

## SUPERIOR CENTRAL COUGARS ATHLETIC POLICY HANDBOOK



*High school athletics were established with several things in mind. Character development, proper health habits, team spirit, individual and team morale, the development of leadership, and good citizenship are all a part of making an athletic program a success.*

*An athlete is in the public eye from the time the individual's name appears on a squad roster. The athlete should bring credit to him or herself, the school, and the team at all times. Participation in high school athletics is an honor and a privilege, not a right.*

*According to rulings by the State Board of Education, local school districts have the right to set up regulations for their athletic programs. The following regulations shall be in effect for all 6-12 Superior Central Athletes, 24 hours a day, throughout the calendar year, beginning with their first participation in athletics.*

**Adopted by the Superior Central Board of Education on June 27, 2023**

## **ATHLETIC PROGRAM GOALS**

Components of a successful athletic program shall:

- 1) Afford all students the opportunity to improve physical fitness through strenuous activities that are planned and supervised.
- 2) Provide a controlled environment within which athletes will learn the significance of rules and regulations and to respect those who enforce them.
- 3) Develop courage through the challenge of competition.
- 4) Develop in athletes the high ideals of sportsmanship including fair play, poise, humility, pride and compassion in victory or defeat.
- 5) Emphasize team work, team identity, and the role of each participant as a team member.
- 6) Teach athletes to be loyal to those whom they work and play and to the school they represent.
- 7) Teach athletes to strive to win utilizing strength and skill developed through rigorous self-discipline.
- 8) Cause participants to develop self-awareness by helping them strive to reach their physical and mental limits.
- 9) Teach participants to set goals and subsequently work to achieve them.
- 10) Foster an appreciation of the role sports may play in enhancing the quality of life.

## **PHILOSOPHY OF ATHLETICS**

**MIDDLE SCHOOL PHILOSOPHY-** The basic philosophy at the middle school level is to develop basic skills of the sport and teamwork. All efforts will be made to play all qualified team members.

**JUNIOR VARSITY LEVEL PHILOSOPHY** –Almost all players on the junior varsity team have had prior experience and have decided to make a commitment to the athletic program for the next couple of years. Junior varsity is just what it says—preparation for varsity competition. The balance between playing time, the improvement of individual skills and the introduction to more advanced team concepts for the more advanced players is beginning to shift.

**VARSITY LEVEL PHILOSOPHY**—This level is the ultimate in interscholastic athletics. By this time the athletes have been exposed to athletics for several years and have the background to make the commitment necessary to play athletically. No longer will the emphasis be on every player getting playing time at this level. The emphasis is now on team concepts. A key ingredient is, how well do the players individual skills fit into the total team framework. This is not to say that only a few players will play but the team concept must be developed and a winning attitude established. The most important factor for an athlete to be successful at this level is that he/she knows and understands his/her team role.

#### **REGISTRATION GUIDELINES**

- A. A middle/high school (grades 6-12) student athlete will pay a yearly registration fee of \$100 for the entire school year to participate in the athletic program.
  - a. There is a family cap of \$250.
  - b. Please encourage your student to participate in as many sports as possible.
- B. The registration fee must be paid by:
  - a. 3rd Friday in September for fall athletes
  - b. 3rd Friday in December for winter athletes
  - c. 3rd Friday in March for spring athletes.
    - i. If the fee is not paid in full or if arrangements are not made with the athletic office by the deadline date, the athlete will be held out of practices, scrimmages and games until arrangements are made with the athletic office.
    - ii. If you cannot afford the fee, please contact the Superior Central Athletic office to make special arrangements.
    - iii. A student athlete who cannot pay the fee, due to financial difficulties, can apply to the athletic director for scholarship consideration. Forms are available in the athletic director's office—All inquiries will be confidential.
    - iv. The registration fee does not guarantee a student athlete playing time. The fee is used solely to defray the expenses of the athletic program.
- C. Athletes are responsible for the registration fee once they have participated in the first practice and the fee will be charged regardless of an athlete leaves the team by their own or parent's choice or if they are removed for disciplinary reasons.
- D. Registration checks should be made out to Superior Central Schools and must be returned to the high school office.

