

**THERE ARE THREE SOURCES OF RULES FOR ATHLETES  
IN ANY SPORT SPONSORED BY  
POTTERVILLE M.S. / HIGH SCHOOL**

FIRST-	the rules of the Michigan High School Athletic Association
SECOND-	the Potterville Athletic Code of Conduct
THIRD-	the rules of the coach of each sport

2015-2016

**I. MHSAA RULES**

The Michigan High School Athletic Association is the non-profit governing body for junior high and high school sports in Michigan. A complete guidebook of MHSAA policies is available in the athletic office.

**Examples of MHSAA Rules Which Must Be Enforced:**

- Students may not participate in sports for more than eight semesters.
- Students may not be 19 years old before September 1 of the current school year.
- High School Students must be taking and passing at LEAST 66% of a full credit load (4/7 Classes) at the school in which they participate. Middle School Students must be taking and passing at LEAST 50% of a full credit load (4/7 or 3/6 Classes) at the school in which they participate.
- Students must have passed at least 66% (50% for MS) in the previous semester.

*Because the MHSAA has strict policies governing transfer of athletes from one school to another, any student new to the district who wishes to participate in athletics should check eligibility with the athletic director before participating in any sport practice.*

**II. POTTERVILLE M.S. / HIGH SCHOOL  
CODE OF CONDUCT FOR ATHLETES**

*This code of conduct will be composed and administrated by the athletic director and coaching staff. In applying the Code of Conduct, the following "chain of command" exists: 1) The Athletic Director; 2) Building Principal; 3) The superintendent 4) The Board of Education.*

**STATEMENT OF PURPOSE:** It is felt that athletics have a significant educational value and that participation in athletics should be a learning experience. Included in this learning should be the development of the total individual in the areas of health, discipline, teamwork, and character, along with skill. Athletic participation should be thought of as a "co-curricular" activity in that the contributions made to learning should coordinate with the total education of our students. However, participation in athletics is a privilege, not a right. In order to maintain the privilege of participation, the following standards of conduct are expected of athletes involved in programs sponsored by the Potterville Athletic Department.

**A. TRAINING REGULATIONS:**

*"If athletics is what it is supposed to be, it is a 'Utopia' for healthy habits...a place where you condition yourself ultimately. It is supposed to be healthy exercise. If you have unhealthy habits, you are not reaching your full potential. Also, athletics is supposed to teach discipline and sacrifice. Certainly, part of that sacrifice is to give up those unhealthy habits which prevent you from reaching that goal of ultimate condition."*

*-Thomas R. Truscott, Potterville Athletic Director, 1965-1996 (in comments to students, May, 1996)*

As part of the responsibility to the team and to individual health, it is expected that the athlete will refrain from the use of tobacco products, alcohol, and other drugs during and between seasons.

**1. TOBACCO PRODUCTS**

First violation for use or possession of tobacco products, will result in five days of suspension from the practices and/or contest which fall consecutively following the ruling by the athletic director. Each consecutive violation will be doubled.

First violation: 5

days; second violation: 10 days, third violation: 20 days, etc. Suspended athlete is not to be on school property during practice or games during suspension.

## 2. ALCOHOL, MARIJUANA, AND PRESCRIPTION DRUGS:

- A. First violation involving possession or consumption of alcohol, marijuana or the illegal use of prescription drugs will result in suspension from any team for the course of one-quarter of the actual contests/games in the season beginning with the first contest following the ruling by the athletic director. When determining "one-quarter" of the contests, any fraction of .5 or greater will be administered. Any fraction less than .5 will be waived. Athletes who have been suspended for violation of this training regulation are expected to attend all practices and games. During games the athletes will sit on the bench in dress clothes and help the team keep stats and other duties as assigned by the coach.
- B. Second violation involving possession or consumption of alcohol results in a mandatory one year suspension from all Potterville athletic teams from the date of the ruling by the athletic director. In the event of a second alcohol violation, athletes will have the option to have an assessment by a professional and attend an approved substance abuse program to reduce the penalty by 50%.
- C. Third violation of alcohol policy results in permanent banning from all Potterville athletic teams.

