



# **Athletic Handbook**

## **2020-2021**

Academy of the Sacred Heart

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***Goals and Criteria***  
***for***  
**Schools of the Sacred Heart**

**Goal I - A Personal and Active Faith in God**

**Goal II - A Deep Respect for Intellectual Values**

**Goal III - A Social Awareness Which Impels to Action**

**Goal IV - The Building of Community as a Christian Value**

**Goal V - Personal Growth in an Atmosphere of Wise Freedom**

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# Athletic Handbook

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 character in every aspect of life. Like all programs at Academy of the Sacred Heart, the athletic program is built upon the **Goals and Criteria** of Sacred Heart Schools. The program educates a life-long sense of responsibility for individual health and well-being.

## General

### A. Athletic Mission Statement

The mission of Academy of the Sacred Heart's 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**. 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, leadership, competition, respect, integrity, shared responsibility, and the grace required to both win and lose with dignity, are important components of the program.

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 Academy of the Sacred Heart is an honor for all athletes 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. Goals & Criteria for the Network of Sacred Heart Schools

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

**Goal I - A Personal and Active Faith in God**

**Goal II - A Deep Respect for Intellectual Values**

**Goal III - A Social Awareness Which Impels to Action**

**Goal IV - The Building of Community as a Christian Value**

**Goal V - Personal Growth in an Atmosphere of Wise Freedom**

#### **Foundational Principles**

- In the Goals and Criteria, the Society of the Sacred Heart defines the mission of the school as part of the society’s educational mission in the Catholic Church.
- Each school is accountable to the Society through the Sacred Heart Commission on Goals for the adherence to the Goals and Criteria.
- Each school’s Board of Trustees and Administration establish and uphold policies that are consistent with the Goals and Criteria.
- The school allocates its resources to support each Goal and its Criteria.
- The school is in compliance with professional standards as stated by accrediting agencies.

### D. **Role of the School**

The Academy of the Sacred Heart will:

- Create teams consistent with the mission and the census (the ability to offer team sports is dependent upon interest level and a sufficient number of athletes to create a viable program)
- Provide ample opportunity for students to participate in the sports offered
- 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

- Provide a certified athletic trainer in coordination with a local hospital or health organization, for all athletic practices and home games.

## **E. Program Success**

Clearly, a good winning percentage and a competitive season are outcomes of the successful individual athletic team, but they are not the only measure of a successful season. Equally important is the spirit of the individual athlete, 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. Athletes at all levels are expected to be representatives of Academy of the Sacred Heart and to demonstrate the values of hard work, commitment and enthusiasm for the sport and the team at all times.

In the Upper School, teams compete against schools in the Association of Independent Michigan Schools (AIMS), the Catholic High School League (CHSL) and 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 (MSG) and Kensington Hall (KH), 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 both provide competition and share a similar athletic philosophy.

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

- Skill Development: Are the athletes learning and improving throughout the season? Are athletes working together toward a common team goal? Are the athletes developing perseverance while exhibiting daily effort and discipline and preparing to win?
- Teamwork: Are athletes working towards a common goal while creating a positive environment that celebrates and accentuates each individual’s strengths to create a combined better performance? Are athletes demonstrating attributes that make a team successful, such as positivity, trust, supporting each other, striving for excellence, accepting responsibility, and providing encouragement?
- 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 athletes good ambassadors of Academy of the Sacred Heart?

## **II. Coaches**

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

Coaches at Academy of the Sacred Heart are first and foremost educators who use their sports to present and reinforce meaningful lessons for life. All athletic team coaches are directly responsible to the Athletic Director (AD) at Academy of the Sacred Heart. 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 Academy of the Sacred Heart, she/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:

With their teams, players:

- Treat her/his players and opponents with respect.
- Assume responsibility for the conduct of their team and players during all athletic events.
- 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, parents, officials, and community members.

With the Athletic Director (AD):

- Supervise the use, issuance, return, laundering, inventory and storage of equipment, uniforms and supplies. Work with the AD to ensure the timely and complete turn-in of all team uniforms and school-owned equipment/attire, such as goalie gear.
- Submit equipment and supply requests to the Athletic Director for approval.
- Submit 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.
- All coaches must complete required CHSL, MHSAA, National Interscholastic Athletic Administrators Association (NIAAA) coaches courses in order to coach at the high school level.
- Notify the Athletic Director of any incidents that occur, including, but not limited to, a coach, parent or 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.

- Perform normal coaching related duties on an ongoing basis.
- Participate in the completion of the team 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 required.
- Review the athlete eligibility lists provided by the Athletic Director.
- Prior to the start of a season (or dependent on coaches date of hire, with respect to the start of the season), coaches are required to complete both CPR and AED Certification Courses. Courses are provided by either the school nurse or the designated athletic trainer.
- 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 Athletic Director. For all injuries, coaches will complete an Accident Report Form or provide necessary details to the athletic trainer, who will complete and submit the form.
- Report scores to AD, as required.
- Secure, with the help of the AD, managers to help with practice, keep team statistics, keep score at home games, and produce social media content for home and away games.
- 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 and accountability.
- Conduct voluntary off-season training programs where appropriate, sanctioned by the Athletic Director and in compliance with the rules and regulations of MHSAA and 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 coaching and upon departure.
- Support and conform to the Athletic Department's policies and decisions both in action and spirit.

#### With the Parents & Community

- Attend and conduct a preseason organizational meeting for both students and parents that will define expectations, team requirements, emergency procedures, code of conduct (Athletic Handbook), schedules and other key matters.
- Conduct themselves in a professional manner during all practices, games and supervisory time frames.
- Attend all school-related sport functions such as end-of-season gatherings, dinners or banquets.

## 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 athletes. Develop well planned, organized and well-executed practice plans that build skills, promote understanding of offensive and defensive strategy, and promote teamwork and team chemistry.
- Treat all 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 and off the field/court.
- Establish clear expectations and consequences. Deliver criticism in a manner that upholds the dignity of each athlete while maintaining high expectations.
- Establish clear boundaries for behavior and enforce rules consistently.
- Be lifelong learners, willing to innovate for the benefit of their student athletes.

## D. Communication Standards

The Athletic Director is the supervisor of all coaches for interscholastic sports at Academy of the Sacred Heart. 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
  - Athlete behavior concerns or misconduct
  - 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, as required

- Transportation needs or concerns
- Coaches are to check and update the website weekly, or as soon as a change occurs.
- Use of available and selected free app(s) to track teams during the season (i.e., Band, Sports Engine, Big Team/Schedule Star, etc.)
- All coaches are to have copies of emergency cards with telephone numbers, to directly call specific parents regarding a concern, or to start a phone chain for all parents.
- Phone chains are to be devised for each team before games begin. A parent may offer to do this for the coach.
- Coaches should use the 'Band' app as the primary communications tool with students and parents. Coaches are discouraged from sharing their cell phone numbers and texting with student athletes.
- Coaches must refrain from interacting with student athletes on social media platforms.
- No coach is to leave a practice or game without a “head count” of all students, including notes for those going home with someone other than parent/guardian or emergency-card-designated family.
- Coaches are to have an assistant for each team to be present at each practice/game, if one is available.

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

- Preseason organizational meeting
- Individually scheduled parent appointments, as requested. Include AD if the coach deems it necessary
- Serious injury or disciplinary action involving an athlete
- Weather-related rescheduling/cancelations

## **E. Code of Conduct**

Coaches of an athletic team at 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.
- Team rules should apply equally to all players. Coaches should treat all players with equality and fairness.
- No toleration of inappropriate language on or off the field/court.
- Respect the judgment of the officials involved in all competition and instruct 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.
- Coaches represent the Academy of the Sacred Heart when coaching but also in the community as well. As such, coaches are expected to be representatives of the school at all times in their community.

### III. Parent & Student-Athlete

#### A. Athletic Program

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 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 athlete:

- **Commitment:** Great athletes recognize both their gifts and limitations and make a commitment to surpass personal best through hard work, dedication and 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 opponents and love the challenge of competition that requires well skilled bodies, minds and spirits.

## **B. Student Athlete Eligibility**

### **Athletic Eligibility**

Prior to the start of practice for a sport, all athletes **MUST** turn in the following form to the Athletic Department office: [MHSAA Medical History](#) form, or refer to Appendix B in the handbook. 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 Emergency Contact Information, Insurance Statement, and Medical Treatment Consent in case of emergencies. In addition, parents must complete and submit the **CHSL Assumption of Risk -- Proof of Insurance** form, or refer to Appendix C in the handbook.

Student athletes 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/vaping policies.

### **Academic Eligibility**

The Athletic Department will abide by all eligibility rules set forth by the school and affiliated organizations such as CHSL, MHSAA, and CYO.

### **Academic Probation**

#### **Upper School**

Any student whose overall grade point average at the end of a marking period is lower than a 2.0 or has two or more failing grades will be placed on academic probation. Any student on academic probation will be ineligible to participate in extracurricular activities such as athletics, drama, forensics, Focus:HOPE, and other school events, until the end of the following marking period. The conditions of academic probation are as follows:

1. The student will be informed by the Learning Community Leader or school counselor immediately and a time will be set up for a meeting to create a strategy for success for the student.
2. The student will meet with the school counselor or the Learning Community Leader to create the strategy together. Parents are welcome to attend the meeting.
3. The specific conditions of the student's probation regarding strategies to improve the student's academic standing will be finalized by the Learning Community Leader. The student and her parents will receive an email from the Learning Community Leader explaining all the conditions of the student's academic probation. A student placed on academic probation will be monitored by the school counselor or Learning Community Leader (with a grade check every two weeks to monitor progress).

4. Sincere attempts will be made to help the student become academically successful.
5. If the student's overall grade point average remains below a 2.0 and/or if she continues to have failing grades in two or more courses at the end of the marking period following her placement on academic probation, another meeting will be held, at which time the Head of School will make a decision regarding her continued enrollment at Academy of the Sacred Heart, Bloomfield Hills.

## **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 her/his 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 student athletes, now and in the future
- Upholds the policies of Academy of the Sacred Heart and implements them with consistency, respect and discretion
- Respects the judgment and interpretation of the rules by the officials
- Is aware she/he 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 Academy of the Sacred Heart 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 performance; 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 decisions made
- Respects the property of others and the authority of those who administer the competition
- Censures those whose behavior is unbecoming

## D. Athlete Expectations

### **Student Athletes:**

**ALL:** Athletes are to report directly to the gym space or field designated for practice or game for that day.

**UPPER SCHOOL:** Upper School students are responsible for their school property and personal belongings during practices and games. School property and personal belongings should not be left, unsecured and/or out of sight, in the locker room, Cyber Cafe, Field House (FH) or Dritsas gyms, cardio room, or in the FH portry area. An exception will be made for ice hockey equipment bags and sticks. These items may be left near the FH portry desk before practices and games.

**KH & MSG:** Middle school computers may not be left in the Field House (FH) hallway, Cyber Café, or on the sidelines of the gym or field. Computers must either be locked in the student's athletic locker (inside the FH locker rooms) or in the student's academic locker in the KH or MSG hallways.

Students are to stay with their team and coach during practice and games. Athletes not currently playing may not sit in the Cyber Café or wander the school property. When not playing during a game, students are expected to be on the sidelines cheering on their team. If there are two teams for a particular sport (A Team and B Team), the team not playing must be supervised by the coach or dismissed to the care of their parent(s).

At the end of a practice, students are dismissed at the Field House door. The coach will stay with students until all students are picked up or the coach must escort students to the Extended Day program (there is a fee for this supervision). Middle school students may not be left unsupervised.

When possible, students are to call their parents about changes in the sports schedule from the Kensington Hall or Middle School for Girls office.

All middle school student athletes are required to change into and out of their game uniforms in their designated locker rooms only.

### **General:**

**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 to participate in an athletic event, the athlete must be in attendance for the second half of the school 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 after-school athletic 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. For individual sports, the decision will be made 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.

Coaches are to take those students who are not picked up from practice on time to the Extended Day program. Coaches or assistants will not leave a child unattended from any location after Extended Day hours.

**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 her/his involvement and participation. The athlete is also expected to take excellent care of this equipment. This includes laundering uniforms when necessary, notification of needed repairs and overall handling, care and accountability. 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 provided). 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 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 situations 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. Cell phones or photographic equipment are not permitted in locker rooms. 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 individual electronic devices.

