

***CARSONVILLE-PORT SANILAC
JUNIOR/SENIOR HIGH SCHOOL***



***ATHLETIC HANDBOOK
FOR
PLAYERS-COACHES-PARENTS***

2023 - 2024

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I INTRODUCTION

Introduction

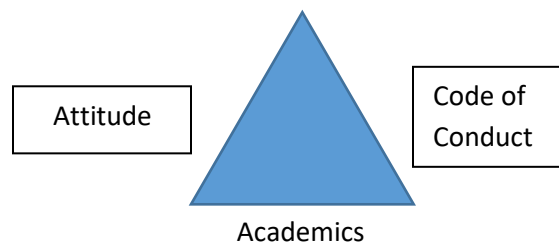
The Carsonville-Port Sanilac Schools Athletic Handbook is a reference guide for coaches, student-athletes and parents concerning the policies that govern interscholastic athletics at Carsonville-Port Sanilac Schools.

Philosophy of Athletics

We believe that Carsonville-Port Sanilac Athletics teach our student-athletes many life lessons and an important part of our overall educational program. Therefore, we encourage all students to participate by offering a well-rounded athletic program. This provides the opportunity for athletes to learn the importance of teamwork, sportsmanship, self-discipline, community service and leadership, which are integral lessons in the educational process. We expect three things from all of our student-athletes:

1. Follow the *Carsonville-Port Sanilac Tiger Athletic Code of Conduct*.
2. Have a positive attitude.
3. Do the job in the classroom

They are shown in the *Carsonville-Port Sanilac Triangle of success*:



Message to Players and Parents/Guardians

PARENTS: Your child has indicated a desire to participate in Carsonville-Port Sanilac's voluntary interscholastic athletic program. Students are NOT obligated to play athletics: playing is a privilege and not a right. This privilege may be revoked if the athlete fails or refuses to comply with the rules.

In addition, the parents/guardians of students also commit themselves to certain responsibilities and obligations. Your signature on the Carsonville-Port Sanilac Tiger Athletic Code of Conduct indicates that you understand and accept those responsibilities and agree to abide in enforcing the code of conduct. Parents/Guardians are strongly recommended to attend the Parent/Athlete informational meeting at the beginning of each season.

Parents/Guardians are expected to show good sportsmanship at all times during athletic events. Please remember that although your child is playing, it is just a game and your behavior at events is one of the

most important examples to show your children. Parents/Guardians that show good sportsmanship are the key to the success of the program on and off the field.

Players: When you wear the blue and gold as an athlete, you are expected to understand the traditions and the responsibilities they represent. In doing so, you are no longer just an individual and now are representing our school. Players will refer to all coaches as “Coach” and no first names will be used.

In every situation, participation in our athletic program is regarded as a privilege that is earned through hard work in the classroom and in practice and through adherence to the standards outlined in the Code of Conduct, which is in effect the entire calendar year. All athletic programs of the District shall comply with the policies and protocols of the Michigan High School Athletic Association, the requirements of state law, and guidelines of the Department of Community Health. The Student Code of Conduct shall be in effect for all athletic events and activities.

II. CONDUCT

Sportsmanship

Sportsmanship is a very important part of the Carsonville-Port Sanilac Athletic Program. Players, Parents and coaches all are responsible for maintaining this tradition. Poor behavior by any of the above groups is a reflection on our team, athletic program, school system, and our community. Every person involved in the athletic program will follow the rules and guidelines of the North Central Thumb League and the Michigan High School Athletic Association.

Players: Any unsportsmanlike action by an athlete will result in a loss of playing time. Athletes who swear, give negative looks to referees or opponents, question officials, display inappropriate aggressive behavior, throw a ball or any object in disgust, etc. will be removed from the athletic contest.

Parents: Please cheer positively for the Tigers. Negative cheering and yelling at referees could result in losing the privilege of attending games. Negativity directed to a student-athlete (ours or opponents) will never be tolerated and may also result in the loss of privilege of attending games.

Coaches: Do not tolerate or give warnings to athletes who display poor sportsmanship. Coaches are to give the consequence of loss of playing time and make sure all team members understand why this was administered, in hopes that this will not be repeated by another team member. Coaches set the tone for the team and fans. Appropriately dealing with officials is an important part of coaching. Coaches will never blame referees for the scoring differential or anything procedural. The referees are there to assist in the athletic program process and should be treated in the same regard as players and other coaches.

