

Berkley Athletic Handbook

Dear Berkley parents and guardians,

Welcome to another season of athletics at Berkley High School. We are very excited for the season to begin and even more excited to be a part of your student athlete's growth both as an athlete and as an individual. My name is Taylor Horn and I am the Athletic Director for Berkley High School. I, along with the coaches of Berkley High School, will do everything we can to give your child the best possible experience and environment. Additionally, we'll work hard to help develop them into responsible, respectful, and mature young adults. In accomplishing that goal, I would like to share what I believe are the three keys to a successful athletic program:

3 Keys to a Successful Athletic Program

1. **Graduate and Win**: We expect you to succeed both on and off the field of competition. Our first priority is that you graduate from high school. Our second priority is to have success on the field of competition. Success on the field is not always measured by the numbers on the scoreboard, but is also found in the lessons we learn while playing the sport.
2. **Berkley Leadership**: When you put on a jersey, you represent something greater than yourself. Even when you take that jersey off, you are recognized in the community, and therefore hold the reputation of Berkley in your hands. We expect leadership, respect and integrity at all times.
3. **Team over Me**: In every high school sport, you are part of a team. You need to respect the opinions of your teammates and coaches, and do your best to represent the team and understand your role. No excuses, no complaints, team first.

Whether you are completely new to Berkley Athletics or a returning athlete, I would like to share with you some important information as well as ways for you to help us bring a good environment and experience to the athletic programs.

- **BHS Athletics Page**: The BHS Athletic webpage contains all the information for students and families interested in athletics at Berkley High School, including: physicals, registration dates, eligibility, volunteering, fees, tryout schedules and more.
- **Berkley Athletic Boosters**: The mission of the Berkley Athletic Boosters is to strive to maintain a quality athletic program for the Berkley School District. They are incredibly supportive of our athletic programs and an important part of our team.
    - ***Booster Passes***: Booster Passes are available to everyone. They are $25 for students and $30 for adults. These passes will get you into any HOME event for any sport, all year long. You can purchase these passes at the Booster BearBQ at the start of the year as well as at the first couple home games for each sport. You may also purchase them on our athletic website. This is a great way to save some money as well as support the athletic programs directly.
    - ***Volunteering***: The Boosters often need concession stand help and rely on parent volunteers (it does not have to be the sport your child is playing). When you volunteer your time in the concession stand, the boosters will donate a portion of the money to the program for which your child plays.
    - ***Meetings***: There are booster meetings on the first Wednesday of every month. These meetings are at 7 PM in the collaborative center of the high school. We invite and encourage all parents and coaches to attend. We rely on parents and coaches for input, as well as first hand experience, to direct them towards being the best support for our athletes they can be.
    - ***Booster Email***: berkleybhsboosters@gmail.com
    - ***Facebook***: @Berkley-Boosters
- **Physicals**: A current and up to date physical is required for all athletes. A current-year physical is defined as one that has been given on or after April 15 of the previous school year (for example, a physical on April 15, 2024 will be effective for the 2024-25 school year). Additionally, Berkley athletics is paperless and so all physical and registration applications can be found and completed on the athletic website.
- **Athletic Resource Fee (ARF)**: The ARF will soon be added to your students MISTAR account (directions for payment below). All payments must be made through MISTAR (we are no longer accepting cash or checks). There is a deadline to pay this fee, and if the fee is not paid by the deadline, your child will not be able to participate in any practices or competitions until the fee is paid in full. If for any reason, you are having a hard time paying the fee, please reach out to me in advance and I will always be happy to work out a payment plan. The deadline for payment can

be found below.

- **Academic Eligibility:** Being a student-athlete means that you are both working hard at your respective sport and also excelling in the classroom. In order to be eligible to play a sport in Berkley, students must meet the following academic requirements:
    - Prior to the start of season
        - No more than one failing grade during the previous semester
        - Have and maintain a GPA of 1.50 or higher from the previous semester
    - During the season:
        - Must be passing at least 66% of your current classes (4 of 6 classes)

  Grade checks will be done by Administration during the week of tryouts, halfway through the season and right before any MHSAA tournament.

