



# **Parent / Student / Coach Athletic Handbook 2017-2018**

Academy of the Sacred Heart  
1250 Kensington Rd, Bloomfield Hills, MI 48304  
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## ***Goals and Criteria*** **for Schools of the Sacred Heart**

**Schools of the Sacred Heart  
commit themselves to educate to:**

- **A Personal and Active Faith in God**
- **A Deep Respect for Intellectual Values**
- **A Social Awareness Which Impels to Action**
- **The Building of Community as a Christian Value**
- **Personal Growth in an Atmosphere of Wise Freedom**

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# Athletic Handbook

The Academy of the Sacred Heart educates students body, mind and spirit, developing the whole human spirit into an integrated adult ready to be a leader of conscience in every aspect of life. Like all programs at the Academy of the Sacred Heart, the athletic program is built upon the *Goals and Criteria* of Sacred Heart Schools. The program educates to a life-long sense of responsibility for health and well-being. Through a “no-cut” policy in scholastic sports, each sport provides both invitation and opportunity for all students to acquire knowledge about the sport, developing skills and the expectation that every athlete is a leader – both on and off the field or court. The athletic program promotes faith, commitment, service, self-discipline, personal responsibility, and the skills necessary for the formation of community. Each student athlete is given the opportunity to strive towards excellence, built on the personal commitment required to improve skills, demonstrated in an atmosphere of commitment.

## 1. General

### A. Athletic Mission Statement

The mission of The Academy of the Sacred Heart athletic department is to provide a high-quality, interscholastic sports program that encourages athletes of varied talents and abilities to develop their unique strengths, while instilling the values of the *Goals and Criteria*. The Academy of the Sacred Heart celebrates the individual talents of every athlete and is committed to offering its athletes an educational experience in an intimate and nurturing, yet challenging environment.

### B. Philosophy

The Academy of the Sacred Heart athletic program functions as an integral part of the overall curriculum. Lessons in sportsmanship, teamwork, competition, shared responsibility, and the grace required to both win and lose with dignity, respect and integrity are important components of the program.

The Academy of the Sacred Heart believes that the opportunity for participation in a wide variety of interscholastic sports is a vital part of the student’s educational experience. Our teams have a “no-cut” policy, although roster limitations do exist, which require athletes, particularly in the Upper School, to “try out” for a roster position. Representing the Academy of the Sacred Heart is an honor for all students and one that is earned through hard work, self-discipline and demonstration of the commitment to the *Goals and Criteria*. This honor is a privilege, not a right, and is taken seriously as a measure of the responsibility of each student athlete.

### C. The Role of the School

The Academy of the Sacred Heart will:

- Create teams consistent with the mission and the student census (the ability to offer team sports is dependent upon sufficient athletes to create a viable program)
- Provide as many opportunities as possible for students to participate in the sports offered (commensurate with the dedication of the athlete and the needs of the team)
- Provide structure and discipline to develop values consistent with the *Goals and Criteria* in each athlete
- Expect that each athlete acquires the values of commitment, honesty, integrity and responsible sportsmanship
- Expect that each athlete develop a sincere commitment to learn and grow
- Attract an enthusiastic, dedicated and talented coaching staff that enjoys helping each athlete reach his/her potential

## **D. Program Success**

A successful won-loss record is not the sole barometer of a good athletic season. Clearly, a good winning percentage and a competitive season are outcomes of the successful athletic program, but they are not the only measure of a successful season. Equally important is the spirit of the athlete and the athletic competition and the building of community through a broad participation of athletes of varying levels of accomplishment. Although not every athlete can compete at the same skill level, every effort is made to include each student interested in participating in the athletic program. Student athletes at all levels are expected to be representatives of the Academy of the Sacred Heart and to demonstrate the values of hard-work, commitment and enthusiasm for the sport and the team.

In the Upper School, teams compete against schools in the Association of Independent Michigan Schools (AIMS), in the Catholic High School League (CHSL) and in the Michigan High School Athletic Association (MHSAA). At the varsity level, teams compete in league championships and in the State Tournament.

In the Middle School for Girls and Kensington Hall, teams compete against schools in the Association of Independent Michigan Schools (AIMS), schools in the Catholic Youth Organization (CYO) and local public school and club teams that provide both competition and who share a similar athletic philosophy.

There are three primary areas which determine the ultimate “success” of an athletic team:

- **Skills Development:** Are the athletes learning and improving throughout the season? Are the athletes working together toward a common team goal? Are the athletes developing perseverance while exhibiting daily effort and discipline and preparing to win?
- **Team Work:** Have the athletes had a good, memorable and enjoyable experience? Are the athletes enjoying the challenges of conditioning, competition and camaraderie with team members and coaches?
- **Mission Appropriateness:** Do the athletes represent the Academy of the Sacred Heart in a positive fashion? Is good sportsmanship displayed on a regular basis? Is there respect for all who are involved: team members, opponents, officials, coaches and fans? Are the athlete’s good ambassadors of the Academy of the Sacred Heart?

## **2. Coaches**

### **A. Duties & Responsibilities**

Coaches at The Academy of the Sacred Heart are first and foremost educators who use their sports to present and reinforce meaningful lessons for life. All interscholastic athletic team coaches are directly responsible to the Athletic Director at The Academy of the Sacred Heart. School Coaches, like all employees, are expected to uphold the principles and standards of the *Goals and Criteria* and those policies and procedures articulated in the Employee Handbook and the All School Handbook.

### **B. Coaching Requirements**

Before an individual can coach at The Academy of the Sacred Heart, s/he must do the following:

- Complete all forms and documents contained within the Academy of the Sacred Heart employment packet including the Employee Handbook Form
- Attend the “Protecting God’s Children Workshop”
- Complete the Concussion Training, Allergy Training and the Health Precautions Training (requirement of all employees of the Academy of the Sacred Heart)

- Meet all legal requirements as defined by Michigan law, including all background checks as prescribed in the Employee Handbook
- Meet with the Head of School

In fulfilling their duties and responsibilities, all coaches are expected to do the following:

- Treat his/her players and opponents with respect
- Assume responsibility for the conduct of their team.
- Alert all athletes to the risks inherent in the sport and to the proper use of equipment and techniques common to the sport.
- Establish a positive relationship with coaches, athletes, student-athletes, parents and community members.
- Supervise the use, issuance, return, laundering, inventory and storage of equipment, uniforms and supplies.
- Submit any equipment and supply requests to the Athletic Director for approval.
- Submit all budget requests to the Athletic Director
- Attend meetings called by the Athletic Director or Learning Community Leadership Team. Attend all required CHSL, MHSAA and Coaches Association meetings.
- Attend all school-related sport functions such as end of season gatherings, dinners or banquets.
- Support and conform to the Athletic Department's policies and decisions both in action and spirit.
- Attend and conduct a preseason organizational meeting for both students and parents that will define expectations, team requirements, emergency procedures, code of conduct (Parent/Student/Coach Handbook), schedules and other key matters.
- Conduct themselves in a professional manner during all practices, games and supervisory time frames.
- Notify the Athletic Director of any incidents that occur, including, but not limited to, a coach, parent or student-athlete being ejected from competition and/or any other unsportsmanlike conduct on behalf of The Academy of the Sacred Heart players, staff or the opposing team.
- As the official representative of the school and its values, it is the coach's personal and professional obligation to have a working knowledge of the policies and procedures of this handbook, the All School Handbook and the Employee Handbook
- Perform normal coaching related duties on an ongoing basis:
  - Participate in the completion of the schedule with the Athletic Director.
  - Notify the Athletic Director of any schedule changes, cancellations or any other unusual events or incidents.
  - Submit team rosters to the Athletic Director at the start of the season and update as necessary.
  - Review the eligibility lists provided by the Athletic Director.
  - Ensure injured athletes receive appropriate first aid for injuries from available trainers or contact 911 if no medical professionals are available.
  - Communicate all injuries to the AD and complete an Accident Report Form for all injuries.
  - Report scores to AD, news media, school website link and any other sources, as required.
  - Secure, with the help of the AD, student managers to help with practice and to keep stats, including the use of social media.
  - Schedule, communicate and conduct all practices on a regular basis.
  - Maintain all equipment and necessary supplies in good working order. Report any equipment/supply concerns to the AD in order to maintain acceptable standards.
  - Conduct voluntary off-season training programs where appropriate, sanctioned by the Athletic Director and in compliance with the rules and regulations of the MHSAA and the CHSL.