Bench/Sideline Conduct

The players not currently on the field/ court are an important part of the team and should surround teammates who are participating with positive energy. Non-involved athletes or athletes displaying negative attitudes/demeanors will not be played into a contest and may be subject to removal from the field/court. Sportsmanship occurs both on and off the court.

Unbecoming Conduct

Severe misconduct is covered by the Tiger Athletic Code of Conduct. Minor unbecoming conduct of a Carsonville-Port Sanilac Schools Athlete will be disciplined. The coach and/or Athletic Director will determine the extent of the discipline. The discipline will always be a loss of playing time. No physical punishment is to be given as a consequence for a violation.

Expectations of Coaches

Carsonville-Port Sanilac Schools is proud of the tradition of excellence our coaches have built over the years.

When their student-athletes are participating in athletics during their scheduled games/practices, coaches are expected to:

- Be positive, enthusiastic, and supportive and maintain high standards of ethics, integrity, sportsmanship and leadership.
- Never use inappropriate language or swear at any time.
- Follow the policies and guidelines set forth by Carsonville-Port Sanilac Schools, the Michigan High School Athletic Association (MHSAA) and the North Central Thumb League (NCTL).
- Provide a safe practice environment and have properly planned practices.
- Submit an Accident report to the Athletic Office for all injuries that occur when a student is under your supervision.
- Supervise athletes at all times.
- Maintain up-to-date knowledge of the rules, fundamentals, strategies and safety precautions.
- Care for and inventory all equipment. Inventory is a key part of the end of the season report and evaluation.
- Cover the Carsonville-Port Sanilac Tiger Code of Conduct with the team during the first week of practice.
- Turn in all Eligibility and Rosters to the Athletic Office no more than ten days after the start of the season.
- Attend preseason coaches' meeting and complete an End of the Season Report.
- Head coaches are responsible to attend the end of the season banquet at the end of each season. Coaches are able to have their own event but it must not interfere with the seasonal banquet in any way.
- Head Varsity Coaches are responsible for developing his/her entire program and evaluating all coaches in the program. They must complete MHSAA rules meetings, become Coaches Advancement Program (CAP) certified (if hired for the first time as a Varsity Head Coach after July 31, 2016), and evaluate all officials. Head coaches must communicate with the Athletic Director on the schedule of all levels in his or her program.

Communication between Parents/Guardians and Coaches

We encourage parents to communicate with coaches. Parents and coaches working together can best provide a positive experience for the athlete. Parents with concerns should call to speak to the coach or set up a meeting. **Parents are to by no means contact a coach at a practice or after a game. Coaches will be instructed to defer communication to a different place and time of at least 24 hours after an event.** Parents should try to resolve any issues with the coach or coaches before contacting the Athletic Department.

PARENTS & STUDENTS; STUDENTS ATTENDING AFTER-SCHOOL EVENTS AS SPECTATORS

The school encourages students to attend as many school events held after school as possible, without interfering with their school work and home activities.

Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event. However, in order to ensure that both all student participants and those students attending after-school events as non-participants are properly safeguarded, **CPS expects parents of non-participants to be responsible for the supervision of their children just as they would be anywhere else in public. The School will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.**

Communication between Players and Coaches

It is the philosophy of the Carsonville-Port Sanilac Athletic Program to have an open communication with athletes. Personal programs will be handled on a one by one basis, but all other concerns will be discussed as a group. Coaches will be using the model of proper communication used in a family. This communication is done for several reasons:

- The action of one team member will affect all the other team members.
- It will help in the elimination of rumors and misinformation that can and will divide a team.
- Teammates will learn from each other and this will help eliminate repeat problems.

Communication with the Media

Coaches, players and sometimes parents are contacted by the media. In order to represent Carsonville-Port Sanilac Schools in a proper, positive, and professional manner, the following guidelines will assist in any communication with the media:

- Defer all requests for comments to the designated spokesperson in event of a controversial issue.
- Be positive with comments after a contest. (Considering faxing or emailing). Do not make negative remarks about our teams or opponents. Critical observations should be made with the team alone. Do not make excuses (lost because of officials, injured player, long day, tired, etc) At the end of the day, the person who sends the information has their credibility "on the line: with their comments.
- Do not refer to the teams as "they", it is "we". The coach is a member of the team as well. Make team comments and less individual comments.