  Per the MHSAA, "If a student is not passing at least 66 percent of full credit load potential for a full-time student when checked, that student is ineligible for interscholastic scrimmages and contests until the next check but not less than for the next Monday through Sunday. If the next eligibility check reveals the student is still not passing at least 66 percent of full credit load potential for a full-time student, that student is ineligible for interscholastic scrimmages and contests for not less than the next Monday through Sunday, and so on until the student is passing 66 percent of full-credit load potential for a full-time student in course."

- **Sportsmanship**: Sportsmanship is a highly emphasized value and we believe that the conduct of players, coaches and spectators is a direct reflection of the Berkley School District. Our model for what is good sportsmanship is the Michigan High School Athletic Association (MHSAA) and all the other like associations throughout our nation.
- **Coaches**: Our coaches work very hard, often spending a lot of their time to make their program successful. There is always a need for a parent or parents to help our coaches with fundraising, team dinners, and other items that help take the load off the coaching staff so that they can focus their time and energy on the sport itself. If you are interested in helping the coaches, please feel free to reach out to the coaches themselves or myself, and we will find a way for you to help.
    - *Coaches Code of Ethics*:
        - Exemplify the highest moral character, behavior and leadership.
        - Promote sportsmanship among the players and spectators.
        - Abide by the rules of the game in letter and in spirit.
        - Respect the integrity and judgment of sports officials.
        - Display modesty in victory and graciousness in defeat.
        - Promote ethical relationships among coaches.

        - Confine remarks to the press to game statistics and to the performance of your team.
        - Refrain from disparaging remarks regarding officials or behavior of athletes and other personnel.

- **Athletic Code of Conduct**: Participation in athletics is a privilege which carries with it a great deal of responsibility. Students who participate in athletics will be expected to abide by certain training rules along with the Student Code of Conduct, and to conduct themselves in a manner which reflects positively upon their teammates, coach, school, and community. At the beginning of each season, I personally visit each team and hold a small meeting to talk about student-athlete conduct both on and off the competitive playing field. Additionally, we discuss the expectation for them as student athletes. The code of conduct is supportive of my three keys to a successful athletic program, and goes into more detail as to how their actions are representative of the entire team, program, athletic department, school, and community as a whole .

- **Equipment:** All equipment issued to the student for athletic participation is the property of the Berkley School District and, therefore, the student is financially responsible for all that is issued. Each athlete is required to check their equipment daily and report any problems to their coach as a failure to comply may result in injury (i.e. helmets, pads, etc.). Student athletes are expected to use equipment properly and keep it clean by washing practice gear weekly (if not more frequently). Student athlete's lockers and the locker rooms should be kept clean at all times. Additionally, items should be secured by using a personal lock in order to reduce theft. Students are responsible for maintaining the condition of their locker and certain items (i.e. food and wet clothes) should never be stored in lockers.

- **Spectator Expectations**: Remember that school athletics are a learning experience for students. Because mistakes will be made, it is important to keep the following expectations in mind when attending an event:
    - In the same way that we would not jeer a student's mistake in a classroom, we also would not do so at an athletic event.
    - Learn the rules of the game so that you may understand and appreciate why certain situations take place.
    - Show respect for the opposing players, coaches, spectators and support groups.
    - Respect the integrity and judgment of game officials by not openly questioning an official's call.
    - Recognize and show appreciation for an outstanding play by either team.
    - Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e., tailgating parties).
    - Refrain from cheers which downplay the opponents or which use profane or abusive language.
    - A ticket is a privilege to observe the contest. You may be dismissed from an event at any time for violating these expectations.

