



Student/Parent Athletics Policy Handbook

(Revised July 2018)

PHILOSOPHY OF ATHLETICS

Interscholastic athletics at Ellsworth Community School (ECS) are vital and integral parts of the total education program. Many of the character traits required to be a successful athletic participant are exactly those that will promote a successful life after high school. The purpose of interscholastic athletics is to make a positive contribution to the development of the participants, spectators, school and community.

As an integral part of the educational process, the athletic program should always support the objectives and standards of the school. Education should always take precedence over athletics. Athletes should strive for educational excellence, playing excellence, as well as staying within the boundaries of good sportsmanship

The Ellsworth Community School Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected characteristic, (collectively, "Protected Classes") in its programs and activities, including employment opportunities. The following person is designated to handle inquiries regarding the nondiscrimination policies of the District or to address any complaint of discrimination: Superintendent, 9467 Park Street, Ellsworth, Michigan, 49729; (231) 588-2544.

SPORTS OFFERED at ECS

High School

Fall

- Cross Country (boys and girls)
- Football (cooperative program with Central Lake Public Schools)
- Volleyball (girls)

Winter

- Basketball (boys and girls)

Spring

- Baseball
- Softball
- Track and Field (boys and girls)

Middle School

Fall

- Basketball (boys and girls)
- Cross Country (boys and girls)
- Football (cooperative program with Central Lake Public Schools)

Winter

- Volleyball (girls)

Spring

- Track and Field (boys and girls)

Contact Information

Athletic Director – Stevie Murray – (231) 588-2544; smurray@ellsworth.k12.mi.us
Superintendent/Principal – Aaron Gaffney – (231) 588-2544; agaffney@ellsworth.k12.mi.us

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General Information

1.1 ATHLETIC ATTENDANCE POLICY

All student athletes must be in attendance for a full day of school on the day of an athletic contest, and at least 50% of the school day for practices. Exceptions may be granted (doctor's appointment, funeral, family emergency) on an individual basis. In such cases every effort must be made to have the absence pre-approved by either the athletic director or superintendent. In the event that an absence is inadvertently overlooked and the student-athlete participates in a contest contrary to this policy, he/she must miss the next contest.

1.2 INJURY AND LIABILITY

ECS does not assume financial responsibility for medical, hospital, or ambulance expenses incurred because of athletic injuries. Athletics is a voluntary program in which the student may participate if he/she so desires, but the student does so at his/her own risk of injury.

If an athlete is injured and needs medical attention, the coach will contact his/her parents. For injuries requiring medical attention, a **doctor's written permission** must be submitted to the coach and/or athletic director before the student will be allowed to return to practice or competition.

1.3 CONCUSSION AWARENESS

The number one priority of Ellsworth Community School is to maintain safety and well-being of its students and athletes. To that end, all staff, coaches, and administrators have received concussion awareness training. In addition, we require all students and parents to receive, read, and acknowledge materials pertaining to concussions. In the forms section of this handbook you will find two documents related to concussions; (1) Understanding Concussions, and (2) a Concussion Awareness acknowledgement form. In order to participate in athletics, all parents must sign and return the concussion acknowledgement form prior to beginning active participation.

1.4 PARENT GUIDELINES

Parents should feel free to have open, constructive discussions with coaches on issues relating to their child. Issues that are inappropriate for parents to discuss with a coach include the child's playing time, coaching strategy or play calling, or other student-athletes.

Parents should never discuss anything with a coach in the "heat of the moment" and should wait 24-hours before contacting a coach on an issue. If either party wishes, the athletic director may be contacted to assist in a meeting to discuss an issue.

Follow these tips for making sure your child has a positive sports experience. Have your child at all practices and games on time. Practice with your child at home. Come to games as often as you can, cheer positively, allow the coach to coach, and let the officials officiate. Compliment your child. **Above all else, remember that this is your child's game.**

1.5 PHYSICALS

All student-athletes must have a physical on file with the office before beginning participation in any sport. Student-athletes who do not have a physical on file are not allowed to participate in any organized team event, practice, or contest.

