



NMCS PARENT & STUDENT ATHLETIC POLICY HANDBOOK

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1.0 NMCS MISSION STATEMENT, ATHLETIC PHILOSOPHY AND MICHIGAN HIGH SCHOOL ATHLETIC ASSOCIATION (M.H.S.A.A.) ATHLETIC CODE FOR ATHLETES.

Northern Michigan Christian School Mission Statement

“Northern Michigan Christian School is a Christ-Centered Learning Community Developing Gifts for Discernment and Discipleship.”

Northern Michigan Christian School Athletic Philosophy

“The interscholastic athletic program of Northern Michigan Christian School should be an integral part of the total school program. Athletics should never be thought of as being separate from or above the normal functioning of the school. The program should fit in with and contribute to the purpose of the school. The purpose of the athletic program is the growth and development of all participants and all others related to the program in such a way that God is honored and praised.”

Michigan High School Athletic Association Code For Athletes

1. Know and adhere to the athletic code of the school
2. Exceed all attendance and academic requirements as practical evidence of loyalty to school and team and a proper philosophy of school-sponsored athletics.
3. Observe completely all policies regarding conduct, doing so as a duty to school, team and self.
4. Counsel with the athletic director over questions of eligibility.
5. Practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.
6. Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
7. Demonstrate respect for opponents and of officials before, during and after contests.

“Participation in extracurricular competitive interscholastic athletics is a student’s privilege, not a right, that can be removed at any time for failure to meet the standards and requirements of particular teams, school or school districts, leagues or conferences, and regional, statewide or national organizations to which the student’s school belongs.”

The policies and procedures printed in this handbook flow from the NMCS mission statement, the NMCS athletic philosophy, and the MHSAA Code For Athletes. Students may withdraw from a program any time they feel the rules governing their conduct are in conflict with personal views or principles. The Athletic Director is responsible for enforcing and interpreting policies in the NMCS Parent and Student Athletic Policy Handbook.

2.0 ELIGIBILITY REQUIREMENTS TO PARTICIPATE: Because participation in extra-curricular activities is a privilege and not a right, students who represent the school to the public are held to a higher standard of academic standards and conduct. A student participating in a public performance represents many more students than just him/herself. Therefore, students desiring to participate and to represent NMCS in extra-curricular activities must meet basic academic, Christian citizenship, and training standards. Failure to meet these standards will result in the loss of privileges to participate in these activities. Christian citizenship must be reflected in student behavior during the entire calendar year.

2.1 General Eligibility Requirements

- 1. Transfers** - Transfer students may not compete in game contests until their eligibility is cleared through MHSAA regulations. These students may practice with the team.
- 2. Suspensions** - A student suspended from school is not eligible to participate in any extra-curricular activity (practice or contest) during the time of their suspension.
- 3. 9th Grade Eligibility** - A student entering the 9th grade for the first time will be eligible regardless of their previous semester grades.
- 4. Absences** - If an athlete or participant has been absent for more than one half day, he/she may not participate in practices or games on that day. Exceptions may be granted in cases of planned absences that require a student to be absent for more than ½ day. In such cases, parents must call or provide a signed note at least a day in advance of the absence with an explanation for the planned absence. The school administration will then determine if the athlete/participant can compete/practice on that day.
- 5. Physical Examination/Injuries** - Students must have on file, in the school's athletic office, a physician's signed statement for the current school year (after April 15) certifying that he/she is physically able to compete in athletic practices and contests. NMCS students may not participate in a practice or contest until the appropriate and completed physical form is on file in the athletic office. NMCS provides free physicals to students each spring. Athletes that have been out of action for a time because of illness or injury, and were under the treatment of a physician, must have a written statement from the attending physician allowing the student to return to competition.
- 6. Christian Citizenship Form** - Students and parents must sign a form indicating they have read and agree with NMCHS athletic policies. This form must be on file in the school office before students are allowed to participate in a contest or scrimmage.

2.2 NMCS ACADEMIC ELIGIBILITY: Extracurricular activities are an extension of the classroom. They provide students an opportunity to explore interests which are not offered with regularity in the classroom. Our mission statement calls for the development of all gifts, not just academic gifts. Extracurricular activities are optional for students and are not required for graduation. Therefore, academic requirements must take precedence over the extracurricular activities. Twenty-two credits are required for graduation and students must have passing grades in those

courses in order to graduate. Teachers, coaches, directors, parents, and students all desire eligibility for students.

Athletics: Team members, Managers, Statisticians, Cheerleaders

Non-athletic activities: Plays or musicals, pep band, ensemble, O.M., Student Council activities, etc.