- **Attendance at Practices and Contests**: The following are expectations for all student-athletes at Berkley High School:
    - The athlete must be present at all games and practices as designated by the coach unless absent from school due to personal illness or excused by the coach prior to the absence.
    - The athlete must be in classroom attendance all day in order to dress and participate in an athletic contest and/or practice that day, unless excused by a pre-arranged special excuse. A special excuse is defined as a doctor, dentist appointment, or a funeral. The student must demonstrate proof upon request from the coach and building athletic coordinator.
        - Under emergency circumstances, exceptions to the rule may be granted by the building Athletic Director or building administration. The coach is to be notified of the granting of the waiver.
    - You may not participate in any extra-curricular activity on days of suspension, (in-school/out-of-school). This includes all athletic contests or practices.
    - It shall be the policy of the school district that no school activities which are part of the regular school program or the extracurricular program will be scheduled on any Sunday. This shall be interpreted to include rehearsals, practices, performances, or contests. Any deviations must be approved by the Athletic Director and the building administration.
    - It is the school policy that teams do not practice or compete on holidays, such as Thanksgiving, Rosh Hashanah, Yom Kippur, Christmas, etc. This includes formal or informal sessions. Any deviations must be approved by the Athletic Director and the building administration.
    - Teams or individuals who may, during the summer months, go to team camps, team conditioning camps or individual camps sponsored by BHS must maintain a standard of exemplary conduct and are still governed by the Student Code of Conduct.
    - Student athletes are expected to take care of their bodies. Do not affect your opportunity to contribute to the Berkley School District's winning effort by being irresponsible in your health habits. Smoking, vaping, alcoholic beverage consumption, and other drug use is harmful not only to your physical health, but to your team and sport, and the Berkley School District. The possession or use of tobacco, vaping devices, alcohol, or other drugs is prohibited.
        - First Offense- -Any student-athlete in violation of the substance abuse policy will be withheld from competition for two (2) consecutive weeks (14 days) or two (2) contests, whichever is greater, from the date of the decision.
        - Second Offense -- Suspension for six (6) consecutive weeks (forty-two [42] days of competition) or six (6) athletic contests whichever is greater. The student will also be required to receive a full assessment and follow the recommendation. Failure to adhere to this action will result in the infraction being treated as a third offense.
        - Third Offense -- The student will lose eligibility for participation in athletics for one (1) sports year from the date of the offense. These offenses will be cumulative throughout the student's middle school/high school career.
    - The substance abuse policy covers the entire school year and includes the summer.

- In all cases where the discipline is not fully served by the end of one season, the remainder of the discipline (that fraction of a season remaining when subtracting the amount of discipline already served from the amount of the initial discipline) will be applied to the start of the next sport the athlete plays. An athlete must complete the season for the discipline to be considered served. All violations will carry over from middle school to high school and from year to year.

- **Social Media Policy/Procedure**: Students and coaches will not engage in inappropriate, harassing, demeaning, threatening or offensive behaviors while participating in online communities. Examples may include, but are not limited to, depictions or presentations of the following:
  - Content online that is unsportsmanlike, derogatory, demeaning or threatening toward any other individual or entity as well as any acts of violence (examples: derogatory comments regarding another school; taunting comments aimed at a student, coach or team at another institution and derogatory comments against race, sexual orientation and/or gender). No posts should depict or encourage unacceptable, violent or illegal activities (examples: hazing, sexual harassment/assault, discrimination, fighting, vandalism, academic dishonesty, underage drinking, illegal drug use).
  - Photos, videos, comments or posters showing the personal use of alcohol, drugs and tobacco (e.g., no holding bottles, cans, shot glasses etc.).
  - Photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.
  - Pictures, videos, comments or posters that condone drug-related activity. This includes but is not limited to images that portray the personal use of marijuana and drug paraphernalia.
  - Content online that would constitute a violation of team, school, and league rules (examples: making negative comments publicly about a coach, teacher, classmate, athletic opponent, official, staff member, and school employees).
  - Information that is sensitive or personal in nature or is proprietary to the BHS athletic program or the school, which is not public information (examples: tentative or future team schedules, student-athlete injuries and eligibility status, travel plans/itineraries or information).
  - The Administration, Athletic Director, and Head Coach have the ability to impose probation, suspension, or removal of a student or coach from the team on the first inappropriate action.