- Supervise team members immediately before and after practices and games until all have left the locker room, been picked up or have left the school grounds safely.
- Secure all offices, equipment rooms and building exits when on duty and upon departure.

### **C. Coaching Expectations**

Coaches are expected to model and live the *Goals and Criteria* of Sacred Heart Schools. Coaches should:

- Be a role model
- Teach and develop student athletes
- Treat all student athletes with dignity and respect
- Use athletics as a vehicle for teaching positive life lessons
- Build confidence, encourage, and affirm
- Demonstrate clear, direct and open communication
- Possess a sense of humor
- Demonstrate contemporary knowledge of the sport and an ability to cultivate new skills with students through drills, sequenced plays and encouragement on an off the field/court
- Establish clear expectations and consequences and deliver criticism in a manner that upholds the dignity of each athlete while maintaining high expectations
- Establish clear boundaries for student behavior and enforces rules consistently
- Be lifelong learners, willing to innovate for the benefit of student-athletes

### **D. Communication Standards**

The Athletic Director is the supervisor of all coaches for interscholastic sports at the Academy of the Sacred Heart School. The AD is also the primary liaison between the coaching staff and the school administration. It is the coach's responsibility to communicate on a regular basis with the Athletic Director concerning the following matters:

- Practice, scrimmage and game scheduling.
- Field and facility concerns.
- Reporting scores.
- Extraordinary occurrences including but not limited to the following:
  - Any communication concerns with students, parents, officials or others
  - Student athlete behavior concerns or misconduct
  - Student athlete behaviors of exemplary commendation
  - Adult conduct inconsistent with the mission of the School
  - Completion of accident report on the same day as the incident occurs
  - Transportation needs or concerns

Student-athletes require a high level of support from their parents during their participation in various sports programs at the Academy of the Sacred Heart School. It is imperative that the Athletic Department and the coaching staff communicate effectively with the parent community. This policy of communication will include, but not limited to the following:

- Pre-season organizational meeting.
- Individually scheduled parent appointments, as requested.
- Serious injury or disciplinary action involving a student athlete.
- Weather related rescheduling/cancelations.

## **E. Code of Conduct**

Coaches of an interscholastic athletic team at the Academy of the Sacred Heart have a responsibility to set an example for all of our student-athletes and members of our community. The following is an outline of these expectations:

- Set an example both on and off the playing area. Demonstrate professional behavior and model and the *Goals and Criteria* and positive sportsmanship.
- Be modest in victory and gracious in defeat, and instruct your team members accordingly.
- Continually teach athletes that a student's learning capacity has no limit.
- Create and maintain a positive environment. Encourage and build confidence
- No toleration of inappropriate language on or off the field/court
- Respect the judgment of the officials involved in all competition and instructs all players not to argue or be abusive to them.
- Demonstrate good sportsmanship and require elements of good sportsmanship in the behavior of athletes at all times during competition.

## **F. Decision-Making**

The Academy of the Sacred Heart Athletic Director is responsible and accountable for the distribution, implementation and execution of the policies set forth in Athletic Department Athletic Handbook. School administration will have the following tasks, responsibilities and oversight duties related to the Handbook and the policies set forth within its framework:

- Creation of all school policies, including athletic policies and the articulation of said policies in handbooks (student, employee, athletic and all school)
- Hiring and Dismissal of all Athletic Personnel
- Review and final approval of a coach's annual performance evaluation and recommendation for renewal
- Final decisions for the implementation of all policies and the *Goals and Criteria* rests solely with the Head of School.

Coaches must sign the Employment Agreement prior to the first practice with the team, and in so doing, agrees to uphold the *Goals and Criteria* and the policies of this handbook, the Employee Handbook and the All-School Handbook.

# **3. Parent & Student-Athlete**

## **A. Athletic Curriculum**

The central objective of our athletic program is to enhance athletics through the *Goals and Criteria* of Sacred Heart Schools. The school is committed to the development of good student athletes who develop strong character through teamwork activities, becoming dedicated to a purpose and playing within a set of rules. To that end, the school is committed to preparing student athletes to exhibit respect for self and others in every circumstance or situation they will meet in life.

In addition to teaching the skills of a sport or activity, the curriculum will involve teaching skills that enhance the overall growth, development and character of each student-athlete:

Commitment: Great athletes recognize both their gifts and limitations and make a commitment to surpass personal best through hard work, dedication and demonstrate a work ethic that changes hopes into skill



**Contribution:** Giving your best in both practice and competition, recognizing that a team depends on the consistent contribution of each one and the desire to place the good of the whole above individual recognition

**Community:** The building of community as a Christian value creates a community of athletes on both sides of the competitive line who desire to meet in the place of integrity, justice and fair play

**Competition:** Good competition depends on meeting skilled athletes who respect themselves and their components and love the challenge of competition that requires well skilled bodies, minds and spirits

## **B. Student-Athlete Eligibility**

Prior to the start of practice for a sport, all student-athletes **MUST** turn in the following form to the Athletic Department office:

**MHSAA Physical Exam and Clearance Form:** This form must be signed by a licensed physician. A current-year physical is one given on or after April 15 of the previous school year, and is valid through the end of the spring sports season. The MHSAA form also includes permission to treat information in case of emergencies, insurance information and emergency phone numbers.

Students must adhere to all policies set forth in the Student Handbook, including but not limited to the attendance policies, academic probation and the alcohol, drugs and smoking policies.

## **C. Sportsmanship**

Good sportsmanship is an essential component of the Academy of the Sacred Heart's Athletic Program. It is expected that all coaches, players, students, and parents represent Sacred Heart in a manner that is respectful of others – both on and off the field of play.

### **The Coach:**

- Treats his/her players and opponents with respect
- Inspires in athletes a love for the game and the desire to compete fairly
- Models the manner of living expected of students now and in the future
- Upholds the policies of the Academy of the Sacred Heart and implements them with consistency, respect and discretion
- Respects the judgment and interpretation of the rules by the officials
- Knows he/she is a teacher, and understands the athletic arena is a classroom.

