

Holly Academy



Student Athletic Handbook

Updated: August 2017

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STATEMENT OF PHILOSOPHY

Holly Academy believes that an extracurricular program of student activities is secondary, yet supplemental to the educational development and well-being of the upper elementary and middle school student. The goal of this program is to realize the value of participation without over-emphasizing the importance of winning. The purpose is to develop and improve character traits among the program's participants. Holly Academy's goal is to expand the experiences available to students 5th through 8th grade with following ideals:

1. Athletic participation is a privilege, not a right.
2. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.
3. To practice self-discipline and maturity in learning to make good decisions.
4. To improve fundamental skills and knowledge of the rules of the game.
5. To develop good sportsmanship.
6. To support and practice positive character traits to align with our character building curriculum: PBIS (Positive Behavior Intervention Support).
7. To be supplemental to Holly Academy's model education program philosophy.

INTRAMURALS

The Athletic Department will sponsor intramural sports activities from time to time as an extension and an enhancement of the interscholastic program and its ideals. Both programs will share the same ideals. Students participating in intramurals will be expected to adhere to the Student Athlete Code of Conduct as stated in this handbook. Academic eligibility will not be a part of the intramural program requirements.

Activities will be offered to Holly Academy students on a first come first serve basis. These programs offered may need to be limited in numbers due to limited availability of gym time and space. The ages of students participating will be determined by the activity. Holly Academy parents or staff volunteers will supervise each activity. Fees may be charged to the student for equipment needed for the activity. All fees will be paid prior to the first day of the activity.

The participating student and his/her parent(s) must sign a sports waiver determining that permission to participate is granted and for the purpose of releasing Holly Academy, its employees, and volunteers from liability in the event of injury. The waiver as well as an emergency medical information form must be turned in to the volunteer in charge before any program participation is allowed.

The intramural program will offer a variety of fun, challenging, and skill based activities with part of its purpose being to enrich the performance and ideals of students moving into interscholastic competition.

SPORTS OFFERED

The athletic department will sponsor the following sports for each academic school year through an interscholastic competition when and where available.

| FALL | WINTER | SPRING |
|--|---|--|
| Season: Mid-August - October | Season: October – January (boys/cheer) January – March (girls) | Season: April-May |
| Volleyball Girls’ Junior Varsity -5 th /6 th Girls’ Varsity- 7 th /8 th | Basketball Boys’ Junior Varsity – 5 th /6 th Boys’ Varsity – 7 th /8 th Girls’ Junior Varsity – 5 th /6 th Girls’ Varsity – 7 th /8 th | Cross Country Co-Ed – 5 th /6 th /7 th /8 th |
| Soccer Co-Ed – 6 th /7 th /8 th | Cheerleading Girls’ Junior Varsity – 6 th Girls’ Varsity – 7 th /8 th | |

*Determined as numbers permit.

ATHLETIC LEAGUE

Holly Academy is a member of the Mid-Michigan Independent Athletic Association (MMIAA). The schools in the MMIAA are divided into North and South. Generally, two games will be played with each school, one home and one away.

Schools in the MMIAA League:

1. Holly Academy
2. St. Joseph
3. West Highland
4. Livingston Christian School
5. Cornerstone (in Brighton)
6. Cheryl Stockwell Academy
7. HAACH
8. Shephard of the Lakes

ATHLETIC FEES

Students in grades 5th through 8th will be required to pay a fee to participate in interscholastic athletics.

The fee for a student-athlete will be as follows **plus any additional cost to supplement the program:**

- **Volleyball - \$100.00**
- **Soccer - \$100.00**
- **Basketball - \$100.00**
- **Cheerleading - \$100.00**
- **Cross Country - \$50.00**

A family with more than one student athlete will be allowed a cap of \$300.00 per school year.

1. The fee must be paid by check or money order and stapled or clipped to the bottom of the registration form. No fee will be accepted without a completed registration form. **Make checks payable to Holly Academy.** Coaches may desire to facilitate this collection process by announcing an alternate date prior to the deadline. *(This may be done to coincide with parent meetings, orientations, etc.)*
2. There will be no refunds unless the athlete does not make the team or an injury takes place prior to the second scheduled contest, in which a physician has deemed that the athlete is unable to participate for the remainder of the season. In an injury situation, a doctor's authorization letter must be submitted.

COACH, ATHLETE, AND PARENT RESPONSIBILITIES

Being a member of an athletic team is important, but is only part of the responsibilities of the student athlete. There may be times when the student athlete has a conflict of responsibility.