## ISSUES IN ATHLETICS

When a person (such as a student, a parent, a coach, a teacher, or an administrator) has a question, concern, or complaint regarding an athletic situation, we have found the following line of communication is most effective in resolving issues.

- A. **START WITH THE SOURCE.** Talk directly with the head coach of that level, in private, fact-to-face, away from the practice site or game arena. A telephone call may be necessary to arrange an appointment. After a contest is not the best time.
- B. **IF NECESSARY, TALK NEXT WITH THE VARSITY HEAD COACH OF THE SPORT;**
- C. **IF NECESSARY, TALK NEXT WITH THE ATHLETIC DIRECTOR;**
- D. **NECESSARY, TALK WITH THE SUPERINTENDENT (OR DESIGNEE);**

\* All complaints/concerns **MUST** be heard at the lowest possible level **BEFORE** intervention by the higher authority can occur. This system works best. However, the next level arbitrator is available to meet, if need be, with a complainant if sub-level discussions do not accomplish their intended purpose.

\* Help the student learn to resolve his or her own differences. When a student successfully deals with difficult situations, he or she learns and grows. Of course, a parent always has the right to intervene on behalf of a child.

\* When stating your complaint/concern, be prepared with the facts in so far as you understand, or can ascertain, them. Think through your expectations for the outcome resulting from voicing your concern. That is, be clear about what you hope will happen as a result of your meeting.

\* As you converse with the coach, or other authority, repeat back what you hear him or her say to be sure that you understand the important points. Stay calm and friendly as you talk and listen.

\* We always assume that all parties have the best interest of the students in mind when complaints/concerns are discussed. We will make every effort to assure that the student is not penalized or placed in an awkward position as a result of voicing a complaint/concern.

\* When bringing a complaint/concern to each level (A-D as stated above), that staff member shall listen, address the situation, and provide a timely response (within approximately five school days) to the student-athlete.

\* Any concern/complaint that is brought to the Athletic Director or above must state specifically, in writing, the concern/complaint that is to be addressed.

## **ELIGIBILITY REQUIREMENTS**

Eligibility is developed through a combination of legal school policy and the MHSAA rules as found in the MHSAA Handbook.

### **A. Physical Examinations**

All athletes must have a physical examination card on file in the Athletic Director's office. The physical card must be completely filled out and signed by the student and parent or guardian of the athlete. Physical cards must be submitted before practice can commence.

### **B. Consent Form**

A completed and signed consent form must be turned in and on file before an athlete will be allowed to practice or participate in athletics.

### **C. Academic Eligibility**

- 1) All students must be passing all classes and have a minimum of a 1.0 GPA (D average) on a 4.0 point scale or they will be declared ineligible.
- 2) Each class will be tracked from the beginning of each semester.
- 3) Eligibility lists will be based on one week reports. (i.e. "Review" every week, a week being Sunday through Saturday)
- 4) If a student is failing a class, or does not have a GPA of 1.0 or greater, at the time of the weekly review, he/she will be ineligible for the following week.
- 5) An athlete with an athletic violation should attend all practices and contests during the first week of ineligibility. If the ineligibility extends into a second week, they should discontinue attending practices and contests to devote their time to their studies. If the ineligibility extends through a third week. The athlete will be removed from the team to focus on studies.
- 6) Previous Semester Record – Athletes must pass 66% (5 out of 7 classes) of the previous semester's courses to be academically eligible.

### **E. School Suspensions**

When a student is suspended from school for disciplinary reasons, he/she will automatically be suspended from sports, including practices, until the matter is resolved and the student returns to school.

