

# **ALLEGAN HIGH SCHOOL**

## **Athletic Handbook**

### **Michigan High School Athletic Association (MSHAA)**

Allegan Public Schools (Allegan High School and L. E. White Middle School) maintains a membership in the Michigan High School Athletic Association (MHSAA) and adheres to all the MHSAA rules concerning athletics and student participation.

### **WOLVERINE CONFERENCE**

Allegan High School is a member of the Wolverine Conference along with Comstock, Dowagiac, Gull Lake, Otsego, Paw Paw, Plainwell, South Haven, Three Rivers and Vicksburg. The league sponsors baseball, basketball, competitive cheer, cross country, football, golf, soccer, tennis, track, volleyball, and wrestling. Allegan also offers bowling and swimming as a non-league sports.

### **ELIGIBILITY RULES**

A student:

- Must not be 19 years old before September 1.
- Must have earned at least 2 credits (passed 4 classes) in the past trimester.
- Must be doing satisfactory work, in accordance with current school policy, in all classes.
- Must display good citizenship in all classes.
- Must not accept prizes worth more than \$25.00 as a result of athletic competition.
- Must not use or possess tobacco, alcohol or illegal drugs
- Must have a signed Athletic Participation form (which includes a current physical) on file in the athletic director's office.

### **TRIMESTERS OF ENROLLMENT**

Students cannot be eligible in high school for more than twelve trimesters, and the eleventh and twelfth trimester must be consecutive.

### **TRIMESTER RECORDS**

Students must have passed at least four full credit subjects in the previous trimester of enrollment and must be currently passing all courses to be eligible to compete. A student who fails to pass the equivalent of twenty (20) credit hours (4 classes) at the end of any trimester period may not be made eligible for ninety (90) school days.

### **COLLEGE ELIGIBILITY-NCAA CLEARING HOUSE**

If a student-athlete has intention of playing sports at the college level, he/she must contact the counseling office and/or athletic office to process information regarding the NCAA Clearing House. The NCAA Clearing House processes potential student-athlete's transcripts to determine college eligibility.

### **TRANSFER STUDENTS**

A student who transfers into the Allegan Public Schools must consult with the Athletic Director to determine when he/she is eligible to participate in interscholastic athletics as determined by the MHSAA Handbook.

## **PHYSICAL EXAMS**

A student-athlete must have passed a current year physical examination and have it on file in the athletic office. The physical must be taken after April 15. Student-athletes may get their physical exam at times set by the Athletic Department or make their own arrangements. Physical exams must be completed prior to the first day of participation in that sport.

## **TRANSPORTATION**

Transportation is expected to part of the team experience. For contests where the school provides transportation, student-athletes will ride to and from the contest with coaches and teammates. For contests where transportation is not provided, student-athletes will ride to and from contests with licensed, insured coaches or parents. At times, family circumstances may require other transportation arrangements. A written permission note from the student-athlete's parent/guardian shall be required each time alternate travel arrangements are requested. The note must be presented to the Athletic Director the day prior to the contest. The coach and/or Athletic Director have the right to accept or deny all requests.

## **CELL PHONES**

Recognizing the importance of student-parent communication after athletic contests, en route to contests and practices, student-athletes may carry cell phones on their person or in their athletic bag for use in arranging transportation. During contests and at practices, phones must be turned off. The school is not responsible for lost, stolen, or damaged cell phones. Any other electronic communication devices (pocket pagers, two-way radios, walkie-talkies, etc.) are not permitted at practices, on buses or at contests. Any violation of this policy will result in confiscation of those items.

## **GAME DISQUALIFICATION**

If a student-athlete is disqualified from an athletic event by the appropriate game officials, a meeting may be held to discuss the circumstances which led to the disqualification. The meeting will be held the next school day or as soon as all the parties can be present. The meeting will include the student-athlete, athlete's parent(s), coach(es) and Athletic Director. When a student-athlete is disqualified, he/she must sit out the next athletic event per the MHSAA Handbook. It is possible that additional game disqualification(s) may be added to the mandatory disqualification by the Athletic Director, in consultation with the coach and athlete(s), after review of the circumstances. Behaviors that could warrant additional game disqualification include, but are not limited, to fighting, inappropriate gestures and language.

