

HEMLOCK HUSKIES



ATHLETIC HANDBOOK

2022-2023

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Welcome to the Hemlock High School Athletic Program.

FOREWORD

The purpose of this handbook is to provide a reference for all Hemlock High School & Hemlock Middle School athletes, parents, administrators, volunteers and coaches. The success of the Athletic Program depends upon the understanding and cooperation of all interested parties in carrying out the athletic policies of the Board of Education.

With the exception of extra local rules as defined in this manual, Hemlock Public School Athletics are governed by the rules and regulations presented in the handbook of the Michigan High School Athletic Association.

Supplemental team rules and regulations unique to a given sport may be developed by individual coaches with the approval of the Athletic Director.

This handbook is not all inclusive, however it is vitally important for good communications between all parties involved. It is only through **effective communication** that good support can be maintained.

BOARD OF EDUCATION	Phone Number 642-5282
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President	Matt Wesener	Trustee	Hilary House
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Treasurer	Jamie Rivette	Trustee	Bryan Conger
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HIGH SCHOOL ADMINISTRATION & STAFF	Phone Number 642-5287
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Athletic Director	Cory Snider	Principal	Keith Green
Athletic Secretary	Jamie Galbraith	Principal Secretary	Melissa Jaremba

MIDDLE SCHOOL ADMINISTRATION & STAFF	Phone Number 642-5282
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Athletic Director	Cory Snider	Principal	Josh Chase
Secretary	Karen Stine	Secretary	Kris Kienitz

SCHOOL INFORMATION		
School:	Hemlock High School	Hemlock Middle School
Grades:	9-12	6*, 7-8 *6 th graders are allowed to participate in Cross Country and Track & Field, numbers will be reviewed for other sports
Member of:	Michigan High School Athletic Association Tri Valley Conference - West Division	Michigan High School Athletic Association Tri Valley Conference - West Division
Classification:	Division 3 - Basketball, Volleyball, Baseball, Softball, Cross Country, Track & Field Division 4 – Wrestling, Golf, Soccer, Tennis Division 7 - Football	N/A
Colors:	Navy and White	Navy and White
Mascot:	Huskies	Huskies

The Michigan High School Athletic Association establishes the official starting dates for all high school athletics. Listed below are the general starting dates for each sport season.

HIGH SCHOOL STARTING DATES 2021-2022		
FALL SPORTS:	Volleyball, Cross Country, Boys Soccer, and Boys Tennis	Wednesday, August 11th
	Football	Monday, August 9th
WINTER SPORTS	Ice Hockey	Monday, November 1 st
	Girls Basketball	Monday, November 8 th
	Boys Basketball, Bowling & Wrestling	Monday, November 15 th
SPRING SPORTS:	All spring sports	Monday, March 14th

The Tri-Valley Conference establishes the official starting dates for all middle school athletics. Listed below are the general starting dates for each sport season.

MIDDLE SCHOOL STARTING DATES 2021-2022		
FALL SPORTS:	Volleyball, & Cross Country	Monday, August 23rd
	Girls Basketball	Ten days before 1 st game, typically November
WINTER SPORTS	Wrestling	Ten days before 1 st game, typically November
	Boys Basketball	Ten days before 1 st game, typically after winter break
SPRING SPORTS:	Track & Field	Ten days before 1 st meet, typically after spring break.

LEAGUE AFFILIATION

Hemlock High School is a member of the Tri Valley Conference. Member schools include:

West Division

Bullock Creek
 Carrollton
 Hemlock
 Ithaca
 Michigan Lutheran Seminary
 Millington
 Nouvel
 Standish-Sterling
 St. Louis
 Valley Lutheran

East Division

Alma
 Bay City John Glenn
 Bridgeport
 Birch Run
 Frankenmuth
 Freeland
 Garber
 Swan Valley

HIGH SCHOOL SPORTS OFFERED

FALL: **Football** (Varsity, JV); **Volleyball** (Varsity, JV, Freshmen); **Boys Cross Country**, **Girls Cross Country**; **Boys Tennis**; **Pom Pon**; **Boys Soccer** (Varsity, JV); **Equestrian** (Varsity)

WINTER: **Boys Basketball** (Varsity, JV, Freshmen); **Girls Basketball** (Varsity, JV); **Wrestling** (Varsity); **Pom Pon** (Varsity); **Hockey** (Varsity); **Boys Bowling** (Varsity); **Girls Bowling** (Varsity)

SPRING: **Baseball** (Varsity, JV); **Softball** (Varsity, JV); **Boys Track & Field** (Varsity, JV); **Girls Track & Field** (Varsity, JV); **Girls Tennis** (Varsity, JV); **Girls Soccer** (Varsity, JV); **Golf** (Varsity)

Active team if number of participants allows for full competing viable team. Additional teams and sports may be considered upon request.