- **Communication:** Finally, my main goal for high school athletics is to help develop our athletes into mature, young adults. I feel that the lessons they learn from our programs can help prepare them for the next step in their journey (long after they leave Berkley High School). As a part of that process, the following protocol should be followed when questions or concerns arise during the season.
  - *If you or your student athletic has a concern that you believe needs to be addressed, please*

follow these steps:

- ***Step 1:*** The student athlete should first talk to the coach 1 on 1
- ***Step 2***: If the issue is not resolved, a private meeting with the coach, student athlete and the parents or guardians should be arranged.
- ***Step 3***: If the concern persists or continues, please reach out to me. I will then have a meeting with all parties involved to investigate, gather more information and seek a resolution.

- I believe this step by step process is important so that concerns can be handled in a timely and productive manner. I also believe that this process helps students to grow as they learn to speak up and advocate for themselves.

Lastly, I would like to say thank you for all that you have done, currently do, and will continue to do in support of our athletic programs. We really appreciate your dedication to our students, your willingness to help and support us, and your overall passion for Berkley Athletics. If you have any questions, please feel free to reach out to me.

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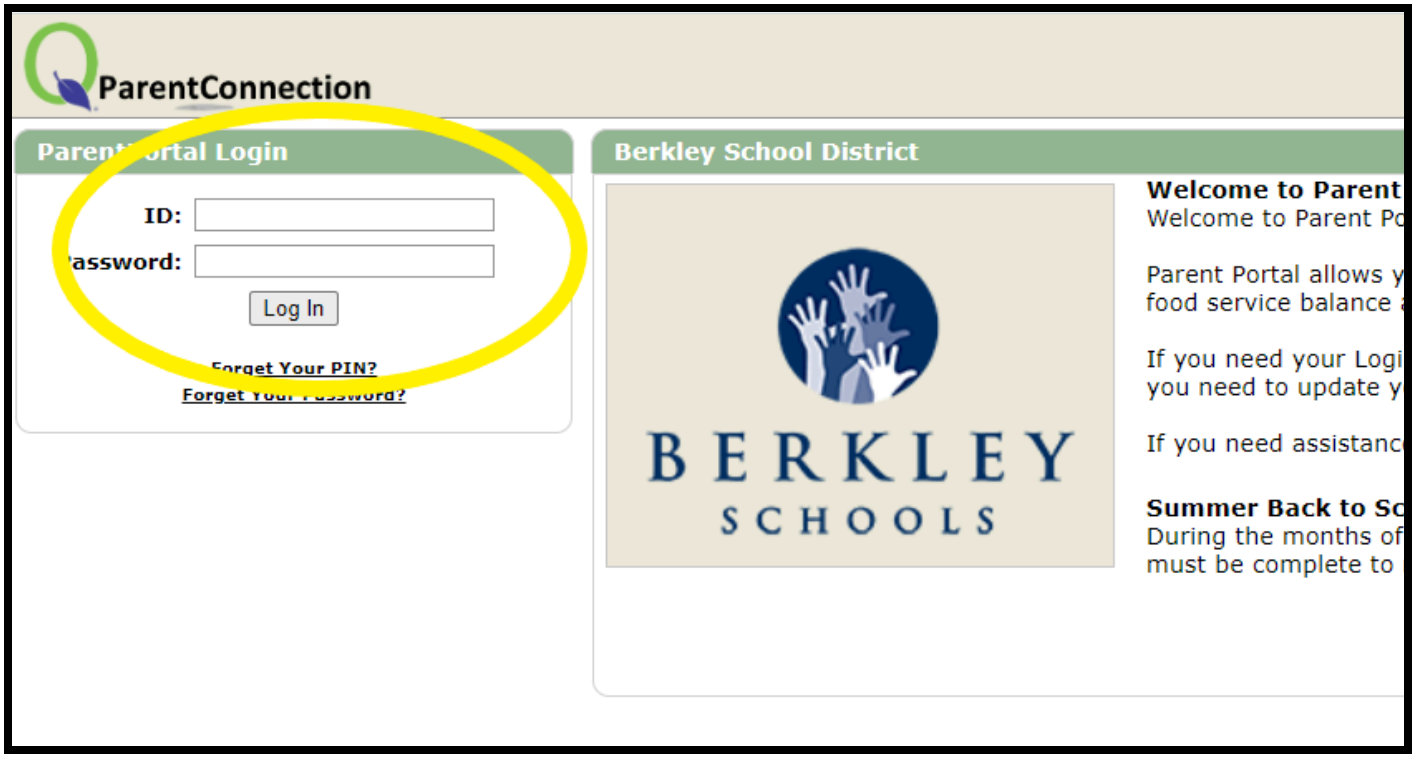
Sports Offered