## 3. OTHER DRUGS

- A. First violation for use of illegal drugs will result in a suspension of 18 weeks from the date of the ruling, including only those weeks in which school is in session. Professional assessment and recommendation for treatment will be required for reinstatement.
- B. Second violation will result in permanent banning from all Potterville athletic teams.

4. **PRODUCT MISUSE** Prescription products are for personal use as prescribed and are not to be shared with others. Violations will be dealt with in item #2 above.

Individuals may develop the need for use of a variety of over-the-counter products which may be used with common sense and an understanding of side-effects during athletic participation. Athletes should inform coaches if they are using any product which may affect performance or condition.

Coaches and volunteers are NOT to recommend the use of body-building supplements or other performance-enhancing products. The use of products such as high-potency caffeine or weight loss medications is highly discouraged during participation in athletics.

*Use of any banned substance while involved in, on the way to, or on the way from an athletic event is considered a serious violation. Any athlete who is found to be using drugs illegally including alcohol or tobacco, at an event site during, before, or following participation, will be required to appear before the Athletic Director and Principal and may lose athletic eligibility for one year or more.*

5. **OUT OF SEASON VIOLATIONS** Athletes who are not involved in a season are expected to remain "in-training" and conscious of overall fitness and health. However, out-of-season violations\* of any training regulation will be handled by the athletic director on an individual basis and may include a meeting with the next season coach, parent(s), and the athlete to determine the health and eligibility status of the athlete involved.

*\*Out-of-season implies that the athlete is not currently involved in a sport as a team member. For this interpretation, the "in season" period begins with the first scheduled practice and ends when all Potterville athletes involved in that sport have completed the season. In matters involving the MHSAA, "in season" refers to that period of time between the first scheduled practice and the state final competition in that sport.*

6. **CONCERNS** Suspicion of alcohol and/or other drug use based on physical and/or emotional symptoms or reports from other athletes, teachers, or coaches may result in a conference between the athletic director and athlete. If a request for professional assessment is made, the parent will be contacted.

7. **REPEATED VIOLATIONS** may come at any time throughout an athlete's middle school and high school career. For example: a) an athlete earns a first violation during a fall sport season; the second violation may occur during a winter sport season. b) an athlete might earn a first violation during his/her freshman year. The second violation may come during any of the remaining school years.

## **B. BEHAVIOR**

1. If an athlete's behavior during a contest reflects negatively on our athletic program or school, that behavior will be dealt with by the coach of the team and/or the athletic director. Unacceptable behaviors might include taunting, displays of temper, or other un-sportsmanlike conduct. The behavior will be dealt with on an individual basis and may bring a simple warning or may result in suspension.

Contest rules deal with flagrant behavior during contests by providing for suspensions from the next contest for any player who has been ejected from a contest. By MHSAA regulation, a player who is ejected twice in one season may not participate in post-season play. The Potterville Athletic Department reserves the right to determine additional discipline for any un-sportsmanlike behavior that occurs during an athletic contest.

If physical or threatening behavior of an athlete results in a suspension by the athletic department, that suspension will begin immediately and will continue until all appeals have been used.

2. Athletes who misbehave at school put their team-standing in jeopardy. Athletes that are placed on blue level for discipline/attendance issues are not allowed to participate in athletic events but may practice. Athletes that are placed on academic blue will be allowed to participate in athletics unless they are moved to regular blue for not getting caught up in a timely fashion.

3. Missing or being late to a practice due to suspension or detention is not considered an "excused" tardy or absence. Athletes who are suspended from school are not allowed to participate in practices or contest for that day and should not be on the school site.

4. Athletes who violate the law and are under court supervision for any reason are generally not eligible for athletic participation. Those under court supervision who desire to participate must appeal to the Athletic Director and Principal to determine eligibility for athletic participation during the term of their court supervision.

5. If an athlete otherwise becomes involved in the community so as to bring adverse publicity to the athletic program, or if the athlete is engaged in conduct that may be considered harmful to him/her self, the team or the school, that athlete may be suspended from that sport and the case reviewed by the Athletic Director in order to determine his/her future participation in athletics and/or advise a course of action intended to help the athlete and preserved the best interests of the Potterville athletic program.