### **The Player:**

- Treats opponents with respect
- Plays hard, but plays within the rules
- Exercises self-control at all times, setting the example for others to follow
- Respects officials and accepts their decisions without gesture or argument
- Wins without boasting, loses without excuses, and never quits
- Always remembers that it is a privilege to represent the School and the community

### **The Spectator (Parents, Students, Fans):**

- Attempts to understand and be informed of the playing rules
- Appreciates a good play no matter who makes it

- Shows compassion for an injured player; applauds positive performances; does not heckle, jeer or distract players; and neither uses nor tolerates inappropriate language
- Respects the judgment and strategy of the coach, and does not criticize players or coaches for loss of a game
- Respects the judgment of the referee and does not criticize the decision made
- Respects the property of others and the authority of those who administer the competition
- Censures those whose behavior is unbecoming

## **D. Athlete Expectations**

### **Attendance**

As a member of an Academy of the Sacred Heart athletic team, student-athletes must abide by the expected level of commitment for such membership. Attendance and supportive participation at all practices, contests and required team functions are expected without fail. Support for fellow team members as well as respect for coaches and other supervisors should be part of every athlete's daily behavior. In order for a student to participate in an athletic event, the athlete must be in attendance for the second half of the day, arriving no later than lunch on a "regular schedule" day. A student who leaves school in the afternoon may not return to participate in practice or a game/match. Any exception or deviation from this policy must go through the Middle or Upper School Offices.

If an athlete is unable to participate in physical education class the day of practice or a competition (due to illness or injuries), the athlete will not be allowed to participate in that day's activity. If an athlete is unable to attend practice the day before a game/match, the athlete will not start the competition in a team sport. In an individual sport, this is at the discretion of the coach.

**Dismissals:** Athletes are expected to request permission by speaking to their teachers in advance. When an athlete is excused to attend an athletic contest during the day, the athlete must sign out as per school regulation.

**Equipment:** The school attempts to provide the best and safest equipment and uniforms to support our athletic program. Each athlete is granted the "right" to use this equipment as part of his involvement and participation. The student athlete is also expected to take excellent care of this equipment. This includes laundering uniforms when necessary, notification of needed repairs and overall handling and care. All school equipment furnished to the athlete for participation within a sport shall be returned in good order, normal wear and tear excepted. An athlete must be in complete uniform in order to participate in an athletic contest. Complete school uniform includes the all-school warm-up and pants. If uniforms are not returned in good order within one week of the final contest, the athlete's report card/transcript will be held until the uniform is returned. The athlete is ineligible for the next sport season until this obligation is honored. Athletes are responsible to replace damaged/lost uniforms, and will be billed by the Finance Office.

**Facilities:** The Physical Education and Athletic Director's offices are for the use of adults, not athletes. No student-athlete should be in these areas unattended or uninvited. The training room is off limits unless attended by an athletic trainer, coach or approved supervisor. Locker rooms are to be kept in a neat and orderly manner. All use of fields or sports facilities must be approved through the Facilities Coordinator in conjunction with the Athletic Department.

**Public Relations and the Media:** All inquiries and requests for commentary by an individual athlete by any member of the media or newspapers should be directed to the coach or Athletic Director. The coaching staff or Athletic Director will direct any student-athlete interviews with members of the press.

**Transportation:** Each sport at the Academy of the Sacred Heart has established procedures for transportation. Athletes must travel to and from athletic events per the direction of each head coach and on approved transportation when scheduled and provided. An exception requires a written request to the Athletic Director or the coach. Athletes **are not permitted** to drive themselves to a contest except under unusual situation as approved by the Athletic Director.

**Electronic Devices:** Personal electronic equipment, such as cell phones, must be turned off during practices, contests and team meetings. No cellular devices or photographic equipment are permitted in the locker room. Students must be aware that the use of cell phone cameras in locker rooms is not permitted and such use constitutes a violation of state and federal law. The school is not responsible for the security of these devices.

**Athletic Travel:** Coaches are responsible for the supervision, guidance, and safety of the student participants during the entire trip. All overnight travel must be approved by the Athletic Director and the appropriate learning community leader. Student athletes are responsible for paying room, board and transportation costs, and for paying a share of the coaches' travel costs. An itinerary must be provided in advance and parental permission slips must be collected from all participants in advance of overnight travel.

#### **Team Captains:**

- Post to team twitter account
- Coordinate Senior Night
- Plan team lunches or dinners on specified home game days
- Game and practice day setup
- Responsible for coordinating team game snacks
- Responsible for communication to team members and coaches
- Lead the team in accordance with the *Goals and Criteria*
- Responsible for coordinating end of year banquet
- Write an article every two weeks for the Upper School enews. Send to Judy Hehs for approval.
- Coordinate team apparel

#### **Team Managers:**

- Post to team twitter account
- Keep statistics for all games
- Game and practice day setup
- Assist coaches as needed
- Assist trainer with home game setup

### **E. Code of Conduct for Athletes**

At all times, student-athletes must conduct themselves in a manner consistent with the *Goals and Criteria*, as well as the standards identified in the student handbooks.

As student-athletes, there is the highest of expectations both on and off the field. Academy of the Sacred Heart students distinguish themselves as exceptional athletes by demonstrating the highest values and attitudes in their character and behavior. Among these distinguishing attributes are the following expectations:

- **Respect:** for self and others as demonstrated through sportsmanship on and off the field, respect for officials, demonstrated leadership in communicating differences of opinion with dignity and self-control and respect for property of others
- **Integrity:** Clear, direct and open communication characterized by honesty and acceptance of consequences in a manner that demonstrates personal responsibility and accountability. Athletes of the Academy of the Sacred Heart are known to be those whose, “actions, even more than their words are an eloquent message to others” of fair play, fair living and positive choices.
- **Self-Discipline:** Athletes demonstrate the ability to refrain from those actions and behaviors inconsistent with the mission of the Academy of the Sacred Heart. Inappropriate action/language, engaging in social aggression, or participation in any use of drugs and alcohol is not acceptable and will be dealt with by the Athletic Director, the appropriate Learning Community Leader and/or the Head of School.
- **Leadership:** Athletes are expected to be leaders of conscience who demonstrate wise thinking rooted in enthusiasm for the competition and the cultivation of leadership of others, whether elected as a captain or given the challenge of leading by living example.

## **F. Disciplinary Action**

If a coach has determined that a student-athlete has violated the code of behavior, a serious team rule or has accumulated three (3) unexcused absences that would result in a suspension or dismissal from a team, the coach should communicate with the Athletic Director and review the recommendation for disciplinary action. The Athletic Director will communicate with the appropriate Learning Community Leader and Dean of Students, as necessary, and may choose to participate with the coach in communicating with the parents of the student-athlete. In situations of serious violations, the Head of School must always be informed and consulted. All final decisions rest with the Head of School. In each case, disciplinary decisions are delivered in a manner consistent with the *Goals and Criteria* and those that educate to change in the life of the athlete, providing life-long lessons in living, competing and achieving personal best in all walks of life.

## **G. Athletic Awards**

**Middle School Athletics:** (Middle School for Girls and Kensington Hall)

All middle school seasons will conclude with an after-school event, at which all students will receive a certificate of participation.

