal ☐ School Nurse ☐ Teacher
☐ Assistant ☐ Other, specify: _____

Describe First Aid Given: _____

Follow-Up: ☐ Returned to Class ☐ Phoned to Inform Parent
☐ Parent took home ☐ Parent took to doctor ☐ Relative took home
☐ Parent took to ER ☐ Transport from school by ambulance

Accident Review -- In order to keep our facilities as safe as possible for our students, we need to have an accurate report on the types of equipment/conditions that cause student accidents:

* Did accident occur on or using school equipment? Such as classroom furniture, monkey bars, playground equipment, softball, bat, etc.: Please describe: _____

* Please describe any safety rules violated: _____

* Any suggestions to avoid further potential injuries: _____

Signature of Person Reporting

Signature of Building Principal/Administrator

ONE Copy – Building

ONE Copy – Central Administration

Informed Consent – Assumption of Risk – Concussion Awareness

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

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

All athletes, parents and coaches must be aware of the signs and symptoms of concussion and the importance of discontinued participation in practices and competitions. See the Concussion Education Materials/Acknowledgement Form in Sports or other resources on the Health & Safety page of MHSAA.com.

Top Ten List for Student Eligibility

1. You were enrolled in a high school not later than the fourth Friday after Labor Day.
2. You will not have turned 19 before Sept. 1.
3. You have had a physical examination and MHSAA Student Participation Consent Form completed since April 15, and it is on file in the school office.
4. You have not been enrolled in more than eight semesters or 12 trimesters in high school (Grades 9-12).
5. You have received credit for the equivalent of at least 66 percent of full class-load potential for a full time student in the previous academic term.
6. You are currently passing the equivalent of at least 66 percent of full class-load potential for a full time student.
7. You have not changed schools without a corresponding move by your parents and persons with whom you were living for at least 30 calendar days during your last semester/trimester.
- Any sport a student plays (scrimmage or contest) affects that student's eligibility should that student change schools (transfer) without a residential change as defined. That student would be ineligible in that sport at the new school in the coming school year. The student would be eligible for sports not played in the previous school year. This is the new Sport Specific Transfer Regulation.
8. You have not received money, merchandise or other valuable considerations for participating in MHSAA tournament sports.
9. You have not participated in non-school contests during your sports season after having reported for your school team (limited allowances for ice hockey and individual sports).
10. You have not competed in an all-star or national high school championship after having played for an MHSAA school team in any MHSAA tournament sport.

Michigan High School Athletic Association
1661 Ramblewood Drive • East Lansing, MI 48823-7392
517-332-5046

See MHSAA.com for all things high school sports!

A copy of this brochure may be downloaded from MHSAA.com. Duplicate as needed

2019-20



YOUR HIGH SCHOOL ELIGIBILITY

A Guide for Student-Athletes

A Message to Student-Athletes

Your school is one of more than 750 public, non-public and charter high schools that have agreed to follow the rules and regulations of the Michigan High School Athletic Association.

Your high school years will provide some of the most memorable and enjoyable moments you will ever experience. The privilege of competing in interscholastic athletics is a once-in-a-lifetime experience which will influence you forever, but participation is dependent on your eligibility.

The essential eligibility requirements in this brochure are only a summary of some of the regulations affecting student eligibility. Most requirements are found in the **MHSAA HANDBOOK**, which can be located in the school administrative offices. In addition, your school district has the authority to establish more stringent standards and to enact codes of athletic conduct that are in the best interests of individual students, the team and community.

Review the rules with your parents/guardians and ask questions of your principal, athletic director and coaches. Your role in following the rules will assure eligibility to participate in interscholastic scrimmages or contests or prevent your participation as an ineligible athlete, which would result in forfeiture of contests for your school.