It is expected that the following prioritized list is followed when the athlete is determining his/her prime responsibility:

1. Family responsibilities
2. Academic (including music programs)
3. Athletic
4. Other school and social responsibilities

Despite all scheduling efforts by the administration and the Athletic Department, conflicts will develop between extra-curricular activities. If a conflict should arise, it is the student athlete's responsibility to report the conflict to his/her coach. The coach in conjunction with the Athletic Director(s) will determine specific rules regarding missed practices as they relate to playing time and membership on the team.

STUDENT ATHLETE RESPONSIBILITIES

1. Medical/Physical/Pay-to-Play Form Completion

Before each student will be allowed to participate in practice or contests, he/she must:

- a. Complete the medical consent form, and all other required forms and turn them into the coach before the first practice of the sport he/she is participating in for the current school year.
- b. A sports' physical must be obtained annually. **A current-year physical for the 2017-2018 school year is one that was given on or after April 15, 2017.**
- c. Pay any required "pay to play" fees to Holly Academy (turned in to the coach).

From this point, the student athlete must follow the Athlete's Code of Conduct, meet the Academic Eligibility Requirements, Behavioral Regulations, and Attendance Policy in order to remain a member of the team.

2. Academic Eligibility Requirements:

Students participating on sports teams must meet the following eligibility requirements:

1. The students' grades must be at or above a 70% (C-) in all classes to remain eligible to participate.
2. The student must be in attendance at school to be eligible to play on that day. During the season, any student charged with an unexcused absence from school or practice will be ineligible for the next game.
3. The student must not have any violations of the student code of conduct as determined by an administrator.
4. Students must maintain an attitude that is acceptable to all staff members. Steps are to be taken as follows:
 - a. The teacher will address the behavior.
 - b. The teacher will contact the parent (s) and explain that the student will be placed on warning if the behavior does not improve.
 - c. If the behavior does not improve, the Athletic Director(s) will be notified and the student will be placed on warning.
 - d. The Athletic Director(s) will notify the coach, the athlete, and parent (s).
 - e. A second warning means missing one week of competition.
 - f. A third warning is dismissal from the team.
5. Coaches have a prerogative to remove students from competition for the following reasons: unsportsmanlike conduct or unexcused absences from games and/or practices.

Each requirement applies to each subject area and will be assessed on a weekly basis. The assessments will start two weeks into the season and continue every week throughout the season. Grades will be run on Mondays. Failure to meet the requirements will result in the student being ineligible to participate in practices and/or games for the week following declaration of ineligibility

(Tuesday of the current week through the following Monday when grades are run again), regardless of time of season. If at the next assessment the student fulfills all the requirements, their eligibility will be reinstated.

Any student who is participating in educational services in the resource room (special education) will have their academic performance and the resulting eligibility examined on a case-by-case basis. This assessment should be done with the resource room professional, the Athletic Director(s), and the homeroom teacher.

Students ineligible for competition because of academic status are not expected to be and should not be at practices or games until their grades have returned to the appropriate levels. Those ineligible for other reasons, excluding behavior resulting in school suspension and expulsion, are expected to practice for competition and attend the week's competition as a spectator sitting with the team in school dress code.

1. Student Athlete Code of Conduct

Being a student athlete carries a tremendous responsibility. Since the conduct of athletes is closely observed in many areas of life, a very important responsibility of the student athlete is to act in a mature, respectful, and responsible manner **at all times**.

1. **On and off the field** of competition the student athlete's behavior must always be beyond reproach, exhibiting good sportsmanship and showing respect for the opponent, the officials, the coaches, the fans, teammates, and everyone present.
2. **In the classroom** the student athlete must try to be a good student. Student athletes are expected to put forth their best effort in the classroom as well as on the practice field.
3. **The way athletes look and act** at school and in the community is of great importance. Student athletes should be leaders and fellow students must be able to respect and follow them. Our student athletes may be the only thing that other schools, parents, and others judge our school by.
4. **The student athlete must also demonstrate respect for and take pride** in school equipment and facilities by helping to properly maintain and care for athletic equipment and uniforms.
5. **Student athletes must adhere to the rules of the game and demonstrate a good attitude** regardless of the calls made by officials, or whether their team wins or loses.
6. **At practice, the student athlete must show respect to the coach and fellow athletes.** To be a team, all must work together.

CONDUCT AT ATHLETIC EVENTS (Athletes and Non-Athletes)

Every year Holly Academy will emphasize the importance of good sportsmanship. Many people have not had good sportsmanship explained to them. The following six steps will help those people to understand their responsibilities at an athletic contest.