**Athletic Travel:** Coaches are responsible for the supervision, guidance, and safety of the 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:**

- Lead the team in accordance with the *Goals and Criteria*
- Where possible, post to team Twitter account (or Team Manager if one is assigned)
- Coordinate Senior Night
- Plan team lunches or dinners on specified home game days
- Coordinate and lead game and practice day setup
- Responsible for communication to team members and coaches
- Responsible for coordinating end of year banquet
- Write two articles (and include at least one image per article) per season for the Upper School eNews. Submit via email to the US Director for approval.
- Coordinate team apparel. All team apparel purchases must be coordinated through and approved by the Athletic Director.

#### **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 handbook.

As athletes, there is the highest of expectations both on and off the field of play. 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. Academy of the Sacred Heart athletes 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 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 character 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 an athlete 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 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 a 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 receive a certificate of participation.

**Special Awards:**

The following awards will be presented at respective Prize Day Ceremonies for 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 student 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 participated in three sports during the school year. Each athlete receives a certificate.*

### **Kensington Hall:**

**3-Sport Award** – *Presented to any athlete who 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 graduating seniors for their commitment and dedication for twelve (12) seasons to Academy of the Sacred Heart athletics.*

**Beatitudes Award** - *Awarded to graduating seniors for their commitment and dedication over eight (8) seasons to Academy of the Sacred Heart athletics*

**ASH Varsity Letter** - *Awarded to an US student-athlete who makes a Varsity team. Athletes and students must abide by the rules and regulations established by Sacred Heart and their respective coaches and the school leadership team. Awarded the ASH Block letter.*

**Gazelle Patch** - *Awarded to an US student-athlete who participates at the Varsity level, in one (1) sport, for two (2) consecutive years. Awarded the ASH Gazelle patch.*

**Mother Mary Aloysia Hardy, RSCJ (Detroit, USA - 1851)** - *Awarded to an US student-athlete who participates at the Varsity level, in two (2) sports, for two (2) consecutive years. Awarded the Mother Mary Aloysia Hardy patch (Circle).*

**Mother Janet Erskine Stuart, RSCJ (Roehampton, England - 1894)** - *Awarded to an US student-athlete who participates at the Varsity level, in two (2) sports, for three (3) consecutive years, while maintaining a 3.6 GPA. Awarded the Mother Janet Erskine Stuart Honor Athlete patch (Scholar).*

**Saint Rose Philippine Duchesne , RSCJ (St. Charles, USA - 1818)** - *Awarded to an US student-athlete who participates at the Varsity level, in two (2) sports, for three (3) consecutive years. Awarded the Saint Rose Philippine Duchesne patch (Shield).*

**Saint Madeleine Sophie Barat , RSCJ (Amiens, France - 1801)** - Awarded to an US student-athlete who participates at the Varsity level, in three (3) sports, for three (3) consecutive years. Awarded the Saint Madeleine Sophie Barat patch (Heart).

**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** – Scholarship 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 forth 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**.

**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 (Chenille Block ASH) 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 her/his team. Attitude, number of games and practices participated in, work ethic, and team play may all be considered.

Chenille Block ASH awarded to an US student-athlete who makes a Varsity team. Athletes and students must abide by the rules and regulations established by Sacred Heart and their respective coaches and the school leadership team.

All athletic awards are awarded at the coach's discretion. An athlete who quits a sport (unless due to medical reasons) forfeits award/patch eligibility.

### **Upper School Athletic Awards**

- ASH Block Letter
- Gazelle Patch
- Mother Mary Aloysia Hardy, RSCJ - Circle Patch
- Mother Janet Erskine Stuart, RSCJ, Honor Athlete - Scholar Patch
- Saint Rose Philippine Duchesne, RSCJ - Shield Patch
- Saint Madeleine Sophie Barat, RSCJ - Heart Patch
- Beatitude Award - Plaque
- Twelve Apostles Award - Plaque

### ***Criteria for Colors of Stripes and Chevrons***

- |                |               |
|----------------|---------------|
| ● Varsity      | Gold          |
| ● All Catholic | Purple        |
| ● All League   | Kelly Green   |
| ● All Academic | Maroon        |
| ● All Metro    | Gray          |
| ● All County   | Burnt Orange  |
| ● 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 letters, patches, and awards for that season are forfeited.*

## **H. Athletic Offerings**

**Upper School:**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cross Country - Varsity	Basketball – Varsity & JV	Lacrosse – Varsity & JV
Equestrian	Bowling - Varsity	Soccer ** - Varsity
Field Hockey – Varsity & JV	Figure Skating **	Tennis – Varsity & JV
Golf * – Varsity & JV	Gymnastics	
Swimming ** - Varsity	Ice Hockey* - Varsity	
Volleyball – Varsity & JV	Pom/Dance – Varsity & JV	
	Skiing * - Varsity	

\*ASH Lead Co-opTeam

\*\* Other Co-op Team, ASH Participant

**Middle School for Girls**

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Cross Country	Basketball**	Golf
Field Hockey	Pom/Dance	Lacrosse
Soccer		Tennis
Volleyball**		

\*ASH CYO Co-opTeam (if so designated)

\*\* CYO Co-op Team, ASH Participant

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### Kensington Hall

Fall	Winter	Spring
Soccer	Basketball**	Golf
Cross Country		

Offerings based on 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 begin the second week 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 the first week of December while the spring athletic season begins in mid-March.

- Practice Times (*subject to change, and dependent on coaches work schedules*)
- Middle School practices: 3:45 – 5:00 p.m. (Monday through Friday)

**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. CYO games may be played on Saturdays.

## **Participation in Conflicting Activities**

The Academy of the Sacred Heart expects student athletes to make a commitment to the school team their top priority, over sports commitments outside of school. Consideration will be made for conflicting school activities within the Sacred Heart community.

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 must communicate clearly to the coach before the season starts about her/his 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 the community and the needs of the team.

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

**Student athletes may only participate in one sport per season. No exceptions.**

## **I. Safety and Athletic Participation**

The Athletic Department strives to provide student athletes with a safe and enjoyable environment in which to participate. Consequently, the administration and coaches of Sacred Heart strive to reduce potential safety hazards. It is vital to understand that participation in athletics involves inherent risks. Precautions are taken to prevent injuries (warm-up exercises, stretching, adequate sustenance and hydration prior to and during practices/games), but there is no risk-free sport and the responsibility for this risk must be considered by the parent prior to the start of the season.

The Academy of the Sacred Heart contracts annually to provide a Certified Athletic Trainer. The assigned trainer is on campus and available to all US, MSG, and KH student athletes after school and during practices and games.

An athlete with an injury that prevents participation in practice or games, **MUST** be seen by the school's Certified Athletic Trainer. In order to be cleared to return to play, CHSL, MHSAA, and CYO rules require a player's family physician or physician's assistant provide a written release to the ASH Athletic Trainer before further participation is allowed in athletic activities.

### **Concussions:**

The Academy of the Sacred Heart abides by the concussion protocols provided by the [Michigan Department of Health and Human Services](#) and in accordance with [MHSAA Rules and Protocols](#), [MHSAA Concussion Protocol](#), or refer to Appendix D in the handbook.

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 Activity & Post-Concussion Consent Form](#) 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). Refer to Appendix D, in the handbook for the MHSAA Concussion Protocol.

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 -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 for AWAY games are posted on the website
- Team buses will be scheduled based on bus availability
- Transportation requests are prioritized based on the location of the furthest competition, and then the largest team
- Athletes will not board the bus at any time until the coach is present. Coaches should verify before leaving that all athletes, coaches and managers are present.
- All athletes must travel with the team to and from AWAY games when using ASH transportation. Students must provide written notification (emails are acceptable) from parents either allowing a student athlete to drive to an away event or to return home following an AWAY game with their parent(s) or a designated teammate or parent(s). Following completion of a game, parents must check-in with coaches before students are allowed to leave to return home.
- 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 team captains to make sure all trash is picked up and deposited in a container. The bus must be left clean and free of all players belongings, school equipment, etc.
- 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.

- Athletes violating the transportation policy may be removed from the team.

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

### **Communication:**

Engagement among the 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, concerns should be expressed between the two parties who have a concern.

Conflicts 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 coaches should be involved, followed by the Learning Community Leader and/or Dean of Students, followed by the Head of School as a final step. At all times, student athletes are required to address adults with respect and their appropriate title and adults are required to meet that respect with discretion, empathy and the professionalism demanded of all Sacred Heart 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 full day (24-hours) to discuss concerns with your student, 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 mandates the “**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, student athletes or parents should contact the Athletic Director, who may also include the appropriate Learning Community Leader and/or Dean of Students. 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 student
- Ways to help your student improve
- Concerns about your student'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 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 sole responsibility of the coach. Areas frequently causing conflict between parents and coaches include:

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

While parents may want to discuss these areas with a coach, Sacred Heart coaches are not required to discuss these topics with parents.

In all situations, coaches must enforce and parents must abide by the 24-hour rule.

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 only

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

- Call, text, or email the coach to schedule the appointment.
- If the coach cannot be reached, contact 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 and/or Dean of Students should be contacted.
- Please do not attempt to confront a coach before or after any game 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, practice schedule and ways that parents can support 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***

- Coaches Philosophy
- Coaches Expectations for all players on the team
- Locations and times of all practices and games
- Team requirements such as fees, special equipment, off-season conditioning
- Procedure should your child be injured during participation in a game or practice
- Discipline resulting in the suspension or termination of your child's participation
- Player Academic Eligibility status
- Use of available and selected free APP(s) to track teams during season (i.e. Band, Sports Engine, Big Team/Schedule Star, etc.)
- Coaches recommendations for clinics, summer camps and out-of-season conditioning for athletes

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

- Preseason organizational team meetings are mandatory for at least one parent
- Notification of any illness, injury, or absence as soon as possible
- Appropriate concerns, expressed directly to the coach (as outlined below)
- Notification of any schedule conflicts well in advance of games or practices

As a student becomes involved in a high school or middle school sports program, she/he will experience exceptionally rewarding opportunities in life. It is important to understand that challenge, conflict, and disappointment are important growth experiences for student athletes. 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 athlete to exhibit
- Encourage your athlete to work hard and do her/his best
- Help your athlete to problem-solve playing time concerns rather than learning to blame others

- Encourage your athlete to follow the rules and be a good sport
- Model respect and good sportsmanship to all officials and opposing teams
- Understand that coaches work with athletes daily and are constantly evaluating talent, effort and performance. Respect coaches' decisions made as the best decision for the team.
- Encourage your athlete to play for the love of the game and in support of their teammates and the Sacred Heart.

## **Parent(s) Responsibilities:**

- Parents of student athletes are strongly encouraged to join the ASH Booster Club. The Booster Club is wholly responsible for athletic program fundraising, which covers all additional expenses outside of the school budget, for example gym floor resurfacing, new scoreboards, new uniforms, equipment, etc. Parents are asked to support fundraising efforts and sponsorships when possible.
- Parent volunteers are required throughout the season to assist with game management including announcers, scorers, stats keeper, concessions (when available) and admissions. All parents are expected to volunteer in some capacity in support of their student athletes team.
- When required, parents are expected to provide transportation to and from practices and games.
- Parents are strongly encouraged to sign-up for text message alert for athletics on the ASH website

## **IV. 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 addition to the Goals and Criteria, 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 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, All School and Employee
- Demonstrates problem-solving skills

Coaches must abide by all rules and regulations (for their specific sport) of the affiliate leagues and associations for their sport, such as CYO, CHSL and MHSAA.

## **B. 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 the 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)
- In collaboration with the Athletic Director, 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.

## **C. 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 <https://www.ashmi.org/athletics>

Select the appropriate learning community on the left side 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 “Quick Links” 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. 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.. Athletes should always come to school prepared to play or practice regardless of the weather.

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. Refer to [MHSAA Game Suspension Policies](#) for more detail.

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. For details while on the Sacred Heart campus, refer to Appendix H, Tornado Emergency Plan, in the handbook.

## **V. Governing Bodies & Associations**

## **A. Upper School:**

- i. Catholic High School League (CHSL)
- ii. Michigan High School Athletic Association (MHSAA)
- iii. Coaches Advancement Program (CAP)
- iv. Play Like a Champion (University of Notre Dame)
- v. Association of Independent Michigan Schools (AIMS)
- vi. Michigan High School Field Hockey Association (MHSFHA)
- vii. Michigan Girls Hockey High School Hockey League (MGHSHL)
- viii. Christian Combined Figure Skating Team (CCFST)

## **B. Middle School:**

- i. Catholic Youth Organization (CYO)
- ii. Association of Independent Michigan Schools (AIMS)
- iii. Coaches Advancement Program (CAP)
- iv. Play Like a Champion (University of Notre Dame)

## **C. Catholic High School League (CHSL)**

The Catholic High School League (CHSL) is the largest Catholic sports league in the U.S. with 27 private high schools located throughout southeast Michigan.