MHSAA Rules Apply to the Following Interscholastic Sports

Baseball	Golf	Girls Softball
Basketball	Girls Gymnastics	Swimming & Diving
Bowling	Ice Hockey	Tennis
Girls Competitive Cheer	Lacrosse	Track & Field
Cross Country	Skiing	Girls Volleyball
Football	Soccer	Wrestling

A Summary of the Rules

1. AGE

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

2. PHYSICAL EXAMINATION

Students must have on file, in the school's office, a physician's statement for the current school year (on or after April 15), certifying that he/she is physically able to compete in athletic practices and contests. An assumption of risk and consent to participation signed by the student and parent or guardian as well as consent to disclosure of information otherwise protected by FERPA and HIPAA must also be on file prior to participation.

3. ENROLLMENT

Students must be enrolled in the school they are representing prior to the fourth Friday after Labor Day for the first semester/trimester or second trimester or prior to the fourth Friday of February for the second semester or second or third trimester. "Enrolled," under this rule, is receiving active credit in at least 66% of full credit load potential for a full time student of the school you participate for. (Generally 4 of 5 or 6 classes on a transcript awaiting grades).

4. MAXIMUM ENROLLMENT

Students cannot be eligible in high school for more than eight semesters, or twelve trimesters and the seventh and eighth semesters or 10th, 11th and 12th trimesters must be consecutive. Students are allowed four first semesters and four second semesters or four first, four second and four third trimesters of enrollment and competition and cannot compete if they have graduated from high school or accepted a GED. Terms count to the allowed total whether or not a student participates in sports.

5. ACADEMIC RECORDS

Students must have received credit for at least the equivalent of 66 percent of full credit load potential for a full time student in the previous semester/trimester of enrollment, and must be currently receiving credit toward graduation or a certificate of completion and passing the same on the transcript of

the school they represent in competition. The MHSAA minimum period of ineligibility is 60 school days for a student who has not passed 66% at the end of a term.

6. TRANSFER STUDENTS

Under the Sport Specific Transfer rule, students who change schools and do not meet one of the 15 stated exceptions and their interpretations, such as a full and complete residential change as defined – would not be eligible for the upcoming season in a sport he or she participated in during the previous season in that sport. Participation means actually entering into an interscholastic scrimmage or contest. Students who transfer during a season in which they are participating are ineligible for the rest of that season and they remain ineligible at all levels of that sport through the next complete season in that sport.

A transfer student would have immediate eligibility in a sport not played in the previous school year.

An otherwise eligible transfer student who changes schools later in a season, after set dates, is not eligible for MHSAA Tournaments in that sport but may play in the regular season. (Oct. 1 for Fall sports, Feb. 1 for Winter sports, May 1 for Spring sports).

International students in the US on an F-1 or J-1 visa should contact the athletic director for allowances and differences under the transfer rule.

Under the Athletic-Related Transfer Rule, a transfer student who has played high school sports and transfers to a school where a coach at the student's former high school in the previous season has been newly hired at the new school is not eligible in that sport for the coming season **even if that student has a full residential change** (Exception 1). Eligibility under Exception 1 is not allowed for the next season, when a student follows his or her newly hired high school coach.

Students and parents anticipating a change of high schools should first seek advice from their high school administration or the MHSAA Staff.

7. UNDUE INFLUENCE (Anti-Recruiting)

The use of undue influence by any person directly or indirectly associated with a student or school to secure or encourage the attendance of a student for athletic purposes, shall cause the student to become ineligible for a minimum of 90 scheduled school days and a maximum of four years. Adults who recruit because of sports face suspension or disconnection from the program for up to four years.

8. LIMITED TEAM MEMBERSHIP

After practicing with or participating with high school teams, students cannot participate in any athletic competition not sponsored by his or her school in the same sport in the same season. Exceptions include ice hockey and all individual sports, which apply the rule from the point of a student's first participation in a contest or scrimmage, rather than practice. In tennis, the rule applies from the first date that competitions are allowed to commence for any player. In skiing it applies when the team holds its first scrimmage or contest. Students in skiing, hockey and soccer may only enter the MHSAA tournament if they have been a team member in a contest against at least four MHSAA member school teams. Students in 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 who have represented any MHSAA school in competition in any MHSAA sport shall not compete at any time in any MHSAA tournament sport in all-star contests or national high school championships, regardless of the method of selection. Participation in an all-star contest shall cause that student to become ineligible for a maximum period of one year of school enrollment in that sport.