1.6 PARTICIPATION FEES

Due to the rising costs for maintaining athletic programs for our students, ECS will continue to implement a play-to-participate fee for all students in the middle/high school. The cost to participate in athletics is as follows;

- High School – \$50 per student/year one-time participation fee
- Middle School - \$35 per student/year one-time participation fee

Fees must be paid PRIOR to the first game/contest of the sports season. Student-athletes will NOT be allowed to participate in official contests (i.e. games) until either the above-described athletic fee is paid, or other arrangements have been made (see below.)

If for some reason an individual family is unable to pay the participation fee, please contact either the Superintendent or Athletic Director to make other arrangements.

1.7 PLAYING TIME PHILOSOPHY

ECS is committed to offering an athletic program that will benefit students throughout their lives. These programs are extensions of the classroom. We have developed a philosophy for team sports playing time that will best enhance our athletic program and service our student-athletes simultaneously. The purpose of all athletic programs should be to provide eligible students an equal opportunity to participate in activities.

1. *Developmental Stage (middle school)*

The optimum goals at this stage include teaching fundamentals of the sport, emphasizing sportsmanship and to provide practice and game playing time for all participants in all contests. Winning can be discussed to build team pride, but should not be stressed as to circumvent the original aforementioned goals. All athletes will participate in contests a relatively equal amount of time.

2. *Post Developmental Stage (JV team)*

Coaches should balance student-athlete participation with the success of the team at this stage. Fundamentals in practice and sportsmanship are still goals for all participants. During games, personnel strategies can be made by the coaches to aid the success of the entire team. However, every effort will be made to provide as much playing time as possible, but this may not be feasible in every contest.

3. *Varsity Stage (varsity teams)*

The success of the team is the main goal at this stage. Student-athletes should learn that in varsity athletics all participants are working together for the good of the unit. This is a lifetime skill. Game participation is handled exclusively by the coaching staff and although playing time will be provided for as many student-athletes as possible, the success of the team will be paramount. Coaches should stress to all participants that each is an important contributor to the team in many ways, but playing time cannot be afforded equally to all. Maximum student-athlete game participation is stressed but not mandated at this level.

1.8 SNOW DAY POLICY

In the event of a snow day or other school cancelation, the cancelation of scheduled sports events, including practices, shall be at the discretion of the athletic director. In the case of all activities being cancelled, no mandatory practices shall be conducted for which the student-athlete be held accountable for attending. Voluntary practices may be scheduled on such days with the approval of the athletic director or superintendent.

1.9 ECS ATHLETICS SOCIAL MEDIA COMMENTS AND PARTICIPATION POLICY

Comments on social media sites about ECS games, players and coaches should promote the positive aspects regarding participating in athletics. ECS student-athletes and staff should be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable.

Social media often fosters debate of an issue; users are to engage in such exchanges with mutual respect for other's opinions. ECS student-athletes and staff should assume that all postings on social websites are publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this is information may be linked to your name and published on the Internet.

Complaints submitted to the athletic director or superintendent regarding inappropriate comments made on social media sites could result in disciplinary action including, but not limited to, suspension and/or dismissal from the team.

1.10 TRANSPORTATION

It is required that all student-athletes travel to and return from away contests with the team on school provided transportation. This promotes team camaraderie and maximizes safety. If a student-athlete will not be returning with the team, the following steps must be taken:

1. Prior approval must be given by the coach or athletic director.
2. The student-athlete's parent/guardian must sign out with the coach after the event has concluded.

Student-athletes may only travel home from a contest with THEIR legal guardian. No exceptions.

1.11 VACATION POLICY

Teams may hold practices during school vacation closures. Athletes must provide written permission from parents to coaches stating their reason for not attending these practices or games. Coaches are encouraged to keep practices to a minimum during vacation days. Playing time may be affected if a student misses practices or games during vacations.