CHSL oversees all aspects of competition including game scheduling, rules, referees and records management for 30 separate sports.

Founded in 1926, CHSL has a rich history of governing Catholic sports in the Detroit metro and surrounding area.

### **Guidelines:**

The following guidelines are from the Catholic High School League (and in conjunction with MHSAA Rules) and serve as a reference for all parents and student athletes. While these rules only govern Upper School varsity athletes, they influence the policies of Kensington Hall and the Middle School for Girls and provide a good reference for all student athletes.

For a summary of the The Sport-Specific Transfer Rule, refer to Appendix F, in the handbook.

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

Refer to, Appendix L, in the handbook - [MHSAA Out-of-Season Coaching Regulations](#).

#### **Summer Dead Period & Preseason Down Time**

Refer to Appendix M, in the handbook - [MHSAA Summer Dead Period & Preseason Down Time](#)

## **D. Michigan High School Athletic Association (MHSAA)**

The MHSAA is a private, not-for-profit corporation of voluntary membership by over 1,500 public and private senior high schools and junior high/middle schools which exists to develop common rules for athletic eligibility and competition. No government funds or tax dollars support the MHSAA, which was the first such association nationally to not accept membership dues or tournament entry fees from schools. Member schools which enforce these rules are permitted to participate in MHSAA tournaments, which attract approximately 1.6 million spectators each year.

## **E. Catholic Youth Organization (CYO)**

The Catholic Youth Organization (CYO) of the Archdiocese of Detroit was founded in 1933 to help metropolitan Detroit's children live clean, wholesome lives, regardless of their religious faith, their racial background, or their day-to-day living conditions. CYO is not a department of the Archdiocese of Detroit; it has a separate and independent Board of Directors approved by the Archbishop annually.

CYO believes in becoming a true partner with our community's young people – it helps them to enjoy their youth; it teaches them to become faith and community leaders, and after they are grown, it encourages them to work with the next generation of youth, replicating this same process over and over again throughout our community

Since 1939, the Catholic Youth Organization for the Archdiocese of Detroit has been fulfilling its mission in service to the Catholic community of Metro Detroit. Our founding documents put forth the main purpose of CYO as "the development of Catholic life in the Catholic Youth." Now, more than ever before, as the diocese moves from maintenance to mission as directed in *Unleash the Gospel*, CYO seeks to reinvigorate all current programming and to create an atmosphere that will encourage young people to join the band of joyful missionary disciples.

## **F. Association of Independent Michigan Schools (AIMS)**

The Association of Independent Michigan Schools (AIMS) is the not-for-profit organization whose purpose is to support and advance independent education in Michigan. Currently serving 26 of the state's most high-achieving schools, the purposes of AIMS are:

- To contribute to the improvement of academic education and to maintain and expand the strength of the independent schools in Michigan as an avenue for effective alternative education programs.

- To encourage exchange of information among member schools, serve as a point of contact between member schools and their various publics, including governmental bodies, and to further the improvement of education at all levels.
- To offer collaborative opportunities to benefit members on a more efficient or economical basis or to otherwise enable members to fulfill the foregoing general purposes.

## **G. NCAA Eligibility 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 athlete's individual responsibility and eligibility, please refer to the [NCAA Clearinghouse website](#).



## Athletic Handbook and Policy Form

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

By signing this form, I confirm that I have read and understand the Academy of the Sacred Heart Athletic Handbook for the 2020-2021 school year. I agree to comply with all policies.

I also confirm and accept that some of the information in the Student Handbook may be impacted by the COVID response plans that the school will be following this year.

\_\_\_\_\_  
*Student Signature*

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

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

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

# **ASH Athletic Handbook**

## **VI. Appendices**

Appendix A - Sacred Heart Goals & Criteria

Appendix B - MHSSA Medical History Form

Appendix C - Assumption of Risk-Proof of Insurance

Appendix D - Concussion Protocol

Appendix E - Return to Activity & Post-Concussion Consent Form

Appendix F - Summary Regulation - Sport-Specific Transfer Rule

Appendix G - Model Policy for Managing Heat & Humidity/Heat Index  
Calculation and Chart

Appendix H - Tornado Emergency Plan

Appendix I - Lightning & Heat Safety Information

Appendix J - Coaches Code of Ethics

Appendix K - Communicable Diseases

Appendix L - Out-of-Season Coaching Regulations

Appendix M - Summer Dead Period & Preseason Down Time

Appendix N - ASH Patch Images

# **APPENDIX A**

## **Sacred Heart Goals & Criteria**

### **Goal One – A Personal And Active Faith In God**

- Rooted in the love of Jesus Christ, the school promotes a personal relationship with God and fosters the spiritual lives of its members.
- The school seeks to form its students in the attitudes of the heart of Jesus expressed in respect, compassion, forgiveness and generosity.
- The entire school program explores one's relationship to God, to self, to others, and to all creation.
- Opening themselves to the transforming power of the Spirit of God, members of the school community engage in personal and communal prayer, reflection and action.
- The entire school program affirms that there is meaning and value in life and fosters a sense of hope in the individual and in the school community.
- The school fosters inter-religious acceptance and dialogue by educating to an understanding of and deep respect for the religions of the world.
- The school presents itself to the wider community as a Christ-centered institution and as an expression of the mission of the Society of the Sacred Heart.

### **Goal Two – A Deep Respect For Intellectual Values**

- The school develops and implements a curriculum based on the Goals and Criteria , educational research and ongoing evaluation.
- The school provides a rigorous education that incorporates all forms of critical thinking and inspires a life-long love of learning.
- The school program develops aesthetic values and the creative use of the imagination.
- The faculty utilizes a variety of teaching and learning strategies that recognizes the individual needs of the students.
- The school provides ongoing professional development for faculty and staff.
- Members of the school community model and teach ethical and respectful use of technology.

### **Goal Three – A Social Awareness Which Impels To Action**

- The school educates to a critical consciousness that leads its total community to analyze and reflect on the values of society and to act for justice.
- The school offers all its members opportunities for direct service and advocacy and instills a life-long commitment to service.
- The school is linked in a reciprocal manner with ministries among people who are poor, marginalized and suffering from injustice.

- In our multicultural world, the school prepares and inspires students to be active, informed, and responsible citizens locally, nationally, and globally.
- The school teaches respect for creation and prepares students to be stewards of the earth's resources.

#### **Goal Four – The Building Of Community As A Christian Value**

- The school implements an ongoing plan for educating both adults and students in the heritage and mission of Sacred Heart education.
- The school promotes a safe and welcoming environment in which each person is valued, cared for and respected.
- Adult members of the school model and teach skills needed to build community and practice clear, direct and open communication.
- The school has programs that teach the principles of nonviolence, conflict resolution and peacemaking.
- The school makes a deliberate effort to recruit students and employ faculty and staff of diverse races, ethnicities and backgrounds.
- The financial aid program effectively supports socioeconomic diversity.
- The school participates actively in the national and international networks of Sacred Heart schools.

#### **Goal Five – Personal Growth In An Atmosphere Of Wise Freedom**

- All members of the school community show respect, acceptance and concern for themselves and for others.
- School policies and practices promote self-discipline, responsible decision-making, and accountability.
- Students grow in self-knowledge and develop self-confidence as they learn to deal realistically with their gifts and limitations.
- School programs provide for recognizing, nurturing and exercising leadership in its many forms.
- The school provides opportunities for all members of the community to share their knowledge and gifts with others.
- All members of the school community take personal responsibility for balance in their lives and for their health and well-being.

**APPENDIX B**  
**MHSAA Medical History Form**  
*Reprinted from MHSAA website*

**MEDICAL HISTORY: Completed by Parent or Guardian or 18-Year-Old**



Student Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Doctor: \_\_\_\_\_ Doctor's Phone: \_\_\_\_\_ Date of Exam: \_\_\_\_\_

- GENERAL QUESTIONS		Y	N
Has a doctor ever denied or restricted your participation in sports for any reason?			
Do you have any ongoing medical conditions? If so, please identify below:			
<input type="checkbox"/> Asthma <input type="checkbox"/> Anemia <input type="checkbox"/> Diabetes <input type="checkbox"/> Infections <input type="checkbox"/> Other: _____			
Have you ever spent the night in the hospital or have you ever had surgery?			
- HEART HEALTH QUESTIONS ABOUT YOU		Y	N
Have you ever passed out or nearly passed out DURING or AFTER exercise?			
Have you ever had discomfort, pain, tightness, or pressure in your chest during exercise?			
Does your heart ever race or skip beats (irregular beats) during exercise?			
Has a doctor ever told you that you have any heart problems? Check all that apply:			
<input type="checkbox"/> High blood pressure <input type="checkbox"/> Heart murmur <input type="checkbox"/> Heart infection <input type="checkbox"/> High cholesterol <input type="checkbox"/> Kawasaki disease <input type="checkbox"/> Other: _____			
Has a doctor ordered a test for your heart? (example, ECG/EKG, echocardiogram)			
Do you get lightheaded or feel more short of breath than expected during exercise?			
Do you have a history of seizure disorder or had an unexplained seizure?			
Do you get more tired or short of breath more quickly than your friends during exercise?			
- HEART HEALTH QUESTIONS ABOUT YOUR FAMILY		Y	N
Has anyone in your family had unexplained fainting, unexplained seizures or near drowning?			
Does anyone in your family have a heart problem, pacemaker or implanted defibrillator?			
Has any family member or relative died of heart problems or had an unexpected or unexplained sudden death before age 50 (including drowning, unexplained car accident or sudden infant death syndrome)?			
Does anyone in your family have hypertrophic cardiomyopathy, Marfan syndrome, arrhythmogenic right ventricular cardiomyopathy, long QT syndrome, short QT syndrome, Brugada syndrome or catecholaminergic polymorphic ventricular tachycardia?			
- BONE AND JOINT QUESTIONS		Y	N
Have you ever had an injury to a bone, muscle, ligament or tendon that caused you to miss a practice or a game?			
Have you ever had any broken or fractured bones, dislocated joints or stress fracture?			
Have you ever had an injury that required x-rays, MRI, CT scan, injections, therapy, a brace, a cast or crutches?			
Do you regularly use a brace, orthotics or other assistive device?			
Do you have a bone, muscle or joint injury that bothers you?			
Do any of your joints become painful, swollen, feel warm or look red?			
Do you have any history of juvenile arthritis or connective tissue disease?			
Have you ever had an x-ray for neck instability or atlantoaxial instability (Down syndrome or dwarfism)?			