10. AWARD STATUS & AWARDS

Students who have represented an MHSAA school in competition in any MHSAA sport cannot receive money or other valuable consideration for participating in MHSAA-sponsored sports or officiating in interscholastic athletic contests, except as allowed by the **MHSAA HANDBOOK**. Students may accept, for participating in MHSAA sponsored sports, a symbolic or merchandise award which does not have a value over \$40. Banquets, luncheons, dinners, trips and admissions to events, are permitted if accepted "in kind." Awards in the form of cash, merchandise, certificates, or any other type of negotiable document are never allowed.

New Sport-Specific Transfer Rule

A student who plays in a scrimmage or a contest and transfers without meeting one of the 15 stated Exceptions such as a full residential change, will not be eligible in that sport for the next school year. A student would have immediate eligibility in a sport not played in high school the previous school year. **Contact your school Athletic Director or the MHSAA in advance of changing schools or competing at a new school.**

Limitations on Practice & Competition

To promote the health and safety of students and their academic pursuits, and the promotion of multi-sport participation, MHSAA member schools have adopted rules which limit practice and competition for teams and individuals during the season and rules which limit school coaches' contact out-of-season during the school year and in the summer with students in grades 7-12 of the school district.

These rules include setting practice starting dates and first contest dates, and establishing the number of dates of competition or the number of contests allowed in each sport. Football has adopted restrictions on the length and content of practice sessions.

Consult with your school athletic director and coach for specific sport details.



REGULATIONS SUMMARIZED
THE SPORT-SPECIFIC TRANSFER RULE
THIS IS A SUMMARY – ALWAYS CONSULT THE
SCHOOL ATHLETIC DIRECTOR OR THE MHSAA
FOR CLARIFICATIONS

Sport-Specific Transfer Regulation: Unless a high school student meets one of the 15 stated exceptions - most exceptions involve a defined residential change - **a student will not be eligible for the next season in a sport he or she participated in at his or her former high school (any level) during the most recent previous school year. A student would be eligible in sports he or she did not participate in during the previous or current school year.** Ineligibility is for the next school year in the sport played previously. A student who transfers during a season will not be eligible that season in a sport played that season, and ineligible in that sport the next season.

“Participation” means to have actually entered and competed in an interscholastic scrimmage or contest. “participate” means to actually enter and play (or run, or swim, etc.) in an interscholastic scrimmage or contest.

This Sport-Specific Transfer Rule was first implemented with sports played during the 2018-19 school year. The effective date of ineligibility under the new rule is the start of the 2019-20 school year. In other words, a student who did not meet an exception who transfers any time after Oct. 1, 2018 is ineligible in 2019-20 in sports played in 2018-19. During 2019-20, a student may play any sport he or she did not play in the previous school year.

The transfer rule activates once a student is enrolled in the 9th grade. Enrolled, for the purposes of this rule, means on the official records of the school **and** actual attendance in one or more classes (traditional or online). A student is also considered enrolled if he or she participates in a scrimmage or contest, such as in August before school starts.

Once a student who is enrolled in grades 9 -12 changes schools, that student is not eligible for specific sports played previously in high school **UNLESS** he or she meets one of the 15 exceptions, which generally have to do with a residential change or a school’s status changing. Below are **brief summaries** of the 15 exceptions (these are not the full rule). There are many situations which are NOT exceptions and the transfer student is not eligible in a sport played previously – see the top of page two.