MIDDLE SCHOOL SPORTS OFFERED

FALL: Volleyball; Cross Country (Club); Girls Basketball

WINTER: Boys Basketball; Wrestling; Pom Pon; Powerlifting (Club)

SPRING: Track & Field; Trap Shooting (Club)

REGISTRATION FEES

All participants in all sports must pay a Registration Fee to participate in sports for Hemlock High School. It is due before the first contest, game, or match of the season. If not paid, the student/athlete will not be able to participate in a contest until paid. This payment is a registration payment to be a member of the team, it is not “Pay to Play.” The fee covers the Fall, Winter, and Spring Seasons.

HS Fee - \$100 Includes a Free Student Sports Pass

MS Fee - \$30 Includes a Free Student Sports Pass

Payment can be made online via FinalForms with a credit card or in person with a cash/check at the high school office.

PHILOSOPHY, OBJECTIVES & GOALS

PHILOSOPHY

The interscholastic athletic program at Hemlock High School is a vital and integral part of the total education program. Its purpose is to make positive contributions to the development of the participants, spectators, school, and community.

OBJECTIVES

- To teach good sportsmanship, teamwork and respect.
- To teach student/athletes to display victory in a humble manner and defeat gracefully.
- To teach the importance of making a commitment.
- To give athletes the opportunity to develop their physical and mental abilities to the fullest.
- To stress the importance of athletes doing their best academically and athletically.
- To teach good health habits through physical training.
- To teach people to relate to each other and work together for a common goal.
- To provide the opportunity to gain personal and group recognition.

- To create school and community involvement towards excellence.

GOALS

- Increase in GPA from year to year.
- Championship Level Goal = Entire Team 3.0 or Better.
- High GPA and good study habits for all teams.
- Shared programs goals with all team members, all levels.
- No unexcused missing assignments and ALL assigned work is turned in.
- Study Hall implementation and team participation if required.
- Weekly individual conversations about academics between coaches and student-athletes.
- Support other Hemlock Athletic programs.
- Active and engaged with Hemlock Sports Boosters. Participate in Sports Booster volunteer activities.
- Leadership and Good Citizenship.
- Exercise and demonstrate respect, honor and integrity (Including the National Anthem).
- Take ownership of facilities and equipment. Learn the value of what you are using.
- Attend other athletic contests in and out of season.
- Lead by example and learn why it's important.
- To conduct a program that achieves a high level of interest and support of students, faculty, alumni, local community and other segments of the community.
- To employ an athletic staff of integrity, knowledge, skills and leadership qualities that enable programs of mental, moral, and physical benefit to student-athletes.
- To compete in conferences and win with high ideals of integrity, honor and sportsmanship.
- To provide student-athletes with adequate practice and competition facilities and proper medical supervision.
- To provide student-athletes with support systems that not only promote but achieve academic success and on-time graduation.
- To provide successful competitive athletic opportunities.

ELIGIBILITY RULES

MHSAA ELIGIBILITY

If you have any concerns regarding eligibility with MHSAA rules, please see the Athletic Director.

HHS ELIGIBILITY

To be eligible to participate in athletics at Hemlock High School a student must meet the following standards:

1. Must meet the MHSAA Eligibility Requirements for the previous semester. (pass 20 semester hours)

2. Must receive a passing grade in each class (D- or higher) weekly. This grade is determined as of 2:00 am each Friday per the Skyward system. This grade is cumulative for each nine (9) week marking period.

In each weekly eligibility period, the following will be in effect:

- Grades will be pulled directly from Skyward for eligibility.
- Any students found to be ineligible, will be ineligible starting the Monday following the Friday that the notice is mailed to parents for a period of Monday through Sunday.
- If the student does not achieve eligibility status the following week, they will remain on the ineligible list. Any student that is ineligible for a third time during a season may be required to meet with the Athletic Director and his/her parents to determine what the best way to help the student/athlete. Removal from the team is possible.
- During the ineligible period, the athlete is to fulfill all obligations with the team. This means attends and participates in practice and sit on the bench in street clothes for games. Failure to fulfill team obligations may cause the ineligible period to be extended another week.
- An athlete dismissed from a class is ineligible for a game, practice, or activity until he/she is reinstated or the discipline has been settled.
- An athlete skipping class is ineligible for that day's activities regardless of the outcome.