- Create a good working relationship with the press by returning calls and giving them information that will highlight our program.
- Do not EVER publicly mention a suspension or injury

Complaint Procedure

In order to file a complaint between a player and a coach, there is a proper protocol in which a player can make a complaint. The steps are listed below:

Step 1: An athlete is advised to meet with his/her coach to resolve any misunderstandings.

Step 2: Parents are encouraged to schedule a meeting with the coach if the concern remains unresolved.

Step 3: Contact the Athletic Director for a formal meeting. This meeting should include the athlete, coach, head coach of the sport, parents and the Athletic Director.

Step 4: If the complaint is not satisfactorily resolved by the Athletic Director, the parents may appeal in writing to the Principal. The Principal will then meet with the parties involved.

All code of Conduct violations must follow the appeal process outlined in the Tiger Code of Conduct Policy Implementation section.

III. TEAM INFORMATION

Dropping Out of a Sport

Quitting a team is a serious matter. No athlete should quit a team without first talking with their coach. If an athlete does quit the team, he/she is not permitted to return to the team without a meeting and approval with the Head Coach and Athletic Director.

Playing Time

Our athletic program believes that every member is an important part of the team and life lessons can be taught to each member regardless of the amount of playing time. Playing time is earned in practices. Sub varsity programs will try to provide as much playing time as possible for each athlete. We do not have an equal playing time policy at Carsonville-Port Sanilac. The goal for the Varsity team is to perform at a high level and playing time at that level will be based on the team playing at its best and is at the discretion of the coach. However, coaches are strongly encouraged to play every player throughout the season but the amount of playing time is at the sole discretion of the coaching staff.

Post Contest

Varsity coaches are to call the local media to report scores the night of the contest. Parents are not to contact the coach with concerns until the day following a contest. Players MUST be in first hour the day after an athletic event to be eligible to participate in practice or another athletic event that day.

Practice Schedules

Practice schedules will be provided on a monthly basis to team as well as available in the Athletic Office. Parents are encouraged to make any appointments around the schedule if possible, so the athlete will not miss a practice. Coaches are to let parents and the Athletic Office know of any changes made to the schedule.

Practice Sessions

Practices are to be supervised at all times and players are to wait to start until the coach is present. Unexcused absence from practice is not acceptable and WILL result in a loss of playing time. Athletes who miss an excused practice will need additional work at practice (s) to regain their position on the team. Coaches will communicate what will be considered an excused/unexcused practice.

Team practices (formal or informal, required or optional) will not be scheduled on Sundays or holidays. The only exception would be with prior approval from the Athletic Department for a Monday contest. All lower level practices will be completed within two hours. Varsity practices that are scheduled for longer than two hours will require prior parent notification and Athletic Office approval.

Scrimmages

All scrimmages are set up by coaches with approval from the Athletic Director. Athletes should not miss school for a scrimmage. Parent transportation may be used for scrimmages, if needed. Varsity teams are expected to have at least one pre-season scrimmage and to follow MHSAA policy for the remaining scrimmages. All scrimmages and off-campus practices need prior approval from the Athletic Office.

Tryouts

All athletes must have a physical on file and meet all academic requirements before trying out for a team. Tryouts will last a minimum of 3 days. Athletes should be informed of the skills and the process of the evaluation. Each student will have a meeting with at least one or two coaches after the three-day tryout period to receive feedback on their status with the team.

Team Advancement

The intent of advancing an athlete to a level beyond that at which he/she would normally play is to provide a talented athlete an opportunity to enhance his/her experience and skill development, as well as contribute to the team. Reasons for this advancement could include injury, code violations, etc. The head coach is responsible for making the initial recommendation. The proposed team advancement will be discussed and approved by the Head Varsity Coach, the Athletic Director, and the parents. It is best if this is done before talking to the athlete. These moves and their expectation should be limited (exception of MHSAA tournament, etc.), communicated, evaluated, and reversed if they are not in the best interest of the player.