EIGHT RESIDENCY EXCEPTIONS

1. Student moves with the people he/she was living with previously (full & complete).
2. Not living exclusively with either parent and moves back to them. +
3. Ward of the Court placed with foster parents.
4. Approved International Program student moves in with host family in district. 2 semesters/3 trimesters then sit 1 year and may resume eligibility. (See C)
5. Married student moves into school district.
8. Student moves with or to **divorced** parent or parents never married (See Int. 92). **(ETF) +**
12. An 18-year-old moves without parents. **(ETF) +**
13. A student resides in a boarding school. **(ETF) +**

FIVE SCHOOL STATUS EXCEPTIONS

6. School ceases to operate, not merged (Int. 64 & 90).
7. School is reorganized or consolidated.
9. School Board ordered safety or enrollment shift transfer.
11. Achieved highest grade available in former school.
15. New school established; enrolled on first day.

TWO STUDENT STATUS EXCEPTIONS

10. Incoming 1st-time 9th-grader (not applicable to J-1 or F-1 Visa students).
14. Expelled student returns under pre-existing criteria.

+Four Exceptions (2, 8, 12 & 13) are allowed once in grades 9-12.

(ETF) = Educational Transfer Form is only used for these 3 exceptions (8, 12 & 13). The current MHSAA form must be completed by both school principals certifying that the transfer is not significantly related to or motivated by athletics and returned signed by the MHSAA before the student participates in a game or scrimmage. There is an allowance for students whose parents never married to use this form. (See Interpretation 92).

Continued

- A. **Common situations where a student changing schools after beginning 9th grade is NOT eligible in a sport played during the previous or current season:**
- School of choice – even if from out of state or returning to the school of residence.
 - **Returning to a school of residence after choosing to attend elsewhere under school of choice.**
 - Guardianship.
 - Categorized as homeless (the situation may warrant the school requesting a waiver).
 - A student under 18 moving in with a relative or friend (not moving with people he/she lived with previously).
 - Financial considerations including not being able to afford tuition.
- B. **International Students:** (F-1 or J-1 Visa) including incoming 9th graders are only eligible if they meet a residency exception or if they are placed by an **Approved International Student Program (AISP)**. AISP students are eligible immediately for one year and then wait one year (play one, wait one). International students who are not from an AISP program may be eligible at the subvarsity level after sitting until the 91st school day of enrollment at the new school without any special approval if the school desires. Otherwise, international students are not eligible for varsity sports for up to 8 semesters or 12 trimesters. The current MHSAA – AISP list is here: <https://www.mhsaa.com/portals/0/Documents/AD%20Forms/csietlists.pdf>
- There are several MHSAA interpretations related to international students who change schools or whose program or visa changes. International students and host families should consult the school athletic director and MHSAA before changing enrollment if they seek sports eligibility.
- C. **Changes of residency must be full and complete (Exception 1).** (As defined by MHSAA Interpretations) Students who change residence may be eligible immediately in a sport played in the previous or current season if the residential change was full and complete. Residential changes which grant immediate eligibility are intended to be somewhat permanent. All the people the student lived with previously (the family unit, as defined) must move and actually be residing in the new residence. The previous residence must be disposed of (either vacant or sold, or rented to non-family). Other documentation must also be provided to the school, including a changed driver's license and utility bill. See points G and H below. See MHSAA.com for the Residential Change Checklist. Click on Schools, Parents, then see Regulations Summary on the right. <https://www.mhsaa.com/portals/0/documents/AD%20Forms/residential%20change.pdf>
- D. **Changes of residency must be from one public school district to another public school district.** Regardless of the kind of school attended – public, nonpublic or charter, a change of residency **must be from one public school attendance area to another.**
- Multi-high-school districts such as Detroit, Dearborn and Lansing consider each school attendance area as a separate district for the purposes of the transfer rule. Students who transfer into a district-wide school such as Detroit Cass Tech or Renaissance are not eligible immediately in a sport played the previous year even if they meet an exception such as a residential change. They are, however, eligible in sports not played at the former school in the previous school year. Students who relocate into districts with both district-wide and geography or border schools would have eligibility in a previous sport only at their school of geography.
- E. **A student who changes schools under a residency exception is eligible in any sport at:**
- 1) The same school – a student does not have to change schools because he or she changes residence.
 - 2) **The public school of his or her new district or attendance area.**
 - 3) The closest nonpublic school to the new residence (drivable highway miles):
 - a. School of the same denomination if the student had most recently been attending such a school.
 - 4) The closest charter school to his or her new residence.