CODE OF CONDUCT

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

HEMLOCK CITIZENSHIP & CODE OF CONDUCT

- Athletes must maintain a wholesome attitude toward school and athletics, exemplified by interest and cooperation with teachers and coaches at all times.
- Athletes must conduct themselves as ladies and gentlemen at all times in the classroom, school building, while going to and from school, or at any school function.
- Gambling, profanity, and obscene language will not be accepted at any time.
- Athletes must show good sportsmanship and proper respect toward teammates, coaches, opponent teams, and the officials.

PARENT CODE OF CONDUCT

The essential elements of character-building and ethics are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is achieved when competition reflects these “six pillars of character.”

I therefore agree:

1. I will not force my child to participate in sports.
2. I will remember that children participate to have a positive experience and that the game is for student/athletes, not adults.
3. I will learn the rules of the game and the policies of the school district.
4. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
5. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player or parent, such as booing and taunting; refusing to shake hands; or using profane language or gestures.
6. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
7. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
8. I will never ridicule or yell at my child or other participants for making a mistake or losing a competition.
9. I will promote the emotional and physical wellbeing of the athletes ahead of any personal desire I may have for my child to win.
10. I will respect the officials and their authority during games and will never question discuss or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
11. I will provide a sporting environment for my child that is free from drugs, tobacco and alcohol and I shall not engage in their use at all sporting events.
12. I will refrain from coaching my child or other players during games and practices, unless I am an official coach.
13. I will abide by the 24-hour rule- Do not confront coaches within 24 hours after the competition. Meetings with coaches must be scheduled to discuss concerns at a more appropriate time.
14. I understand the fee I pay for participation is a Registration Fee and not a “Pay to Play” Fee.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

1. Verbal warning by an official, head coach or member of the school administration.
2. Written warning from the Athletic Director.

3. Parental game suspension with written documentation of the infraction kept on file by the Athletic Director.
4. Parental season or year-long suspension.

PHYSICAL EXAMINATION & PROOF OF INSURANCE

Each athlete must have a physical examination form filled out completely and returned to the high school office. On the form, parent and student signatures are required. In the event a student or family has no insurance, it may be purchased for a reasonable price. The forms are available in the high school office. This is a national company with no affiliation to the school.

Athletes will not be able to participate until their physical examination card has been turned in to the office and the Final Forms registration has been completed. All items must be completed before their first scheduled practice.

A current physical is one that is done on or after April 15, 2021 per MHSAA rules.

TEAM SELECTION, MEMBERSHIP & RULES

SELECTION

No one may try out for a team unless they meet the eligibility requirement at the time of trying out.

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program of the school district, we encourage coaches to keep as many students as they can on the team without compromising the integrity of the sport. Time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. However, when developing policy in this regard, coaches shall strive to maximize the opportunities for our students without diluting the quality of the team.

- All eligible students will be offered the opportunity to try out for an athletic team.
- There must be a minimum of three (3) days of tryouts unless Athletic Director approval is given.
- Choosing the members of the team is the sole responsibility of the coaches.
- Prior to trying out, the coach shall provide the following information to all team candidates; Extent of try-out period, criteria used to select team, approximate number to be selected, practice/game commitment, if they make the team. Note: The Coach may make adjustments, if necessary.

MEMBERSHIP

- Once an athlete has decided upon a sport he/she wishes to try, he/she may not change to another sport without permission from the coach of the sport he/she is dropping and the Athletic Director.

- If an athlete is dropped from a team for disciplinary reasons, he/she is not allowed to play another sport during the same season.
- If an athlete is dropped from a team for disciplinary reasons, he/she may not start a next season sport until after the last contest the team dropped from plays.

RULES & POLICIES

Individual coaches may have additional rules and policies necessary for the administration of their sport. All such rules will have been pre-approved by the Athletic Director. Prior to athletic participation the rules will be viewed, read and understood, then signed on Hemlock FinalForms. The rules will also be in writing and kept on file in the Athletic Office.

PRACTICE INFORMATION

- A student must be in attendance for four or more hours in order to practice that day unless an acceptable excuse is submitted to the Athletic Director or permission is granted by the Administration.
- All practices should be held on school days. Practice is permitted on Saturday with permission from the Athletic Director. Sunday practice may be held between 12:30PM and 9:00PM with permission from the Athletic Director.
- No practice session will exceed two hours unless the Athletic Director grants permission.
- Practices may be held during vacations. Students and parents understand that a commitment is made when a player joins a team. It is expected that a player attends all practices. Those missing practice times may have to put in extra time to catch up to those who attended vacation practices. We will try not to schedule any games during a vacation, but it may happen.
- In inclement weather, all practice sessions and games will be canceled if school has been canceled. Exceptions may be granted for varsity teams during the current season. Final decisions will be up to the Athletic Director or designee.