## **MISSING PRACTICE**

The student-athlete should always contact his/her coach and let him/her know if a practice has to be missed. Each coach has his/her own individual rules regarding reasonable or acceptable excuses for missing practice. It is the coach's and student-athlete's responsibility to understand what is considered excused or unexcused.

## **PRACTICING FOR A SPORT OUT OF SEASON**

When a student-athlete is involved in a sport in season it is recommended the student-athlete should stay focused on that particular sport. The coaches and athletic administration do not encourage student-athletes to begin practicing for out-of-season sports during in-season sports. If a student-athlete wishes to work or participate in out-of-season practices during an in-season sport, the student-athlete and parent/guardian should meet with both head coaches of the sports in questions and work out a compromising schedule.

## **RESIGNATION FROM A TEAM SPORT**

Resignation from a team during the season is a serious matter. These decisions affect not only the resigning athlete but also other team members as well. It is only fair and reasonable to expect that the student-athlete, and perhaps his/her parents, discuss that decision with his/her coach prior to leaving the team. Often, difficulties can be resolved with satisfactory results for all concerned. Athletes who do resign from a team, however, cannot expect to participate in another sport until the team's season ends, and he/she will forfeit all awards and honors for that sport for that season.

## **EQUIPMENT**

Coaches are responsible for issuing equipment to the student-athlete. It is the responsibility of the student-athlete to return equipment to the coach and/or athletic office as directed by the coach. If a student-athlete fails to return equipment in a timely fashion, the student-athlete's awards, diploma, etc., will be held. When equipment is damaged, lost, and/or stolen while in the care of the student-athlete, it is the student-athlete's responsibility to pay the replacement cost of the equipment. If the student-athlete is a graduating senior and fails to return equipment, his/her diploma will be withheld until such items are returned to the athletic office. If the student-athlete is an under-classman, he/she will not be allowed to practice or participate in other sports until such time the equipment is returned to the athletic office.

## **ATTENDANCE**

A student-athlete must be in attendance for at least half of their scheduled classes (three class hours) on the day of an athletic event to be eligible to participate in that day's practice or contest. Exceptions may be granted by the Athletic Director in emergency situations.

If a student-athlete is suspended from school, he/she will not be able to attend practices and/or contests during the time of suspension. Student-athletes should be aware that coaches have the flexibility and/or authority to withhold student-athletes from contests due to behavior resulting in a school suspension.

Allegan Public School expects student-athletes to be in school the entire day following a sports contest. Unexcused absences on the day after a sports contest will be handled in the following manner:

- 1<sup>st</sup> offense: A verbal warning will be issued to the student-athlete.
- 2<sup>nd</sup> offense: The student-athlete will be ineligible for the next contest immediately following the violation.

## ALLEGAN PUBLIC SCHOOL TEAM AWARDS

At the start of each season, each coach should inform team members of the criteria to be used in determining the awards for each particular team.

### SCHOOL WORK MISSED DUE TO AN ATHLETIC EVENT

Completion and submission of school work that will be missed due to participation in an athletic event is the responsibility of the student-athlete. It is the responsibility of the student-athlete to check with teachers prior to the class that will be missed to determine due dates and assignments.

### ACADEMIC ELIGIBILITY

The following eligibility requirements pertain to high school student-athletes only. Academic eligibility will be cumulative from the beginning of each trimester.