A transfer student who enrolls in a school other than one of the four schools above, will not be eligible in a sport played at the former school in the most recent school year, but will be eligible in sports not played that year. If a student transfers during a current season, he or she is not eligible for the remainder of that season and the next season as well.

Continued

- F. Transferring after a season begins:** A student who transfers and meets an exception such as changing residences, or a student who seeks to play in a sport not played the previous or current season, is eligible for MHSAA tournaments **only** if he or she is enrolled in the new school prior to Oct. 1 for fall sports, Feb. 1 for winter sports tournaments and May 1 for spring sports tournaments. The student may play in regular season contests, but not in MHSAA tournaments.
- G. Athletic-Related Transfers** – After starting the 9th grade, a transfer student who has played high school sports and who does not meet one of the 15 exceptions would be ineligible for the current and next season in that sport if the transfer is into a school where one of the following links existed in the previous 12 months: The student was involved in a non-school activity that was coached or directed by a school coach, administrator or parent of the new school. The student was coached by a former school coach or by a personal trainer who is a coach, attended an open gym and then transfers schools, or is involved in summer activities with the new school before being registered to enroll at that school. Transfer students who are not signed up to attend a school should not be involved in summer activities with school coaches.

Note: It is against the rules for a person directly or indirectly associated with a school or student to attempt to secure or encourage attendance because of athletics. The **anti-recruiting rule** (undue influence) has a maximum penalty of up to four years of ineligibility for a student or four years of suspension of a coach or other adult involved in any recruiting related to athletics.

- H. Athletic-Motivated Transfers** – After starting the 9th grade, a transfer student who has played high school sports and who does not meet one of the 15 exceptions may be declared ineligible in sports played previously in the next season if the transfer is primarily for athletic purposes. The former school must make an allegation with additional proofs to the MHSAA executive director within 40 calendar days of the student's enrollment (first day of class) in the new school. An athletic-motivated transfer is defined as but not limited to the following (see the *MHSAA Handbook* for specific language): The student or parent is dissatisfied or has a conflict with playing time, team position, philosophy relating to sports, etc. The student seeks to nullify actions by the former school relating to discipline or eligibility. The student or parent seeks to play on a less successful team to rank higher among players on that team, or a more successful team to gain exposure to higher competition and/or college scouts. The student seeks to participate with teammates or coaches with whom the student had participated previously. The MHSAA will not be involved in investigating or mediating athletic-motivated transfer issues between member schools of the same school district or when one school releases the student to another district.

Note to G and H: Even if the student's circumstances subsequently satisfy one of the exceptions of Section 9(A) that would normally allow a transfer student immediate eligibility, the student shall remain ineligible for 180 scheduled school days at this or any other MHSAA member school.