The following standards and procedures will apply in determining individual student eligibility:

- Eligibility for participation in extra-curricular activities will be reviewed at each mid-marking period with progress reports and at the end of each marking period of the nine week term with Report Cards.
- A student must be enrolled in a minimum of 6 classes to be considered eligible. CTC will count as 3 classes.
- The minimum academic standard will be at least D- in at least five courses and no incompletes. Exception may be made to this standard in the case of a student who has demonstrated genuine effort and exceptional diligence. (Michigan High School Athletic Association rules will apply in cases involving athletics.)
- If a student becomes academically ineligible, the ineligibility period will begin on the Monday after the progress report/report card has been sent. Ineligibility will last for a minimum of one week. In order to again become eligible, the student must be passing at least five courses with no incompletes. Teachers will not be expected to change their testing or assignment schedule to accommodate students trying to regain eligibility.
- At midterm and at the end of the first nine weeks, students passing all of their courses, but performing at or below a D+ in any given class will receive a warning that they are in danger of becoming ineligible. The warning will be communicated by the Principal to the student and his or her parents. The Athletic Director will inform coaches and athletes.
- If at the end of a semester, a student has failed 2 courses, the student will be ineligible until progress reports are issued during the following marking period.
- Coaches and directors will encourage students to meet with teachers after school and to attend practice later if academic help is needed for eligibility. If a student uses study hall and mentor time to study, the risk of ineligibility will be greatly reduced.

3.0 PARENTAL NOTIFICATION & APPEALS

When a student is involved in a discipline situation that may have consequences related to the sport he/she is involved in, parents will be notified at the earliest practicable time in the discipline process. Students wishing to appeal the decision of the school administration can be made to the school board.

4.0 COMMUNICATION

The athlete is expected to strive for effective communication with his/her coach and all team members. One of the ways the athlete does communicate his/her commitment and dedication to the team and its goals is by such things as faithfully attending practice, giving full effort in practice and in competition, maintaining top physical

condition, eating properly, getting sufficient rest, and observing other good habits. The athlete can also communicate in a negative way with expressions of hostility, resentment, jealousy, and with harassment of other players, but this kind of communication is unacceptable. If conflict with the coach or another team member arises, the first responsibility of the athlete is to seek to resolve the conflict by speaking as soon as possible with the coach or team member.

The parents also contribute to the teaching-learning process by their communication. They do so by encouraging the loyalty and dedication of their athlete to his/her team and by encouraging positive and constructive conversation at home concerning their child's participation. They do this also by attending contests in which their children participate when practicable. Finally, parents especially contribute to the teaching-learning process by praying with their athlete about the team and for the coach for whom they play.

4.1 PARENT/ATHLETE CONCERNS

Like relationships with teachers, parents should feel free to have open, constructive discussions with the coach on issues relating to their child. Parents should expect that the coach will respond with honesty, respect, and a sense of mutual concern for their child. Examples of appropriate issues which may be discussed include the physical or mental treatment of the child, concerns regarding student behavior, or a discussion of ways to help the child improve. Examples of inappropriate issues for parents to discuss with a coach include the child's playing time, coaching strategy or play calling or other student-athletes.

Parents should never discuss anything with a coach in the "heat of the moment" and must wait until rational discussions can be held between the parties (a minimum wait of at 24 hours before contacting a coach on an issue). In addition, parents should use discretion and restraint when determining whether to bring a concern forward to a coach. Parents should review and or use the NMCS Staff Concern Report in the high school handbook when conflict arises or persists. If either party wishes, the athletic director may be contacted to assist in a meeting to discuss an issue. All meetings held between a coach and parents with or without the athletic director will be kept in strict confidentiality.

5.0 GUIDELINES FOR APPEARANCE FOR ATHLETES

Athletes representing NMCS should take extra care in their dress on the day of a contest. NMCS believes a student choosing to be a part of an athletic team should be well groomed because the individual's appearance, expression and actions have influence on people's opinions of the school's athletes and teams. In order to attain a good team appearance, the athlete shall be well groomed, and not have an appearance that is distracting and/or designed to be conspicuous. It is understandable that individuals have different opinions about appearance and style; however, if one chooses to be a part of an NMCS team, then the guidelines for being on the team should be understood. When NMCS provides an athletic sport to the student body, it is with the understanding that the athlete agrees to abide by the guidelines. Students are expected to wear their uniforms to an event in which games are played outside. Game day attire for sports activities which occur in the gym will be established and enforced by the coach upon approval of the athletic director. The minimum standards for

students for home and away contests include dress pants/dresses, sweaters, collared shirts, dress shirts, but no blue jeans, shorts or t-shirts. School dress code policy applies to the dress clothes (e.g. no midriff showing, no spaghetti straps etc.). Teams are encouraged to dress up in school the day of the contest as well. The coach will carry out the enforcement of game day attire guidelines. Boy's hair must be cut in the front and out of the eyes. An athlete's attitude and appearance is also important during the playing of the National Anthem. Players will place their hands on their hearts during the anthem.