Rules and Eligibility

2.1 6TH and 8TH GRADE PARTICIPATION ON MIDDLE & HIGH SCHOOL TEAMS

Per MHSAA rules, when school enrollment numbers allow, ECS may choose to allow 6th grade students to participate on middle school teams. Discretion for this decision shall lie with the athletic director and the superintendent.

Per MHSAA rules, when school enrollment numbers allow, ECS may choose to move 8th grade students up to JV or varsity teams. In such a case, the following apply;

1. In the event that moving up an 8th student would damage the ability to field a middle school team the superintendent must approve the move.
2. Coaches **do not** have to invite all 8th grade students.
3. 8th grade students are able to play at both the JV/varsity and middle school levels in one season so long as long as they do not exceed the number of games played per season allowed by the MHSAA.

2.2 ACADEMIC ELIGIBILITY

Previous Semester – All student-athletes must have passed a minimum of six classes (seminar not included) in the previous academic semester of enrollment in order to participate in sports.

Current Semester – All student-athletes must be passing with a D or better in all classes during the current academic semester of enrollment in order to participate in sports. The following procedures will be used to determine current semester eligibility.

- Every Thursday, all teachers will turn in eligibility sheets to the athletic director.
- Students who are marked ineligible by any individual teacher will receive a written warning, which must be signed and returned to the AD by the following Monday morning.
- Any student marked ineligible by an individual teacher for two or more consecutive weeks will be ineligible to participate in contests or travel with the team the following week (Monday-Saturday).

2.3 MHSAA ELIGIBILITY RULES from the MHSAA HANDBOOK

Enrollment – To be eligible for interscholastic athletics, a student must be enrolled in a high school no later than the fourth Friday after Labor Day (1st semester) or fourth Friday of February (2nd semester). A student must be enrolled in the school for which he/she competes.

Age – A student who competes in any interscholastic athletic contest must be under nineteen (19) years of age with the exception being a student whose 19th birthday occurs on or after September 1st of a current school year is eligible for the balance of that school year.

Undergraduate Standing – A student who is a graduate of a regular four-year high school shall not be eligible for interscholastic athletics.

Transfers – A student enrolled in grades 9-12 who transfers from one high school to another high school is ineligible to participate in an interscholastic athletic contest or scrimmage for 1 full semester in the school to which the student transfers unless they qualify under a transfer exception.

For a complete list of MHSAA rules and guidelines please contact the athletic director.

2.4 MHSAA ATHLETIC CODE OF CONDUCT

1. Know and adhere to the athletic code of the school.
 2. Exceed all attendance and academic requirements as practical evidence of loyalty to school and team and a proper philosophy of school-sponsored athletics.
 3. Observe completely all policies regarding conduct, doing so as a duty to school, team and self.
 4. Counsel with the Athletic Director over questions of eligibility.
 5. Practice and play, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.
 6. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
 7. Demonstrate respect for opponents and officials before, during, and after contests.
-

2.5 DUAL SPORTS PARTICIPATION

Student-athletes in grades 6-12 are allowed to participate in two sports during the same season provided the following criteria are met:

1. Approval is given by the athletic director and all coaches involved.
2. The student-athlete selects a primary sport and a secondary sport
3. The student-athlete, their parents, and all coaches involved sign the dual sport participation agreement found in this handbook.

The following criteria will be used to determine which sport takes priority in the event of a scheduling conflict.

Contest vs. Contest

If contests are scheduled for the same day in both sports, the primary sport will take priority over the secondary sport with the following exception.

All MHSAA state tournaments are a priority regardless of which sport is the first sport. If both teams are participating in a MHSAA tournament on the same date, no attention to the level of tournament (districts, regional) shall be given and the primary sport is the priority. State tournaments are a priority over conference tournaments.

Under no circumstances shall a student-athlete participate in two contests on the same day. If games are rescheduled for any reason and it creates a same day conflict, all of the above shall be implemented.

Contest vs. Practice

All student-athletes are expected to participate in all contests (primary or secondary) regardless of a conflict with practice. A contest ALWAYS takes priority over a practice. If games are rescheduled for any reason and it creates a same day conflict, the preceding rule shall be implemented.