- MEDICAL QUESTIONS		Y	N
Do you cough, wheeze or have difficulty breathing during or after exercise?			
Have you ever used an inhaler or taken asthma medicine?			
Is there anyone in your family who has asthma?			
Were you born without, or missing a kidney, eye, testicle (males), spleen or any other organ?			
Do you have groin pain or a painful bulge or hernia in the groin area?			
Have you had infectious mononucleosis (mono) within the last month?			
Do you have any rashes, pressure sores or other skin problems?			
Have you had a herpes or MRSA skin infection?			
Do you have headaches or get frequent muscle cramps when exercising?			
Have you ever become ill while exercising in the heat?			
Do you or someone in your family have sickle cell trait or disease?			
Have you had any problems with your eyes or vision or any eye injuries?			
Do you wear glasses or contact lenses?			
Do you wear protective eyewear such as goggles or a face shield?			
Immunization History: Are you missing any recommended vaccines?			
Do you have any allergies?			
Have you ever had a head injury or concussion?			
Do you have any concerns that you would like to discuss with a doctor?			
Have you ever received a blow to the head that caused confusion, prolonged headache or memory problems?			
Have you ever had numbness, tingling, weakness or inability to move your arms or legs after being hit or falling?			
Have you ever had an eating disorder?			
Do you worry about your weight?			
Are you trying to or has anyone recommended that you gain or lose weight?			
Are you on a special diet or do you avoid certain types of foods?			
- FEMALES ONLY (Optional)		Y	N
Have you ever had a menstrual period?			
How old were you when you had your first menstrual period?			
How many periods have you had in the last 12 months?			
CURRENT-YEAR PHYSICAL = GIVEN ON OR AFTER APRIL 15 OF THE PREVIOUS SCHOOL YEAR			

**PHYSICAL EXAMINATION & MEDICAL CLEARANCE: Completed by MD, DO, PA or NP - RETURN DIRECTLY TO PATIENT**

EXAMINATION: Height: \_\_\_\_\_ Weight: \_\_\_\_\_  Male  Female BP: \_\_\_\_\_ / \_\_\_\_\_ Pulse: \_\_\_\_\_ Vision: R 20/ \_\_\_\_\_ L 20/ \_\_\_\_\_ Corrected:  Y  N

MEDICAL	NORMAL	ABNORMAL	MUSCULOSKELETAL	NORMAL	ABNORMAL
Appearance: Marfan stigmata (kyphoscoliosis, high-arched palate, pectus excavatum, arachnodactyly, arm span > height, hyperlaxity, myopia, MVP, aortic insufficiency)			Neck		
Eyes/Ears/Nose/Throat   Pupils Equal   Hearing			Back		
Lymph nodes			Shoulder/Arm		
Heart: Murmurs (auscultation standing, supine, +/- Valsalva) Location of point of maximal impulse (PMI)			Elbow/Forearm		
Pulses: Simultaneous femoral and radial pulses			Wrist/Hand/Fingers		
Lungs			Hip/Thigh		
Abdomen			Knee		
Genitourinary (males only)			Leg/Ankle		
Skin:   HSV:   Lesions suggestive of MRSA, tinea corporis			Foot/Toes		
Neurologic			Functional Duck Walk		

**RECOMMENDATIONS:**

I certify that I have examined the above student and recommend him/her as being able to compete in supervised athletic activities NOT crossed out below.  
 BASEBALL - BASKETBALL - BOWLING - COMPETITIVE CHEER - CROSS COUNTRY - FOOTBALL - GOLF - GYMNASTICS - ICE HOCKEY  
 LACROSSE - SKIING - SOCCER - SOFTBALL - SWIMMING/DIVING - TENNIS - TRACK & FIELD - VOLLEYBALL - WRESTLING

**EXAMINER** → Name of Examiner (print/type): \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Examiner: \_\_\_\_\_ (Check One):  MD    DO    PA    NP

----- (DETACH HERE IF NEEDED TO ACCOMPANY STUDENT-ATHLETE) -----

**EMERGENCY INFORMATION: COMPLETED BY PARENT or GUARDIAN or 18-YEAR-OLD**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Doctor: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

IN EMERGENCY (1): \_\_\_\_\_ Home #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

IN EMERGENCY (2): \_\_\_\_\_ Home #: (\_\_\_\_) \_\_\_\_\_ Cell #: (\_\_\_\_) \_\_\_\_\_

Drug Reactions: \_\_\_\_\_ Current Medications: \_\_\_\_\_

Allergies: \_\_\_\_\_

**APPENDIX C**  
**Assumption of Risk - Proof of Insurance**  
*Reprinted from CHSL website*

ATHLETE'S NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ SPORT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

**ASSUMPTION OF RISK -- PROOF OF INSURANCE:**

The coaching staff is concerned with our safety and wants you to receive the benefits of athletic participation.

I hereby consent to participation by my child, \_\_\_\_\_, in the sport described above. In consideration of my child being allowed to participate in this sport, I hereby agree on behalf of myself and my child, to release \_\_\_\_\_ School and/or Parish, the Roman Catholic (Arch)diocese of Detroit, and any and all affiliated organizations, their employees, agents and representatives (Releasees) , from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child, arising from or relating to my child's participation in the sport. In the event this release on behalf of myself and/or my child is held to be invalid or unenforceable, I hereby agree to indemnify and hold harmless Releasees from any and all claims, including negligence, which may be asserted by me or my child, or on behalf of my child, arising from or relating to my child's participation in the sport. This release of indemnification does not apply to claims for intentional misconduct or gross negligence; nor does this release or indemnification apply to the extent of commercial insurance coverage for any claim, but this Release or Indemnification shall apply to the extent of any self-insurance or deductible applicable to any claim.

I \_\_\_\_\_ (signature) Student athlete have read the above and agree that I have been warned as to injury and accept the responsibility of possible injury  
\_\_\_\_\_ (Date)

I am the parent or legal guardian of the above named student and have read the above and recognize the risk in participation and injury. (Signature below)

The student is covered by an insurance policy in effect for the school year:

Parent/Legal Guardian \_\_\_\_\_ Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

Name of Insurance Company \_\_\_\_\_ Policy or group number (Contact Athletic Director ASAP if no policy exists)

**EXPECTATIONS IN EDUCATIONAL ATHLETICS**

The administration and staff of our school, all Catholic League schools and the Catholic League Office wish to make it clear that high school sports are an educational activity. Athletes, parents and friends must be aware of our school's expectations with regard to sportsmanship. Catholic School values should be present at our events.

Unlike professional sports, as a spectator at an interscholastic event, you are a part of the activity, much like the athletes, coaches and officials. **As a participant, (spectator or team member) we expect that you will maintain good sportsmanship or refrain from attending school athletic events.**

- It is expected that as participants and spectators, we will support in a positive way our own team remembering that the athletes, coaches and officials are not perfect and will make mistakes. Negative, derogatory cheers or actions aimed at either team are not acceptable in educational athletics.
- It is expected that you will accept the decisions of the officials without vocalizing disagreement. Officials are an important part of this educational activity. We are sending the wrong message when we challenge or abuse the game official sent to the school to administer these educational activities.
- At all times it is expected that we will respect one another; adults and students alike. This especially includes our opponents and officials, without whose involvement, sport contests would not occur.

Signature of Student Athlete and Parents/Guardians that they have read and understand the above.

Student-Athlete \_\_\_\_\_ Parent/Guardian \_\_\_\_\_ Parent/Guardian \_\_\_\_\_

**APPENDIX D**  
**MHSAA Concussion Protocol**

*Reprinted from MHSAA website*

## MHSAA PROTOCOL FOR IMPLEMENTATION OF NATIONAL FEDERATION SPORTS PLAYING RULES FOR CONCUSSIONS

"Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional."

The language above, which appears in all National Federation sports rule books, reflects a strengthening of rules regarding the safety of athletes suspected of having a concussion. This language reflects an increasing focus on safety and acknowledges that the vast majority of concussions do not involve a loss of consciousness.

This protocol is intended to provide the mechanics to follow during the course of contests when an athlete sustains an apparent concussion.

1. The officials will have no role in determining concussion other than the obvious one where a player is either unconscious or apparently unconscious. Officials will merely point out to a coach that a player is apparently injured and advise that the player should be examined by a health care professional for an exact determination of the extent of injury.
2. If it is confirmed by the school's designated health care professional that the student did not sustain a concussion, the head coach may so advise the officials during an appropriate stoppage of play and the athlete may reenter competition pursuant to the contest rules.
3. Otherwise, if competition continues while the athlete is withheld for an apparent concussion, that athlete may not be returned to competition that day but is subject to the return to play protocol.
  - a. The clearance may not be on the same date on which the athlete was removed from play.
  - b. Only an M.D., D.O., Physician's Assistant or Nurse Practitioner may clear the individual to return to activity.
  - c. The clearance must be in writing and must be unconditional. It is not sufficient that the M.D., D.O., Physician's Assistant or Nurse Practitioner has approved the student to begin a return-to-play progression. The medical examiner must approve the student's return to unrestricted activity.
  - d. Individual school, districts and leagues may have more stringent requirements and protocols including but not limited to mandatory periods of inactivity, screening and post-concussion testing prior to or after the written clearance for return to activity.
4. Following the contest, an Officials Report shall be filed with a removed player's school and the MHSAA if the situation was brought to the officials' attention.
5. **ONLINE REPORTING: Member schools are required to complete and submit an online report designated by the MHSAA to record and track head injury events when they occur in all levels of all sports during the season in practices and competitions. Schools with no concussions for a season (fall, winter and spring) are required to report this at the conclusion of that season.**
6. **POST-CONCUSSION CONSENT FORM:** Prior to returning to physical activity (practice or competition) the student and parent (if a minor student) must complete the Post-Concussion Consent Form which accompanies the written unconditional clearance of an M.D., D.O., P.A or N.P. **This form should be kept on file at the school for seven years after the student's graduation and emailed to or faxed to 517-332-4071.**
7. In cases where an assigned MHSAA tournament physician (MD/DO/PA/NP) is present, his or her decision to not allow an athlete to return to activity may not be overruled.

-Continued-

## SANCTIONS FOR NON-COMPLIANCE WITH CONCUSSION MANAGEMENT POLICY

Following are the consequences for not complying with National Federation and MHSAA rules when players are removed from play because of a concussion:

- A concussed student is ineligible to return to any athletic meet or contest on the same day the concussion is sustained.
- A concussed student is ineligible to enter a meet or contest on a subsequent day without the written authorization of an M.D., D.O., Physician's Assistant or Nurse Practitioner and the signed "Post-Concussion Consent Form."

These students are considered ineligible players and any meet or contest which they enter is forfeited.

In addition, that program is placed on probation through that sport season of the following school year.

For a second offense in that sport during the probationary period – that program is continued on probation through that sport season of the following school year and not permitted to participate in the MHSAA tournament in that sport during the original and extended probationary period. A school which fails to submit required online concussion reports will be subject to the penalties of Regulation V, Section 4 A. This includes reporting zero if no concussions occurred in a season.

**APPENDIX E**  
**MHSAA Return to Activity & Post-Concussion Consent Form**  
*Reprinted from MHSAA website*



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

**MHSAA CONCUSSION CARE INSURANCE**

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

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

The Concussion Care Insurance corresponds with the MHSAA Catastrophic Accident Medical Insurance Policy which pays up to \$500,000 for medical expenses left unpaid by other insurance after a deductible of \$25,000 per claim in paid medical expenses has been met. All students enrolled in grades 6 through 12 at MHSAA member schools who are eligible under MHSAA rules and participating in practices or competition in sports under the MHSAA's jurisdiction are covered by this policy for injuries related to their athletic participation.

**CONCUSSION INSURANCE CLAIMS ADMINISTRATOR  
ADDITIONAL INFORMATION**

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

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

**APPENDIX F**  
**MHSAA Summary Regulation**  
**Sport-Specific Transfer Rule**

*Reprinted from MHSAA website*



**REGULATIONS SUMMARIZED  
THE SPORT-SPECIFIC TRANSFER RULE  
THIS IS A SUMMARY – ALWAYS CONSULT THE  
SCHOOL ATHLETIC DIRECTOR OR THE MHSAA  
FOR CLARIFICATIONS**

**Sport-Specific Transfer Regulation:** Unless a high school student meets one of the 15 stated exceptions - most exceptions involve a defined residential change - a student will not be eligible for the next season in a sport he or she participated in at his or her former high school (any level) during the most recent previous school year. A student would be eligible in sports he or she did not participate in during the previous or current school year. Ineligibility is for the next school year in the sport played previously. A student who transfers during a season will not be eligible that season in a sport played that season, and ineligible in that sport the next season.

“Participation” means to have actually entered and competed in an interscholastic scrimmage or contest. To “participate” means to actually enter and play (or run, or swim, etc.) in an interscholastic scrimmage or contest.

This Sport-Specific Transfer Rule was first implemented with sports played during the 2018-19 school year. The effective date of ineligibility under the new rule is the start of the 2019-20 school year. In other words, a student who did not meet an exception who transfers any time after Oct. 1, 2018 is ineligible in 2019-20 in sports played in 2018-19. During 2019-20, a student may play any sport he or she did not play in the previous school year.

The transfer rule activates once a student is enrolled in the 9<sup>th</sup> grade. Enrolled, for the purposes of this rule, means on the official records of the school and actual attendance in one or more classes (traditional or online). A student is also considered enrolled if he or she participates in a scrimmage or contest, such as in August before school starts.

Once a student who is enrolled in grades 9 -12 changes schools, that student is not eligible for specific sports played previously in high school UNLESS he or she meets one of the 15 exceptions, which generally have to do with a residential change or a school's status changing. Below are **brief summaries** of the 15 exceptions (these are not the full rule). There are many situations which are NOT exceptions and the transfer student is not eligible in a sport played previously – see the top of page two.