## **STANDARD OF CONDUCT**

An athlete is expected to behave in a manner that brings only respect and admiration for the athlete and the school. The athlete is expected to have full knowledge of the substance use policy and team membership requirements. Involvement in any unlawful acts or situations that are detrimental to the athlete, team or school, are examples of violations of this standard of conduct. Student athletes may not violate any rule or engage in unsportsmanlike conduct which reflects negatively on the Superior Central School District at any time.

All student-athletes at Superior Central carry the responsibility of representing not only themselves, but their families, school and community. Whether at SC or at other schools, we have an obligation to demonstrate good sportsmanship and citizenship and to promote good relations with our opponents, spectators, and officials at athletic events. Harassing officials, players, spectators, and others gives a negative impression of Superior Central and ourselves as citizens. Conduct is expected to always be of the highest caliber and to treat coaches, officials, teammates, opponents and spectators with respect.

Violations of the High School Student Handbook are prohibited. Violations of any team rules established by the coach are prohibited. Undesirable conduct such as, but not limited to; fighting, stealing, vandalism, inappropriate behavior at school functions, unsportsmanlike conduct, or harassment of students and/or involvement with the law (even without legal conviction) could result in consequences ranging from no action to dismissal from athletics. Any attempted misconducts is also prohibited. This decision will be made consistent with the disciplinary procedures. Penalties for infractions may be in addition to other punishment under the Student Handbook. (An athlete is expected to inform the coach of any occurrence that could alter eligibility.)

## **SUBSTANCE USE POLICY**

Since a well-trained body and mind is essential to an athlete, use or possession of tobacco, alcohol, and illicit drugs is strictly prohibited. Use of these substances not only affects the physical fitness of the user but has a negative effect on the mental attitude of the athlete and his or her teammates. Use, possession, concealment, distribution, sale, or being under the influence of any of the following is prohibited:

- a. Tobacco or tobacco products in any form;
- b. Alcohol or alcoholic beverages in any form;
- c. E-cigarettes, vaping, juuling, or the use of other similar devices that are used to inhale or ingest foreign substances;
- d. Illegal drugs, including but not limited to those substances defined as "controlled substances" pursuant to federal and/or state statute, and includes inhaling fumes of glue or other such inhalant substances;
- e. Steroids, human growth hormones, or other performance-enhancing drugs;
- f. Substances purported to be illegal, abusive, or performance enhancing, i.e., "look alike" drugs.

It shall not be a violation of the Athletic Code for an athlete to use or possess a prescription or patent drug when taken pursuant to a legal prescription issued by a licensed physician for which permission to use in school has been granted pursuant to board policy. An athlete shall notify his or her coach if he or she is taking a prescription medicine which could alter the athlete's behavior or affect the athlete's ability to participate in physical activity. This substance use policy is in effect at all times both in and out of season and in the summer (24 hour per day, 12 months per year).

Any student who voluntarily seeks substance use treatment before getting caught and facing possible Code violations and subsequent penalties will not face any disciplinary measures for seeking treatment. Subsequent violations will result in athletic code violations.

#### Violations/Consequences

1. All violations will be cumulative.
2. In order to serve a suspension in a given sport, the athlete must have participated in the sport the previous year.
  - 2a. Possible exceptions:
    1. The athlete tried out and did not make the team the previous year.
    2. The athlete had been physically unable to participate the previous year.
    3. It is the first time the sport is available to the athlete.
3. An athlete with an athletic violation must attend all practices and contests.
4. The start date of a sport season is defined as the first legal date of practice as determined by the MHSAA.