Practice vs. Practice

Coaches and the athletic director should make every effort to arrange practice times so that dual sports student-athletes have the ability to participate in both practices. In the event that practice times overlap, the primary sport's practice will have priority.

2.6 ECS ATHLETE CODE OF CONDUCT

All students participating in athletics will conform to the following athletic code in reference to general conduct. The athletic code is in effect year-round (365 days/year) once a student has gone out for an activity.

No use or possession of tobacco, alcoholic beverages, illicit drugs in any form at any time.

Violations of the Athletic Code shall be accumulative beginning with and throughout the student's participation in athletic activities for the duration of their ECS career. The penalties shall overlap seasons, if necessary.

First Offense

Option 1

- After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive athletic event dates or two (2) weeks of the season, whichever is greater.
- The student will be involved in an awareness-counseling program (at no cost to the school) that has been approved by the administration. (The program must contact the athletic director or principal to verify attendance)
- The student is expected to practice and attend the contests, but will not be allowed to dress in uniform or compete.
- Penalties shall not be considered served unless the student ends the season in good standing. Quitting or being removed from the team is not considered "serving the penalty".

Option 2

- After the confirmation of the first violation, the student will be suspended from participation for five (5) consecutive athletic event dates or five (5) weeks of the season, whichever is greater.
- The student is expected to practice and attend the contests, but will not be allowed to dress in uniform or compete.
- Penalties shall not be considered served unless the student ends the season in good standing. Quitting or being removed from the team is not considered "serving the penalty".

Self-Disclosure: A student who, by himself/herself or together with his/her parent or legal guardian, voluntarily discloses to the athletic director, principal, or superintendent a violation of this section prior to any reports, charges, complaints, or investigation under the Athletic Code will face the following disciplinary action. The student shall lose eligibility for the next athletic event date or a week of the season, whichever is greater and shall be required to follow the awareness counseling program outlined in option #1. This self-disclosure exemption is available to a student only on the first offense during their Ellsworth athletic career. Failure to be totally forthcoming or lying about actual events will result in the forfeiture of the "Self-Disclosure" and will result in full disciplinary action.

Second Offense

- After confirmation of the second violation, the student shall lose eligibility for one calendar year.

Third Offense

- After confirmation of the third or subsequent violation, the student shall lose eligibility at ECS permanently.

Appeal Procedures

- Parents/guardians of student athletes that have been found guilty of violating rules in the Athletic Code of Conduct will be notified by phone and via the mail regarding actions taken by the athletic director. Any appeal of the decision shall be made in writing and delivered to the athletic director within three (3) days.
- The Athletic Council (comprised of an administrator, the athletic director, and one non-coaching teacher) will then hear the appeal and make a decision within five (5) days. Decisions shall be rendered on the basis of majority or consensus vote of the committee. The decision of the Athletic Council is final.

Actions or acts of conduct considered detrimental to the school (may result in suspension or removal from the team).

Dual Sport Agreement

Student-Athlete: _____ Date: _____

Primary Sport: _____ Secondary Sport: _____

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By signing below, we agree to uphold the dual sports participation requirements and guidelines stated above:

(Student-Athlete) _____ (Parent)

(Primary Sport Coach) _____ (Secondary Sport Coach)

Ellsworth Community School Athletic Handbook Acknowledgement

In order to participate in athletics at Ellsworth Community School, both student-athletes and parents must acknowledge that they have received, read, and understand the rules and guidelines set forth in the Ellsworth Community School Athletic Handbook.

No student-athlete will be allowed to participate in practices and/or games until the signed handbook acknowledgement form is on file with the athletic department.

I have received a copy of the athletic handbook and I understand and support the rules and guidelines contained within it.