**EIGHT RESIDENCY EXCEPTIONS**

1. Student moves with the people he/she was living with previously (full & complete).
2. Not living exclusively with either parent and moves back to them. +
3. Ward of the Court placed with foster parents.
4. Approved International Program student moves in with host family in district. 2 semesters/3 trimesters then sit 1 year and may resume eligibility. (See C)
5. Married student moves into school district.
8. Student moves with or to divorced parent or parents never married (See Int. 92). (ETF) +
12. An 18-year-old moves without parents. (ETF) +
13. A student resides in a boarding school. (ETF) +

**FIVE SCHOOL STATUS EXCEPTIONS**

6. School ceases to operate, not merged (Int. 64 & 90).
7. School is reorganized or consolidated.
9. School Board ordered safety or enrollment shift transfer.
11. Achieved highest grade available in former school.
15. New school established; enrolled on first day.

**TWO STUDENT STATUS EXCEPTIONS**

10. Incoming 1<sup>st</sup>-time 9<sup>th</sup>-grader (not applicable to J-1 or F-1 Visa students).
14. Expelled student returns under pre-existing criteria.

+Four Exceptions (2, 8, 12 & 13) are allowed once in grades 9-12.

(ETF) = Educational Transfer Form is only used for these 3 exceptions (8, 12 & 13). The current MHSAA form must be completed by both school principals certifying that the transfer is not significantly related to or motivated by athletics and returned signed by the MHSAA before the student participates in a game or scrimmage. There is an allowance for students whose parents never married to use this form. (See Interpretation 92).

**Continued**

**A. Common situations where a student changing schools after beginning 9<sup>th</sup> grade is NOT eligible in a sport played during the previous or current season:**

- School of choice – even if from out of state or returning to the school of residence.
- **Returning to a school of residence after choosing to attend elsewhere under school of choice.**
- Guardianship.
- Categorized as homeless (the situation may warrant the school requesting a waiver).
- A student under 18 moving in with a relative or friend (not moving with people he/she lived with previously).
- Financial considerations including not being able to afford tuition.

**B. International Students:** (F-1 or J-1 Visa) including incoming 9<sup>th</sup> graders are only eligible if they meet a residency exception or if they are placed by an **Approved International Student Program (AISP)**. AISP students are eligible immediately for one year and then wait one year (play one, wait one). International students who are not from an AISP program may be eligible at the subvarsity level after sitting until the 91<sup>st</sup> school day of enrollment at the new school without any special approval if the school desires. Otherwise, international students are not eligible for varsity sports for up to 8 semesters or 12 trimesters. The current MHSAA – AISP list is here: <https://www.mhsaa.com/portals/0/Documents/AD%20Forms/csietlists.pdf>

There are several MHSAA interpretations related to international students who change schools or whose program or visa changes. International students and host families should consult the school athletic director and MHSAA before changing enrollment if they seek sports eligibility.

**C. Changes of residency must be full and complete (Exception 1).** (As defined by MHSAA Interpretations) Students who change residence may be eligible immediately in a sport played in the previous or current season if the residential change was full and complete. Residential changes which grant immediate eligibility are intended to be somewhat permanent. All the people the student lived with previously (the family unit, as defined) must move and actually be residing in the new residence. The previous residence must be disposed of (either vacant or sold, or rented to non-family). Other documentation must also be provided to the school, including a changed driver's license and utility bill. See points G and H below. See MHSAA.com for the Residential Change Checklist. Click on Schools, Parents, then see Regulations Summary on the right. <https://www.mhsaa.com/portals/0/documents/AD%20Forms/residential%20change.pdf>

**D. Changes of residency must be from one public school district to another public school district.** Regardless of the kind of school attended – public, nonpublic or charter, a change of residency **must be from one public school attendance area to another.**

Multi-high-school districts such as Detroit, Dearborn and Lansing consider each school attendance area as a separate district for the purposes of the transfer rule. Students who transfer into a district-wide school such as Detroit Cass Tech or Renaissance are not eligible immediately in a sport played the previous year even if they meet an exception such as a residential change. They are, however, eligible in sports not played at the former school in the previous school year. Students who relocate into districts with both district-wide and geography or border schools would have eligibility in a previous sport only at their school of geography.

**E. A student who changes schools under a residency exception is eligible in any sport at:**

- 1) The same school – a student does not have to change schools because he or she changes residence.
- 2) **The public school of his or her new district or attendance area.**
- 3) The closest nonpublic school to the new residence (drivable highway miles):
  - a. School of the same denomination if the student had most recently been attending such a school.
- 4) The closest charter school to his or her new residence.

A transfer student who enrolls in a school other than one of the four schools above, will not be eligible in a sport played at the former school in the most recent school year, but will be eligible in sports not played that year. If a student transfers during a current season, he or she is not eligible for the remainder of that season and the next season as well.

Continued

- F. **Transferring after a season begins:** A student who transfers and meets an exception such as changing residences, or a student who seeks to play in a sport not played the previous or current season, is eligible for MHSAA tournaments **only** if he or she is enrolled in the new school prior to Oct. 1 for fall sports, Feb. 1 for winter sports tournaments and May 1 for spring sports tournaments. The student may play in regular season contests, but not in MHSAA tournaments.
- G. **Athletic-Related Transfers** – After starting the 9<sup>th</sup> grade, a transfer student who has played high school sports and who does not meet one of the 15 exceptions would be ineligible for the current and next season in that sport if the transfer is into a school where one of the following links existed in the previous 12 months: The student was involved in a non-school activity that was coached or directed by a school coach, administrator or parent of the new school. The student was coached by a former school coach or by a personal trainer who is a coach, attended an open gym and then transfers schools, or is involved in summer activities with the new school before being registered to enroll at that school. Transfer students who are not signed up to attend a school should not be involved in summer activities with school coaches.

Note: It is against the rules for a person directly or indirectly associated with a school or student to attempt to secure or encourage attendance because of athletics. The **anti-recruiting rule** (undue influence) has a maximum penalty of up to four years of ineligibility for a student or four years of suspension of a coach or other adult involved in any recruiting related to athletics.

- H. **Athletic-Motivated Transfers** – After starting the 9<sup>th</sup> grade, a transfer student who has played high school sports and who does not meet one of the 15 exceptions may be declared ineligible in sports played previously in the next season if the transfer is primarily for athletic purposes. The former school must make an allegation with additional proofs to the MHSAA executive director within 40 calendar days of the student's enrollment (first day of class) in the new school. An athletic-motivated transfer is defined as but not limited to the following (see the *MHSAA Handbook* for specific language): The student or parent is dissatisfied or has a conflict with playing time, team position, philosophy relating to sports, etc. The student seeks to nullify actions by the former school relating to discipline or eligibility. The student or parent seeks to play on a less successful team to rank higher among players on that team, or a more successful team to gain exposure to higher competition and/or college scouts. The student seeks to participate with teammates or coaches with whom the student had participated previously. The MHSAA will not be involved in investigating or mediating athletic-motivated transfer issues between member schools of the same school district or when one school releases the student to another district.

**Note to G and H:** Even if the student's circumstances subsequently satisfy one of the exceptions of Section 9(A) that would normally allow a transfer student immediate eligibility, the student shall remain ineligible for 180 scheduled school days at this or any other MHSAA member school.

## SUMMARY OF SPORT-SPECIFIC TRANSFER RULE

May 11, 2018

A "sport-specific" transfer rule proposal has been adopted by the MHSAA Representative Council for 2019-20. It has two major components:

1. More Lenient –

Students in grades 9 through 12 who have not participated in an interscholastic scrimmage or contest on a school-sponsored team in Michigan or elsewhere in an MHSAA sport one season may transfer from one school to another with no delay in eligibility at any level in that sport the next season. No MHSAA action is required.

2. More Restrictive –

Unless one of the 15 stated Exceptions applies, students in grades 9 through 12 who have participated in an interscholastic scrimmage or contest in an MHSAA sport on a school-sponsored team in Michigan or elsewhere during the previous season for a sport, and then transfer to an MHSAA member school, are ineligible at all levels of that sport at that school through the next complete season in that sport, including the MHSAA tournament.

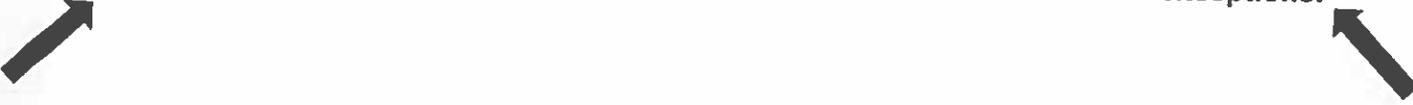
Students who transfer during a season in which they are participating, and do not meet one of the 15 stated Exceptions, are ineligible at all levels of that sport for the remainder of that season, including the MHSAA tournament; and they remain ineligible at all levels of that sport through the next complete season in that sport, including the MHSAA tournament.

The revised rule means a transfer student has . . .

- **immediate eligibility** in a sport **not played** the previous season for that sport  
and (unless one of the 15 Exceptions applies)
- **no eligibility** for the upcoming season in a sport **actually played** the previous season in that sport (participated in an interscholastic scrimmage or contest).

If the administration of the student's new school requests in writing on a timely basis, the MHSAA Executive Committee **may** approve a waiver that reduces the period of ineligibility to 90 scheduled school days at the new school. The Executive Committee also has authority to approve immediate eligibility.

The effective date is Aug. 1, 2018, with implementation felt during the 2019-20 school year. **That is, what students do during the 2018-19 school year will determine their eligibility for 2019-20 should they transfer schools and not meet one of the 15 stated exceptions.**



## DETAIL OF SPORT-SPECIFIC TRANSFER RULE

May 11, 2018

### PRINCIPLES

1. Students enrolling for the first time anywhere in the 9<sup>th</sup> grade are eligible without delay at all levels of all sports, provided they have not already practiced or competed for a different high school. (No change; and, as in the past, the transfer rule does not apply to middle schools.)
2. Students in grades 9 through 12 who have never participated in an interscholastic scrimmage or contest on a school-sponsored team in Michigan or elsewhere in an MHSAA sport may transfer from one school to another with no delay in eligibility at any level in that sport. No MHSAA action is required.
3. Unless one of the 15 stated exceptions applies, students in grades 9 through 12 who have participated in an interscholastic **scrimmage** or **contest** in an MHSAA sport(s) on a school-sponsored team in Michigan or elsewhere during the previous season for a sport(s), and then transfer to an MHSAA member school, are ineligible at all levels of that sport(s) at that school through the next complete season in that sport(s), including the MHSAA tournament(s).

Students who transfer **during** a season in which they are participating are ineligible at all levels of that sport for the remainder of that season, including the MHSAA tournament; and they remain ineligible at all levels of that sport through the next complete season in that sport, including the MHSAA tournament.

4. If there are compelling circumstances for changing schools having nothing to do with athletics, discipline or family finances and would not require Executive Committee evaluation or comparison of school demographics, environment or curriculum, schools may request that the Executive Committee waive the regulation to the extent that the period of ineligibility in the sport involved is reduced to 90 scheduled school days of enrollment in the new school.
5. Under conditions described in the MHSAA Constitution, the Executive Committee (or Representative Council) may waive any aspect of the Transfer regulation. (No change.)

### APPLICATIONS

#### A. Situation

A student enrolled at Canton High School in the 10<sup>th</sup> grade, participated in non-school ice hockey and school-sponsored lacrosse, completing his high school season June 1, 2019. He enrolled without a change of residence or any other applicable exception at Brighton High School at the start of the 2019-20 school year.

Ruling: The student is ineligible for lacrosse at Brighton High School for the complete lacrosse season in 2020. The student is eligible for all other sports at Brighton High School, including ice hockey, without delay.

#### B. Situation

A student attended Haslett High School for 9<sup>th</sup> and 10<sup>th</sup> grades where he participated in football and basketball. At the semester break of 10<sup>th</sup> grade, the student enrolled at DeWitt High School, and no exception to the transfer regulation was applicable.

Ruling: The student is ineligible at any level for the remainder of the current basketball season and is ineligible for the next school year's entire football and basketball seasons at DeWitt High School. He is eligible immediately at any level for every other sport at DeWitt.

#### C. Situation

A student participated in cross country at East Lansing High School as a 9<sup>th</sup>-grader and transferred to Okemos High School on March 1, 2019. It is alleged and well documented that the student was bullied at East Lansing. The parents are separated, but not divorced, and the student is changing residence from one parent in East Lansing to the other parent in Okemos.

Ruling: The student is ineligible for cross country at Okemos High School for the 2019 season. He is immediately eligible at Okemos at any level for all other sports, including track & field.