1. First Violation:

After a complete investigation and evaluation of the facts, the Athletic Director:

- a. Will suspend the athlete from participating in 25% of the total regularly scheduled athletic contests the athlete will be or is presently participating in, including tournament games. Penalty will become effective immediately upon notification, and will be served in a consecutive manner until completed. Fractions will round up at .5 or above and down at anything below .5.
- b. Students participating in more than one sport at the same time will be suspended concurrently in those sports. Suspensions will be 25% of the total regularly scheduled contests the athlete will be, or is presently participating in, including tournament games. (Example: A student participates in cross country with 10 regularly scheduled events is 30 thus the athlete is suspended for the next eight consecutive events. Depending on the schedules all eight may be one sport or it may be any combination thereof.) If the violation comes at the end of the sport season in which the athlete is participating, where there is less than 25% of contests remaining, the athlete will be suspended from the remainder of that sport season, and a portion of the next sports season in which the athlete participates. The number of events will be determined by the season in which the violation occurred. The athlete must complete the season in order to count that season for suspension.
- c. If an athlete is participating in a sport at the time of the athletic violation, the athlete must continue to practice in that sport.

2. Second Violation:

The athlete will not be able to participate in any inter-scholastic athletics for 50% of the total regularly scheduled athletic contests, including tournament games in each individual sport for one calendar year. Penalty will become effective immediately upon notification and will be served in a consecutive manner until completed. The athlete must on their own accord, seek an alcohol or other appropriate substance assessment. Before reinstatement, the athlete must present a written verification from a licensed health care facility or agency that the athlete has complete their assessment and is completing or has completed any recommended treatment program.

### 3. Third Violation

The athlete will be suspended permanently from participating in any interscholastic athletics while a student is in SCS.

#### **PRESENCE AT A PARTY**

Presence at party or gathering where alcohol or drugs are being illegally consumed: If a co-curricular participant attends a party where alcohol or drugs are being illegally dispensed, the student must LEAVE IMMEDIATELY. To remain in the presence of this illegal activity shall constitute a violation of the code of conduct. \*

Note: Students should encourage as many classmates as possible to leave with them.

\*The intent of the "presence at a party" is not to deny participation with adult family members in gatherings such as weddings, anniversaries or other family gatherings.

#### **CYBER IMAGE POLICY**

Any identifiable image, photo or video which implicates a student-athlete to have been in possession or presence of alcohol and/or drugs or portrays actual use shall be confirmation of a violation of the code. Since there is no way to establish a timeframe for when or location of where the image was taken, it shall be a responsibility that the student-athlete participant must assume. It must also be noted that there may be persons, who would attempt to implicate a student-athletes, by taking such images, to place them in a situation where they might be in violation of this code standard. This is our rationale for demanding that our student-athletes not place themselves in such environments.

#### **ATHLETIC APPEALS COMMITTEE**

The athletic policy will be governed by an Athletic Appeals Committee. The purpose of the Appeals Committee is to provide direction and review necessary disciplinary actions for any and all athletes involved in athletics at Superior Central.

The Athletic Appeals Committee will consist of five (5) members:

1. Athletic Director
2. Principal
3. A neutral coach
4. A board member
5. A community member

#### **ATHLETIC APPEALS COMMITTEE PROCEDURE**



The Athletic Appeals Committee will meet as requested by the Principal, Athletic Director, or designee at a location and time convenient to as many members as possible. Written minutes will be taken at all meetings by the Athletic Director or designee and kept on file in the athletic office.

At least four (4) members of the Appeals Committee must be present to establish a quorum. Each member of the Appeals Committee has one (1) vote. All matters before the Athletic Committee must pass by a majority of total members (i.e. all matters require a minimum of three (3) votes to pass). Only member present at the hearing will be allowed to vote.

An athlete and/or his/her parents have the right to address the Appeals Committee before the Committee renders a decision. An athlete may be requested to appear before the Appeals Committee for the purpose of gathering information.

## **DISCIPLINARY PROCEDURE**

In the event that an athlete is accused of violating training rules, the person making the accusation must present a signed statement, and any supporting evidence, to the Principal or the Athletic Director, as soon as possible. Official police reports or court proceedings may also be used. If an athlete is accused of violating the athletic policy, the athlete will be informed of the alleged violation by the Athletic Director. A notice of the alleged violation will be presented in writing to the student and his/her parents by the Athletic Director and/or Principal. This notice will state the alleged violation and the penalty imposed.

The student will be given an opportunity to explain and/or present information on his/her behalf before discipline is imposed through the following process.