6.0 TRANSPORTATION:

Athletes traveling to all athletic events shall ride in the charter/school bus or other school-approved vehicles. Participants must ride school-provided transportation unless the parents have requested and received special permission from the coach in advance. Athletes are expected to maintain good student behavior in accordance with school policy while riding in these vehicles. Changing clothes on a school provided vehicle is prohibited unless event circumstances require a team to change on the bus in a discrete location as determined by the coach.

Athletes driving to their team's home games must park their vehicles in the student parking lot area for the entire evening. They are also to keep their cars parked in the student parking area during practices on school days. Students with health concerns requiring them to have easy access to their vehicle can be granted a waiver if approved by the Administration beforehand.

7.0 SCHOOL EQUIPMENT & FEES

Equipment and uniforms issued by the school are for use in practices and games only. A ten dollar uniform fee is charged to each student for each season they participate in. School issued uniforms are not to be used or worn during the school day or for practices. Use of school owned equipment other than during practices or games may be allowed with permission from the athletic director. Unauthorized use of or taking of school athletic equipment will be considered stealing. Students will be expected to compensate the school for equipment or uniforms not turned in at the end of the season. Athletes may not compete in subsequent seasons until the equipment/uniforms are returned or the school is compensated for them.

8.0 ATHLETIC COMMITTEE

The purpose of the athletic committee is to assist the athletic director in the function of their duties, manage the athletic funds by paying careful attention to fairness for all teams and students, and to raise funds for athletic needs through ticket sales, tournaments, and fund-raisers, but not through direct solicitation. Parents involved in NMCS athletics may be asked to serve on the committee or assist in fund-raisers and other activities (e.g. assistance with game events, tournaments etc.).

9.0 GYMNASIUM USE POLICY

To the extent practicable, the Northern Michigan Christian School Association (NMCS) intends to provide Association members with free access and use of the NMCS gymnasium and associated facilities. The following guidelines for gymnasium use shall apply.

- 1. APPROVED USES:** Only normal responsible use of the gym is allowable. Examples of approved uses include but are not limited to basketball games or practice, walking, jogging, volleyball games or practice, and indoor soccer. Failure to use the gym properly may result in the revocation of gym use privileges.
- 2. GYM ACCESS:** Any Association member wishing to use the gym must make arrangements for the gym to be opened by an NMCS faculty/staff member/coach that has a key to the facility. Users are responsible for securing the gym when it is use. Gym use privileges may be revoked if anyone not authorized by the school uses keys or gains access to other parts of the school without prior permission.
- 3. EQUIPMENT USE:** Association members may use their own athletic equipment when using the gym. NMCS equipment may be available from time to time but is not guaranteed to be available on demand.
- 4. LOCKER ROOM USE:** Locker rooms may be used to shower and temporarily store clothing. Locks may not be permanently on lockers in the summertime. Any unapproved locks left on lockers for more than one week may be cut and confiscated by the school. The school makes combination locks for the locker room available for all high school students each fall.
- 5. PRIORITY:** Priority of gym use goes to NMCS-sponsored activities followed by times when the gym is rented. Any Association member wishing to use the gym should consult the school calendar to determine when the gym may be available. NMCS reserves the right to secure use of the gym at anytime.
- 6. MINIMUM USE:** In order to justify maintenance and energy costs, and to reduce risks, a minimum of two (2) Association members must use the gym at one time.
- 7. MAINTENANCE:** Common sense and courtesy dictate that anyone using the gym or associated facilities leave it in the condition in which it was found. **This includes turning all the lights off and making sure the gymnasium and school are secure before leaving.** Any trash should be picked up and disposed of properly. If a dry mop is available, it should be used to sweep the gym floor. Failure to do so may result in the revocation of gym use privileges.
- 8. AGE:** Adult Association members are allowed to utilize the gym without supervision. Association members younger than high school age may use the gym provided they are accompanied and supervised by an adult (age 18 or older).
- 9. GUESTS:** Non-Association members are allowed provided they do not outnumber the Association members using the gym.
- 10. SUNDAY USE:** There is to be no gym use on Sundays.
- 11. DISCLAIMER:** NMCS reserves the right to change these guidelines at any time. Use of the gym will be at the risk of the Association member(s) or guests using the gym. Injuries that may occur while the gym and/or associated facilities are in use are not the responsibility of NMCS. Damage must be reported immediately and the user is responsible for the cost of repair or replacement. NMCS reserves the right to discharge anyone from the gym at anytime for any reason.
- 12. WEIGHT ROOM USE:** The following rules must be adhered to before the weight room can be used by an NMCS athlete or adult Association member:
 1. Only Association members high school age and older are allowed to use or be in the weight room.
 2. Access to the weight room is only available through key holding teachers and coaches.
 3. Shoes are required at all times.
 4. An adult must be present in the weight room or gym when the weight room is in use by high school students.
 5. No one may use the weight room alone.