(OVER)

**Appeal:** Okemos High School requests waiver, citing significant and well documented bullying. The Executive Committee approves the request for waiver to participate in cross country after the student's 90<sup>th</sup> scheduled school day at Okemos High School beginning March 1, 2019.

**D. Situation**

A 12<sup>th</sup>-grade female student who plays soccer year-round and participated in girls soccer at Mason High School during the spring 2019 season, transferred to Holt High School in July where she seeks to participate on the boys soccer team. She enrolled at Holt without a change of residence and no other exception to the transfer regulation applies. At no time did she participate in any other sports at Mason or any other high school.

**Ruling:** The student is ineligible for both the boys and girls soccer seasons at Holt High School. She is eligible without delay at any level for any other sport in which she may wish to participate.

**E. Situation**

A 12<sup>th</sup>-grade student played football and basketball at St. Johns High School in 9<sup>th</sup> grade but not in 10<sup>th</sup> or 11<sup>th</sup> grade before he transfers to Grand Ledge High School for the start of the 2019-20 school year. His residence has not changed.

**Ruling:** The student is eligible for both football and basketball at Grand Ledge High School during the 2019-20 school year.

**F. Situation**

An 11<sup>th</sup>-grade student transferred from Mason High School to St. Johns High School on Oct. 2, 2018. No Exceptions apply. Having just missed the fourth Friday after Labor Day, St. Johns High School administration requests a waiver under Regulation I, Section 9(D) 3, asking for eligibility on the student's 91<sup>st</sup> school day of enrollment at St. Johns High School beginning Oct. 2.

**Ruling:** Pursuant to Interpretation 99, the Executive Committee approved the request for waiver effective with the student's 91<sup>st</sup> school day of that student's enrollment at St. Johns beginning Oct. 2.

**Note:** Regulation I, Section 9(D) 3 may not be applied as it is currently written after Oct. 15, 2018.

**G. Situation**

An 11<sup>th</sup>-grade student played football at Okemos High School in the fall of the 2018-19 school year. He played no winter sport for his school. He transferred to East Lansing High School on March 1, 2019, missing the fourth Friday by a brief number of days. No Exceptions apply.

**Ruling:** The student is ineligible for football only at East Lansing High School during the 2019-20 school year.

**Appeal:** Prior to Aug. 1, 2019, East Lansing High School requests a waiver under Regulation I, Section 9(D) 3 that allows the Executive Committee to consider approving waiver after 90 school days of enrollment at the student's new school.

**Result:** The Executive Committee may not apply Regulation I, Section 9(D) 3 as it is currently written after Oct. 15, 2018.

**IMPLEMENTATION DATES**

This new rule will begin implementation on Aug. 1, 2018, with effects on eligibility beginning Aug. 1, 2019.

1. Students who have played a sport at any level in high school during the 2017-18 school year and who transfer during the 2018-19 school year have their eligibility for 2018-19 determined by the current rule in effect during 2017-18 ("4<sup>th</sup> Friday" rule).
2. Students who have not played a sport in high school during that sport's previous season may transfer with immediate eligibility in that sport, beginning with the 2019-20 school year.
3. Students who play a sport in high school during the 2018-19 school year and who transfer during that school year or later have their eligibility during the 2019-20 school year or later determined by the new sport-specific rule that takes full effect Aug. 1, 2019.

**APPENDIX G**  
**CHSL Model Policy for Managing Heat & Humidity**  
**And Heat Index Calculation and Chart**

*Reprinted from MHSAA Coaches Handbook*

## **MODEL POLICY FOR MANAGING HEAT & HUMIDITY**

### **Adopted March 22, 2013**

1. Thirty minutes prior to the start of an activity, and again 60 minutes after the start of that activity, take temperature and humidity readings at the site of the activity. Using a digital sling psychrometer is recommended. Record the readings in writing and maintain the information in files of school administration. Each school is to designate whose duties these are: generally the athletic director, head coach or certified athletic trainer.
2. Factor the temperature and humidity into the Heat Index Calculator and Chart to determine the Heat Index. If a digital sling psychrometer is being used, the calculation is automatic.

**3. If the Heat Index is below 95 degrees:**

- All Sports
  - o Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - o Optional water breaks every 30 minutes for 10 minutes in duration.
  - o Ice-down towels for cooling.
  - o Watch/monitor athletes carefully for necessary action.

**If the Heat Index is 95 degrees to 99 degrees:**

- All Sports
  - o Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - o Optional water breaks every 30 minutes for 10 minutes in duration.
  - o Ice-down towels for cooling.
  - o Watch/monitor athletes carefully for necessary action.
- Contact sports and activities with additional equipment:
  - o Helmets and other possible equipment removed while not involved in contact.
- Reduce time of outside activity. Consider postponing practice to later in the day.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

**If the Heat Index is above 99 degrees to 104 degrees:**

- All Sports
  - o Provide ample amounts of water. This means that water should always be available and athletes should be able to take in as much water as they desire.
  - o Mandatory water breaks every 30 minutes for 10 minutes in duration.
  - o Ice-down towels for cooling.
  - o Watch/monitor athletes carefully for necessary action.
  - o Alter uniform by removing items if possible.
  - o Allow for changes to dry t-shirts and shorts.
  - o Reduce time of outside activity as well as indoor activity if air conditioning is unavailable.
  - o Postpone practice to later in the day.
- Contact sports and activities with additional equipment
  - o Helmets and other possible equipment removed if not involved in contact or necessary for safety. If necessary for safety, suspend activity.
- Recheck temperature and humidity every 30 minutes to monitor for increased Heat Index.

**If the Heat Index is above 104 degrees:**

- All sports
  - o Stop all outside activity in practice and/or play, and stop all inside activity if air conditioning is unavailable.

**Note:** When the temperature is below 80 degrees there is no combination of heat and humidity that will result in need to curtail activity.

**MHSAA Tournament Managers at all levels will follow this policy without exception.**

**A Heat Index Calculation Chart appears on the next page**

# HEAT INDEX CALCULATION AND CHART

Temperature (Fahrenheit)

Relative Humidity at Site	Temperature (Fahrenheit)																					
	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
100	84	87	91	95	99	103	107	112	116	121	126	132	137	143	149	155	161	168	174	181	188	195
99	84	87	91	94	98	102	106	111	116	120	125	131	136	142	147	153	160	166	172	179	186	193
98	84	87	90	94	98	102	106	110	115	120	124	130	135	140	146	152	158	164	171	177	184	191
97	84	87	90	94	97	101	105	110	114	119	124	129	134	139	145	151	157	163	170	176	182	189
96	83	87	90	93	97	101	105	109	113	118	123	128	133	138	144	149	155	161	167	174	180	187
95	83	86	90	93	97	101	105	109	113	117	122	127	132	137	142	148	154	160	166	172	179	185
94	83	86	89	93	96	100	104	108	112	116	121	126	131	136	141	147	152	158	164	170	177	183
93	83	86	89	92	96	99	103	107	111	116	120	125	130	135	140	145	151	156	162	168	175	181
92	83	86	89	92	95	99	103	106	111	115	119	124	129	133	139	144	149	155	161	167	173	179
91	83	86	89	92	95	98	102	106	110	114	118	123	127	132	137	143	148	154	159	165	171	178
90	83	86	88	91	95	98	102	105	109	113	117	122	126	131	136	141	147	152	158	164	170	176
89	83	85	88	91	94	98	101	105	109	113	117	121	125	130	135	140	145	151	156	162	168	174
88	83	85	88	91	94	97	101	105	109	112	116	120	125	129	134	139	144	149	155	160	166	172
87	83	85	88	91	94	97	101	105	109	111	115	119	124	128	133	138	143	148	153	159	164	170
86	83	85	88	90	93	96	100	104	107	110	114	118	123	127	132	136	141	146	152	157	163	168
85	83	85	87	90	93	96	99	103	106	110	113	117	122	126	130	135	140	145	150	155	161	167
84	83	85	87	90	93	96	99	103	105	109	113	117	121	125	129	134	139	144	149	154	159	165
83	82	85	87	90	92	95	98	101	105	108	112	116	120	124	128	133	137	142	147	152	158	163
82	82	85	87	89	92	95	98	101	103	111	115	119	123	127	132	136	141	146	151	156	162	167
81	82	84	87	89	92	94	97	100	102	107	110	114	118	122	126	131	135	140	144	149	155	160
80	82	84	86	89	91	94	97	100	103	106	110	113	117	121	125	130	134	138	143	148	153	158
79	82	84	86	89	91	94	96	99	102	106	109	113	116	120	124	128	133	137	142	146	151	157
78	82	84	86	88	91	93	96	99	102	105	108	112	115	119	123	127	131	136	140	145	150	155
77	82	84	86	88	90	93	96	98	101	104	108	111	115	118	122	126	130	135	139	144	149	153
76	82	84	86	88	90	93	95	98	101	104	107	110	114	117	121	125	129	133	138	142	147	152
75	82	84	85	88	90	92	95	97	100	103	106	109	113	116	120	124	128	132	136	141	145	150
74	82	83	85	87	90	92	94	97	100	103	106	109	112	116	119	123	127	131	135	140	144	149
73	82	83	85	87	89	91	94	96	99	102	105	108	111	115	118	122	126	130	134	138	143	147
72	82	83	85	87	89	91	94	96	99	102	105	108	111	114	117	121	125	129	133	137	141	146
71	81	83	85	87	89	91	93	96	98	101	104	107	110	113	116	120	124	127	131	136	140	144
70	81	83	85	86	88	90	93	95	98	101	104	107	110	113	116	119	123	126	130	134	138	143
69	81	83	84	86	88	90	92	95	97	100	103	105	108	111	115	118	122	125	129	133	137	141
68	81	83	84	86	88	90	92	94	97	99	102	105	108	111	114	117	121	124	128	132	136	140
67	81	83	84	86	88	90	92	94	96	99	101	104	107	110	113	116	120	123	127	131	135	139
66	81	82	84	86	87	89	91	93	96	98	101	103	106	109	112	115	119	122	126	129	133	137
65	81	82	84	85	87	89	91	93	95	98	100	103	105	108	111	114	118	121	125	129	132	136
64	81	82	84	85	87	89	91	93	95	97	99	102	105	108	110	114	117	120	123	127	131	135
63	81	82	84	85	87	88	90	92	94	97	99	102	105	108	110	114	117	120	123	127	131	135
62	81	82	83	85	86	88	90	92	94	96	98	101	103	106	109	112	115	118	121	125	128	132
61	81	82	83	85	86	88	90	91	93	96	98	100	103	105	108	111	114	117	120	124	127	131
60	81	82	83	84	86	88	89	91	93	95	97	100	102	105	107	110	113	116	119	123	126	129
59	81	82	83	84	86	87	89	91	93	95	97	99	102	104	107	109	112	115	118	122	125	128
58	81	82	83	84	85	87	89	90	92	94	96	99	101	103	106	109	112	115	118	122	125	128
57	80	81	83	84	85	87	88	90	92	94	96	98	100	103	105	108	111	114	117	120	124	127
56	80	81	83	84	85	86	88	90	92	93	95	98	100	102	105	107	110	113	116	119	123	126
55	80	81	82	84	85	86	88	89	91	93	95	97	99	101	104	106	109	112	114	117	120	124
54	80	81	82	83	85	86	87	89	91	93	94	96	99	101	103	106	108	111	114	116	119	123
53	80	81	82	83	84	86	87	89	90	92	94	96	98	100	102	105	107	110	113	116	118	121
52	80	81	82	83	84	86	87	88	90	92	94	96	98	100	102	104	107	109	112	115	117	120
51	80	81	82	83	84	85	87	88	90	91	93	95	97	99	101	103	106	108	111	114	116	119
50	80	81	82	83	84	85	86	88	89	91	93	95	97	99	101	103	105	108	110	113	115	118
49	80	81	82	83	84	85	86	88	89	91	92	94	96	98	100	102	105	107	109	112	115	117
48	80	81	81	82	84	85	86	87	89	90	92	94	96	97	100	102	104	106	109	111	114	116
47	80	81	81	82	83	85	86	87	88	90	92	93	95	97	99	101	103	105	108	110	113	115
46	80	80	81	82	83	84	86	87	88	90	91	93	95	96	99	101	103	105	107	109	112	114
45	80	80	81	82	83	84	85	87	88	89	91	92	94	96	98	100	102	104	106	109	111	114
44	80	80	81	82	83	84	85	86	88	89	91	92	94	96	97	99	101	103	106	108	110	113
43	79	80	81	82	83	84	85	86	87	89	90	92	93	95	97	99	101	103	105	107	109	112
42	79	80	81	82	83	84	85	86	87	88	90	91	93	95	96	98	100	102	104	106	109	111
41	79	80	81	82	83	85	86	87	88	90	91	93	95	96	98	100	102	104	106	108	110	113
40	79	80	81	81	82	83	84	85	87	88	89	91	93	94	96	98	100	101	103	105	107	110
39	79	80	81	81	82	83	84	85	87	88	89	91	92	94	95	97	99	101	103	105	107	109
38	79	80	80	81	82	83	84	85	86	88	89	90	92	93	95	97	99	100	102	104	106	108
37	79	80	80	81	82	83	84	85	86	87	88	90	91	93	94	96	97	99	100	102	104	106
36	79	80	80	81	82	83	84	85	86	87	88	89	91	92	94	95	97	98	100	102	104	105
35	79	80	80	81	82	83	84	85	86	87	88	89	90	92	93	95	96	98	100	102	104	106
34	79	79	80	81	82	82	83	84	85	86	88	89	90	92	93	95	96	98	100	102	104	105
33	79	79	80	81	82	82	83	84	85	86	87	89	90	91	93	94	96	98	99			

# APPENDIX H

## Tornado Emergency Plan

The school's emergency warning system will sound through classroom speakers. Teachers must bring their attendance sheets to the assigned areas. The last person out of each room should close the door behind them.