6. Students who enroll in Potterville after being suspended athletically or otherwise from another school district are ineligible for the term of their suspensions at the other school

7. Weight room use: Students who use the fitness facility are expected to adhere to the rules of the facility. Failure to do so could lead to expulsion from the facility. The following rules have been established by the Administration:

- a. Proper attire is required: no sport bras without shirt, all lifters must wear shirts, no sagging pants, must have proper shoes
- b. No food or drink. NO bottles, cans, etc. allowed in the room.
- c. No gum
- d. No spitting.
- e. Individual lifters are expected to rack their weights after the completion of each exercise.
- f. Groups/teams are responsible for wiping down the equipment when the session is completed.
- g. Music is to be school appropriate and played at a volume comfortable to everyone in the room, including the supervisor.
- h. Athletes who misuse the facility by throwing down weights, intentionally perform an exercise in an incorrect manner, refuse to follow instructions from the supervisor, bother other lifters, etc. will be issued a warning. A second infraction will be cause for expulsion from the facility for the remainder of the school year.
- i. Athletes who workout without staff supervision or do anything to prevent the doors from locking etc will be issued a warning. A second infraction will be cause for expulsion from the facility for the remainder of the school year.

## C. GRADES

We will strive to keep athletes focused on learning in the classroom, as well as on the athletic fields. Our eligibility system is intended as a support system rather than a punishment for our athletes who are struggling in the classroom. Help is available for those who need it. Contact the athletic director for recommendations.

### TERMS USED IN ACADEMIC ELIGIBILITY:

probation = condition of close supervision during which the athlete may practice and play in contests as long as specified conditions are met

suspended= may practice but may not play in contests

ineligible = unable to practice or play in contests or practice

grade check- term used to describe the process used by the school administration for evaluation of student progress. High School will be every two weeks and Middle School will be once a week.

Clarifying our interpretation of the MHSAA guidelines for eligibility:

A student who earns three E's on a semester report card will remain ineligible for the next 60 school days.

Reinstatement to academic eligibility can occur only following a satisfactory semester record. THIS REGULATION MAY NOT BE OVERRULED BY THE DISTRICT.

### FOR HIGH SCHOOL ATHLETES:

1. Potterville athletic department official grade checks will be conducted for all student-athletes at two week intervals. The Athletic Director will do grade checks on-line during the season and will check the "E" list at the end of every nine weeks.

2. Following each official grade check, each athlete is designated academically according to the following:

NO E'S = "in good standing"

One E = on "probation." An Athlete can practice and play in contest. The Athletic Director will check student's grades every two weeks. If the student still has an E after 2 official grade checks (a period of four weeks) the student will be suspended from playing in contests, but will still be allowed to practice.

Two E = Suspended. An athlete who has two E's on an official grade check will be suspended from contests, but may continue to practice until the next grade check. If the student has not brought the "2 E's" up by the second 2- week grade check, the student will no longer be able to practice either.

Exception: Fall Sports- Due to the early start, athletes will miss the first two contests of their season, at which time the Athletic Director will do a grade check. This report must show no failing grades. If this requirement is not met, they will be suspended until the 2 week grade check.

Three or More E's = Ineligible. By MHSAA Standards AND Potterville standards, an athlete with 3 or more E's on any official grade check is ineligible for practice or contests until the next official grade check.

### FOR MIDDLE SCHOOL ATHLETES:

The eligibility policy will be the same as the High School policy. Exception: Grade checks will be conducted every week by the Athletic Director.

## D. APPEALS

Disciplinary actions are generally handed down by the athletic director. In cases where the violation is unclear or complicated, the athletic director will bring the issue to the building principal and/or superintendent. To begin the appeal process, the athlete notifies the athletic director of a decision to appeal within twenty-four hours following the issuance of a discipline form from the athletic office. The Principal and Superintendent will be notified within 3 school days of the appeal.

Athletic Director decisions can only be overturned by the administrative team of building principal and superintendent. The Board of Education does not have to hear an appeal and will do so only in extreme circumstances.

#### **E. REQUIRED FORMS-**

The following are required for eligibility to be complete:

1. To abide by MHSAA regulations, and for liability purposes, the athlete must have a sports physical on file in order to practice. An exam given after April 15th is good for the entire next school year for all sports. The form must be signed by the doctor, the athlete, and the parent before the athlete is added to the eligibility list. Forms are available from the athletic or high school office.
2. Pottersville Public Schools requires a pay to participate fee for all athletes in grades 7 through 12. The pay to participate form and fee must be turned in to the coach before the first game. Students that have not paid their fee will not be allowed to participate in games or events.
3. The athlete must also have a uniform and equipment clearance from the previous season indicating that all property belonging to the athletic department has been returned or a payment for lost/damaged property has been made.