1. Weekly eligibility lists are due on Thursday by 3:00 p.m. or the same time on the last day of the week during a shortened week.
2. A participant becomes ineligible when he/she receives an "F" after receiving one warning during that current trimester in that particular class. **\*Warning (W)** – The student-athlete will receive a warning (W) if his/her cumulative grade becomes a "D" or less during the trimester.  
**\*Failure (F)** - The student-athlete will receive a failure (F) when his/her cumulative grade in any class becomes an "F". The student-athlete will remain ineligible until his/her grade becomes a "D" or higher at the next weekly check.
3. The ineligibility period of one week goes into effect for all contests starting the Monday immediately following the Friday when the student received the "F", to the completion of all contests on the following Sunday. If the student-athlete completes his/her work during the week of ineligibility, he/she will remain ineligible until the following Monday. At the coach's discretion the ineligible student may be allowed to practice during the week for which he/she is declared ineligible.

**NOTE:** Coaches and teachers are expected to inform athletes about their eligibility status. However, the responsibility for knowing their status lies with the student-athletes. Information regarding course assignments, grades received, and calculation of the student-athlete's cumulative grade must be provided by a teacher at the end of the next regular school day following a written request by the student or their parent or guardian.

## **TRAINING RULES AND REGULATIONS**

### **CONDUCT AND/OR BEHAVIOR**

Being a member of an athletic team is regarded as an honor and privilege. At no time should a student-athlete's conduct and/or behavior reflect poorly on the team, school or community. If poor conduct and/or behavior is exhibited, disciplinary action may be issued by the coach and/or the administration.

### **HAZING**

Hazing of others is not acceptable and will be treated as a serious offense. Hazing in general includes an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, holding office in or maintaining membership in any organization.

First Offense: Meeting between the student-athlete, coach(es), and Athletic Director after which the penalty will be determined based on the severity of the infraction. The penalty could be a warning or suspension up to 25% of the season. If the student-athlete is not currently in a sport or if the number of contests left in the season is less than  $\frac{1}{4}$  of the season, the penalty will be carried into the next sports season. Fractions of contests will be rounded down if .49 or below.

Second Offense: 50% of the season. If the student-athlete is not currently in a sport or if the number of contests left in the season is less than  $\frac{1}{2}$  of the season, the penalty will be carried into the next sports season.

Third Offense: A one-year suspension

### **USE OF ILLEGAL SUBSTANCES**

*The following training rules and regulations will be in effect throughout the calendar year.*

Any student-athlete (regardless of age) who uses, possesses, distributes, conspires, plans, coordinates or attempts to use, purchase, possess or distribute alcohol, steroids, tobacco, (all forms), other illegal substances, or look-a-like substances will be suspended for  $\frac{1}{4}$  (25%) of the current scheduled season in which the athlete is participating. If the student is not currently in a sport or if the number of contests left in the season is less than  $\frac{1}{4}$  of the season, the penalty will be carried into the next sports season. Fractions of contests will be rounded down if .49 or below. For the first infraction of substance abuse, it is recommended the athlete and parents attend a substance abuse screening administered by an outside agency. Information will be taken from the following three sources; APS staff, law enforcement agency, or self-admission.

A second violation during the athlete's high school/middle school career will result in a suspension of  $\frac{1}{2}$  (50%) of the current scheduled season in which the athlete is participating. If the student is not currently in a sport or if the number of contests left in the season is less than  $\frac{1}{2}$  of

the season, the penalty will be carried into the next sports season. For the second infraction of substance abuse, it is recommended the athlete and parents attend a substance abuse screening administered by an outside agency.

A third violation during the student-athlete's high school/middle school career will result in forfeiture of all athletic privileges for one year (365 days from the first day of suspension).

Fourth and fifth violations will follow the same consequences as found under a third violation.

***Students serving suspensions during a season will be expected to complete that season in good standing for the suspension to count. The athletic director and coach may take into consideration extenuating circumstances in fulfilling that requirement.***

### **MISDEMEANORS AND FELONIES**

If a student-athlete is charged with a misdemeanor or felony crime, an immediate athletic suspension may occur.

If a student-athlete is convicted of a misdemeanor or felony crime, the student-athlete may be suspended until the Athletic Director, Administration, and/or Athletic Review Board can meet and review the circumstances which may result in further suspension.