INCLEMENT WEATHER POLICY

It is the policy of the Board of Education that all extra-curricular activities be canceled when regular school is canceled. Under extenuating circumstances, games may be played if Hemlock Public Schools has no alternative in playing on another date. When a regular school day is cancelled there will be no Middle School games or practices and no sub-varsity practices. Practices by Varsity teams may be allowed by the Athletic Department following a coach request. Varsity and Junior Varsity games may be played upon improved weather conditions, travel and reschedule considerations. The decision to play or reschedule/cancel will ordinarily be made between 10:00am and Noon.

TRANSPORTATION RULES

- Proper behavior is expected at all times. Those misbehaving may lose athletic privileges.
- Athletes must travel to contests with the team on the school provided transportation, unless other arrangements are made by the Athletic Director or Principal.

- In the event a parent would like an athlete to return home with them, the athlete and parent must present themselves to the coach to confirm that the student is leaving with a parent. Those not following this procedure will be disciplined.
- In the event that another person, other than a parent, must drive the athlete home, the parents must call the Athletic Director or Principal prior to the event to receive permission or have written permission from the parent(s) allowing the travel. The coach cannot make this decision. If this is not taken care of prior to the event and takes place anyway, the athlete and/or parent may be sanctioned.
- There may be instances when transportation will not be provided by Hemlock Public Schools. It will then be the responsibility of the Parent to coordinate transportation to practices, games and events where transportation is not provided.

DRESS CODE

Athletes at Hemlock High School shall project a favorable image at all times when representing the school. A coach may have a team dress code on game days for athletes on that team or in that sport; this also includes the coach's discretion as to whether the athlete's appearance is acceptable when representing Hemlock on the athletic field. Athletes will have a shirt or tank top on while inside the school or on grounds and when practicing. This also includes practice attire. A "sports bra" is not acceptable outerwear.

Only uniforms approved by the Athletic Department will be permitted to be worn for contests.

PARENT/COACH/ATHLETE PRESEASON MEETING

This meeting is held to give parents the opportunity to meet with the Athletic Director and/or Coach to discuss any items that are in question before the season actually begins. **It is strongly recommended that all parents attend the meeting.** The meeting ordinarily lasts no more than one hour. The Athletic Director will talk briefly covering any new and/or required topics and then a breakdown session will be held by sport. Please attend; as most problems that occur usually are just a miscommunication or misunderstanding. This meeting can help eliminate many of these issues.

COMMUNICATION

Coaches/Mentors will use school tools such as FinalForms, Apptegy, Google Classroom, etc. to communicate with students and parents. They **will not** use social media for individual/group communication. Any use of text will include parents, whether it be the team or individual.

GYM FACILITIES & WEIGHT ROOM

- Have permission and staff or adult supervision to use the gym or weight room.
- Follow all posted rules.
- Never lift weights alone.
- Keep weights on racks, not on bars or floor.
- Know your limits. Work with a coach or teacher to create a proper workout.

- Stay off the bleachers when they are closed.
- Equipment must be properly sanitized before and after use.
- A towel must be used where any bare skin other than hand must touch a surface.

LOCKER ROOM & TRAINING ROOM

- The athletes and coaches shall keep the locker room clean at all times. No glass containers in the locker room.
- Only coaches and assigned players are allowed in the locker room.
- Athletes are not allowed to get training room supplies or keep them in their locker or bag--specifically tape.
- Athletes are not allowed in any office unless given permission. This is not a student meeting place.
- Team physician, ambulance, and hospital emergency numbers are located on the wall near the phone in the coaches' offices and training room.
- Athletes shall not to bring large sums of money and are to lock their lockers during practices and games. The school district is not responsible for items in lockers.
- Any student found with keys to the school will be permanently suspended from participating in athletics at Hemlock High School.
- All spiked or cleated shoes must be put on and taken off outside the school or locker rooms.
- All equipment must be removed from lockers at the conclusion of the season. Equipment left will be collected and put into lost and found or thrown away at the end of the school year.