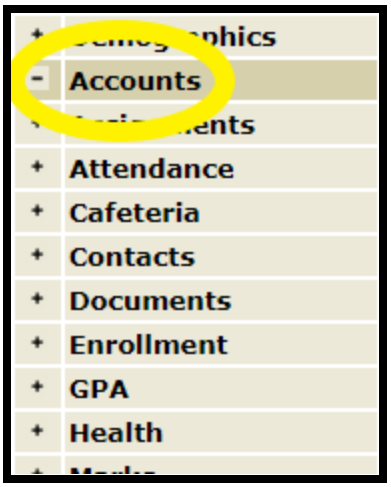
Season	Fall	Winter	Spring
Sports Offered	Boys Soccer Boys Tennis Cross Country Football Girls Golf Girls Swim & Dive Sideline Cheer Volleyball	Boys Basketball Boys Swim & Dive Competitive Cheer Competitive Ski Team Girls Basketball Ice Hockey Wrestling	Baseball Softball Boys Golf Girls Soccer Girls Tennis Track & Field Lacrosse
Registration Due Date	August 7th, 2023	November 6, 2023	March 10, 2024
ARF Due Date	August 18, 2023	December 1, 2023	March 22, 2024

Directions for Paying your Athletic Resource Fee (ARF)

1. Log into your MISTAR Parent Portal account. (https://mistar.oakland.k12.mi.us/berkley/parentportal/)

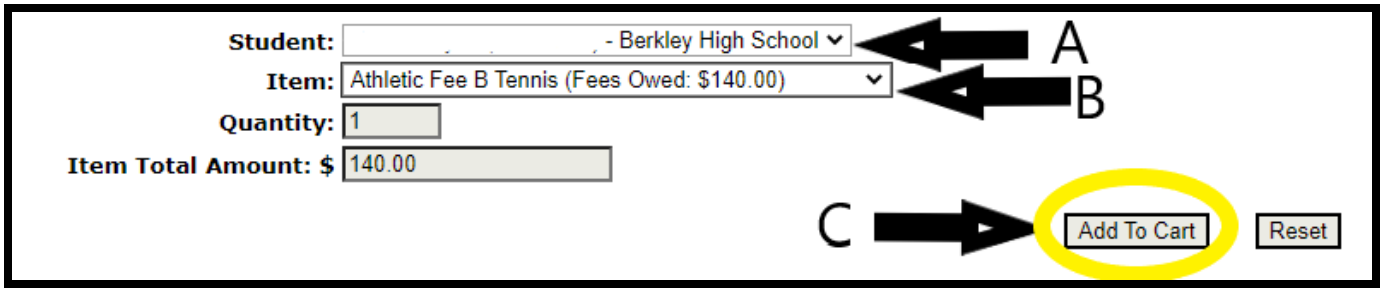


2. Click on "Accounts."

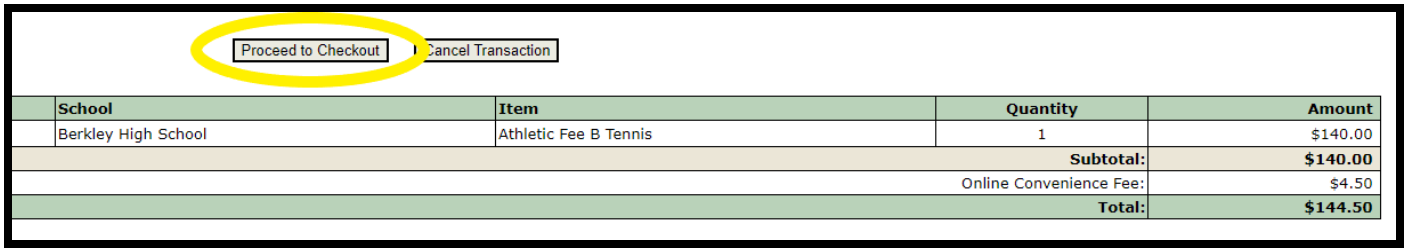


3. Add the athletic fee to the cart by:

A. Choosing your student from the dropdown menu.
B. Choosing the athletic fee from the dropdown menu.
C. Clicking "Add To Cart."