1. **Gain an understanding and appreciation for the rules of the contest.** The necessity to be well informed is essential. Know the rules. If you are uninformed, refrain from expressing opinions on the official, coaches, players, or administrative decisions. The spirit of good sportsmanship depends on conformance to a rule's intent as well as to the letter of a given rule.
2. **Exercise representative behavior at all times.** Good sportsmanship requires one to understand his/her own prejudices that may become a factor in his/her behavior. Your behavior influences others whether you are aware of it or not.
3. **Recognize and appreciate skilled performances regardless of affiliation.** Applauding for an opponent's good performance displays generosity and is a courtesy that should be regularly practiced. This not only represents good sportsmanship, but also reflects a true awareness of the game by recognizing and acknowledging quality.
4. **Exhibit respect for officials.** The officials of any contest are impartial arbitrators who are trained and who perform to the best of their ability. Mistakes by all those involved in the contest are a part of the game. We should not rationalize our own poor or unsuccessful performance or behavior by placing responsibility on the officials. The rule of good sportsmanship is to accept and abide the decisions made. This value is critical for students to learn for use later in life.
5. **Display openly a respect for opponents.** Opponents are guests and should be provided with the best accommodations and tolerance at all times. Be a positive representative for your school, team, and family.
6. **Display pride in your actions at every opportunity.** Never allow your ego to interfere with good judgment and your responsibility as a school representative. Regardless of whether you are an adult, parent, student, player, coach, or official, this value is paramount since it suggests that you care about yourself and how others perceive you.

DISCIPLINARY ACTION

Any athlete or non-athlete whose conduct is determined to be a discredit to himself/herself, the team, or the school during their Holly Academy career shall be subject to disciplinary action as determined by the coach, Athletic Director(s), Director and/or Deputy Director. **Being a participant in HA's athletic program is a privilege and not a right.** Any participant (athlete or not) who does not treat it as such, will lose their privilege to engage in athletics here at Holly Academy.

All members of athletic teams are bound by the following training rules (as they apply to substance use or possession) at all times throughout the entire current school year plus any school sponsored event.

Suspension: The coach of the sport and the Athletic Director(s), Deputy Director, and/or the Director of Holly Academy may make temporary suspension of participants (athlete or not). Suspension from a team results in nonparticipation in play/practice during the entire period of the suspension.

A. Substance Abuse: Athletic training rules forbid the use, possession or distribution of tobacco (in any form), alcohol, drugs, narcotics, or any controlled substance by any athlete who represents this academy.

1. The offense will result in a suspension from all athletics for the remainder of the school year or six months.

B. Removal from Participation: A student athlete may be removed from his/her team for the reasons listed below.

1. Violations of the Holly Academy Student Code of Conduct published in the Parent/Student Handbook. If a student is suspended from school while in season, the athlete shall be removed from the team for the rest of the season.

2. Violations of school, athletic, or team policies.

3. Personal misconduct that involves police or court action during the sport season, either before, during, or after hours.

4. Verbal or physical attack upon any individual.

5. Acts of poor sportsmanship.

6. Any student that is academically ineligible for two weeks in a row.

7. Refusing to participate in athletic practices or contests.

C. Appeals: Student athletes will be given the opportunity for a hearing with the Athletic Director(s) if the student or his/her parent or guardian indicates the desire for one. A hearing shall be held to allow the student and his/her parent/guardian to contest the facts, which may lead to disciplinary actions. The suspension will be in effect until the appeal process has been resolved.

D. Steps for Review

1. The student athlete must have met with the coach involved to try to solve the problem.

2. The student athlete may request a review by the Athletic Director(s) who will arrange a meeting with the coach, the student athlete, and the parents. This meeting shall take place within five school days of the request for the review.

3. **After step 2**, the student athlete may request a review by the Director, if the parent or student athlete believes the rules of this Athletic Handbook were not followed. A written summary of the Director's decision will be forwarded to the student athlete and the parents within three (3) school days of this meeting.

4. If no resolution is reached, the Athletic Director(s) will convene a meeting before the Athletic Appeals Committee. That committee will be composed of the Director, Student Director, Curriculum Director, and a coach from a noninvolved sport. The decision rendered is final. The Athletic Director(s) is a non-voting member at this meeting.

STUDENT AND PARENT COMMUNICATION PLAN FOR CONFLICT RESOLUTION

When a person (student-athlete or parent) has a question, or concern, or complaint regarding an athletic situation not involving the Athletic Code, the following lines of communication have been found to be most effective:

Start with the source – talk directly with the coach in question in private, face to face, away from the practice/game site. A telephone call may be necessary to arrange an appointment.