EQUIPMENT / UNIFORMS

- All athletes shall be protected by approved safety equipment and shall keep such equipment neat and clean.
- Any athlete who has any school equipment or uniforms in his/her possession that does not belong to him/her shall forfeit it immediately to the coach requesting it. This is a violation that could result in loss of all athletic eligibility at Hemlock High School.
- Athletes must pay for equipment and uniforms not returned. The coach will use the following procedure:
 - Notify the athlete to turn in his/her equipment and uniforms at a set time and place.
 - If step 'A' is unsuccessful, make a list of athletes who have not turned in their equipment and give a copy to the athletic director within two weeks of the final contest.
- All equipment and uniforms issued to an athlete will be accounted for by the coach. This list will be maintained until all equipment is returned.
 - All equipment must meet proper safety standards.
 - Athletic shoes will not be provided.
 - Any items to be purchased by a team must be reasonable in price and necessary.
- Athletes will not be allowed to compete in an athletic contest until all equipment from the previous sports season is returned.

- Any athlete turning in equipment and/or uniforms must return it to his/her coach. Any athlete paying for lost equipment must pay in the high school office. The athlete will be given a receipt by the office staff.

EXCUSING ATHLETES FROM CLASS

- At no time will athletes be excused from class for practice.
- The Athletic Director and/or designee schedules bus departure time in coordination with coaches.
- For College Recruitment - The coach wanting to visit must contact the Athletic Director or designee prior to meeting with any athlete. Coaches and staff shall refer inquiries to Athletic Department.

ATHLETIC AWARDS (HS)

The individual coach will determine any and all criteria for earning an athletic award. All awards will have nominal value and not exceed guidelines established by the school district and MHSAA.

Varsity “letters” are awarded in each sport to athletes who have completed the sport season as determined by the head coach. The 6” varsity chenille letter is awarded only once in an athlete’s career at Hemlock High School. A certificate and sport emblem will be given for each year of completion at the Varsity level. Special certificates will be given to varsity team members for the following categories:

- Team Captain - The player(s) who show leadership in a positive and exceptional manner.
- Most Valuable Player - The best player(s) on your team.
- Sportsmanship Award - The player(s) that possess exceptional attitude and behavior towards players, coaches, referees, and fans.
- Junior Varsity Awards are given in the form of certificates. Any other awards are given at the discretion of the coach.
- Freshmen Awards are also given in the form of certificates. Any other awards are given at the discretion of the coach.

At the high school awards night, the Sports Boosters gives a scholar/athlete scholarship and the coaching staff gives the All Sport Award to the top male and female athlete.

BANQUET

Athletic banquets will be coordinated through the athletic department and head coaches. The Athletic Department will send invitations to those team members, parents, coaches, administration, Board of Education members, and any other people the Head Coach would like to invite. If you would like to volunteer to help with the banquet set up, please see the Head Coach for that sport.

Banquets will be held on school grounds unless permission is granted by the Athletic Director.

The agenda for the evening will be explained in the invitation that is sent to all invitees. There will be no alcoholic beverages or smoking permitted. This rule is in effect regardless of where the banquet is held.

HEMLOCK SPORTS BOOSTERS

The purpose of the Sports Boosters is to support and encourage athletics at Hemlock in an atmosphere consistent with the educational philosophy of the school district. Parents and others are urged to join the Hemlock Sports Boosters and become active. Parents are expected to sign up (online using Sign Up Genius, web links are available on school web site and Sports Boosters Facebook page) and volunteer at some of the concession stands and as ticket takers. There is no membership cost.

With the help of all parents, the Sports Boosters continue to raise funds to provide items that are beyond what the school can readily supply.

Regular Booster Club meetings are held the **third Monday** of each month during the year. Everyone is welcome.

COLLEGE RECRUITMENT & COLLEGE ELIGIBILITY

If you have any thoughts of participating in athletics in college, meet with the school counselor to discuss eligibility requirements needed to attend college. This should be started during the junior year.

In the event that a college recruiter or coach should contact you, work with your coach and Athletic Director. Inform your coach of such contact as soon as possible.

HAZING, HARRASSMENT, BULLYING, CYBERBULLYING, AND ETC.

These items are listed to remind athletes of the severity of violating this law. The court system is sending a strong message with these types of violations. We strongly urge parents to step in when they see or hear of these types of activities taking place. What might have been done in the past does not make it legal now. Appropriate Board of Education action will be taken. This item is also a part of the High School Student Handbook.

ATHLETIC POLICY & DISCIPLINE REGARDING TRAINING RULES & CONDUCT

All members of school sponsored athletic teams are bound by the following rules at all times throughout the entire calendar year. This rule applies both during and after the season, on and off school property. This is cumulative throughout the athlete's high school career.