### **Special Awards:**

The following awards will be presented at the respective Prize Day Ceremonies (MSG and Kensington Hall)

#### **Middle School for Girls:**

**Joyce Furman Award** – *This physical education/athletic award was established in 1991 in honor of Joyce Furman, who for 22 years was the Middle School physical education teacher at the Academy. This special award is presented to an eighth grade girl who displays consistent effort in all things; enthusiasm, leadership and participation in at least two interscholastic sports during each of her years in grades 5 -8. This athlete receives a certificate and her name placed on the Joyce Furman Plaque.*

**3-Sport Award** – *Presented to any athlete who has participated in three sports in during the school year. Each athlete receives a certificate.*

Kensington Hall:

**3-Sport Award** – Presented to any athlete who has participated in three sports during the school year. Each athlete receives a certificate.

Upper School:

The following Athletic awards will be presented at the annual year-end Athletic Awards Ceremony.

**12 Apostles Award** – Awarded to the graduating senior who has earned 12 varsity athletic letters.

**3000 Point Plaque** – Awarded to athletes who have earned at least 3000 athletic points and carried a 3.4 grade point average. Membership in the 3000-point club is renewable as long as a 3.4 GPA is maintained. The athlete's name is engraved on a permanent plaque.

**Blue and Gold Athletic Director's Award** – Using the criteria of Goals IV and V of the **Goals and Criteria** of a Sacred Heart education, this award is presented to a graduating varsity student athlete who has contributed to exceptional team accomplishments for at least three years.

**Four-Year Varsity Sports Award** – Awarded to athletes who have played at the varsity level in a particular sport for four years.

**Outstanding Athlete Award** – Awarded to the graduating senior with the highest cumulative point total over her four years as a Sacred Heart athlete.

**Scholar / Athlete Award** – Awarded to the graduating senior who has participated in at least two sports, for at least two years, one of which is at the varsity level, and has the highest grade point average up to and including the first semester of senior year.

**External Award Opportunities:**

**Catholic High School League Scholar Athlete Leader Award** – Awarded to only one graduating senior athlete per varsity CHSL sponsored sport who exhibits scholarship athletic and leadership skills.

**Detroit Athletic Club Michigan High School Athlete of the Year** – The Detroit Athletic Club's winning tradition continues with its support of the National Athletic Awards and the creation of the Michigan High School Athlete of the Year award. This annual award started in 1996 and honors both athletic and academic achievement.

**Detroit Free Press Scholar Athlete Award** – Awarded to a graduating senior who excels both academically and athletically and upholds the school's mission to the **Goals and Criteria**.

**Don Duchene, Sr. Foundation** – Awarded to a graduating senior to assist with college expenses.

**MHSAA Scholar Athlete Award** – Awarded to three graduating seniors who have earned a varsity letter in an MHSAA sponsored sport and meets the academic criteria set by the MHSAA.

**MIAAA** – Awarded to a graduating senior who has demonstrated outstanding achievements in both academics and athletics, with concentration to service in her community as outlined in Goal III of the **Goals and Criteria**.

**United States Army Reserve National Scholar Athlete Award** – Awarded to a graduating senior who has demonstrated outstanding achievements in both academics and athletics, with character and integrity, upholding the school’s mission to the **Goals and Criteria**.

**Walt Bazylewicz Athlete of the Year Award** – Awarded to a graduating senior who is an outstanding athlete in the Catholic League.

**Upper School Athletics - Sports Awards and Lettering Criteria:**

Upper School athletes are recognized at an athletic awards ceremony held in mid-May. Additionally, most teams choose to hold a team-specific banquet at the end of the season.

Athletic Honors are awarded at the conclusion of each sport season, and at the discretion of the coach(es). These awards may include CHSL Awards (All Catholic, All League, All Academic), Most Valuable Player (MVP), Most Improved Player (MIP), and Coach’s Award.

Varsity athletes have the opportunity to earn a Sacred Heart Varsity letter in their chosen sport. The criteria for earning a letter are established by the coach with approval of the Athletic Director. It is the coach’s responsibility to communicate these criteria to his/her team. Attitude, the number of games participated in, work ethic, and team play may all be factors.

Chenille Block ASH Award is obtained by accumulating 700 or more points, or may be given as a special recognition at the recommendation of the coaching team. Any student playing on her first varsity team will receive the chenille block letter “ASH.”

Criteria for Athletic Points

Varsity Teams	25 points per contest
Varsity Tournaments	50 points per tournament day
Junior Varsity Teams	20 points per contest
Junior Varsity Tournaments	40 points per tournament day
Freshman Teams	15 points per contest
Freshman Tournaments	30 points per tournament day
Student Manager	10 points per contest

All points are awarded at the coach’s discretion. An athlete who quits a sport (unless due to medical reasons) forfeits all points in that sport for that season.

Upper School Athletic Awards

- |                          |                     |
|--------------------------|---------------------|
| • 700 Cumulative Points  | Block Letter “ASH”  |
| • 1200 Cumulative Points | Gazelle Patch       |
| • 1800 Cumulative Points | Honor Athlete Patch |
| • 2500 Cumulative Points | “2500” Patch        |
| • 3300 Cumulative Points | Star Patch          |
| • 5500 Cumulative Points | Hexagon             |

Criteria for Colors of Stripes and Chevrons

- Varsity Gold
- All Catholic Kelly Green
- All League Kelly Green
- All Academic Maroon
- All Metro Royal Blue
- All County Royal Blue
- All Area Royal Blue
- All District Teal
- All Region Columbia Blue
- All State Red
- All American White

*If a student drops a sport for a reason other than physical disability, all points for that season are forfeited.*

## H. Athletic Offerings

### Upper School:

Fall	Winter	Spring
Equestrian	Basketball – Varsity & JV	Lacrosse – Varsity & JV
Field Hockey – Varsity & JV	Bowling	Soccer *
Golf – Varsity & JV	Dance/Pom – Varsity & JV	Tennis – Varsity & JV
Volleyball – Varsity, JV, Freshman	Figure Skating *	
	Gymnastics *	
	Skiing *	

\*Co-op sports

### Middle School for Girls

Fall	Winter	Spring
Cross Country	Basketball	Golf
Field Hockey		Lacrosse
Volleyball		Tennis

### Kensington Hall

Fall	Winter	Spring
Soccer	Basketball	Golf
Tennis		Lacrosse

Offerings based on student interest. Please refer to the website at [www.ashmi.org](http://www.ashmi.org) for the most current offerings.

### Practices

*Upper School:* Practices and try-outs for the fall athletic season begins the second Wednesday of August. Winter sports generally begin the second week of November and continue through early March. Spring sports generally begin the second week of March.

- Practice Times (*subject to change*)

- Upper School: Typically begin at the completion of the middle school practices (Monday through Friday – Saturday/Sunday practices to be announced).

*Kensington Hall and Middle School for Girls:* Practice for teams usually begin on the first day of school. The winter athletic season begins first week of December while the spring athletic season begins in mid-March.

- Practice Times (*subject to change*)
  - Middle School practices: 3:45 – 5:00 p.m. (Monday through Thursday)

Athletic commitment to the team and the sport is demonstrated by daily attendance and commitment at every practice or competition. Specific information about team practices, coaches, dates, and times will be available on the School website.

### **Athletic Competitions**

Competitions can occur any day of the week including tournaments on weekends.