Guide to Internal Accounts & Purchase Orders

- Purchase/Payment Requests are to be completed BEFORE purchases are made.
- Purchase/Payment Requests are to be completed two weeks PRIOR to the need for the check.
- NO checks will be written without receipts! (Food Court purchases are one exception)
- Purchase/Payment Requests over \$500 must go to Ad Bldg for approvals -Allow extra processing time.
- Purchase/Payment Requests will NOT be processed without all signatures required.
- After a PO# has been assigned to the PPR (Purchase/Payment Request), the advisor will receive the entire PPR back in their mailbox. Advisor is to keep PPR on file until they can provide the invoice.
- When invoice is received and PPR is ready for payment, complete the bottom portion of PPR signifying payment and return PPR with invoice attached to our office. We will then cut a check for payment (allow time for processing). Invoice and check will be mailed to Vendor noted on the PBR unless otherwise noted. Sponsor will receive a copy of PPR with check number and date in their mailbox for their file.
- Deposit Slips must be completed for all deposits. PLEASE make a copy for your records. LOOSE CHANGE MUST BE ROLLED.
- Sales tax will be deducted on all items purchased for sale excluding; food items, and t-shirts etc. use exclusively for "club" members.
- Sponsor will be supplied with a statement on a monthly basis. Please compare to your recorded activity to the statement.

Tandem for Schools Facility Scheduling

MHS is using the Tandem for Schools program to manage all usage calendars and events. It will be THE place for you to find all school event information and schedule your facility usage. Click the video link below to see a 3-minute video of how Tandem for Schools works, and then click the calendar link to get started! You may need to copy and paste the link.

http://help.intand.com/index.php?section=public_invite

You can double check your events by selecting your group as a favorite. In fact, I would advise you to do so.....

Please be sure to check it out. You can access the link to Tandem for Schools on the MHS web page under Quick Links (MHS Athletic/Facility Usage Calendar). **On your first visit, you will need to sign up for a free account.** If you should have any questions regarding the new program, please let me know.

Sign up for FREE to get these great benefits:

- * Find all the calendar information you need in one place
- * Integrate school calendars with other tools like Cozi, Outlook, Google or iCal based on the groups you specify
- * Schedule your event
- * See pictures of past events
- * Read the latest school news
- * and so much more!

<http://monroepublicschools.intand.com/index.php?type=login&action=form>

Below is a quick tutorial for adding an event. Please check it out.

http://help.intand.com/index.php?section=add_event



MONROE PUBLIC SCHOOLS CRIMINAL HISTORY CONSENT FORM



As a prospective volunteer of Monroe Public Schools, I understand that it is this school District's policy to secure conviction criminal history information as part of their screening process using the information provided below.

Name: _____

Date of Birth: _____ Last _____ First _____ Middle _____
Race: _____ Gender: _____

Other Last Name(s): _____

Please list all children attending Monroe Public Schools:

Name: _____ Grade: _____ Building: _____ Teacher: _____

Name: _____ Grade: _____ Building: _____ Teacher: _____

Name: _____ Grade: _____ Building: _____ Teacher: _____

Name: _____ Grade: _____ Building: _____ Teacher: _____

I UNDERSTAND THAT THE ABOVE INFORMATION IS REQUIRED BY THE CENTRAL RECORDS DIVISION OF THE MICHIGAN STATE POLICE, LANSING, MICHIGAN. I FURTHER UNDERSTAND THAT A CONVICTION RECORD DOES NOT NECESSARILY PREVENT ACCEPTANCE OF VOLUNTEER SERVICES. I AUTHORIZE MONROE PUBLIC SCHOOLS TO UTILIZE THE ABOVE INFORMATION FOR THE SOLE PURPOSE OF OBTAINING INFORMATION REGARDING A CRIMINAL CONVICTION.

Pursuant to Public Act 138 of 2005, I represent that (check all that apply):

- _____ 1. I have not been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury of any crime.
- _____ 2. I have been convicted of, or pled guilty or nolo contendere (no contest) or am the subject of a finding of guilt by a judge or jury for the following crimes (*attach a separate sheet of paper to explain the criminal offense, date, court, city/state, and circumstances surrounding the conviction*):

Felony _____ Misdemeanor _____

Felony _____ Misdemeanor _____

Felony _____ Misdemeanor _____

In signing this form, I understand and agree that:

3. If I have been convicted of a listed offense, my volunteer services shall be terminated. I also understand that if I have been convicted of a felony, other than a listed offense, the superintendent, or other chief administrator must approve, in writing, my volunteer assignment.
4. As a volunteer in the school District, I understand that use of tobacco, alcohol or illicit drugs on school property or at school sponsored events or activities is strictly prohibited.
5. I agree to release the District of any obligation should I become ill or receive any injury as a result of my volunteer services.
6. The information included will be utilized to perform multiple background checks as the District deems necessary during the 2019/2020 school year.