#### **F. GENERAL GUIDELINES**

1. **BUS RIDES:** Team members accompany the team to and from all athletic events when school transportation is provided unless the coach is personally contacted by a parent. Athletes will be released to their own parents only. Parents must sign their athlete out after the event.
2. **ATTENDANCE:** Athletes must be in school at least ½ day in order to practice or play. Sign-in must occur prior to the fourth hour class. Sign out must occur after the third hour class. Exceptions would be school-sponsored field trips or college visits which take the athlete out of the school building, but are not considered absences. Check with the athletic director if unsure.
3. **RESPECT:** Athletes are to consider all school personnel as persons of authority and treat them with respect. Requests made by non-coaching staff such as teachers, custodians, or bus drivers are to be followed without comment or incident. All visitors are to be treated with respect by athletes.
4. **UNIFORMS:** Athletic department equipment is to be used for practices and contests only. Practice uniforms should not be worn during physical education classes or in any other activity. Athletes are not to allow other persons to wear their game or practice uniforms. Each athlete is responsible for the uniform assigned to them and recorded by the coach. At the end of the season, it is expected that the athlete will turn in the equipment as issued. A uniform “clearance” will not be issued for an athlete until the assigned equipment has been accounted for. *By MHSAA ruling, school sports uniforms may not be used for All-Star or other contests.*
5. **QUITTING:** Athletes who join a team are expected to complete the season unless deemed ineligible due to grades or discipline. “Quitting” is not acceptable, especially if others have been “cut” from the team. An athlete who quits a team will be expected to meet with the athletic director to determine the reason for quitting before further athletic participation is allowed.
6. **OUT OF SEASON PARTICIPATION:** An athlete who is participating on a team owes loyalty to that team. During the season for a sport, an athlete should not participate in an out-of-season sport in a manner which will conflict with the in-season sport. Failure to respect the in-season sport could result in loss of eligibility.

### **III. TEAM RULES**

Students are not guaranteed positions on any team, and should expect to earn their membership through a tryout process. Once on the team, the athlete must be aware of team expectations. The coach of any team may have additional

rules for the team which are not outlined in this handbook. These rules, if different from those stated in this handbook, should be provided to the athlete prior to the start of the season, in writing, AND will also be on file in the athletic office. It is expected that coaches will have consequences, including loss of playing time, suspension or expulsion from the team for the following infractions: *a. tardy for practice; b. tardy for game; c. absent from practice; d. absent from a game; e. leaving practice or game; f. profane language; g. improper conduct; h. disrespect for uniform; i. unauthorized wearing of uniform; j. cutting classes; k. failure to have practice equipment/uniform.*

Team membership involves RESPONSIBILITY. Normal expectations of team members include, but are not limited to, the following:

1. Be a courteous, loyal person.
2. Be a team player who encourages others.
3. Be on time whenever time is involved.
4. Give a positive effort in school.
5. Be enthusiastic and industrious.
6. Be cooperative and coachable.
7. Strive for the best possible condition- physically, mentally, morally
8. Demonstrate pride in Potterville Schools and Potterville athletics.
9. Keep emotions under control.
10. Demonstrate good sportsmanship.
11. Accept responsibility for your own actions—no excuses!
12. Play aggressively within the rules and ethics of the game.

Communication among team members and between team members and the coach is critical to the success of your team!

## IV. AWARDS

Awards are presented to athletes at a ceremony following the fall, winter, and spring seasons. Athletes are expected to attend the awards ceremony for their sport in order to receive the award.

The athletic department will purchase and present various chenille awards as listed below. Most awards are meant to be placed on a varsity jacket which must be purchased individually. The athletic office has a sheet with recommendations for placing awards on the jackets.

1. JR. VARSITY/FRESHMEN AWARDS: The athlete who completes a season as a freshmen on any team will earn the “numerals” (year of graduation) and a certificate of participation.