6. All students must work out under the guidance of a teacher or coach.
7. Free weight lifters must work with a partner.
8. Weightlifters are responsible to keep the room clean. All weights on racks must be replaced immediately following use.
9. All users must be trained and knowledgeable about proper weight equipment use before they are permitted to use the room.

13. OPEN GYMS: Open Gyms must be coordinated during the allowable time periods, as well as, format set forth by the MHSAA. Open Gyms are for players entering into (summer period) or currently enrolled as a 9-12 student. Exceptions for middle school students would be for volleyball, cross country, track and other non contact sports. Permission must be granted by the athletic director and/or superintendent if middle school students are needed for basketball, soccer, baseball and other contact sports where a middle school students comes in contact with a high school student.

10.0 CLOTHING PURCHASES NOT REQUIRED FOR GAMES.

If a coach, player and/or parent wishes to have the team members purchase specific clothing outside of what is required for a game, than that person needs to get approval from the Athletic Director or Assistant AD before they approach the players. Fundraisers to purchase the clothing and/or equipment must also be approved by the Athletic Director.

11.0 AWARDS

The athletic award given in the Northern Michigan Christian High School Athletic Department is special recognition of athletic participation. To qualify for this honor an athlete must meet the established qualifications of the school or be recommended by the coach of the sport in which they participated.

1. Award winners should set an example of the highest standards at all times, which includes adherence to the items in the athletic code or be subject to withdrawal of previously earned awards.
2. Any player who quits a sport and is not allowed back on the team, or does not finish the season in good standing, will not receive any awards for that sport for that particular season.
3. Giving of Awards: Awards are given to all the players and managers of a team that complete the season in good standing.

12.0 DUAL SPORTS PARTICIPATION

Student-athletes in grades 6-12 are allowed to participate in two sports during the same season. MHSAA is allowing middle school students to participate in dual sports beginning with the 2012-13 school year. There will be more emphasis with students in middle school who chose to participate in dual sports that this is a development stage. Adjustments to their game schedules should be allowed to fit the needs of that student-athlete if requested. When a student chooses two sports to participate in, they will rate their sports as their number one sport, and their number two sport, with the number one being the priority sport. If a student-athlete chooses to participate in dual sports, they must meet the following requirements

1. Student should be holding a GPA of at least 2.7.
2. Student and a parent must sign a contract agreeing to uphold schedule provided by the athletic director.
3. Contracts can be determined void if one of the following occurs.
 - a. Grade level falls to “ineligible” status. Once they are eligible, they have to remain with their number one sport.
 - b. If average grade level falls below a 2.0, then they have to remain with their number one sport only (if number one sport has completed the season when the grade rule is determined, allowances can be made to finish their number two sport).
 - c. Parent(s) and student can meet with the athletic director if the schedule is becoming a challenge to grades and/or an other issue. Athletic director can then amend or void the schedule if it is determined that the student’s commitment level is indeed more than anticipated or an outside issue is making it impossible to fulfill contract. Players can also meet with a coach to express concerns about time concerns and the coach can agree to allow a player to choose one sport. However, a coach cannot disallow a student from choosing to participate in dual sports.

When determining a dual sport schedule, the athletic director is recommended to use the following methodology to determine the priority sport if games are scheduled on the same date. Changes to the methodology should come with the understanding of the student and the coaches and a fair compromise has been agreed to.