Vacations/Missed Practices

Almost every sport is affected by a holiday at some point during the season. Therefore, coaches need to develop an appropriate policy. The vacation policy will be communicated with players at the start of the season and during the preseason player/parent meeting. Prior to the season, parents and players must decide whether they can make the commitment necessary to be a member of a team.

Excused absences will not be penalized, but parents and players must understand that when a player misses a practice, his/her role on a team may change. It may take several practices to regain the player's former status on the team. Unexcused absences from practice will not be tolerated and consequences will be given by the Coach or Athletic Director, vacations without parent or adult supervision and prior notification to the coach will be considered unexcused (i.e. spring break trips, etc.).

IV. TRANSPORTATION INFORMATION

Bus Transportation

Although the Athletic Department and the Transportation Department make every effort to accurately plan busing needs to and from events, involvement from coaches, parents, and players is also needed. Coaches will cover the necessary information with their own athletes and parents. If a bus is provided, all team members are expected to ride the bus to and from the athletic event. However, some exceptions will be made if and only if a parent transportation form is filled out and on file in the athletic office and if a parent/guardian/approved transporter has signed the student out after the completion of the athletic event.

Bus Procedures

- The school bus drivers will have directions to the city of the events. However, coaches should discuss specific directions with the driver prior to leaving the school. In the event that the bus is rerouted, encounters detours, etc. the driver may call on the coach to assist with directions.
- Bus drivers look for communication from the coaching staff. When your team is prepared to leave the school, you may need to say "we are all set". Our drivers are not responsible for head counts. They wait for an indication from the coach that all athletes and equipment are on board.
- Bus drivers are not responsible to carry medical emergency cards. The coach must have that information with them any time that they are on the bus.
- When the coaches and team load the bus, it is clean and neat. It is expected to be in the same condition as it was when the coaches and team loaded. Coaches and players are expected to walk the bus before they leave and coaches are to document any form of damage or trash. If it is not left in the same condition, there is a possibility that bus privileges may be denied in the future for that team if a conflict arises.
- A coach is required to travel with the athletes on the bus. The coach and not the bus driver is responsible for the behavior of all students on the bus for any athletic event.

- Athletic equipment cannot be blocking the center aisle, as it must be kept clear at all times for emergency exit purposes.
- No metal cleats are to be worn on the bus. If cleats or other equipment tear up the rubber treading on the floor or the seats, the team or individuals will be required to make restitution for the damages.

Bus Behavior

- Behavior that is unacceptable in the classroom is unacceptable on a school bus. Examples of this include vulgarities, touching someone else, using a voice above conversation level, and athletes placing any object including their extremities outside a window. The focus of the driver should be solely on the road and unnecessary distractions can affect his or her focus.
- The athlete's behavior will be addressed by the coach. Coaches are responsible for the conduct of the athletes on the bus.
- An athlete will never be sent to sit on the bus alone. Teams are expected to leave and return together.
- Athletes will thank the bus driver when exiting the bus.

Parent Transportation

All athletes are expected to ride to and from events on the bus. However, an Approved Transporter Form must be filled out and on file in the Athletic Office before a coach can dismiss a player to a parent/guardian/approved transporter. As well, the transporter must sign the athlete out with the coach before clearance is granted. We will use Saturday transportation only when necessary.

***** Under no circumstances shall athletes drive themselves to an athletic event. This is considered a violation of the Code of Conduct which does include already-graduated seniors. They are considered students until the completion of all team activities at the end of the Spring sports season.*****

V. GENERAL INFORMATION

Academic Awards

Any graduating senior student-athlete with a GPA of 3.5 or above and has participated in a varsity sport in their senior year as well as prior to their senior year will receive a NCTL Academic Certificate. All varsity coaches are to submit individuals and teams, who meet the criteria established, to their respective state coaches associations for academic awards. Two male and two female senior athletes will be nominated each year for the MHSAA Scholar Athlete Award.

Athletic Awards

A Carsonville-Port Sanilac Schools Athlete can earn one Varsity letter and one set of graduation numerals. A pin is awarded the first year participating in a Junior Varsity or Varsity sport. A bar is awarded for each additional year on a varsity team. All team members will receive a certificate each year. Teams who win League, District, Regional, or State Championships will receive a patch. Athletes who are ineligible for two consecutive weeks resulting in failure to finish the season may face forfeiture of their awards for that season. If an athlete quits a team before the season has completed, they will not receive their awards for that sport. Members who complete the end of the season are eligible to receive awards only. Athletes that complete four years in a varsity sport will be awarded a Senior Plaque at the end of their senior year.