2. JR. VARSITY/SOPHOMORE AWARDS: The athlete who completes a season as a sophomore on any team will earn the “Viking Head” and a certificate of participation

3. VARSITY AWARDS: An athlete must have been a member of the varsity team for at least one-half of the team’s contests to be eligible for a varsity award. In sports where there is no junior varsity team, the coach will determine the criteria for earning the varsity letter. For example, in track the athlete will have to earn an established number of points at meets to earn a varsity letter.

1<sup>st</sup> varsity letter: 6” chenille letter (one per athlete regardless of # of sports) and a sport chevron

2<sup>nd</sup> varsity letter: a pin representing the sport

3<sup>rd</sup> varsity letter: a silver medal

4<sup>th</sup> varsity letter: a gold medal

Athletes must complete the season in good standing to receive awards. Those removed from the team due to ineligibility or discipline problems are not eligible to receive awards. Athletes who are sidelined due to injury should continue contact with the team at practices and contests to earn a letter.

4. **SPECIAL AWARDS:** Teams select special awards which are to rewarded with a small trophy: Most Improved, Coach's Award, and the Viking Award. The "Viking Award" should be presented to the athlete who has contributed to the team in a variety of ways including skill and leadership. This athlete should be a positive representative of the Viking Spirit.

6. **SARAH M. JONES MEMORIAL AWARD**

Sarah Michelle Jones was the valedictorian of the Class of 2003 and an athlete in cross country and track before her untimely death in April of 2003. This award will go to the athlete who best demonstrates Sarah's special qualities, those being: unselfishness, sportsmanship, caring, service, and citizenship. The recipient should be a senior who has been a faithful team member who consistently strives to improve, but who has not necessarily received accolades for their performance. Sarah's parents select the recipient of the award which is then presented at the High School Honors Awards Ceremony.

7. **CMAC SCHOLAR-ATHLETE AWARD**

The Central Michigan Athletic Conference recognizes outstanding scholarship in athletes at the annual Senior Scholar-Athlete Awards Ceremony. To be recognized at the banquet, an athlete must have maintained a 3.4 GPA through seven semesters and have earned two varsity letters, at least one in their senior year.

## V. SPORTS OFFERED

The following sports are offered by the Pottersville Athletic Department with some restrictions on numbers.

7<sup>th</sup> and 8<sup>th</sup> Grade, girls' basketball, boys' basketball, cheerleading, girls' volleyball, boys and girls track, boys and girls cross country

### Senior High Sports:

Fall

jv football  
varsity football  
freshmen girls volleyball  
jv girls volleyball  
varsity girls volleyball  
boys cross country  
girls cross country  
cheer

Winter

freshmen boys basketball  
jv boys & girls basketball  
varsity boys & girls basketball  
cheer

Spring

jv baseball  
varsity baseball  
varsity softball  
girls track  
boys track

## VI. PARTICIPATION MINIMUMS

The Board of Education has agreed to sponsor six junior high and twenty-four high school sports teams. However, for non-revenue and sub-varsity sports, there are minimum number requirements. While we do not consider permanently "dropping" a sport, we will not be scheduling contests in the years where the minimum numbers are not reached in the following:

**FRESHMEN BASKETBALL:** a minimum of 8 freshman along with at least 10 players on the junior varsity team.

**FRESHMEN VOLLEYBALL:** same as above

**CROSS COUNTRY:** a minimum of 5 (number required to compete as a team) **BOYS** or 5 **GIRLS**, (at least one complete team).

**JV BASEBALL:** a minimum of 12 freshmen/sophomores along with at least 12 players

JV SOFTBALL: for the varsity program.  
same as above

JR HIGH BASKETBALL: minimums of 7 players for each grade level.  
JR HIGH VOLLEYBALL: a minimum of 7 players for each grade level  
JR HIGH TRACK: a minimum of 10 athletes for a girls team, 10 for a boys team.

FOR ALL OTHER SPORTS, THE MINIMUMS ARE THOSE NECESSARY TO LEGALLY START A CONTEST, SINCE THEY ARE ALL SPORTS REQUIRED BY OUR LEAGUE AFFILIATION.