(Printed Student Name)

(Student-Athlete Signature)

(Date)

(Parent/guardian Signature)

(Date)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not “Feeling Right”
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	“Feeling Down”	Sleep Problems
		Grogginess		

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- 1. SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- 2. KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- 3. TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

Parents and Students Must Sign and Return the Educational Material Acknowledgement Form

SCHOOL CONCUSSION REPORTING

Schools must report concussion events online while logged into MHSAA.com. Report any concussion event in all levels of all MHSAA sports where a student is withheld from activity. This is a separate process from the Return to Activity and Post-Concussion Consent Form on the reverse side.

MHSAA CONCUSSION CARE INSURANCE

The Michigan High School Athletic Association is providing athletic participants at each MHSAA member junior high/middle school and high school with insurance that is intended to pay accident medical expense benefits resulting from concussion. The suspected concussion must be sustained while the athlete is participating in an MHSAA in-season covered activity (practice or competition). Policy limit is \$25,000 for each accident.

This program intends to assure that all eligible student-athletes in MHSAA member schools in grades 6 through 12, male and female, in all levels of all sports under the jurisdiction of the MHSAA, receive prompt and professional attention for head injury events even if the child is uninsured or under-insured. Accident medical deductibles and co-pays left unpaid by other policies are reimbursed under this program to the limits of the policy.

Covered students, sports and situations follow to the MHSAA accident medical insurance which pays up to \$1,000,000 for medical expenses left unpaid by other insurance after a deductible of \$25,000 per claim in paid medical expenses has been met. All students enrolled in grades 6 through 12 at MHSAA member schools who are eligible under MHSAA rules and participating in practices or competition in sports under the MHSAA's jurisdiction are covered by this policy for injuries related to their athletic participation.

CONCUSSION INSURANCE CLAIMS ADMINISTRATOR ADDITIONAL INFORMATION

Ms. Terri Bruner
K & K Insurance Group
1712 Magnavox Way
Fort Wayne, IN 46801
Phone: 800-237-2917 Fax: 312-381-9077
Email: Terri.Bruner@kandkinsurance.com

Claim Forms can be found on MHSAA.com, Health & Safety (upper right corner).
See Concussion Insurance Benefits Information and Forms

NEW STUDENT FORM 2018-19 – For students who change schools after starting 9th grade

YES NO

I AM INTERESTED IN PARTICIPATING IN ATHLETICS.

*To be completed by new students, parents and former school. This form is intended to assist schools in compiling information to determine eligibility under MHSAA Regulations. Provide copies in new student packets and as soon as possible the form should be submitted to the athletic director for evaluation. The AD may then contact the MHSAA for assistance. Consult Int. 65 and 77 or the Residential Change Check List on MHSAA.com (Schools→Parents→Regulations Summary) to assist in determining if residential changes are full and complete. **Int. 37 states two current and complete documents are prerequisites for participation: Physical Exam/Consent Form and official school record (transcript) since first enrolling in the 9th grade of any school.***

SECTION COMPLETED BY SCHOOL & STUDENT – CHECK TRANSCRIPT	- Number of classes for which credit has been given in the previous academic term →	
	- Number of potential classes for a full-time student in the previous high school →	
	- Official enrollment date (in school books & attending one or more classes) →	
	- Number of semester's and/or trimesters in grades 9-12 COMPLETED to date →	
	- In what school year did the student END the 8th grade (and BEGIN grade 9th) →	
	- Has the student REPEATED any grade 9-12? →	

STUDENT'S NAME _____ GRADE _____ BIRTHDATE ____/____/____

PHONE (____) _____ EMAIL _____

CURRENT (NEW) ADDRESS _____ CITY _____ STATE _____ ZIP _____

DATE OF RESIDENCE CHANGE INTO CURRENT (NEW) ADDRESS _____

CURRENT (NEW) PUBLIC SCHOOL DISTRICT IN WHICH YOU RESIDE _____

OLD HOME ADDRESS _____ CITY _____ STATE _____ ZIP _____

FORMER RESIDENCE (CHECK ALL THAT APPLY) VACANT SOLD RENTED ALL BELONGINGS MOVED? Y N

OLD PUBLIC SCHOOL DISTRICT OF RESIDENCE _____

PARENT(S) OR GUARDIAN(S) _____ PHONE: (____) _____

1. The last school the student attended _____

2. While enrolled at former school, the student lived with _____
(list ALL people - parents, guardians, siblings, or others)

YES NO The student lived with the above for at least 30 days during the most recent previous academic term.