Athletics and Fine Arts Agreement

The Athletic Department will make efforts possible to avoid any conflicts and will work with the fine arts program to get their scheduled events on the sports calendar. At no time will the student be adversely penalized because of a choice between athletics and fine arts event.

Items of Precedence:

- Game or competition over practice or rehearsal
- Performance over practice
- State- sponsored events have priority
- Band uniforms and marching take priority over team commitments during the Homecoming Parade

When two events are unavoidably scheduled in conflict with one another, the fine arts teacher(s) and the affected coach(s) will meet with one another prior to discussing any resolution with the student. However, if consensus cannot be reached, the Principal and Athletic Director will help make a final decision.

Cancellations

Players, coaches and parents will be notified of cancellations. Please use our school athletic web site: www.carsonvilleportsanilac.com and Facebook page: www.facebook.com/CPSSchoolDistrict for up-to-date information. If school closes early, there will be NO practices. After two consecutive days of no school, the superintendent will consider voluntary practices on the third day. The Superintendent will make the final decision if a game will be played on a school closure day.

Conferences/ Clinics

Coaches are encouraged to continue to acquire knowledge of their sport. At this time, the District will not pay for substitute teachers or clinic registration. 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.

Fundraising / Internal Accounts

All fundraising must be approved by the Athletic Department. A Carsonville-Port Sanilac Athletic Department Fundraising Approval Form must be submitted at least a week before the event. All fundraising money must be placed in the sport's internal account that is managed by the Athletic Office. A sports program is not to have cash or an outside account bank account. All internal accounts must be balanced at all times. Head coaches are required to use their account for expenses that are necessary to run summer camps.

Inclement Weather

The safety of player, parents, fans and coaches is the main consideration in all weather-related decisions. A Tornado Watch, Tornado Warning, thunder or lightning are reasons to take cover immediately. When lightning is visible or thunder is heard, the contest or practice must be suspended and shall not resume until thunder is not heard and lightning not viewed for thirty (30) minutes.

Illness Policy

If Carsonville-Port Sanilac Schools are closed due to an outbreak of illness, there will be no games or practice (this includes team meetings, film work, voluntary practices) until classes resume. If our opponent is out of school because of a flu epidemic or other illness outbreak, we will not compete with that school.

We need to encourage our athletes to maintain a healthy lifestyle that includes proper nutrition, rest, and hygiene. To stop the spread of influenza and other viruses, we need to discourage our athletes from getting together during the time we are out of school.

Student- athletes, who have a diagnosed illness, are not to return to our teams until they have been given clearance from their doctor that they are no longer contagious.

Injuries/Accidents

Insuring the safety and health of Carsonville-Port Sanilac athletes is the most important job of everyone associated with the Athletic Department. Coaches must use sound judgement and continually update their knowledge of first aid and know where the AED and the Bleeding Control Kit is located (High School Office). Athletes are to report all injuries before they leave home after a practice or game.

The following are procedures for coaches:

- Give no treatment beyond normal first aid.
- EMS or other medical personnel should be contacted for all head injuries and all serious injuries.
- Coaches are to have Medical Treatment Consent Cards in their possession at all times.
- Do not move the athlete unless it is necessary for his/her safety.
- Parents/Guardians should be contacted for all serious injuries.
- Stay with the athlete until medical personnel or parents take over.
- Contact the Athletic Director ASAP.
- Make every effort to go to the hospital if an athlete is transported.

- Make a follow up call home to the athlete or parents.
- Complete and submit an Incident/Accident Report to the Athletic Office within 24 hours after the accident. Put a description of all injuries in writing.

Insurance

The Carsonville-Port Sanilac School District does not assume financial responsibility for medical, hospital, or ambulance incurred because of athletic injuries. Athletics is a voluntary program and students participate at their own risk. All parents/guardians are required to sign an Assumption of Risk-proof of Insurance form before joining a team.