### **Participation in Conflicting Activities**

The Academy of the Sacred Heart expects student-athletes to make their commitment to their school team first priority. If an athlete is considering participation in another activity for another team (such as a club or travel team in a different sport) during the same season, the athlete should communicate clearly to the coach before the season starts about his/her interest to participate in another activity. The coach will make the decision regarding the potential conflicts or absences from team functions, but athletes must understand that their commitment to the Sacred Heart school team has a significant impact on their teammates, and therefore, decisions need to be made which reflect the priority for community and the needs of the team.

If a coach determines that an athlete's commitment to a team is insufficient, decisions may need to be made which could impact an athlete's playing time or status on the team.

## **I. Safety and Athletic Training**

The Athletic Department strives to provide students with a safe and enjoyable environment in which to participate. Consequently, Sacred Heart coaches and administration strive to reduce potential safety hazards. It is vital to understand that participation in athletics involves inherent risks. Reasonable precautions are taken to prevent injuries, but there is no risk-free sport and the responsibility for this risk must be considered by the parent prior to the initiation of the season.

An athlete with an injury that prevents participation in practice or games, **MUST** be seen by a Certified Athletic Trainer and/or a licensed medical professional **before** further participation in school athletic activities.

If an athlete has been restricted from participation by a physician or health care professional, a coach is legally bound to uphold that decision until written authorization from a physician is obtained. If a physician removes an athlete from an activity, then a physician must release the athlete back to activity at the appropriate time. Michigan State Law prohibits parents from overriding the physician order. In the event of a question, the Athletic Director will make the final determination.

### **Concussions:**

When an athlete sustains a concussion (symptoms include: headache, numbness or tingling, neck pain, nausea or vomiting, dizziness, blurred vision, sensitivity to light, balance problems, sensitivity to noise, feeling slowed down, feeling like "in a fog", "don't feel right", difficulty concentrating, difficulty remembering, fatigue or low energy, confusion, and/or drowsiness) the athlete needs to be checking in with an athletic



trainer or school nurse on a regular basis. Based on history and symptoms, this may require a decrease in cognitive stress (i.e. missing days or half days from school) in order to recover. A physician may need to assist with initial management. Each athlete is given an individualized **Return to Play Protocol (RTP)** to follow with concussions (i.e. some may take 5 days to become asymptomatic and cleared to begin RTP; others may take 10 days before beginning RTP).

After medically cleared (asymptomatic, return to baseline with cognitive testing assessed through ImPact), the athlete cannot take less than 5 days to follow RTP protocol nor can they skip a step (steps 2-6), however, this protocol may be extended over a period of time based on history or other factors assessed.

Prior to return to activity, a physician (MD, DO or PA) will need to clear the student-athlete. Regardless of which physician assesses the athlete (HFHS versus non-HFHS); the return to play protocol will be followed. In the past, there have been a few instance where athletes go to a physician to receive “**clearance**”, however, the note is clearing them to return to athletics and the 5-day protocol will still be followed (i.e. we will not allow a concussed athlete to come in the next day with a note and put him in a full practice).

## **J. Transportation**

- ASH will provide for most weekday transportation to away contests. There are trips where athletes are required to provide their own transportation to and from the event sites. This includes but is not limited to all weekend events.
- Bus schedules are posted on the website.
- Athletes will not board the bus at any time until the coach is present. Everyone will board the bus together. Coaches should verify before leaving that all athletes, coaches and managers are present.
- All athletes must travel with the team to and from contests when using ASH transportation. The Athletic Director may approve athletes leaving with parents in extenuating circumstances. This must be in writing and initiated by the coach 24 hours prior to departure.
- No bus will leave unless the coach or a chaperone is on the bus.
- When food is taken on the bus, it will be the responsibility of the coach and athletes to make sure all refuse is picked up and deposited in a container.
- Athletes are to remain in their seats when on the bus. This means no changing clothes, walking around, standing up and banging on the ceiling, hanging out of the window, yelling out the bus, or making any obscene gestures from inside the bus to passersby.
- Any athlete violating the transportation policy may be removed from the team.

## **K. Student / Parent / Coach Communication**

### **Communication:**

Engagement among Athletic Director, coaches, athletes, parents is vital for a successful program that uses the *Goals and Criteria* to guide all communications. In the spirit of clear, direct and honest communication (*Goals and Criteria*), concerns should be expressed between the two parties who have a concern. The conflict should be resolved without intervention, if possible, between those involved. Athletes should speak directly to coaches in a manner consistent with the expectations of the Academy of the Sacred Heart. If further conflict resolution is required, the Athletic Director and/or the appropriate Learning Community Leader should be involved, followed by the Head of School as a final step. At all times, students are required to address adults with respect and appropriate title and adults are required to meet that respect with discretion, empathy and the professionalism demanded of all educators.

If the concern is between a parent and the coach, the same hierarchy of communication should be followed, except in the case of an emergency or a serious violation of the mission of the Academy. We teach more by

how we are with one another than what we say to our students and we make every effort to refrain from any conflictual interactions between adults in the presence of students.

### **The 24-Hour Rule:**

- This is a tool for giving “space and time” to allow discussions to occur in a productive environment. After a game, waiting for a day to discuss concerns with your child, or with a coach, will help remove the raw emotions that can cause a breakdown in communication.

Consistent with best practices in athletic programs, the Academy of the Sacred Heart encourages a “24-hour rule” which allows both parties in the midst of a conflict the time needed to step back from the immediate emotion of a situation so that the best communication and conflict resolution is possible. If the coach does not address the concerns, students or parents should contact the Athletic Director, who may also include the appropriate Learning Community Leader. The final resolution of a conflict lies with the Head of School.

### **Acceptable Concerns To Discuss With Coaches**

The following topics are appropriate for discussion:

- The treatment of your child
- Ways to help your child improve
- Concerns about your child’s behavior

Playing time is often a great challenge for both athletes and parents. While a no-cut policy allows all students the opportunity to practice and play, it may be the case that there is an unequal distribution of the amount of time an athlete plays. As professionals, coaches make decisions based on what they believe to be best for all student-athletes involved. Partnership between parents and coaches is critical for the optimal growth of the athlete. If there are concerns in any areas listed above, dialogue between the coach and the parent will assist in the mutuality critical in this relationship.

The areas below are the responsibility of the coach and those areas frequently causing conflictual relationships between parents and coaches:

- Playing time, positioning, and event entry
- Team strategies, game tactics, play calling
- Any discussion about other student athletes

While parents may want to discuss these areas with a coach, the coach will be unable to participate in these discussions in the presence of a student athlete.

There are situations that may require a conference between the coach and player, or coach and parent. These conferences are encouraged. It is important that all parties involved have a clear understanding of the other person’s position. When a conference is necessary, the following procedure should be used to help resolve any concerns.

- Student-Coach / open door policy for all coaches
- Parent-Coach / done by appointment

### **If You Have A Concern To Discuss With A Coach, The Procedure You Should Follow Is:**

- Call or e-mail the coach to schedule the appointment
- If the coach cannot be reached, call the Athletic Director and a meeting will be scheduled as soon as possible. If a parent is unable to reach the Athletic Director, the appropriate Learning Community Leader should be contacted.

- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach and are best conducted at a later time.

### **The Next Step**

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

- Call and schedule an appointment with the school Athletic Director, player and parent to discuss the situation.
- At this meeting, the appropriate next step can be determined, if necessary.