1. Use or possession of TOBACCO PRODUCTS, DRUGS, or ALCOHOL beverages is prohibited.
2. The athlete will conduct him/her self in such manner as to not embarrass his/her coach, advisor, fellow athlete, or Hemlock High School.

3. Use or possession of any performance enhancing substance that does not follow MHSAA rules is prohibited.

1ST OFFENSE: The athlete will be suspended from extra-curricular activities for **one full season** of Athletics. Successful completion of an approved program will result in a reduction of the length of the suspension not to exceed **50%** of the scheduled contests for that season. If the athlete comes forward voluntarily and admits to the offense, the length of suspension will not exceed **15%** of the scheduled contests and successful completion of the above course. During the suspension period the athlete will practice, but not participate in contests. (All reduced rates for voluntary admitting the offense must be taken immediately from the time of admission.)

2ND OFFENSE: The athlete will be suspended from extra-curricular activities for the period of **one full year** from the date of the infraction. An athlete may practice but not participate in contests during the suspension. Successful completion of an approved program will result in a reduction of the length of the suspension not to exceed **one full season**. If the athlete comes forward voluntarily and admits to the offense, the length of suspension will not exceed **50%** of the scheduled contests and successful completion of the above course. During the suspension period the athlete will practice, but not participate in contests. (All reduced rates for voluntary admitting the offence must be taken immediately from the time of admission.)

FOR 1st and 2nd Offense: The suspension is to be enforced at the next season the student participates in if they are not currently involved in a sport at the time of the infraction. If the approved program is not successfully completed, the student will complete their one-year suspension. The athlete must complete the season for the suspension to be considered completed.

3RD OFFENSE and any subsequent: The athlete will be suspended from extra-curricular activities for **one full year** from the date of the offense.

****IMPORTANT:** A 1st or 2nd offense will require the student/athlete to contact the Athletic Director to determine which program the student/athlete must attend. You must be aware that the approved program may require random drug testing. Any cost is the responsibility of the student and family. The student/parent must sign a release from the approved agency to notify Hemlock High School when you have completed the course. The course and penalty are fulfilled when the completion notice is sent to Hemlock High School.

Note 1: Any athlete on suspension at the completion of a season may not earn a letter; receive league, area, or state recognition, although a portion of the requirement for an award may have been met. Those suspended will be considered not to have completed the season, unless they complete the appropriate program.

Note 2: If an athlete is dropped from a team for training violations, he/she is not allowed to go out for another sport during the same season.

PLEASE NOTE: Appeals to administrative decisions regarding athletic conduct will be heard and the Athletic Council may make final decisions. The Athletic Council will consist of two administrators and one Board of Education Member.

ATTENDANCE POLICY & SCHOOL SUSPENSIONS

- Athletes are expected to be in regular attendance at all practice sessions and games. Athletes not maintaining proper attendance may lose the opportunity to participate. Athletes absent or suspended from school may not participate in practice, games or be present at school. Athletes must be in attendance at the beginning of 1st hour and in attendance every hour 1st-7th to be eligible to participate in the contest that day. Late/absent students will not be allowed to play that day. Exceptions may be granted on a case by case basis upon examination by the Athletic Director or Principal.
- Appointments with doctors, dentists, etc. should be scheduled at times that do not conflict with practice, school, or games. If there remains a conflict, make sure a doctor note is brought to the high school office and let your coach know in advance when you will be absent. This may cause playing time adjustments.
- Athletes are expected to be in school when school begins on the morning following a previous night's contest. Coaches should impress this on their athletes. If this becomes a problem, athletes may not be allowed to participate. School comes first.
- During school disciplinary suspension, student/athletes are also suspended from participation in any kind of extra-curricular activities, including athletic practices and contests. A suspension begins when issued and runs until midnight of the last day suspended, unless specified by the administration.
- During athletic suspension, an athlete still participates in all practice sessions, attends all games with the team, but cannot dress or participate in games.

PROTECTED HEALTH INFORMATION CONSENT

To ensure proper medical treatment for your child, we have prepared this consent form, in an effort to achieve this goal.

I hereby allow medical information about my child to be discussed between the certified athletic trainer, physicians caring for my child, and other medical personnel, with coach, assistant coaches, approved volunteer coaches, and athletic director.

I understand that I have a right to request that the school restrict how the medical information is used or disclosed to carry out treatment or the payment of health care operations. However, I understand that the school is not required to agree to such requests, and if such requests for restrictions are honored, such restrictions are binding upon the clinic. In addition, I understand that I have the right to refuse to sign this consent.