### Step 1- Hearing by Athletic Appeals Committee

The student may request a hearing with the Appeals Committee by presenting a written notice to the principal within three (3) school days of the receipt of the Athletic Director's notification of the alleged violation.

The Athletic Committee shall meet within five (5) school days of receipt of the written notice to determine whether the violation occurred and whether the penalty is appropriate according to the Athletic Policy. Written notice of the Athletic Committee's decision shall be presented to the student, parents, and Athletic Director within two (2) school days of the hearing.

### Step 2- Appeal to the Board of Education

Written appeal to the Board of Education must be made within three (3) school days of receipt of the Appeals Committee's decision. The Board of Education must render a written decision within ten (10) school days of receipt of the written appeal.

In the event the appeal process occurs during the summer vacation when school is not in session, the reference to "school days" shall mean workdays, Monday through Friday.

## MISCELLANEOUS REGULATIONS

### A. Practice Times

All practice sessions will be over by 9:00 p.m.  
Morning practices shall not start before 6:00. No morning practices are allowed following an away game the night before, that is more than 35 miles away.  
Coaching staff and Athletic Director will try to avoid overlapping practice times.

### B. Maximum Weekly Participation

Athletes shall only participate 6 days or less in games or practices each week during the season. There shall be a mandatory day off on either Saturday or Sunday, which is at the coach's discretion. Exceptions to this can be made with prior approval from the administration. Open Gyms, Walk-Throughs, Shoot Arouns, and Film Sessions are considered a practice.

### C. School Day Excuses

Athletes will be excused from class if it is necessary to leave for an athletic contest during the school day. The athlete must make arrangements for make-up work with the teachers for classes he/she will miss, ahead of time.

In order to practice or compete in athletics, athletes must be in school by 11:45 a.m. (half-day) on the day of the contest, unless the Principal has been notified and approval given prior to that time.

Sometimes, due to weather conditions or bus trouble, athletes and coaches arrive back at Superior Central at a late hour. All athletes are expected to attend school the next day, regardless of what time they got home the night before.

### D. Travel

If district provided transportation to contracted athletic event is not offered by school bus the following guidelines must be met.

1. Students are not allowed to operate a vehicle.
2. Driving must be done by an insured parent, grandparent, or guardian. All other adult drivers must be approved by the principal.
3. All parties must meet at the school or at the pre-designated meeting point set by the coach.
4. All occupants of the vehicle must have his/her own seat, seat belt, and must be buckled at all times.
5. Parents of athletes must sign and return the waiver form provided by Superior Central.

#### E. Equipment

Athletes are responsible for their equipment. Any equipment or uniform lost, damaged, or unreasonably worn will require payment.

Uniforms must be washed in cold water and drip-dried.

Uniforms or equipment may not be kept by students after the season except when allowed by MHSAA regulations and paid for by the student.

#### F. Team Numbers

All students are encouraged to go out for athletics; however, not all students are able to compete. With this in mind, the following numbers will be allowed on teams:

Elementary and Jr. High School:	No cuts allowed
Junior High Basketball:	No more than 15, exact number determined by coach
Cross Country:	Determined by events
Track:	Determined by events
Varsity Basketball:	No more than 15, exact number determined by coach
Volleyball:	No more than 15, exact number determined by coach
Softball	Exact number determined by coach
Baseball	Exact number determined by coach

Minimum number per athletic team:

- i. Football – 13
- ii. Basketball – 7
- iii. Volleyball – 8
- iv. Cross Country – 5 (per gender)
- v. Track – 6 (per gender)
- vi. Baseball – 12
- vii. Softball – 12

\* Administrative discretion can be used if numbers are lower.

Sports with lower numbers may be co-oped with other schools if an agreement is reached between the schools.

#### G. Athletic Boosters

The Booster Club is composed of parents and interested persons who help boost the Superior Central Athletic Program. Parents and others are encouraged to join the Booster Club and attend meetings.