## **Communication:**

### ***Parent-Coach Expectations***

Parents of athletes can expect clear expectations regarding programs, competitions, practices schedule's and ways that parents can support student athletes. The partnership between the coach and parent optimizes the growth of the athlete and enhances the entire athletic experience.

### ***Communication Standards Parents Should Expect from the Coaching Staff***

- Philosophy of the coach
- Expectations the coach has for all players on the team including your child
- Locations and times of all practices and contests
- Team requirements such as fees, special equipment, off- season conditioning
- Procedure should your child be injured during participation
- Discipline resulting in the suspension or termination of your child's participation

### ***Communication Standards Coaches Should Expect from Parents***

- Parents attend the pre-season organizational meeting
- Notification of illness or injury as soon as possible
- Appropriate concerns, expressed directly to the coach (as outlined below)
- Notification of any schedule conflicts well in advance of occurrences
- Specific concerns regarding a coach's philosophy and/or expectations
- Advice on camps, clinics or methods of improvement to the next level of competition

As a child becomes involved in interscholastic sports programs, s/he will experience exceptionally rewarding opportunities in life. It is important to understand that disappointment, challenge and conflict are important experiences for the growth of resilience, personal strength and the need to understand how to improve to achieve the desired goals. At these times, discussion with the coach is encouraged. It is the first and most integral step to understanding and resolution.

### ***What parents can do to encourage success for a student-athlete:***

- Be positive
- Model the behavior you want your child to exhibit
- Encourage your child to work hard and do her/his best
- Help your child to problem-solve playing time concerns rather than learning to blame others
- Encourage your child to follow the rules and be a good sport
- Cheer positively for players, teams and coaches
- Understand that coaches work with athletes daily and are constantly evaluating talent, effort and performance. Respect decisions made as the best decision for the team.
- Encourage your child to play for the love of the game and their teammates

- Reinforce the importance of lessons related to high expectations, challenges, excellence and accountability

## **L. Weather Policy**

### **Cancellation of Games or Practices/Inclement Weather**

Cancellation of games or practices will typically be announced during middle or upper school lunch times. Information regarding cancellations – including possible rescheduling, if available – will be posted on the School website usually by 2:00 p.m. Student-athletes should always come to school prepared to play or practice regardless of the weather.

KH/MSG: Practices happen anyway. If a game is canceled, the team will practice. Practice will NEVER be canceled for KH athletes.

US: At the discretion of the coach

If the School is closed due to inclement weather, no practices or games will be held. This policy is for the safety of all and cannot be altered without the approval of the Head of School

### **Thunder/Lightning Policy (policy of MHSAA and the Academy of the Sacred Heart)**

If thunder is heard or lightning is seen, the coach must remove the team from the field immediately, and wait out the storm in a safe location. No team will return to the field until 30 minutes after thunder is heard or lightning is seen.

If Sacred Heart is playing on an opponent's field, coaches must follow the same procedure and move inside to a protected area even if the "home" team wishes to remain on the field. Players, spectators and coaching staff should not remain outside under the building or under trees.

### **Tornado Warning**

If a tornado warning is implemented during a practice or game all athletes and spectators will be asked to take shelter. We will provide shelter in our designated spaces according to our tornado policy. The interrupted practice or games will be officially canceled.

## **4. Athletic Administration**

### **A. Renewal of Coaching Contracts**

As all employees of the Academy of the Sacred Heart, there is no implied renewal of contracts for athletic coaches. Coaches will be evaluated by the Athletic Director in collaboration with the appropriate Learning Community Leader. In addition to the Goals and Criteria and the professional standards as identified in the Employee Handbook, the following attributes will be recognized in the professional coaching staff invited to return for the following season:

- Supports the mission of the Academy of the Sacred Heart as articulated in the Goals and Criteria Lives and encourages an active faith in God
- Demonstrates good character, models the values of integrity, compassion and justice

Teaches and promotes excellence, positive work ethic and the attributes of good sportsmanship

- Demonstrates effective management and leadership
  - Demonstrates proper athletic techniques and teaches them effectively to a variety of skill levels
- Communicates with athletes in a manner that challenges while preserving dignity and with respect

- Follows departmental policies and procedures
- Communicates effectively with athletes, parents, coaches and Athletic Director
- Upholds the policies and procedures articulated in the Academy of the Sacred Heart handbooks: Athletic, student, All School and Employee
- Demonstrates problem-solving skills

## **B. Athletic Website / Information**

### **Accessing Athletic Information on the School’s Website:**

(Schedules, Directions, Practice Times and Other Information)

You may access current athletic schedules, scores, highlights, news, rosters, directions to athletic events, and more from the Academy of the Sacred Heart website by going to [www.ashmi.org](http://www.ashmi.org).

### **Sports Calendar/Game Schedules:**

Go to <http://www.ashmi.org>

Select “Athletics” on the top navigation from the Academy of the Sacred Heart homepage.

Under “Quick links” on the left side of the page choose the school division. Next click on the sport you are looking for and you will be prompted to team schedule at the top of that particular sport page.

You may check team schedules, results and upcoming events as well as a current team picture.

### **Directions to Games**

Go to <http://www.ashmi.org>

Select “Athletics” on the top navigation from the Academy of the Sacred Heart homepage.

Under “Quicklinks” on the left side of the page choose “Directions to away games”

Click on the school/location of the event and you will be shown a map and directions provided by Google Maps.

**D. MHSAA Rules:** The following guidelines are from the Michigan High School Athletic Association and serve as a reference for all parents and student-athletes. While these rules only govern varsity Upper School athletes, they influence the policies of Kensington Hall and the Middle School for girls and provide a good reference for all student-athletes

### ***Athletically Motivated Transfers***

SECTION 9(E) — when the administration of the school from which a student who is ineligible under 9(A) has transferred, alleges that the motivation for the transfer is primarily for athletic reasons, the granting of eligibility after one semester is not automatic. The burden of proof will be for the administration of the accusing school to demonstrate to the MHSAA Executive Director or designee that the transfer has more to do with interscholastic athletics than with other compelling factors. A transfer for athletic reasons is defined as, but not limited to the following:

- I. The student, or a parent or guardian, or an adult with whom the student resides, is dissatisfied with the student's position or the amount of playing time which he/she receives;
- II. The student, or a parent or guardian, or an adult with whom the student resides, has a problem with a coach at either a personal or professional level;
- III. The student, or a parent or guardian, or an adult with whom the student resides, seeks relief from conflict with the philosophy or action of an administrator, teacher or coach relating to sports;
- IV. The student, or a parent or guardian, or an adult with whom the student resides, seeks to nullify punitive action by the previous school, relating to sports eligibility;

V. The student follows his/her coach to another school to which the coach has relocated.

VI. The student, or a parent or guardian, or an adult with whom the student resides, desires that the student play on a less successful or lower profile team in order to be ranked higher among the players on that team;

VII. The student, or a parent or guardian, or an adult with whom the student resides, desires that the student play on a more successful or higher profile team to gain a higher level of competition and/or more exposure to college scouts.

VIII. The student seeks to participate with teammates or coaches with whom he/she participated in non-school competition during the preceding 12 months.