I further understand that I have the right to revoke consent by sending written notice to the school's certified athletic trainer, except to the extent that the school has taken action on reliance.

This consent shall be in effect for the remainder of the current school year, unless revoked in writing as mentioned above.

If you have any questions, please contact the certified athletic trainer at your child's school.

INJURIES

- If an athlete is injured and needs attention, the coach/trainer should be notified of the injury if it is not already detected. The coach/trainer will notify the parent/guardian of any injuries that may need further attention.
- If an ambulance is necessary, the coach/trainer or designee will call for one.
- The coach/trainer will report the injury to the Athletic Director and complete the required documentation.
- In no instance shall an athlete be allowed to return to competition without approval from the trainer or doctor after an injury or serious illness. A note from a parent which allows return to activity from serious illness or injury is not adequate protection for the coach, trainer, and school.

Public Acts 342 and 343 (Concussion Law) Return to Competition Form must be signed by a physician and returned before returning to competition is allowed

INTERNET POLICY FOR ATHLETES AND PARENTS

The Athletic Department recognizes that the internet is a valuable part of education. However, student-athletes should also understand the responsibility that comes with its use. Student-athletes and parents of the athletes who choose to access and become involved in internet communities (Facebook, Instagram, Twitter, YouTube, etc.) must understand that the information, conversations and photos shared in these communities are held to the same standards of conduct as their "true life" or public behavior. Information posted to these sites is considered in the public domain and represent both the individual and the organization, in this case Hemlock High School and the Athletic Department. Information placed on these sites that is considered illegal, endangers the health, welfare or safety of another person, or **otherwise negatively portrays the student-athlete, coaches or Hemlock High School and the Athletic Department** can have very serious repercussions and **will not be tolerated**. Penalties could range from verbal warning to suspension. These suspension of activity privileges shall also apply to parents. We recommend that student-athletes and parents make mature, intelligent and responsible decisions in the manner in which they engage in such activity.



DUAL-SPORT ATHLETE POLICY

A dual-sport athlete is defined as a student-athlete who participates in two sports simultaneously during the same season. An example would be a member of the girls' softball team in the spring also running on the track team. It is the policy of the district to discourage dual sport participation rather than to promote it. In Hemlock, we want as many of our students to participate in sports in a meaningful way. However, from time to time, there may be a student-athlete who benefits from dual sport participation. It is for the benefit of the student-athlete and not the program that dual-sport participation is allowed. The following criteria have been established to protect individuals and coaches when a dual-sport athlete is being used:

1. Any coach may decline to allow a dual-sport athlete if he/she believes that missed practice time would hinder the integrity of the sport or if limited participation would hinder the effectiveness of team morale. A coach may not decline participation because he/she believes it will affect the student-athletes ability to perform at his/her best.
2. A student-athlete who wishes to participate as a dual-sport athlete must fill out the appropriate paperwork with all necessary signatures before he/she will be allowed to participate.
3. A student-athlete must declare a primary sport and a secondary sport. Dual-sport athletes will be allowed to participate in practices and games in both sports. An agreement must be reached between both coaches and the student-athlete as to which sport he/she will participate in on each given date. For this reason, it is very important that all parameters of the arrangement are established before the season begins and submitted to the Athletic Director in writing.
4. A dual-sport athlete must practice a minimum of two hours a week in the secondary sport; this may be without supervision. (IE – A student-athlete, who runs cross country could put in their time on their own during the weekend.)
5. Varsity sports will be the primary sport.
6. Any remaining conflicts will be resolved by the Athletic Director.

Primary Sport _____ Secondary Sport _____

Athlete _____ Date _____

Parent _____ Date _____

Parent _____ Date _____

Primary Coach _____ Date _____

Secondary Coach _____ Date _____

NOTICE OF NONDISCRIMINATION

The Hemlock Public School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

Direct all inquiries related to discrimination to:

Superintendent of Schools
1095 N. Hemlock Rd.
PO Box 260
Hemlock, MI 48626
989-642-5282

GRIEVANCE PROCEDURES
FOR
TITLE VI OF THE CIVIL RIGHTS ACT OF 1964
TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972
TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990
SECTION 504 OF THE REHABILITATION ACT OF 1973
AGE DISCRIMINATION ACT OF 1975

Section I

Any person believing that the Hemlock Public School District or any part of the school organization has inadequately applied the principles and/or regulations of (1) TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, (2) TITLE IX OF THE EDUCATION AMENDMENT ACT OF 1972, (3) TITLE II OF THE AMERICANS WITH DISABILITIES ACT OF 1990, (4) SECTION 504 OF THE REHABILITATION ACT OF 1973, (5) AGE DISCRIMINATION ACT OF 1975 may bring forward a complaint, which shall be referred to as a grievance, to the local Civil Rights Coordinator at the following address:

Superintendent of Schools
Hemlock Public Schools
P.O. Box 260
Hemlock, MI 48626
(989) 642-5282

Section II

The person who believes a valid basis for grievance exists shall discuss the grievance informally and on a verbal basis with the local Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant within five (5) business days. The complainant may initiate formal procedures according to the following steps.