If teams do not meet the minimums, a recommendation can be made by the athletic director to either

a) continue the schedule but relegate the sport to “club” status or b) discontinuing the sport for that season

Since it is difficult to cancel schedules after the season has begun, club status may be the most acceptable option. If a sport has been below required numbers for two seasons or more, a choice would be made to discontinue the sport.

Club sports will have the following restrictions:

- Transportation will not be provided by the school district.
- Entry fees will not be paid by the athletic department, but must be generated by the athlete’s involved.
- Where no uniforms are available, athletes will have to purchase their uniforms.
- Although unpaid, coaches will be supervised by the school district and will be subject to all athletic department guidelines and evaluation procedures.
- Athletes will be subject to the rules of the Potterville Handbook for all club status sports teams.
- Award certificates, but not varsity letters will be given for club status sports.
- Athletic director can establish a modified schedule of contests in cooperation with the coach of the club sport.

## VII. Middle School Team Selection

The Central Michigan Athletic Conference currently schedules contests for middle school students in grades 7-8. Potterville will make every effort to field teams for competition within the guidelines established by the conference.

We would like to provide as many playing opportunities as possible and, when financially feasible, we will make an effort to extend playing opportunities for our students using the following options:

1) A and B teams can be used. According to conference rules, when A and B teams are used, they should be split as equally as possible. 2) Fifth quarters (basketball) or extra games (volleyball) can be used to allow more playing time. 3) Arrangements can be made to participate in recreational leagues at AIM High or other venues.

However, when large numbers of students seek membership on a team, the athletic director may have to recommend a limit the number of athletes and/or set a limit the scope of the program based on financial considerations. There will be times when more athletes want to participate in a program than would be feasible for one coach on one team. If our athletic budget is operating under a restricted budget some “cuts” may be necessary.

When financial considerations will require cutting, team selection will be based on skill and attitude. Athletes must be present at all tryout practices. Coaches will use drills which objectively measure specific skill as well as coach’s evaluation of playing ability, game sense and attitude.

## VII. DUAL SPORTS TEAM PARTICIPATION

High school athletes who desire to participate in more than one sport during a season should understand the huge commitment involved. It is difficult to show "allegiance" to a team when practices or contests are missed even when the reason is another sport! It is an unusual athlete who can withstand the pressures and time schedules of participating in two sports at the same time. Therefore, not every athlete who seeks dual sports status will be approved. By MHSAA ruling, middle school students may not participate in more than one sport in any season.

Athletes must apply for "dual participation" before the beginning of the season and must demonstrate a commitment to both programs in a meeting with the athletic director. The athlete must also show him/herself to be capable of handling the classroom commitments during a busy season. Therefore, to be eligible for dual sports participation, a student must have at least a C average with no E's.

The following steps will be taken for dual sports participation:

- a) Athlete fills out the "request for dual sports" form and delivers it to the athletic director
- b) Coaches of both sports, and the athletic director meet and discuss the possibilities.
- c) The athletic director notifies the athlete of the decision and, if the coaches have agreed;
- d) A written contract will be established wherein all of the parties agree upon training and performance requirements concerning games and practices. The parents of the athlete, as well as the athlete and coaches must all sign the contract.

The contract will include practice and contest schedules for the athlete for the entire season.

The athlete will be expected to follow the agreed upon schedule. The contract cannot be altered except under extraordinary conditions which would require a meeting among both coaches, the athlete, and athletic director.

The athlete will be expected to abide by all team rules of both sports. Practices for either sport may be missed only when agreed upon by contract.

If the athlete fails to comply with any of the agreed upon criteria, the athletic director can void the contract and the athlete will be asked to select one sport.

Athletes should understand the commitment they have made. Quitting one of the sports could result in harm to a team. A dual sport athlete who quits a sport after the first contest will not be given dual sports consideration in the future.

No athlete should be "cut" from a team to make a position for a dual secondary athlete. The athletic director can refuse to accept dual sports athletes if tryouts will result in cuts from either team.

**NO ATHLETE WILL BE APPROVED TO PARTICIPATE IN THREE SPORTS IN ONE SEASON**

**ATHLETIC DEPARTMENT :** Ashley Murray, **ATHLETIC DIRECTOR**  
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**FOR CANCELLATIONS DURING INCLEMENT WEATHER:** Call 645-4542 after 1:00 pm