1. **UPPER SCHOOL STUDENTS:** 1<sup>st</sup> and 2<sup>nd</sup> Academic students will go to the Art Corridor, gathering on both sides of the hall at the far north end. 3<sup>rd</sup> Academic students will go to the US Art Room 54. 4<sup>th</sup> Academic students will go to Art Room 58, located at the end of the Art Corridor.
2. **MIDDLE SCHOOL FOR GIRLS:** Students will proceed to the Maintenance Hall. 5<sup>th</sup> and 6<sup>th</sup> Grade students will go into the Faculty Workroom/Lunchroom, using the side of the room to the right of the doors. 7<sup>th</sup> Grade students will go into the Fan Room, located at the far end of the hall. 8<sup>th</sup> Grade students will sit in the hall outside of the Kitchen.
3. **KENSINGTON HALL:** Students will proceed to the Art Corridor. If you are on the KH floor proceed to the stairwell closest to the elevator. They will gather on both sides of the hall, using the end of the hall closer to the elevator. Stay standing until all traffic clears and then sit on the floor.
4. **INFANT PROGRAM** will stay in their area, gathering in the Nap Room, halls, and area outside of the bathroom.
5. **PRESCHOOL & TODDLERS** will disperse with teachers to bathroom lobbies on the ground floor. Available spaces include Boys, Girls, and Faculty bathrooms, and the "small" bathrooms.
6. **PRIMARY STUDENTS** will go to the Study Rooms and Teacher Planning Rooms in the Primary addition and will sit on the floor.
7. **2<sup>nd</sup> GRADE** will stay in their classroom, and sit along the North (windows) wall.
8. **3<sup>rd</sup> GRADE** will go across the hall to Room 46 and sit on the floor in the northwest area and along the window wall.
9. **STUDENTS IN THE FORMER CAFETERIA CLASSROOMS** will proceed to the Maintenance Hall and sit just inside the hall doors.
10. **ALL ADULTS (STAFF)** who do not need to be with students can go to any of the following spaces: Art Room 58, the alcove in the hall outside of Room 58, Maintenance Office areas (inner rooms), Field House locker rooms and bathrooms.

If groups are in the Field House, it is advised that they take cover in that area, rather than travel through the building. **The locker rooms and bathrooms are safe areas in the Field House.**

As some areas of the school are not equipped with monitors and sirens, the Portress will attempt to notify them. Division Directors are responsible for those groups that may be out on the playground or playing fields.

Those groups or individuals that are in the building after regular school hours, are responsible for monitoring the weather for changing conditions. The school's internal warning system does not operate after hours. If the county sirens sound, take cover in either the Art Corridor (beyond the elevator on the ground floor) or in the Field House bathrooms or locker rooms.

## **SAFE ROOMS AT A GLANCE**

**(Areas that are used in the Tornado Emergency Plan)**

- **Art Room 58**
- **Art corridor**
- **Infant Room (Suzanne's Nest), including adjacent nap room and bathrooms**
- **Fan room (in the corner of the Maintenance Hall)**
- **Maintenance break room and bathrooms**
- **Faculty bathroom (on the LS Hall)**
- **3<sup>rd</sup> Grade classroom bathroom**
- **2<sup>nd</sup> Grade classroom**
- **Bathroom lobbies on the LS Hall**
- **Primary bathrooms (all)**
- **Nurse's office**
- **Dritsas locker/storage room**
- **Primary small rooms and faculty rooms**
- **FH locker rooms and bathrooms**

Additional secondary spaces which are considered safe, but are NOT currently approved for our Emergency Plan. (*Spaces in italics are typically locked*) These areas include:

- Bathroom in hall to small Chapel
- Priests' bathroom in Sacristy
- Men's bathroom on Admin. Hall
- Men's bathroom on 2<sup>nd</sup> Floor (behind the elevator)
- Lobby of Ladies Powder Room on Admin. Hall
- MSG – Assistant's office
- Back Hall (behind the former Cafeteria)
- Drama bathroom (behind the former Cafeteria)
- Coat Closet next to the Portry
- *Attics*
- *Trainers Room and bathroom*
- *US Records Room*

**APPENDIX I**  
**Lightning & Heat Safety Information**  
*Reprinted from MHSAA website*

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# LIGHTNING AND HEAT SAFETY INFORMATION

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## LIGHTNING SAFETY National Athletic Trainers' Association Guidelines



1. Formalize and implement a comprehensive, proactive lightning-safety policy or emergency action plan specific to lightning safety. The components of this policy should include the following:
  - An established chain of command that identifies who is to make the call to remove individuals from the field or an activity.
  - A designated weather watcher (i.e., a person who actively looks for the signs of threatening weather and notifies the chain of command if severe weather becomes dangerous).
  - A means of monitoring local weather forecasts and warnings.
  - A listing of specific safe locations (for each field or site) from the lightning hazard.
  - The use of specific criteria for suspension and resumption of activities (refer to recommendations 4, 5, and 6).
  - The use of the recommended lightning-safety strategies (refer to recommendations 7, 8, and 9).
2. The primary choice for a safe location from the lightning hazard is any substantial, frequently inhabited building. The electrical and telephone wiring and plumbing pathways aid in grounding a building. This is the reason it is safer to remain indoors during thunderstorms. It is important not to be connected to these pathways while inside the structure during ongoing thunderstorms.
3. The secondary choice for a safer location from the lightning hazard is a fully enclosed vehicle with a metal roof and the windows closed. Convertible cars and golf carts do not provide protection from lightning danger. It is important not to touch any part of the metal framework of the vehicle while inside it during ongoing thunderstorms.
4. Seeking a safe structure or location at the first sign of lightning or thunder activity is highly recommended. By the time the flash-to-bang count approaches 30 seconds (or is less than 30 seconds), all individuals should already be inside or should immediately seek a safe structure or location. To use the flash-to-bang method, the observer begins counting when a lightning flash is sighted. Counting is stopped when the associated bang (thunder) is heard. Divide this count by 5 to determine the distance to the lightning flash (in miles). For example, a flash-to-bang count of 30 seconds equates to a distance of 6 miles (9.66 km).
5. Postpone or suspend activity if a thunderstorm appears imminent before or during an activity or contest (regardless of whether lightning is seen or thunder heard) until the hazard has passed. Signs of imminent thunderstorm activity are darkening clouds, high winds, and thunder or lightning activity.
6. Once activities have been suspended, wait at least 30 minutes after the last sound of thunder or lightning flash before resuming an activity or returning outdoors. A message should be read over the public address system and lightning-safety tips should be placed in game programs alerting spectators and competitors about what to do and where to go to find a safer location during thunderstorm activity.

7. Extremely large athletic events are of particular concern with regard to lightning safety. Consider using a multidisciplinary approach to lessen lightning danger, such as integrating weather forecasts, real-time thunderstorm data, a weather watcher, and the flash-to-bang count to aid in decision making.
8. Avoid being in contact with, or in proximity to, the highest point of an open field or on the open water. Do not take shelter under or near trees, flag poles, or light poles.
9. Avoid taking showers and using plumbing facilities (including indoor and outdoor pools) and land-line telephones during thunderstorm activity. Cordless or cellular telephones are safer to use when emergency help is needed.
10. Individuals who feel their hair stand on end or skin tingle or hear crackling noises should assume the lightning-safe position (i.e., crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered). Do not lie flat on the ground.
11. Observe the following basic first-aid procedures, in order, to manage victims of lightning strike:
  - Survey the scene for safety. Ongoing thunderstorms may still pose a threat to emergency personnel responding to the situation.
  - Activate the local emergency management system.
  - Move the victim carefully to a safer location, if needed.
  - Evaluate and treat for apnea and a systole.
  - Evaluate and treat for hypothermia and shock.
  - Evaluate and treat for fractures.
  - Evaluate and treat for burns.
12. All persons should maintain current cardiopulmonary resuscitation (CPR) and first-aid certification.
13. All individuals should have the right to leave an athletic site or activity, without fear of repercussion or penalty, in order to seek a safe structure or location if they feel they are in danger from impending lightning activity.

## **LIGHTNING SAFETY**

### **National Federation of High School Associations Guidelines**

The purpose of these guidelines is to provide a default policy to those responsible for making decisions concerning the suspension and restarting of contests based on the presence of lightning. The preferred sources from which to request such a policy for your facility would include your state high school association and the nearest office of the National Weather Service. Proactive Planning:

1. Assign staff to monitor local weather conditions before and during events.
2. Develop and evacuation plan, including identification of appropriate nearby shelters.
3. Develop criteria for suspension and resumption of play.
  - When thunder is heard or a cloud-to-ground lightning bolt is seen, the thunderstorm is close enough to strike your location with lightning. Suspend play and take shelter immediately.
  - 30-Minute Rule: Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
  - Any subsequent thunder or lightning after the beginning of the 30-minute count, reset the clock, and another 30-minute count should begin.
4. Hold periodic reviews for appropriate personnel.

# **APPENDIX J**

## **Athletic Code For Coaches**

The coach is the official representative of the school at interscholastic athletic activities. In this important capacity, these standards should be practiced:

1. Develop an understanding of the role of interscholastic athletics and communicate it to players, parents and the public.
2. Develop an up-to-date knowledge of the rules, strategies, safety precautions, and skills of the sport and communicate them to players and parents.
3. Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
4. Develop fair, unprejudiced relationships with all squad members.
5. Allow athletes to prove themselves anew each season and do not base team selections on previous seasons or out-of-season activities.
6. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
7. Give the highest degree of attention to athletes' physical well-being.
8. Teach players, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.
9. Teach players strict adherence to game rules and contest regulations.
10. Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
11. Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
12. Present a clean and professional image in terms of personal appearance and provide a positive role model in terms of personal habits, language and conduct. Use of tobacco within sight of players and spectators and use of alcohol any time before a contest on the day of the contest is not acceptable.

*Reprinted from the MHSAA Handbook*

# APPENDIX K

## Communicable Disease

### PRECAUTIONS AND PROCEDURES

While risk of one athlete infecting another with HIV/AIDS during competition is close to non-existent, there is a remote risk that other blood borne infectious diseases can be transmitted. For example, Hepatitis B can be present in blood, as well as in other body fluids. Procedures for reducing the potential for transmission of these infectious agents should include, but not be limited to, the following:

1. The bleeding must be stopped, the open wound covered and if there is an excessive amount of blood (soaked-wet) on the uniform, it must be changed before the athlete may participate. Excessive blood on uniform, as determined by the official, would treat the athlete as an "Injured Player".
2. Routine use of gloves or other precautions to prevent skin and mucous-membrane exposure when contact with blood or other body fluids is anticipated.
3. Immediately wash hands and other skin surfaces if contaminated (in contact) with blood or other body fluids. Wash hands immediately after removing gloves.
4. Clean all blood contaminated surfaces and equipment with a solution made from a proper dilution of household bleach (1 part bleach diluted in 10 parts of water) or other disinfectants before competition resumes.
5. Practice proper disposal procedures to prevent injuries caused by needles, scalpels and other sharp instruments or devices.
6. Athletic Trainers/coaches with bleeding or oozing skin conditions should refrain from all direct athletic care until the condition resolves.
7. Contaminated towels should be properly disposed of/disinfected.
8. Follow acceptable guidelines in the immediate control of bleeding and when handling bloody dressings, mouth guards and other articles containing body fluids. Be certain OSHA Standards of Bloodborne Pathogens are complied with.