Signature of Prospective Volunteer

Date

Monroe Public Schools
1275 North Macomb
Monroe, MI 48162

Private Transportation Application Form

According to the policies of the Monroe Board of Education, no privately owned vehicle may be used to provide private transportation as school sponsored transportation to school events unless certain conditions are met. We certainly appreciate your willingness to assist in transporting students to the activity shown below, but this form must be completed at least 10 days prior to the event and approved before authorization to transport students can be given.

Activity: _____

Date(s): _____

Number of Students to be Transported: _____

Valid Drivers License: Yes _____ No _____

Driver's License Number: _____

Do you have Automobile Insurance: Yes _____ No _____

Insurance Company: _____

Policy Number: _____

Driver's Names: (please print) _____

Date of Birth: _____

Driver's Signature: _____

Please List Names of Students Being Transported in this Vehicle:

- | | | |
|----------|------------------------|----------|
| 1. _____ | (SEE ROSTER)/OR: _____ | 5. _____ |
| 2. _____ | | 6. _____ |
| 3. _____ | | 7. _____ |
| 4. _____ | | 8. _____ |

APPROVED __ DISAPPROVED __ DEPUTY SIGNATURE _____ DATE _____

APPROVED __ DISAPPROVED __ PRINCIPAL SIGNATURE _____ DATE _____

APPROVED __ DISAPPROVED __ SUPERINTENDENT/DESIGNEE _____ DATE _____

Monroe Public Schools Overnight Trip Rules for Students

1. I will obey the rules and instructions of the faculty, coaches, and chaperones.
2. I will respect my classmates on the trip.
3. I will not use profanity and will not be involved in fights or rough play while on this trip.
4. I will not wander off by myself and will make the staff and chaperones aware of my whereabouts twenty four hours a day.
5. I am aware of the regulations banning tobacco, drugs, and alcohol. Disobeying these rules will mean immediate dismissal from the trip at the expense of my family.
6. I understand curfew will be established nightly and adhered to strictly.
7. I am aware that I must stay in my assigned room. I understand student couples are not permitted to be alone in a room together without a chaperone.
8. I am aware that no phone calls are allowed between rooms after curfew. I am also aware that no long distance calls may be charged to the room.
9. I understand no pay-per-view is allowed unless approved in advance.
10. I am aware that students assigned to a room are responsible for anything which happens in that room. The costs of missing items (towels, etc.) and/or damage to rooms, furnishings, etc., will be shared equally by those who occupy the room unless the responsible person(s) assumes the responsibility. Prior to leaving the hotel the last day, each room will be checked for missing items and damage.
11. I understand luggage and personal items are subject to search at any time.
12. I am aware discipline action taken while on a trip may be followed by further disciplinary action upon return to the school.

I have read and am aware and understand the above rules and responsibilities and agree to abide by them.

Waiver of Responsibility

It is agreed that in case of accident, resulting in personal injury to any student during the trip, the school and chaperones will not be held responsible. In the event of illness or family emergency which would require that a student be sent home before the termination of the trip, the student will be sent home by the best available means of transportation, accompanied by a chaperone, if possible. If it is not possible to send a chaperone with the student, it will be the responsibility of the parents or guardian to make arrangements for transportation home. In the event of hospitalization or other problem which would

require a student to be sent home after the termination of a trip, it will be the parents or guardians responsibility to go to the hospital and/or make arrangements for transportation home. Financial responsibility for any transportation (student and chaperone) required will rest with the parents or guardian of the student involved.

Student

Date

Parent/Guardian

Date

Sponsor/Coach

Date