### **TRANSFERS FOLLOWING VIOLATION OF A SCHOOL'S STUDENT/ATHLETIC CODE**

A student who transfers to Allegan High School after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Allegan High School for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of Allegan High School and Michigan High School Athletic Association (Regulation 1, Section 9), and even if the act which caused the student's ineligibility at the previous school would not be a violation or cause the same period of ineligibility at Allegan High School.

### **PROCEDURAL STEPS**

- A. When student-athletes or parents feel they are being unfairly treated they must proceed in the following order:
  1. Set up a time to talk with the coach. Immediately after a contest is not an ideal time to discuss concerns. If the issue is not resolved at this level, continue through the following steps:
  2. Meet with the Athletic Director
  3. Meet with the Athletic Review Board
  4. Meet with the Allegan Public School Superintendent
  5. Request a meeting with the School Board

## **ATHLETIC REVIEW BOARD**

The athletic Review Board will be a five (5) member “ad hoc” review panel made up of individuals from the following groups.

- A. Principal or Assistant Principal or another administrator if the Principal or Assistant Principal is not available
- B. Two non-participating parents  
One parent is chosen by the student/parents  
One parent is chosen by the Athletic Director/Administration.
- C. Two non-participating head coaches  
One head coach chosen by the student/parents  
One head coach chosen by the Athletic Director/Administration

All parties will meet to discuss the issue(s) at hand. After all parties have had their opportunity to speak, the review board will meet to come to a consensus regarding the issue(s).

## **UNFORSEEN CIRCUMSTANCES**

Any violations of the rules and regulations specified in this handbook that have no specified consequences will be in the domain of the Athletic Director. It is the responsibility of the Athletic Director and/or Athletic Review Board to determine the specific consequences of each violation.

## **HANDBOOK REVISION**

The Allegan Public Schools Athletic Handbook will be reviewed annually by the athletic administration. In addition, the Athletic Handbook will be reviewed in the spring of the following years by “ad hoc” committee comprised of student-athletes, parents, coaches, teachers and administrators and approved by the School Board: 2005, 2007, 2009

## **TWO SPORT ATHLETE**

Any student-athlete who wishes to participate in two sports during one athletic season (i.e., fall, winter, spring) must complete the following form, discuss the issue with both head coaches and their parents and schedule a meeting with the Athletic Director.

It is strongly recommended that the student-athlete choose one sport per season and concentrate on that particular sport. However, if the student-athlete wishes to participate in two sports at the same time, he/she may do so providing the following qualifications are met.

1. Good academic standing
2. Consent given by both head coaches
3. Declare a primary and secondary sport
4. If the student-athlete is on the ineligibility list with an “F” grade or two warnings, he/she will be removed from the secondary sport for the remainder of the season.

5. All meetings and paperwork must be complete and into the athletic office no later than Friday at 3:00 p.m. of the second week of practice.

**Primary Sport:** This is the sport that will be the student-athlete's number one priority. The student-athlete will attend the primary sport's practices and games when there is a conflict between the two sports.

The student-athlete will not be allowed to quit a primary sport to concentrate on the secondary sport. If he/she does choose to quit or is suspended from the primary sport, the athlete will also be dropped or suspended from the secondary sport.

**Secondary Sport:** This is the additional sport chosen by the student-athlete. The athlete must receive permission from both head coaches to participate in the second sport.

The student-athlete accepts additional responsibility when participating in two sports at the same time.

A student-athlete may be required to practice twice a day and/or to attend a practice and a contest on the same day while still maintaining quality academic standards.

## **ALLEGAN HIGH SCHOOL ATHLETICS LETTERING POLICIES**

### **WOMEN'S FALL CHEERLEADING**

Varsity letter is earned by finishing the year in good standing, having completed the practices and Varsity competitions as expected and having conducted herself as expected.

### **WOMEN'S CROSS COUNTRY**

Varsity letter is earned by finishing the year in good standing, having completed the practices and 75% of varsity competitions as expected and having conducted herself as expected.