Joining a Tiger Athletic Team

The following must be collected by the coach and turned into the Athletic Office:

1. Physical Card (this must be on file before the first tryout or practice).
2. Code of Conduct
3. Assumption of Risk-proof of Insurance Sheet
4. Concussion Information Sheet

Limited Team Membership

Players and parents need to be aware of all MHSAA regulations. Section 13 (A) is one that is not always fully understood.

Section 13 (A): A student who, after practicing with (including tryouts) or participating in an athletic contest or scrimmage as a member of a high school athletic team, participates in any athletic competition not sponsored by his or her school in the same sport during the season, shall become ineligible (i.e. A student athlete cannot participate in high school basketball and another basketball league at the same time).

National Anthem

Parents, coaches, and players are expected to stand and honor our flag during the National Anthem. Coaches will expect athletes to stand perfectly still, remain quiet and always show respect.

Out-Of-Season Rules

Every person associated with the Carsonville-Port Sanilac Athletic Department will follow the MHSAA rules for practicing out-of-season. It is recommended that out-of-season coaches do not work with in-season athletes. However, this may take place if the in-season coach agrees to let this happen. Knowing and following the MHSAA four-person rule is a must by players and coaches.

Self-Funded Sports

At Carsonville-Port Sanilac Schools, we do offer some self-funded sports. These School-Board approved sports must follow all of the eligibility and Code of Conduct regulations. Expectations for a self-funded sport are held in the same regard as a school- funded sport.

Summer Programs

Summer is great for many activities and playing sports is something that many of our athletes enjoy doing during this time. Many coaches plan summer activities to help in the development of their players. *All summer programs are open to all students and are not mandatory. Attendance or lack of attendance at summer events is not a factor in determining whether an athlete is selected for a team.* Coaches will use announcements and a flyer to make sure any student-athletes who have interest receives summer information. Coaches should communicate summer schedules to avoid conflicts for athletes. If a conflict should arise, it is solely the athlete's decision in regard to which event they attend. All sports are on equal level in terms of commitment during the summer to all events being optional.

Team/Individual Records

Head Coaches are required to maintain school and individual records. This is important for building and maintaining the tradition of Carsonville-Port Sanilac Athletics. Copies of the records are to be submitted to the Athletic Office when the coach resigns. Coaches who cannot find existing records are to start them. All championship banners and record boards are to be kept up-to-date by the coach.

Transfer with a Violation

Carsonville-Port Sanilac Schools will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of a student or athletic code violations(s) at that student's most recent previously attended school.

New Sport-Specific Transfer rule takes effect for the 2019-20 school year. A student who does not meet an exception (e.g. full residential change) and transfers to another school will not be eligible in any sport he or she played this year (scrimmage or game) in the next season. In sports not played in the previous season, the student would be eligible.

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. To “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.

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 a divorced parent or parents never married (See Int. 92).
12. An 18-year-old moves without parents.
13. A student resides in a boarding school.

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).

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 sub varsity 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.

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. Revised April 1, 2019 Transfer Rule Summarized Spring 2019

Uniforms

Carsonville-Port Sanilac teams are strongly encouraged to be dressed the same from head to toe for all athletic contests. Shoes that draw attention to the individuals are discouraged. Shirts are to be tucked in. We encourage teams to have a practice shirt. Only full T-shirts or sleeveless at the seam are to be worn at practice. Practice shorts and extra shirts may be different colors, but all uniforms will be blue, white, and gold only; a limited amount of accent colors are allowable upon approval by the athletic department. Coaches are expected to coach in a Tiger shirt or in dress clothes (i.e. shirt/tie, dress pants, skirt, suit, etc.).

Players will be responsible for the care, security, and use of uniforms and equipment issued to them and will pay the replacement cost for items not returned or abused. Athletes will not participate in another sports season until this obligation is met.

Volunteer Coaches

Volunteer coaches are a very important part of our program and have the same expectations as our hired coaches. In addition, they must fill out a Volunteer Information Form, be interviewed and approved by the Athletic Director, have a background check performed by the Administrative Office BEFORE they begin work with our athletes. Background checks are required to be updated every 30 days throughout the season and at the beginning of each

season. Volunteer coaches will not be left alone with student athletes without a fingerprinted coach present.