1. All conference games should be a priority, with the 1st sport being the deciding game if two conference sports are on the same date. If the second sport is a conference game and the 1st sport is not, then the student should participate in the 2nd sport.
2. If both games on the same date are non-conference games, then the student should play in the 1st sport.
3. All State tournaments, MHSAA or Coaches Association State tournaments (ie, MITCA State Track Meet) are a priority regardless of which sport is the first sport. If both teams are participating in a MHSAA or Coaches Association tournament on the same date, no attention to the level of tournament (districts, regional) shall be given and the 1st team sport is the priority. State tournaments are a priority over conference tournaments.
4. If games are rescheduled for whatever reason and it creates a same day problem, all rules shall be implemented unless other arrangements are made.
5. If NMCS is hosting an invitational or other type of school sponsored tournament, the athlete should be participating in that meet or game.

13.0 USE OF 8TH GRADERS ON HIGH SCHOOL TEAMS

When the school enrollment numbers allow NMCS to move 8th grade students up to the JV or varsity team, per MHSAA rules, the 8th grade student can be moved up if there is a need to fill the roster of a JV team.

1. In the event that moving up an 8th grader(s) would damage the ability of fielding the middle school team, the move must be approved by the athletic committee and school board.
2. Coaches do not have to invite all 8th graders.
3. Coaches may move a “gifted” 8th grader up however the coach should follow the same procedures that a varsity coach follows when moving a JV player up to varsity, i.e. parent permission.
4. 8th graders are able to play on both the JV/varsity and 8th grade teams in one season as long as they don't go beyond the allowable number of games played per season allowed by the MHSAA. i.e. moving 8th graders up to the JV once the 8th grade season is complete.

13.1 6th Grade Eligibility

When the school enrollment numbers allow us to move 6th graders up to the middle school team, per MHSAA rules, the 6th graders can be moved up if there is a need to fill the roster of a 7th or 8th grade team. 7th graders moving up to 8th grade is permissible under these same rules.

14.0 Awards

The JV team members will receive a certificate.

The Varsity letter will be a six inch maroon letter C for boys and a six inch white letter C for girls.

Letters for cheerleading and manager will be the same as the letters earned for Varsity.

The award for the first year of Varsity play will be a letter and a pin of that sport. Years following the same sport each team member will receive a bar representing that year.

If a player has participated in a sport for four years he/she will receive a plaque for that sport at the end of his/her senior year.

15.0 Sunday Policy

No team or individual representing NMCS shall be permitted to practice or play in a game scheduled on a Sunday, including MHSAA Tournament games. In the event a regular season or MHSAA tournament game is scheduled or rescheduled on a Sunday regardless of weather or other type of conflict, NMCS will still choose to forfeit and/or cancel the game.

16.0 NMCS ATHLETICS SOCIAL MEDIA COMMENTS AND PARTICIPATION POLICY

Comments on blogs, online forums or social media sites about NMCS games, players and coaches are welcome and encouraged, however they should promote positive aspects about participating in NMCS athletics. NMCS student-athletes and staff should be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for other's opinions.

NMCS student-athletes and staff should assume that all postings on social websites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

Complaints submitted to the athletic director from either NMCS or other school members could result in disciplinary action including, but not limited to, suspensions and dismissal.

**NORTHERN MICHIGAN CHRISTIAN SCHOOL
CHRISTIAN CITIZENSHIP AGREEMENT FORM**

The students of Northern Michigan Christian High School represent their school, their church, their family, and their faith wherever they go. Following school rules and maintaining a spirit of cooperation with school staff, fellow students, and others in the community are important aspects of this representation. Students who repeatedly disregard school rules or who fail to treat others with respect harm themselves, the school, and the community in which they live and will be subject to a loss of eligibility.

1. I realize it is a privilege to participate in extra-curricular activities.
2. I understand the athletic policies of NMCS and I agree to abide by them.
3. I realize that attendance at all practices and meetings and being on time are important to team morale and performance. I will make every effort to be in attendance and on time. Missing and tardiness could affect my chances of participation and could result in suspension from the team/group.
4. I realize my appearance is important and I will maintain personal hygiene and appear well groomed during team activities.
5. I understand that all disciplinary action will follow guidelines published in the athletic handbook and high school handbook.

PARENTAL AND STUDENT AGREEMENT

Please sign below and return to school. Your signature as a parent acknowledges that you have read the NMCS High School Athletic Handbook and also the school rules printed in the NMCS Student Handbook and that you agree to cooperate with the school and your assist your child in complying with school rules and expectations. The student signature on this form indicates a pledge to abide by the school's rules and expectations and to cooperate with the school policy at all times.

Parent Signature

Date

Student Signature

Date

Note: This completed form must be on file in the school office before any student may participate in an extra-curricular activity.