*Reprinted with additions from the National Federation Rule Book.*

**APPENDIX L**  
**Out-of-Season Coaching Regulations**  
*Reprinted from MHSAA website*

# 2019- 2020 MHSAA<sup>®</sup>

michigan high school athletic association

## OUT-OF-SEASON COACHING REGULATIONS



A Summary of MHSAA Handbook  
Regulations and Interpretations

**CURRICULUM COURSES:** Classes with content specific to an MHSAA tournament sport (e.g., football class) must be open to any student and must provide nearly equal attention to three different topics in an academic term such as other sports, weight training, fitness, etc. In football, except during the season, plays and schemes of the school team may not be taught and regular or improvised football equipment may not be used. Out of season, school coaches cannot be involved in these classes unless they are the full-time teacher of the course.

### During the Summer ...

During the summer, some limitations continue. Except for football, fewer restrictions are in place. There are no school teams in the summer; however, school coaches and students may assemble from the same school over the summer in various settings beginning on the Monday after Memorial Day. Football has a practice limit of no more than seven players in the summer prior to Aug. 1 in informal football activities in helmets and shoes with a coach.

**SUMMER COMPETITION LIMITS:** Five sports are limited to 15 dates of competition when more than four or seven students from that school and a school coach are present in competition against others not enrolled in that school. Basketball, volleyball and ice hockey (four players and coach); soccer, lacrosse and football (seven players and a coach). Football may only have seven summer dates of competition (passing league games). Summer competition must be prior to Aug. 1 and must follow the travel rule if held outside of Michigan: ALL teams at an event must be within 300 miles or from bordering states (not just those you play against). Sports not on this list are not limited in summer competition, but the four Year-Round Principles continue to apply.

**INCOMING 9TH GRADERS** become "high school students" when the four-player rule ends on the Monday after Memorial Day. Provided these former 8th-graders are not still involved in middle school sports, they may begin working out with high schools in the summer. This does not change the rule that prohibits recruiting for athletic purposes (undue influence).

**THE FOUR-PLAYER PERIOD ENDS** on the Monday after Memorial Day which is also the Monday after Baseball and Softball District Tournaments and the Track Finals. Except for the dead period (below), any number of players may have contact with their coach in the summer provided the four Year-Round Principles apply (there is a seven-player limit in football). Schools must regulate the frequency and intensity of any summer voluntary workouts so students may participate in more than one sport and so that families may have time away from school sports.

**SUMMER DEAD PERIOD:** A seven-day zero player/coach and zero school facility period of time from the end of school or participation in the MHSAA spring tournaments to Aug 1. No coach contact whatsoever is allowed including at fundraisers, functions or places of employment. Each school sets its own seven-day dead period and it applies to ALL sports, except that non-school summer baseball or softball games and practices (American Legion) may continue in the summer dead period. Most schools select a seven-day period which includes July 4.

**FOOTBALL:** Only football helmets and football shoes are permitted out of season in ANY setting, including camps or clinics, whether held in-state or out-of-state. No pads except during the season. In the summer, a school football coach has a limited allowance to conduct or coach at a bona fide football camp with any number of players from the school. If a school is conducting a football camp, be sure and consult the Handbook for the actual rule. In the summer, besides the seven dates of competition (passing leagues), school coaches and up to seven players may assemble at one time for informal football activities or workouts which must also follow the four Year-Round Principles.

## Four Year-Round Principles ...

Four year-round principles apply to schools and coaches out of season ALL the time; both summer and off season during the school year at workouts, clinics, camps or competitions.

1. No activity may be mandatory or part of selection to the school team.
2. No school transportation or school or booster club funds for transportation.
3. No school general funds; a limit of \$200 per student and sport from school-approved fundraised money is allowed.
4. No school competition uniforms or warmups may be used (practice jerseys are permitted).

## During the School Year ...

During the school year, there are limitations on coaches and some permitted activities:

•**FOUR-PLAYER PERIOD:** Coaches are limited to providing coaching in their sport to four students in grades 7-12 of the school district in which they coach. Even though MHSAA membership now extends to 6th-graders, the out-of-season coaching limitation applies to grades 7-12; so existing programs to 6th-graders with school coaches may continue. The four-player period runs from the Monday when Aug. 15 occurs through the Sunday after Memorial Day (Aug. 12, 2019 through June 1, 2020). Coaches can coach out of season up to four "players" (students in grades 7-12 are called players for this rule). This applies to any setting including a camp, clinic, AAU game, travel softball team or indoor soccer league. As has always been the case, two coaches present does not increase the limit to eight players.

•**INCIDENTAL PRESENCE OF MORE THAN FOUR PLAYERS:** Bowling and golf coaches may be present coaching within the four-player rule at a non-school facility even if more than four students of their school district in grades 7-12 are present, provided they are only coaching four players and other students' presence is coincidental and not prearranged by the coach. This same allowance is permitted to any coach at non-school facilities with multiple playing surfaces such as is likely to occur at a large soccer or tennis complex.

•**CALLING SOMETHING A CLINIC,** charging a fee or holding the event at a non-school facility (battling cage, indoor soccer or lacrosse) does not waive the four-player rule. Booster clubs may not fund or support activities during the school year which the school or coach are prohibited from doing such as battling cages, indoor courts or fields, hire trainers, etc. High school administrators (including athletic directors) acting on their own in programs involving students in grades 9-12 may not sponsor or support out-of-season programs or perform out-of-season functions which the school or coach is prohibited from doing. This allows administrators to be involved with middle school age students out of season.

•**ROTATIONS** (also known as circuit training or stations) are permitted provided there is no more than one four-player group with sport-specific instructions. Rotations from open gyms, weightlifting or conditioning to four-player sport-specific skill workouts are intended to be a more efficient approach to off-season workouts. Sport-specific equipment is permitted at an open gym but there may not be any coaching instruction. Any number of rotations can have sport equipment for students to select from, but only one group may have coaching instruction and this group may not exceed four students. These rotations must adhere to the elements of an open gym and are not permitted during the preseason down time. See the next page on open gyms. Two gyms on the same campus does not permit two four-player skill groups. The four Year-Round Principles continue to apply – especially that all sessions are voluntary and not part of team selection.

•**COORDINATING OR ASSISTING:** During or in preparation for the four player period coaches may not make arrangements for activities they themselves are prohibited from doing. Groups that exist because of the school (e.g. booster clubs) may not do that which the school or coach is prohibited from doing. Coaches may not provide transportation, create a schedule for more than four of their players, or arrange for someone else to coach to get around the four-player rule. Coaches may be spectators at events but not coach when more than four of their players are present; and they may distribute information produced by someone else regarding out-of-season camps or clinics. Involvement must be voluntary and clearly not part of selection to the school team. In hockey, a school may commit to rent ice for off-season, non-school activity so as to secure in-season ice rentals and pricing. If necessary, consult the exact Handbook language on what is generally prohibited and permitted during or in preparation for the four-player period.

•**CONDITIONING AND WEIGHTLIFTING:** Provided they are not mandatory or part of team selection, conditioning and weightlifting are permitted year-round except during the summer dead period. Conditioning must be non-sport-specific and not use any equipment such as balls, nels, dummies, sleds or helmets. Jump ropes, cones, fitness apparatus are permitted.

•**OPEN GYMS (& ROTATIONS):** May be conducted in one or more sports but must follow the four Year-Round Principles and especially not be part of team selection. Coaches may not coach, critique, evaluate or participate in the sport they coach. Open gyms are student conducted and recreational. There shall be no organized instruction or competition, drills or practice structure and no instruction by captains, parents or others. Open gyms must be open to all students of the school, but not necessarily open to the general public or students from other schools.

•**PRESEASON DOWN TIME:** Just prior to each season, to establish an official start to practice, this period prohibits open gyms, rotations, competitions, or sport-specific camps or clinics from occurring at the school or sponsored elsewhere by the school regardless of whether that school sponsors the sport. No competition, intrasquad or intersquad may occur with groups that resemble school teams. Voluntary conditioning, weightlifting and four-player coaching may continue in the preseason down time – but no open gyms, practices or rotations. The fall sports down time is Aug. 1 to the start of practice, winter sports is 14 calendar days before practice begins, and the spring sports down time runs from March 1 to the start of practice. Middle schools observe this period 14 days before practice begins. Because conditioning is so similar to actual practices in swimming, cross country and track, coaches in these sports may not provide instruction in any sport-specific technique or conduct sessions which involve both time AND distance during the preseason down time.

•**CHEER RESTRICTIONS:** Because of the similarity between Competitive & Sideline Cheerleading, a school which sponsors MHSAA Competitive Cheer may not hold any cheer activities from the end of winter sports (the last Monday of March – 3/30/20) through the 3rd Friday in May (5/22/20). This restriction prohibits coaches or cheerleading advisers from working with more than four students from the school district grades 7-12 in cheer-related activities including but not limited to tumbling, gymnastics, instruction, routine development, tryouts, etc. This rule prevents competitive cheer teams or individuals from holding out-of-season activities under the premise of sideline cheer practices or tryouts. (Note: Interpretation 236 prohibits a coach from "coordinating or assisting" during or in preparation for the four-player period. A coach may not arrange for a parent or non-staff person to coach out of season or to do that which the coach is prohibited from doing.) Ending the cheer restriction time by the third Friday of May allows a school, if it so chooses, to have fall sideline cheerleading tryouts before school is out in June. Competitive cheer coaches remain subject to the four-player rule through the Sunday after Memorial Day.

**APPENDIX M**  
**MHSAA Summer Dead Period & Preseason Down Time**  
*Reprinted from MHSAA website*

## Clarifying the Summer Dead Period and Preseason Down Time (July 2017)

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 all schools have selected a period which includes the July 4<sup>th</sup> 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:

- 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. 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.

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.

The preseason down time is also a "pause in the action" which prohibits open gyms or practice rotations for a period of 7 to 14 days prior to the start of each season: From Aug. 1 to the start of fall sports practices, 14 calendar days before winter sports and from March 1 until the start of spring sports. Junior High Middle Schools apply a 14 calendar day down time to the start of all sports, each season. Among the goals of the preseason down time are the following:

- More clearly distinguish the start of each season and its tryout period.
- Decrease the blurry line between allowed preseason activity (open gyms) and the start of tryouts and practices.
- Decrease the overlap of activity between the end of one season and the start of the next.

During the preseason down time certain things are allowed:

- Contact by a coach within the four player rule (voluntary, individual skill development – but no rotations to weight lifting or conditioning)
- Non-mandatory weight training and non-sport specific conditioning but no rotations with four player skill groups.

Certain things are **not** allowed during the preseason down time:

- No open gyms or practices or rotations, whether the coach is present or not and no sport specific camps or clinics which involve that upcoming sport are permitted at the school or sponsored or conducted elsewhere by the school, regardless of that school's sponsorship of the sport. (Open gyms may never include organized drills, practice structure or instruction by any person including team captains or parents.)
- Competition (intra-squad or inter-squad) between groups that resemble school teams may not occur.

Booster Clubs, 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 or conducted elsewhere by the school regardless of that school's sponsorship 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.

Because of the similarity between in-season practices in track & field, cross country and swimming & diving and preseason conditioning in these sports and others, the Council added the following language to provide some contrast to conditioning in these three sports which is allowed during the down time:

Regardless of what they are called or where they are held, coach-conducted running or swimming sessions which involve the structure of distances and timing and/or teach sport specific technique shall not be provided even on a voluntary basis during the down time prior to cross country, track & field or swimming & diving seasons if they are conducted by the school coaches of those sports.

Activity that includes both time and distance is more like practice for the sport than not and is not to occur during the down time. This may have the effect of changing how some cross country teams condition preseason in the summer from August 1 to the start of practice. It does allow for aerobic conditioning (similar to that which is permitted in other sports) but must not resemble regular season practices in cross country.

Also see Online Out-of-Season Coaching <http://www.mhsaa.com/Portals/0/Documents/AD%20Forms/outseason.pdf>

**APPENDIX N**  
**ASH Athletic Patches**