A challenge that a transfer is athletically motivated must be received by the MHSAA Executive Director in writing with initial proofs by the fourth Friday after Labor Day (first semester) or fourth Friday of February (second semester) of the first full semester after the student's new enrollment, or within 40 calendar days of the student's new enrollment, whichever is later. Notification of the challenge will be made to the school that the student is currently attending so the receiving school has the opportunity to respond and to have input into the determination by the Executive Director. An ineligible transfer student who is confirmed to have transferred for athletic reasons is ineligible for two full semesters to participate in an interscholastic contest in the school to which the student transfers. If undue influence is alleged, Section 10 applies.

**SECTION 9(F)** - A student whose name has been entered into an MHSAA meet or tournament is not eligible during the meet or tournament in the same sport in the same season at a second school, even if the student completes an otherwise legal transfer to the second school. In football, a student may not change schools after the sixth playing date that season and become eligible to compete in the football playoffs at the second school.

Schools should consult the MHSAA Handbook Regulation I, Section 10

### **Athletic Recruiting & Undue Influence**

#### ***Can high school coaches or their representatives...?***

- Call athletic recruits? No.
- Send athletic recruits questionnaires, cards or letters? No.
- Visit prospective athletes and their families at their homes (even if the parents request the visit)? No.
- Entertain specific prospective athletes and their families in the school? No.
- Attend meetings with parents and students as requested through the school administration for information purposes? Yes, provided the meeting is for all students, not just athletes.
- Sponsor 'junior high nights' at the high school for athletes? Not if exclusively for athletes. If for all students, okay.
- Speak at grade school athletic banquets? Yes.
- Visit elementary schools to discuss the possible enrollment of a specific athlete with the player, his teacher and counselor? No.
- Transport prospective athletes to high schools for entrance exams, or athletic events? No.
- Attend grade school basketball games for the purpose of evaluating and recruiting specific prospective athletes or their parents. No.
- Ask their own players or alumni to discuss the merits of their program with athletic recruits by phone, in person or through letters? No. This is Pre-Arranged Contact and undue influence.
- Give elementary school players free passes to their high schools' games? Not if exclusively for athletes. If for all students, okay.
- Invite specific prospective athletes to their summer camps? No.
- Reduce or eliminate the fee for summer camps for certain athletes based upon the high school they may or may not attend? No.

- Do anything in numbers 1-14 above because the parents or athlete indicated an interest in the high school? No. Even if the parents or athlete initiated the contact and indicate an interest in the high school, coaches must restrict themselves to what is proper and appropriate actions with prospective students.
- Initiate contact with a student at a junior high/middle school or other high school about attendance at the school? No.
- Have anything at all to do with a student athlete attending high school? Yes. *MHSAA HANDBOOK Interpretation #96 states: "If it is a faculty member's responsibility to recruit students (not just athletes) and that person, makes such contact irrespective of athletic eligibility, such contact is permitted. However, anything done for athletes that are not done in comparable fashion for all students is undue influence.*
- Do the rules and interpretations on undue influence apply to both public and nonpublic schools? Yes.
- What should a coach do when a student or parents of that student at a junior high/middle school or other high school contact the coach about attending the coach's school? *MHSAA HANDBOOK Interpretation #97 states: ... the coach should politely refer the student or parent to the appropriate school personnel (those who have the responsibilities for seeking and processing prospective students).*
- In addition, high school coaches or Athletic Directors may conduct once each school year for each sport, a sport specific group presentation to a group of 7th and 8th grade students and/or their parents assembled in advance by the school for the purpose of encouraging students to participate in specific sports when enrolled in that high school. Once each school year for each sport sponsored by that high school these presentations may be conducted for junior high/middle school teams or groups of students from schools which are subject to the same governing board or are of the same religious denomination as the high school and from which at least 25 percent of the students in the previous year's 8th grade attended that high school. (Single gender high schools count only 8th grade students of that gender). Informational communication (written or oral) announcing the starting dates of practices and other allowed summer activity may be distributed to groups of 8th grade students (not individuals) on or after April 1, provided they are informational only and confined to students who have formally registered an intention to attend that high school in the fall or who attend a junior high/middle school which has a relationship to a high school as described above (same governing board or religious denomination and 25 percent previous enrollment).

### **Out-of-Season Coaching Limits**

Four changes take effect for the 2009-10 school year regarding out-of-season coaching limitations.

- I. The three player rule has changed to four players but only in situations where students from the same school district are involved in individual skill development in a practice situation with the school coach. The "in house, all enrolled in the same school district" four player rule is a more efficient use of time and facilities. The three player limit continues in situations where coaches are present in practice or competition with students not enrolled in that school district such as club volleyball and AAU basketball or other competitions which may evolve such as two on two tournaments.
- II. The three (or four) player rule begins on Mon., August 9, 2009 and will now end for all schools on the same date: Monday after Memorial Day observed — Mon. June 7, 2010. "Summer rules" (which is more an absence of rules) now begin on this Monday which follows the baseball/softball district tournament and track finals.
- III. It is no longer required that open gyms offer a diversity of activity. A basketball or volleyball only open gym is acceptable provided they are recreational, student conducted and open to all students. Open gyms may not be mandatory and may not have anything to do with team selection. A further emphasis clarified that open gyms are not early practice sessions. After school activities out-of-season are to be student conducted. Coaches may not coach, instruct, critique, direct, evaluate or participate in a sport they coach. These activities or open gyms are to have a recreational emphasis, not an organized

program of instruction and/or competition. There must not be any organized drills, practice structure and no instruction regarding offensive or defensive schemes by any person, including team captains or parents.

IV. Out-of-season students may wear non-competition practice jerseys regardless of whether the school is identified or if the practice jerseys are school owned or issued.

The changes enacted by the Council continue to maintain the underlying concept that school teams only operate in-season. Limited out-of-season activities that involve students and school coaches are permitted out-of-season during the school year and to a greater extent in the summer when school is not in session; but these are not school teams. Generally, MHSAA out-of-season rules restrict school coaches, not individual students. Regulations continue to prohibit the "big four" out of season: 1) no school transportation, 2) no school competition uniforms 3) no school general funds (limited fund raised money is acceptable) and 4) out-of-season work may not be mandatory or part of team selection.

Long standing regulations have attempted to maintain proper perspective. Out-of-season coaching should not result in yearlong sports seasons which detract from the academic mission of schools and from student's involvement in other school and sports activities. The rules assist in developing well rounded students and athletes rather than one sport specialists were an athlete can overdo out- of-season practice.

It may be that the unintended consequences of limiting school coaches' out-of-season has been that students are driven to non-school programs and people that are less beneficial to a student's overall development. This delicate balance between healthy levels of school coach out-of-season activity and a proper scope and perspective are at the root of this tremendous challenge and internal review. Opinions on out-of-season issues often vary depending on school size, location, and from one sport to another and contribute to the importance of this timely state wide evaluation.

One final out-of-season technology clarification was enacted regarding internet based or digital programming which is similar to the rules regarding coaches showing game films (or DVDs). Coaches may not show or provide internet/digital opportunities to more than four students of the same school district "assembled at one time in- person or electronically if that coach provides any instruction during or within the presentation."

### **Clarifying the Summer Dead Period & Preseason Down Time (June 2009)**

I. The summer dead period is a period of seven full consecutive calendar days after school is out in June and after a school's participation in MHSAA tournaments is completed. Each school determines its seven day dead period (most schools have selected a period which includes the July 4th holiday).