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Local Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) days.

Step 2

A complainant wishing to appeal the decision of the Local Civil Rights Coordinator may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If unsatisfied, the complainant may appeal through a signed, written statement to the Board of Education within (5) business days of receiving the superintendent's response in step two. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) days of receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, Department of Education, Washington, D.C. 20202.

Inquiries concerning the nondiscriminatory policy may be directed to Director, Office of Civil Rights, Department of Education, Washington, D.C. 20202.

The local Coordinator, on request, will provide a copy of the district's grievance procedure and investigate all complaints in accordance with this procedure.

A copy of each of the Acts and the regulations on which this notice is based may be found in the Civil Rights Coordinator's office.

PARENT/ ATHLETE GRIEVANCE PROCEDURE

Parents and athletes are **required** to follow the proper steps in the chain of command to resolve conflicts in their activities. At each level of the chain of command the coach/administrator will meet with parents when requested (in the proper order) and develop a working resolution to their conflict. Meetings will be administered on an individually requested basis and be specifically related to you/your athlete. At each link in the chain of command a conflict resolution form will be administered by the coach / administrator to document the progress in resolving the conflict.

Chain of command-

1. Coach
2. Athletic Director
3. Building Level Principal
4. Superintendent

Note: The issue of playing time is almost universally considered off limits in regard to formal grievance procedures. The Hemlock Athletic Department agrees with this for several reasons. High school athletics is competitive, and student-athletes must accept this as a condition of participation. Also, good sportsmanship requires that those who do not play as much as others actively support and encourage those who do. Sportsmanship includes having an “It is not about me” attitude, and demanding playing time is the opposite of this. Therefore, the issue of playing time in and of itself is non-grievable and will not be addressed.

STUDENT / PARENT HANDBOOK CONFIRMATION

This handbook contains the Hemlock High School Athletic rules, codes, policies, as well as, those of the athletes and parents and has been adopted by the Board of Education. The material has been prepared for the use of Hemlock Athletes and their parents.

Parents/Guardian(s) understand that there is a Registration Fee for their athlete to participate. This fee is not a guarantee of playing time. It is not a “Pay to Play” agreement. It is a fee to enable their athlete to be a member of our Hemlock team(s). It is a Registration Fee. This fee must be paid before their athlete’s first contest in able to participate.

Athletes are asked to read the regulations, review with their parents (guardians), and sign this form. Parents (Guardians) are asked to read the regulations, review with their student/athlete, and sign this form. The form should be returned to the coach or Athletic Office as evidence of the fact that both athlete and parents are aware of the rules and regulations contained in this document.

The undersigned parent (guardian) and student athlete understand that any information dealing with arrest, detention, or investigation of said student in regard to any criminal

matter will be communicated to appropriate school officials by the parent (guardian) or student.

Participation in Interscholastic Athletics carries an inherent risk of injury, possibly serious injury, or death. By signing this consent form, you acknowledge and accept such risks. The school is not liable for expenses incurred for physical exams or medical treatment of injuries. Medical insurance is the responsibility of the parent, and insurance is offered for purchase for all students at the beginning of the school year through the main office.

Occasionally, an athlete may have to ride home with a parent. Therefore, we have this statement showing permission was granted. My son/daughter has permission to ride home from an athletic contest with his/her parents or legal guardians. It is understood that the athlete and parent/guardian must present themselves to the appropriate coach when they are leaving. Failure to notify the coach will cause the athlete to ride to and from contests on the school provided transportation. The Athletic Director or Principal must approve any deviation from this policy. It is understood the Hemlock Public Schools are no longer responsible once the athlete leaves with a parent or guardian. Disciplinary action may also be taken for anyone not abiding this rule. Any other deviations regarding transportation will require a permission form to be completed.

By signing this form, you acknowledge that you have read, understand, and agree to abide by the policies and expectations set forth in the athletic handbook.

Note: The signature page is available only on Hemlock FinalForms.

<https://hemlock-mi.finalforms.com>