1. If necessary, speak with the head coach of the sport involved.
2. If necessary, speak with the Athletic Director(s).
3. If necessary, speak with the Director (as outlined in the “Steps for Review”).

All concerns must be heard at the lowest possible level before intervention by a higher authority can occur. Realizing that both parenting and coaching are extremely difficult vocations, the list below presents communication guidelines both for parents and coaches:

Communication parents expect from their child’s coach

1. Philosophy of the coach
2. Expectations the coach has for their student athlete as well as the team
3. Locations and times of all practices and games
4. Team requirements as well as special equipment, out-of-season conditioning
5. Discipline that may result in the denial of their child’s participation

Communication coaches expect from parents

1. Concerns expressed directly to the coach
2. Notification to the coach of any schedule conflicts well in advance
3. Specific concerns regarding the coach’s philosophy and/or expectations

Appropriate concerns to discuss with the coach

1. The treatment of their student athlete both mentally and physically
2. Ways to help their student athlete improve
3. Concerns about their student athlete’s behavior

Inappropriate concerns to discuss with the coach

1. Playing time
2. Team strategy
3. Play calling
4. Other student athletes

TEAM CUTTING POLICY

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in athletic programs while at Holly Academy, we encourage coaches to keep as many students as they can, without jeopardizing the integrity of their sport.

Obviously, time, space, facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport.

Cutting Policy Responsibilities

1. Choosing the members of the athletic squads is the sole responsibility of the coaches of those squads.
2. Coaches shall take into consideration the policies established by the Athletic Director(s) in that particular program when selecting the final team roster.
3. Prior to try-outs, the coach shall provide the following information to all candidates for the team.
 - * Extent of try-out period
 - * Criteria to be used to select the team
 - * Number to be selected
 - * Practice commitment if they make the team
 - * Game commitment
4. If a cut is necessary the athlete will be personally informed of the cut by the coach and the reason for the action.

HIRING OF COACHES

All coaching positions are filled on an annual appointment and are subject to the joint evaluation of athletes, parents, and the Athletic Director(s) for re-appointment. Anyone may apply.

Interested Holly Academy staff will be eligible to apply first for any open coaching positions. All applicants will be taken into consideration. The candidate considered by the Athletic Director(s) to be the best qualified, will be chosen.

To apply for an open coaching position, the following steps should be taken:

1. Complete a Coaching Application found on the Holly Academy website and return it to the main office.
2. Applicants will be contacted by the Athletic Director(s) with details of the position.
3. An interview with the Athletic Director(s) may be necessary.

Holly Academy Student - Parent Athletic Contract

PLEASE PRINT

Parent/Legal Guardian Name (First/Last): _____

Student Athlete Name (First/Last): _____

Grade (Circle): 5th / 6th / 7th / 8th **Gender (Circle):** Male / Female **Birth Date:** ___/___/_____

Place of Birth (State and Country): _____ **Age:** _____

Phone #: _____ **School Attended Last Year:** _____

Name of Doctor: _____ **Doctor's Address:** _____

Doctor Phone #: _____ **Name of Sport: (boys/girls)** _____

Sport Season (Circle): Fall 2017 Winter 2018 Spring 2018

INITIAL and SIGN

| Parent Initial | Athlete Initial | Contract Agreement |
|----------------|-----------------|--|
| | | I hereby apply to participate in Interscholastic Athletics at Holly Academy. |
| | | I agree to abide by the Athletic Policy and Code of Conduct set forth by Holly Academy. |
| | | Student – Parent Athletic Contract: I have read this Holly Academy Athletic Handbook and am willing to abide by the conditions therein for the current school year. I realize that being a participant of the athletic program is a privilege and I will distance myself from any activities that would in any way bring shame to the Academy or myself. |
| | | Dangerous Sport Agreement: The sport listed above is a potentially dangerous sport. There is a possibility of physical contact, and there is a chance of injury. Even though this chance exists, I give my child permission to participate in the current season listed above. |
| | | Uniform Care Policy: I understand that I am responsible for the uniform that has been loaned to me for the sport season listed above. I will clean it after each game and at the end of the season, before I return it to my coach on the stated due date. In the event that this uniform is lost, stolen, or damaged beyond normal usage, I will pay the original cost of the uniform to Holly Academy in order to replace it. *Wash by hand or on delicate cycle: hang to dry PLEASE do not iron any uniform. |

Student Athlete Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Holly Academy Emergency Information Form