3. The student NOW lives with _____
(list ALL people - parents, guardians, siblings, or others)

SELECT THE APPROPRIATE ANSWER

4. 9 10 11 12 Circle the highest grade in which the student was enrolled at any previous school.
5. YES NO School previously attended is a nonpublic, private or parochial school.
6. YES NO Student is a "Ward of the Court/State" and was placed in this school district by court order.
7. YES NO Student is an international student enrolling from a foreign country. **Select VISA:** F1 J1
- 7a. YES NO Student is from an MHSAA Approved International Student Program (AISP).
Program Name: _____ Program is listed on MHSAA.com Y N
8. YES NO Student's previous school has been closed, dissolved or reorganized. (see Int. 64 & 90)
9. YES NO Student's parents are DIVORCED. If divorced, give exact decree date: **Month**____ **Day**____ **Year**____
10. YES NO Student is 18 or under; or the 19th birthday is on or after Sept. 1st of this school year.
11. YES NO Last year, the student lived at a boarding school, or while enrolled out of state attended a sports academy.
12. YES NO Student is 18 and moved into this district WITHOUT his or her parents.
13. YES NO Student is a 9th or 10th grader and has not played in a scrimmage or game in any MHSAA sport.
14. YES NO Student participated in a cooperative program involving his/her previous school and our school.
15. YES NO Student wishes to discuss her/her situation with the athletic director.

VERIFICATION OF ATHLETIC RELATED TRANSFER REGULATION FOR STUDENTS SITTING OUT WHO DO **NOT** MEET AN EXCEPTION TO THE PERIOD OF INELIGIBILITY (Reg. I, Section 9 [F])

“Links to open gyms, former coach/personal trainer, school or non-school sports & summer teams”

16. List the high school sports the student participated in (game/meet or scrimmage) in the most recent previous season since first enrolling in the 9th grade at the previous school:

• _____ • _____ • _____ • _____

17. List the sports in which the student desires to participate in during the next 12 months at the new school:

• _____ • _____ • _____ • _____

Today's Date _____ IN THE PAST 12 MONTHS?

18. YES NO Prior to attending classes at the new school, the student has attended an open gym at our high school.

19. YES NO The student has competed or practiced in a non-school sport activity that was coached, coordinated or directed by a coach, parent (former or current) or school administrator of our high school including in **any summer activities or non-school sports** such as AAU basketball, 7 on 7 football, indoor soccer, etc. If yes, indicate the school connection and activity:

20. YES NO The student has had involvement with any member of our school's coaching staff (current or incoming) who provided **individual or team instruction in sports or as a conditioner, personal trainer or coach** whether paid or volunteer. If YES, indicate the staff member and the activity:

21. YES NO While at the **former high school the student was coached by** any member of our high school's coaching staff (current or incoming). If yes, indicate the name of the coach and sport:

RECOMMENDED VERIFICATION & COMMUNICATION BETWEEN SCHOOLS

By my signature below I state that the above is true and accurate. I also understand that contests the student participates in may be forfeited to opponents if the information submitted is not accurate:

STUDENT

DATE

PARENT/GUARDIAN

DATE

NEW SCHOOL ATHLETIC DIRECTOR

DATE

SCHOOL NAME + EMAIL OR FAX

TO FORMER SCHOOL A.D. - PLEASE SIGN AND RETURN TO A.D. AT THE STUDENT'S NEW SCHOOL

Exchange this form between athletic directors for students who wish to play the same sport as played previously. The former school athletic director indicates that to the best of their knowledge the above is true and accurate:

FORMER SCHOOL ATHLETIC DIRECTOR

DATE

Form Returned to NEW School: _____

DATE

Notes if former AD declines to sign: _____

ALERT! A NEW Sport Specific Transfer Rule is in effect. ANY sport a student plays now in 2018-19 determines eligibility in 2019-20 should the student transfer and not meet one of the 15 stated Exceptions.