Carsonville-Port Sanilac Tiger Athletic Code of Conduct

Participation in the athletic programs at Carsonville-Port Sanilac Schools is considered an honor and a privilege that entails obligation to both school and the community. The Athletic Code is in effect year-round (365 days a year), and all athletes are expected to conduct themselves in an exemplary manner at all times.

All students who wish to participate in athletics must pass a current physical examination signed by a M.D., D.O., Physician's Assistant, or Nurse Practitioner and have it on file in the Athletic Office prior to the first practice.

Student-athletes also must meet the eligibility requirements of the Michigan High School Athletic Association (MHSAA), as well as the specific expectations as determined by Carsonville-Port Sanilac Schools. Eligibility rules and their interpretations, found in the MHSAA Handbook must be followed. All situations will be dealt with on an individual basis.

The coaches shall review the Code of Conduct with their teams at the beginning of each season. The student-athlete and his/her parent or guardian must sign a copy of the Code of Conduct and file it with the Athletic Office before the student will be eligible to practice. Players and their parents/guardians must sign an updated copy of the code of conduct each school year. Suspensions, probations, or removal from athletics will not carry over from middle school to high school.

ACADEMIC REQUIREMENTS

1. **RULE:** During the season, a student must be passing all core and required classes. Eligibility will be checked when Progress Reports and/or Report Cards are created, which occurs every three weeks.
2. **OPTION TO MAINTAIN ELIGIBILITY:** During the season, if a student is failing any core or required class, the student will be required to attend weekly tutoring. The teacher of the class may meet directly with the student, or approve an alternate tutoring arrangement of at least one hour per week. The student will continue to be eligible to participate in all team activities as long as he/she attends at least one hour of tutoring per week per class. Once a Progress Report or Report Card shows a passing grade in that class, tutoring is no longer required, unless a subsequent report card once again shows a failing grade.
3. **RULE:** During the previous semester of enrollment, the MHSAA requires student athletes to pass 66 percent of classes, which is at least 5 classes out of the seven periods at CPS. Note: if a student passes a credit recovery class or summer school, that grade replaces the failing grade from the previous semester for athletic eligibility purposes. Students who do not meet all MHSAA eligibility requirements are not eligible.

4. OPTION TO MAINTAIN ELIGIBILITY: CPS expects student athletes to pass ALL their classes. If a student meets all MHSAA eligibility requirements but failed one or two core or required classes during the previous semester, the student will be required to attend weekly tutoring to remain eligible. The teacher(s) who teach the current class in that subject area may meet directly with the student or approve an alternate tutoring arrangement of at least one hour per week. The student will continue to be eligible to participate in all team activities for any sports teams during that semester as long as he/she attends at least one hour of tutoring per week per failed class until any one of the following is true: A) the student successfully completes and passes credit recovery for those courses, or B) the student receives a Report Card--not a Progress Report--with passing grades in ALL seven classes, or C) the semester ends.

ATTENDANCE REQUIREMENTS

1. Carsonville-Port Sanilac student-athletes must abide by the MHSAA Handbook, Regulation 1, Eligibility Requirements for Senior High Students and the Carsonville-Port Sanilac Student Handbook. Students must be enrolled full-time.
2. Student-athletes must arrive at school by 8:15am to be eligible to compete in an athletic contest or practice. The Athletic Director may waive this requirement for reasons such as certain activities/events (i.e. state tournaments, college visits, funerals, etc.).
3. Student-athletes will be in attendance for first hour the day after an athletic contest in order to practice or participate that day.
4. Suspension, unexcused absences, and detentions are considered actions unbecoming of a Carsonville-Port Sanilac athlete.
5. Students must be enrolled full-time to participate in athletics. Athletes who do not attend school for the full day will not be eligible to participate in any practices, meets, or matches that day. If a medical, court, funeral, or school-related absence prevents a student from attending school for the full day, appropriate documentation must be presented to the Athletic Director before the student can participate that day.

Athletic Code of Conduct

1. No drinking of any alcoholic beverages, Minor in Possession of alcohol, possession of false or altered personal identification, or any alcohol-related violations/offenses/situations.
2. No use or possession of mind-altering drugs or illegal substances.
3. If at any time an athlete is in the presence of alcohol/ drugs where minors in violation of either rules # 1 and # 2, the student-athlete must leave the environment where alcohol/drugs are present as soon as possible. Failure to do so is a violation.
4. No smoking, vaping, use or possession of tobacco products.
5. No use or possession of any performance-enhancing drugs, substances, or supplements, (i.e.: Steroids, Ephedra, Synephrine, Human Growth Hormone, etc.)
6. Misdemeanors or felonies are considered major violations.
7. Second offense of minor infractions could become major violations.
8. The CPS Code of Conduct will be followed by enrolled athletes during summer athletic programs.