#### H. Managers and Statisticians

These positions shall be filled by students from grades 7-12. Vacancies will be filled by the coach.

#### I. School Cancellations

When school is cancelled due to weather, all after school activities are cancelled. High School competitions may be played at the discretion of the administration. Decisions on High School competitions will be made no later than 12:00 p.m.

#### J. Communication

Communication between coaches/administrators and athletes outside of organized team activities should be limited to necessary information specific to the sport or school. This communication MUST NOT be through SNAPCHAT or FACEBOOK MESSENGER or similar chat services. Google chat using the student's and Coach's school emails is the only chat service approved by the school. Coaches should NOT have any direct communication with athletes during the school day.

#### K. Participation

Participation in sports is a decision students and their parents should be making ahead of the upcoming seasons. To allow for consistent expectation and for our other policies to be enforced, students who plan to participate in any MS or HS sport need to begin participation in that sport within the first 3 practices of that sport. Students who have not begun participating within the first 3 practices will not be allowed to join that sport for the current season. Rosters will be finalized following the first 3 practices. If extenuating circumstances do not allow for this, the coach, athletic director, and superintendent will meet to discuss whether that student will be allowed to join late.

### **POST SEASON GAMES AND EVENTS**

1. Only persons involved with the team during the regular season will be allowed to travel with the team for post season play.
2. In the case of overnight travel, additional chaperons and the Athletic Director will be expected to be in attendance.

## **ATHLETIC AWARDS**

	1 <sup>st</sup> year	2 <sup>nd</sup> year	3 <sup>rd</sup> year	4 <sup>th</sup> year
Jr. High	Certificates in all sports			
Jr. Varsity	4" Letter, Pin, Certificate	Certificate, Service Bar		
Varsity	6" Letter, Pin, Certificate	Certificate, Service Bar	Certificate, Service Bar	Certificate, Special Plaque

Students will receive only one junior varsity and one varsity letter.

## **AWARDS PROGRAM**

The awards program is considered a requirement and a part of the criteria for receiving an athletic award.

## **COLLEGE BOUND ATHLETES**

Athletes who are planning to participate in interscholastic athletics on the collegiate level should be aware of NCAA eligibility requirements. This information can be found @ [http://web1.ncaa.org/ECWR2/NCAA\\_EMS/NCAA.html](http://web1.ncaa.org/ECWR2/NCAA_EMS/NCAA.html) or in the Athletic Director's Office.

## **Athletic Consent Form**

A participant and his/her parents or guardians must sign the athletic consent form, indicating that they have received and review the *Superior Central Cougars Athletic Policy Handbook*. This form **must** in the hand of the coach **before** the students are permitted to practice or participate. (A new form must be on file each year)

**I hereby acknowledge that I have had the opportunity to read the *Superior Central Cougars Athletic Policy Handbook* and I agree to abide by the regulations as stated.**

**Athlete Name:** \_\_\_\_\_

**Athlete Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Transportation Waiver Form**

By granting permission to my athlete to ride with an insured parent, grandparent, guardian of an athlete at Superior Central, I release the Superior Central School District of any and all responsibilities and will not hold the Superior Central School District or any employee thereof, liable for any harm that may come upon my child or another student in the vehicle.

**Parent/Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Medical Waiver Form**

In case of injury during practice sessions, games, or travel; I give my permission to the head coach or member of the staff, to transport and seek immediate medical attention for my son or daughter.

Name of family doctor: \_\_\_\_\_

Doctor's telephone number: \_\_\_\_\_

Doctor's address: \_\_\_\_\_

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Home phone #: \_\_\_\_\_

Alternate phone#: \_\_\_\_\_

\*Your insurance company: \_\_\_\_\_

\* Insurance Policy/Certificate #: \_\_\_\_\_

**Athlete Signature** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_

*\* Insurance information is usually required for treatment to be administered by medical facilities.*

**PLEASE RETURN THIS FORM TO YOUR COACH**