4. Click "Proceed to Checkout."



	School	Item	Quantity	Amount
	Berkley High School	Athletic Fee B Tennis	1	$140.00
			Subtotal:	**$140.00**
			Online Convenience Fee:	$4.50
			Total:	**$144.50**

5. By proceeding to the checkout, you will be prompted to make your payment.

Athletic Coaching Hiring Process

Procedure for Hiring a Coach

1. The Athletic Director is notified of a need for a coach.
2. The Administration and Athletic Director determine specific criteria needed to fill the position. A posting is created that:
    a. Establishes performance criteria for students to be eligible to compete in interscholastic athletics.
    b. Communicates effectively and promotes positive interpersonal relationships.
    c. Supports the district's educational mission for all students and implements all board regulations and policies in a fair and equitable manner.
    d. Indicates that a Michigan teaching license is a preferred requirement, since athletics is an extension of the educational objectives of the district.
3. The District Office receives from the candidates a current copy of their application.
        i. Candidate must complete fingerprint process for a 1-30 day for clearance
4. Qualified candidates may be screened by the Athletic Director and/or Administration prior to being offered an interview in front of a panel comprised of:
    a. The Athletic Director.
    b. A member of the Administration from the school where there is a vacant position.
    c. 1 to 2 student athletes who have participated in that program during the previous year.
5. The final 1 or 2 candidates may be asked to meet with members of the booster board and/or additional athletes from the team.
    a. Members will only be asked about the strengths and weaknesses of the candidates, not who they prefer.
6. The Athletic Director will make a final decision on the leading candidate with consultation from the building Administration,
7. The leading candidate will be offered the position and the site of the vacancy will be notified via email upon final approval of the hire.
8. The coach may now start working.

Transportation Protocol

Because the Berkley School District is a non-bussing district, all transportation must be reserved through a third party company. The District has an exclusive contract with ServiCar of Michigan Inc. and, therefore, must always first attempt to secure transportation through this service.

The following are the policy and procedures for our athletic bussing needs:

1. The Berkley School District **DOES NOT** reserve transportation to athletic events that are considered "local" in proximity to Berkley (see chart below).
    a. In cases where buses are not available, there are Board Policies which dictate the allowable forms of transportation:
        i. **Parent/Guardian chaperones**: Parents or guardians may volunteer to drive students to school events as a chaperone. All adult volunteers must complete and submit the Volunteer Driver Agreement & Form and Chaperone Responsibility Form prior to driving students. Staff and coaches are not allowed to transport students to or from events per Board Policy.
        ii. **Self-Transportation**: Students may drive themselves to school events. Students may not drive any other students to school events and must be the only passenger in the vehicle per Board Policy.
2. The Berkley School District **DOES** reserve transportation to athletic events that are considered "non-local" in proximity to Berkley (see chart below).
3. The head coaches of each respective program are responsible for sending the Athletic Director their transportation requests as early as possible and no later than 30 days prior to the start of each season. The timeliness of transportation requests is critical
4. There must be a member of the coaching staff on the bus to supervise trips at all times. Any special exceptions must be approved ahead of time by the Athletic Director.
5. If there are extenuating circumstances in which a bus may be required (outside of the above guidelines), approval must be sought from the Athletic Director.

Local OAA Districts	Non-Local OAA Districts
Avondale	Clarkston
Birmingham Groves	Harper Woods
Birmingham Seaholm	Lake Orion
Bloomfield Hills	Oxford
Ferndale	Pontiac
Farmington	Rochester

Lamphere North Farmington Oak Park Royal Oak Southfield A&T Troy Troy Athens West Bloomfield	Rochester Adams Stoney Creek