9. Any time a student- athlete exhibits unbecoming conduct of a Carsonville-Port Sanilac Schools Athlete, the student-athlete will be disciplined. The coach and/or Athletic Director will determine the extent of the discipline.

Examples of unbecoming conduct include but are not limited to: destruction of property, unexcused absence from practice or school, poor sportsmanship, consistent poor attitude, theft, vandalism, insubordination, cheating, obscene or abusive language, misbehavior in and out of school, bullying, ejections from a game, etc.

SUSPENSION OUT OF SCHOOL

Absence from school due to “out-of-school suspension” shall be considered a required absence that is neither excused nor unexcused. While a student is suspended, he/she is NOT allowed to attend any school activity or event, including off-site/away, and may NOT be on any district property except as pre- approved by the Principal for things like important meetings or to take a mandated test.

Violation Consequences

First Violation

In-season (fall, winter, spring)

- Distribution or Intent to Distribute Alcohol, Tobacco, Vapes, or Equivalent- 7-Day Suspension from participating in sport activities practices & games/meets.
- Possession or Use of Tobacco, Vapes, or equivalent- 3-Day Suspension from participating In sport activities practices & games/meets.
- Fighting- 3-Day Suspension from participating in sport activities practices & games/meets.
- Possession or Distribution of Drug Paraphernalia or Equivalent (lighter, matches, etc.) -1-Day Suspension from participating in sport activities practices & games/meets.
- Possession or Use of Alcohol- 5-Day Suspension from participating in sport activities practice & games/meets.
- Possession, Use, Sale, or Intend to Distribute a Controlled Substance- 9-Day suspension, Year of probation from participating in sport activities practices & games/meets.
 - One calendar year of probation.

Off-season

Summer and non-participation periods in CPS athletics during the school year

- One calendar year of probation

Violation during Probation

In-season (fall, winter, spring)

- Removed from team and loss of awards
- Ineligible for the next 3 seasons (current +2)
- Student athlete must also obtain and verify assessment/counseling to regain eligibility if the violation is alcohol or drug related.

Off-season

Summer and non-participation periods in CPS athletics during the school year.

- Ineligible for 3 seasons (current +2)
- Student athlete must also obtain and verify counseling to regain eligibility if the violation is alcohol or drug-related

Third Violation

- Regardless of in-or off-season, a third violation results in removal from all athletic activities for your high school career.

Policy Implementation

- Violation of Athletic Code of Conduct occurs.
- Athletic Director/coach notifies student and parent of violation and consequences.
- Athletic Director sends written notification to parent of violation, consequences, and due process procedures.
- If parents choose to appeal, they must contact the Athletic Director within 3 school days after receiving written notification.
- Athletic Director will schedule a meeting to include the student, parent, coach, and Athletic Director.
- Following the Athletic Director meeting, if the parents choose to continue the appeal, they must contact the building principal within 3 days.
- The principal will convene an appeal hearing with a committee comprised of the following voting member:
 - High School Principal (non-voting)
 - Two coaches
 - One community member
 - One high school teacher (non-coach)
 - One Board of Education member

Committee may also include (non-voting)

- Athletic Director
- Coach of the sport from which the athlete has been removed
- Parent/Guardian appealing
- Athlete of parents appealing
- Recording Secretary

The appeals committee will grant or deny the parent's appeal by secret ballot and the decision is final. The appeals committee will determine whether to uphold or revoke the suspension. The principal will contact the parents with the committee's decision within 24 hours.

In-season begins for the athlete with the first team practice and concludes at the team's awards night. For multiple-sport athletes, in season begins the night of the previous season's awards night.

We, the undersigned, have read, understand and will abide by the Carsonville-Port Sanilac Tiger Athletic Code of Conduct.

Student Name (PRINT) Date

Parent/Guardian Name (PRINT)

Student Signature Date

Parent/Guardian Signature