### **MEN'S CROSS COUNTRY**

Varsity letter is earned by finishing the season in good standing and:

1. You are in the top five runners on our team three times.
2. You are in the top seven runners on our team five times.
3. If you earn a medal at conference or regional.

A runner that has finished two or more years of cross country with excellent adherence to # 1, #2 and #3 above may be awarded a letter at the coach's discretion. At the coach's discretion a letter may be earned based on attendance, hard work, citizenship and behavior.

### **FOOTBALL**

To earn a Varsity letter, an individual must participate in 1/3 of the total games and complete the season in good standing.

## **GOLF**

A player must compete in at least one Varsity match and finish the season in good standing, or a senior who has finished the season in good standing and has made positive contributions to the team.

## **MEN'S SOCCER**

1. Be an eligible member of a team for 75% of season. (Does not include quitting team or being dismissed from team as a result of team/student handbook rules).
2. Make an appearance in/enter 50% of all the team's contest/games.
3. Win a district championship (Player must be on district tournament roster).
4. In cases of unusual circumstances, the coach may award a varsity letter at his/her discretion.

## **WOMEN'S TENNIS**

In order to win a Varsity letter you must play in at least six matches and satisfactorily complete the season. In cases of unusual circumstances, the coaches may give a varsity letter for less than six.

## **VOLLEYBALL**

Must play in  $\frac{3}{4}$  (no specified amount of time in the game) of all games. In cases of unusual circumstances, the coach may award a varsity letter for less than the above.

## **MEN'S BASKETBALL**

In order for an athlete to receive a Varsity letter, he must complete the following:

1. Complete the entire season
2. Play in a minimum of ten quarters, or be a Junior moved down to Junior Varsity and must play in a minimum of ten quarters at that level.  
or
3. Be a part of a district championship team.

## **WOMEN'S BASKETBALL**

In order for an athlete to receive a Varsity letter, she must complete the following:

1. Dress for every game and complete the entire season, or
2. Be a junior moved down to the junior varsity and play in a minimum of ten quarters at that level, or
3. Be a part of a district championship team

## **WOMEN'S WINTER COMPETITIVE CHEERLEADING**

Varsity letter is earned by finishing the year in good standing, having complete the practices and Varsity competitions as expected and having conducted herself as expected. Must compete in at least two competitions.

## **WRESTLING**

Athlete must abide by all Team Rules to be eligible for a Varsity letter or season awards.

Wrestlers must earn a minimum of 20 points against VARSITY competition over the duration of the season. Points are earned by the following criteria:

Wrestle in a Varsity match	1 point
Win by Decision	3 points
Win by Major Decision (by eight or more)	4 points
Win by Technical Fall (15 or more)	5 points
Win by Pin	6 points

Placing in a Varsity Tournament earns you additional points:

Champion	4 points extra
Runner – Up	3 points extra
Third Place	2 points extra
Fourth Place	1 point extra

## **BASEBALL**

Must finish the season in good standing with the coaching staff and Athletic Department. Must be present at all games and practices. An excused absence will not count against your attendance.

## **SOFTBALL**

To earn a varsity letter a player must have been on the varsity roster for at least ½ of the season (45 days).

## **WOMEN'S SOCCER**

Be an eligible member of a team for 75% of season. (Does not include quitting team or being dismissed from team as a result of team/student handbook rules.)

Make an appearance in/enter 50% of all the team's contest/games.

Win a district championship. (Player must be on district tournament roster).

In cases of unusual circumstances, the coach may award a varsity letter at his/her discretion.

## **MEN'S TENNIS**

In order to win a Varsity letter, an athlete must play in at least six matches and satisfactorily complete the season. In cases of unusual circumstances, the coaches may give a Varsity award for less than six.

### **MEN'S TRACK**

To win a Varsity letter – finish the year in good standing, having completed the practices and Varsity competitions as expected and having conducted himself as expected. Earn ten (10) points during season.

### **WOMEN'S TRACK**

To win a Varsity letter – finish the year in good standing, having completed the practices and Varsity competitions as expected and having conducted herself as expected. Earn ten (10) points during season.