**THIS PAGE FOR INTERNAL SCHOOL USE.
Do NOT send any page of this form to the MHSAA.**

Return the completed form to the School Athletic Director who should complete the following:

The eligibility status of _____ at _____ High School is checked below.

- This student is IMMEDIATELY ELIGIBLE to participate in interscholastic athletics.
- This student will be eligible upon completion and processing of the Educational Transfer Form.
- There is a question about the eligibility of this student and he/she may not participate in an interscholastic scrimmage or contest until written permission is given by the school and the MHSAA.
- This student is NOT ELIGIBLE to participate in interscholastic athletics.
- This student may be ELIGIBLE effective ____/____/____

ATHLETIC DIRECTOR

DATE

PRINCIPAL

DATE

Assistance in Applying the 2018-19 MHSAA Transfer Rule and Interpretations

Page 1 and 2 of this form is based upon the following MHSAA Regulations, Sections and Interpretations. Administrators should consult the *MHSAA Handbook* and then, if necessary, the MHSAA staff to assist in Processing a new student transfer. The only interpretations that are official are those received in writing.

This boxed information is intended to provide evidence to address Regulation I, Section 2 (age eligibility), Section 4 (maximum enrollment), Section 7 (previous academic term record), and Section 9(A-F) (transfer student). **A transfer student must be enrolled prior to Oct 1 to participate in fall MHSAA tournaments, Feb 1 winter tournaments or May 1 for spring tournaments.** See Reg. I, Section 9 [G].

The CAPITALIZED INFORMATION on residence relates to Regulation I, Section 9 exceptions regarding residence change "from one public school district to a different public school district." Exceptions: 1, 2, 3, 4, 5, 8, & 12 and Int. 90.

- Line 1: Indicates type of school: public, nonpublic or charter school.
- Lines 2/3: Regulation I, Section 9(A), Exception 1, (30 days) Interpretations 65 and 90.
- Line 4: Determine grade level. Regulation I, Section 9(A), Exceptions 10 and 11.
- Line 5: Verification of line 1 and Interpretation # 62 (school of residency).
- Line 6: Regulation I, Section 9(A), Exception 3.
- Line 7: Regulation I, Section 9(A), Exception 4. J-1 or F -1 Visa International Students See Interpretations 83-89 and MHSAA.com for Approved International Student Program (AISP) listing.
- Line 8: Regulation I, Section 9(A), Exception 6, (also see Interpretations 65, and 90)
- Line 9: Regulation I, Section 9(A), Exception 8 (allowed one time → Must use "Educational Transfer Form"). Student moving between parents who never married see Interpretation 92 and include documentation.
- Line 10: Regulation I, Section 2.
- Line 11: Regulation I, Section 9(A), Exception 2 (Int. 62, 63) or Exception 1 (Int. 67 - out-of-state sports academy).
- Line 12: Regulation I, Section 9(A), Exception 12 (allowed one time → Must use "Educational Transfer Form").
- Line 13: Regulation I, Section 9(B). Subvarsity waiver for 9th-or 10th-grade students with no athletic participation.
- Line 14: Regulation I, Section 9(C). Former school must concur and student must have participated in the co-op.
- Line 15: Acknowledges that the student or parents need to discuss the matter of eligibility further.
- Lines 16 -21: Regulation I, Section 9 (F) Checks links associated with the Athletic Related Transfer Regulation resulting in a period of 180 schedule school days of ineligibility in a sport, for students who do not meet one of the stated exceptions.

ALERT! A NEW Sport Specific Transfer Rule is in effect. ANY sport a student plays now in 2018-19 determines eligibility in 2019-20 should the student transfer and not meet one of the 15 stated Exceptions.