During the dead period, there is no involvement or contact by the school or coach with students in grades 7-12 in any MHSAA tournament sport. It is a zero coach- player period; at school or elsewhere. There are to be no school or coach conducted open gyms, conditioning or weight lifting programs on school premises or sponsored by the school or coach at other facilities. The Representative Council adopted the following to further clarify the intent of the summer dead period:

II. The Summer Dead Period is intended to provide at least seven consecutive days when school coaches will have no contact with students in grades 7-12 of the school district in any manner related to any sport sponsored by that school.

III. Unplanned, casual, normal community contact is permitted. The Summer Dead Period applies to all levels of MHSAA member schools, coaches and students in grades 7-12 except that non-school summer baseball and softball practices and competitions regularly scheduled throughout the summer may continue with school coaches and students from the same district (e.g. American Legion). It is intended that no sport-related involvement, including attendance at school sport-related fundraisers and functions, take place during the Summer Dead Period. It is intended that no sport activities occur on school premises during the Summer Dead Period that involve school coaches or are sponsored by the school or supported by the school. Because school personnel are prohibited from holding such



activities, it is intended that no school facilities be planned for use by non-school groups or individuals for athletic purposes (including student-led practices or conditioning) during the Summer Dead Period.

IV. Following the intention and spirit of this regulation will involve shutting down of athletics for these 7 days and not allowing non-school individuals or groups to do that which the school is prohibited from doing. Some schools and leagues are adopting even longer summer dead periods recognizing the benefits to schools, staff members, athletes and families.

V. The preseason down time is also a "pause in the action" that was adopted in 2006 which prohibits open gyms (which in some schools has evolved into out of season practices) for a period of 6 to 14 days prior to the start of each season:

VI. During the preseason down time, certain things are allowed: Contact by a coach within the three or four player rule (voluntary, individual skill development), non-mandatory weight training and non-sport specific conditioning.

VII. Certain things are not allowed: Open gyms, sport specific camps or clinics which involve that upcoming sport and competition (intra-squad or inter-squad) between groups that resemble school teams.

VIII. Non-school groups or individuals may not do that which the coach or school is prohibited from doing during the down time. The Representative Council has stated that "no open gyms, sport specific camps and clinics shall occur at the school or be sponsored elsewhere by the school and no competition (intra-squad or inter-squad) between groups that resemble school teams may occur with any of that school district's personnel present.

## Governing Bodies & Associations

Upper School:

Michigan High School Athletic Association (MHSAA)

Positive Coaching Alliance (PCA)

Catholic League (CHSL)

Association of Independent Michigan Schools (AIMS)

Middle School:

Association of Independent Michigan Schools (AIMS)

Positive Coaching Alliance (PCA)

## C. NCAA Information

If an athlete is interested in playing college sports, he/she should meet with the coach and with the College Counselor, both of whom will help guide him/her through the NCAA information process. For more information about the student athlete's individual responsibility, please go to the NCAA Clearinghouse website (<https://web1.ncaa.org/eligibilitycenter/common/>) or call (877) 262-1492.

**What are the NCAA academic eligibility requirements? To play sports at an NCAA Division I or Division II institution, the student must do the following:**

- Complete a certain number of high school core courses (de- fined below)
- Earn a certain minimum grade point average in these core courses
- Earn a certain minimum score on the SAT or ACT (for Di- vision I, this is scaled according to the student's core-course GPA)
- Graduate from high school

*For more information, see the NCAA's Guide for the College-Bound Student-Athlete, available at the Publications section of the NCAA website at <http://professionals.collegeboard.com/guidance/prepare/athletes/clearinghouse>.*

**What are core courses?**

"Core courses" is the name that the NCAA gives to high school courses that meet certain academic criteria specified by the association. Students must complete a certain number of core courses for NCAA Division I and II eligibility.

### **How is high school courses classified as core courses?**

All participating high schools submit lists of the courses that they offer that meet NCAA core-course criteria. If approved, the courses are added to a database that The NCAA Initial-Eligibility Clearinghouse maintains. You can check this database, or view a list of approved core courses on the High School Administration page to see whether your student athletes are enrolled in courses that will count toward NCAA eligibility.

It will most likely be the counselor's job to provide the NCAA with the list of your school's core courses, and to update this list annually. The NCAA may ask for more information before approving a core course.

### **What are the NCAA amateurism eligibility requirements?**

To play sports at an NCAA Division I or Division II institution, the student-athlete must follow NCAA amateurism rules as regards receiving a salary or prize money for athletic participation, playing with a professional team, and other areas. For more information, see the Guide for the College-Bound Student-Athlete linked above.

Keep in mind the best way for students to prepare for a future in college athletics is to complete the approved core courses and earn appropriate grades in them.

Indeed, more students fail to qualify to play NCAA sports because of lack of appropriate course work than for low test scores.

Athletes must be enrolled in the courses on their high school's core-course list, and also know the eligibility requirements on the NCAA Clearinghouse website.

Athletes must take the necessary courses, earning the necessary grades, and staying on track for NCAA eligibility.

## **NCAA Clearinghouse Basics**

Student athletes must register with the NCAA Initial-Eligibility Clearinghouse to be eligible to play NCAA Division I or Division II sports in college. (Athletes playing in NCAA Division III do not have to register.)

### **What is the NCAA Initial-Eligibility Clearinghouse?**

The NCAA Initial-Eligibility Clearinghouse is the organization that determines whether prospective college athletes are eligible to play sports at NCAA Division I or Division II institutions. The NCAA does this by reviewing the student athlete's academic record, SAT or ACT scores, and amateur status to ensure conformity with NCAA rules.

### **What are NCAA Divisions I, II, and III?**

The NCAA is the governing body of many intercollegiate sports. Each college and university regulated by the NCAA has established rules on eligibility, recruiting, and financial aid, and falls into one of the three membership divisions (Divisions I, II, and III). Divisions are based on school size and the scope of their athletic programs and scholarships.

### **When should students register with the clearinghouse?**

The NCAA recommends that student athletes register with the clearinghouse at the beginning of their junior year in high school, but many students register after their junior year. There is no registration deadline, but students must be cleared by the clearinghouse before they receive athletic scholarships or compete at a Division I or Division II institution.

### **How do students register with the clearinghouse?**

Students can register online at the NCAA Clearinghouse website. They will have to enter personal information, answer questions about their athletic participation, and pay a registration fee. The website will then prompt them to have their high school transcript and ACT or SAT scores sent to the clearinghouse.

**Can students have the registration fee waived?**

Students who have received a waiver for the SAT or ACT are eligible for a waiver of the clearinghouse registration fee. The student's counselor must submit confirmation of the student's test fee waiver. Go to the NCAA Clearinghouse's High School Administration page for more information.

**What records does the clearinghouse require?**

Students should arrange to have their high school transcript sent to the clearinghouse as soon as they have completed at least six semesters of high school.

The transcript must be mailed directly from their high school. They must also arrange to have their ACT or SAT test scores reported directly by the testing company to the clearinghouse. Students can arrange this when they register for the ACT or SAT. The school counselor is responsible for sending in students' final transcripts and proof of graduation at the end of the student's senior year.

**How often can students update their athletics participation information?**

Students can update the information on the athletics participation section online as often as they want (and should update it regularly), up to the time when they request a final certification of their status. At that point (usually three to four months before enrolling in college), students must finalize their information.