Student Athlete's Legal Name: _____

Address: _____ State: ____ Zip

Code: _____

Date of birth: ____ / ____ / ____ Age: _____

Father's Name: _____

Work Phone: _____

Home/Cell Phone: _____

Mother's Name: _____

Work Phone: _____

Home/Cell Phone: _____

Legal Guardian: _____

Work Phone: _____

Home/Cell Phone: _____

Family Physician: _____

Physician Phone: _____

Medical Problems or Allergies (include medications):

Insurance Carrier: _____

Policy Number: _____

In case of accident or illness, I request to contact me. If unable to reach me, and the emergency is acute, I hereby authorize permission to seek emergency medical care, including transportation to an emergency room. I hereby authorize the physician in charge to administer whatever emergency treatment is necessary at my expense.

PARENT/GUARDIAN SIGNATURE

DATE

Holly Academy Athletic Transportation Permission Slip

Dear Parent/Guardian:

Please fill out and return this permission slip to the coach before practices begin. Thank you!

If not signed your young person may only ride with you!

NAME of SPORT: (boy's/girl's) _____

SEASON DATES: (Check one):

- FALL: August – October
- WINTER I: October – January
- WINTER II: January – March
- SPRING: April–June

DEPARTURE LOCATION: from HOLLY ACADEMY to all away games and/or tournaments.

DEPARTURE and RETURN TIMES will vary.

_____ has my permission to be transported to away games

Athlete's name

and/or tournaments for the _____ _____ sport season by other Holly Academy adults.
Sport Year Season

Parent's Signature

Date

**Holly Academy
Driver's Information**

Student Transportation in Private Vehicle/Common Carriers
(Proof of Vehicle Liability Insurance for Volunteers)

Dear _____,

You have agreed to transport students from Holly Academy to a field trip function or for some other school-approved purpose. Please be aware that in the event of an accident, your insurance will provide primary coverage. In order to serve as a volunteer driver you will be required to provide primary coverage. Your insurance must meet or exceed minimum requirements as established by the state of Michigan.

In addition, it is required that you inform us as to the current status of your driver's license. It is Holly Academy's discretion based on the information supplied as to whether you will be allowed to transport students. By signing this form, you are also allowing Holly Academy to contact your insurance company for verification of information.

Please COMPLETE the following information, providing information requested. SIGN where indicated and RETURN to the school four (4) working days PRIOR TO THE DATE OF THE EVENT.

Insurance Company Name: _____

Agent's name and address: _____

Policy number: _____ Expiration date: _____

Policy limits: _____

Date of birth: _____ Driver's License No.: _____

Has your license been revoked or suspended within the last 12 months? _____

If yes, explain: _____

Is your license valid at this time: _____

Signature: _____ Date: _____

Address: _____ Daytime phone: _____

Parent/Volunteer name: _____

(as it appears on your driver's license)

Return form to _____. If you do not have required coverage, you will not be allowed to transport students. (Insurance companies may increase coverage for specific dates.)

Holly Academy Athletic Participation Fee Registration

PLEASE PRINT THE FOLLOWING INFORMATION IN CAPITAL LETTERS:

SPORT: (boys/girls) _____ GRADE: _____

| | |
|--------------------|---------------------|
| STUDENT LAST NAME: | STUDENT FIRST NAME: |
| | |

Email of Parent _____ Home Phone: _____

PLEASE CHECK ONE OR MORE OF THE FOLLOWING

| | |
|--------------------------|--|
| <input type="checkbox"/> | ATTACHED IS MY PARTICIPATION FEE OF \$100 / \$50 (cross country only). |
| <input type="checkbox"/> | I HAVE MET THE FAMILY CAP OF \$300.00 FOR THE 2017-2018 SCHOOL YEAR. |
| <input type="checkbox"/> | I would like to donate \$ _____ to the Holly Academy Athletic Department to help those families that cannot afford the participation fee. (Tax Deductible – Contact Athletic Department) |

I have also reviewed the Holly Academy Athletic Fee policy, and I understand that the fee I am paying **does not guarantee playing time**, control over any conditions of the team, and is not refundable except as indicated in the policy.

I also understand that paying the fee does not alter Holly Academy school policies, MMIAA league regulations, the Holly Academy Athletic Handbook code, and/or individual team rules.

STAPLE CHECK

Check # _____

Parent Signature: _____

PLEASE STAPLE YOUR CHECK OR MONEY ORDER TO THE BOTTOM 1/3 OF THIS FORM AND RETURN IT TO THE COACH BEFORE THE FIRST CONTEST.