



**Addison Athletic Handbook**  
**2018-2019**

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**Addison Community Schools**  
**Student/Parent Athletic Handbook**

**This handbook applies to Athletes as soon as they start participating in Addison Athletics.**

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## **Section 1: Introduction**

**Addison Athletic Department Mission** Develop PANTHERS to reach their potential through educational athletics.

### **Addison Athletic Department Vision**

Execute Elite Training Sessions  
Increase Participation Numbers  
Compete for and Win Cascade Conference Championships  
Compete for and Win MHSAA State Championships  
Achieve Academic All-State  
Participate in Community Service

### **Addison Athletic Department Principles**

**PURPOSE** – Starting point for all we do

**ACADEMICS**- Foundation FOR Interscholastic Athletics

**NEVER**- Give Up, Back Down, Quit

**TOUGHNESS**- Mind, Body, and Spirit

**HUMILITY**- Solid Foundation of all virtues

**EXCELLENCE**- Attitude of always striving to do better.

**RESPONSE**- You can't control events, but you can control your response to them

**SERVICE**- Sacrificing for the Glory of Others

## **Section 2: Rules and Regulations for Athletic Participation**

### **A.) Physical Examination Requirements**

In order for a student-athlete to be eligible to compete in any athletic events (practices included) he or she must have an up-to-date physical examination form on file with the athletic department that is complete on or after April 15 of the previous school year.

## **B.) Academic Eligibility**

Athletes must have passed 6 classes the previous semester

Athletes who fail to meet the semester eligibility standard will be ineligible for participation until the 45th scheduled school day of the next semester.

Athletes must be currently passing 6 classes The grade will be determined as a cumulative semester grade. An athlete who fails to meet the bi-weekly standards will not participate in the following week's athletic contest(s) (Mon. – Sun.).

He/she will be expected to practice and will be subject to all team rules and regulations.

The athletic director or Principal may waive this rule in cases of unusual circumstances.

Any ineligible athlete may continue to practice with their respective team, and support their team on the sidelines or bench during a contest..

An ineligible student may not be permitted to leave school early for an away contest, nor will they be eligible for early dismissal for any contest.

## **C.) Attendance Policy**

**Academic Attendance:** Student-athletes must be in attendance five class periods during the day (not including their lunch period) of the contests/practice, except as excused by the athletic director or Principal at least one (1) day prior to the absence. Pre-arranged absences such as medical or dental appointments, scheduled court appearances, funeral attendance, or any other properly documented emergency may be considered by the administration. If a student skips/misses a class, he/she is ineligible to **practice or play in a contest** that day. If a student is absent for a college visitation, that student may practice or compete if there is documentation of the visit from the college. If a student is suspended, that student is ineligible to practice or compete during the period of suspension. **If the student is “in school suspended,” for any time during the school day, that student is expected to go to the practice/competition, be part of the team, but not be dressed for participation.** Any student-athlete who is out of school suspended, for violations of policies and regulations will be prohibited from participation or attend in contests or practices on the day(s) the suspension is served.

**Meeting, Practice and Contest Attendance:** Student-Athletes are required to attend and participate in all practices and team meetings, and carry out the directives of coaches. **Student-athletes who fail to meet team attendance requirements may not be permitted to participate in contests.**

***Athletic Team Attendance:*** Failure to attend a practice or competition without a valid excuse or pre-arranged reason (as outlined above) may result in **loss of participation for up to one calendar week from the date of the unexcused absence. A second unexcused absence may result in up to two weeks loss of participation. A third unexcused absence may result in removal from the squad**

There may be extenuating circumstances in some cases regarding an absence. Such as Pre-arranged absences such as medical or dental appointments, scheduled court appearances, funeral attendance, or any other properly documented emergency may be considered by the coaching staff or administration. In these cases, the Director of Athletics, Principal in conjunction with the coach will make the decision regarding participation.

#### **D.) MHSAA Regulations**

As a voluntary member of the Michigan High School Athletic Association (MHSAA), the Addison Community School District Athletic Department will abide by all MHSAA rules and regulations. The Athletic Handbook is a supplement to the Middle/High School Student Handbook. All student-athletes will follow all rules as specified in both handbooks.

##### **I. Enrollment**

To be eligible for interscholastic athletics, a student must be enrolled during the 1<sup>st</sup> semester at Addison Middle/High School no later than the fourth Friday after Labor Day, or the fourth Friday of February, during the 2<sup>nd</sup> semester.

##### **II. Age**

A student who completes in any interscholastic athletic contests must be under nineteen (19) years of age, except that a student whose nineteenth birthday occurs on or after September 1 of a current year is eligible for the balance of that school year.

##### **III. Transfers**

A student enrolled in grades 9-12 who transfers from one high school or middle school to another high school is ineligible to participate in an interscholastic athletic contest or scrimmage for one full semester (90 school days) in the school to which the student transfers.

\*There are exceptions to this rule. Ask Athletic Director to refer to MHSAA rules for exceptions relative to transfers.

In addition, a student transferring to Addison Middle/High School after becoming ineligible because of a student or athletic violation(s) at the previously attended school shall remain ineligible at Addison Middle/High School for not less than the period of ineligibility imposed by the Addison Community School District Athletic Handbook for that violation, even if all other transfer regulations were met.

#### IV. **Limited Team Membership**

A student who, after practicing with or participating in an athletic contest or scrimmage as a member of a high school or middle school athletic team, participates in any other athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three days of competition and maximum of the remainder of that season in that school year.

\*Ask Athletic Director to refer to MHSAA Rules for exceptions to this regulation.

#### E.) **Team Try Outs**

There is NO CUTS at the Middle School Level.

##### Responsibility

a. Choosing the members of the high school athletic team is the sole responsibility of the coaches of those teams.

b. Freshman and junior varsity coaches shall take into consideration the policies as established by the Varsity Head Coach in that particular program when selecting final team rosters.

c. Prior to trying out, the coach shall provide the following information to all candidates for the team:

- length of try-out period
- the criteria used to select the team
- the number of team members to be selected
- the practice commitment time if they make the team
- game commitment schedule if they make the team

##### Procedure

a. When a team cut becomes a necessity, the process will include three important elements. Each candidate shall:

- have competed in a minimum of three practice sessions at the varsity level and three practice sessions at the subvarsity level
- be personally informed (face to face), of the cut by the coach and the reason for the action
- skill level will be major factor in decision to make teams
- athletes wishing to dual sport will need permission from BOTH coaches involved and the Dual Sport contract signed regarding primary sport obligations prior to the beginning of contests
- **If a student is suspended from school during the entire try-out period of a sport where cuts are made, they will NOT be allowed to try out.**

b. The Athletic Director will discuss alternative possibilities for participation in the sport, or other areas in the activities program.

### **. Section 3: Transportation and Equipment**

#### **A.) Transportation**

1. Before each sports season the Athletic Director and coach will review the bus transportation schedule and determine which method of transportation is needed. The school vans are available to be signed out.
2. Weekend transportation will be reviewed with the coaches prior to each season.
3. Students who ride the bus to an athletic event may be signed out by their parent(s)/guardian(s) from the event. They must ride home from the event with the parent(s)/guardian(s) who signed them out. The athletic department /coach will provide a form for parents to sign out their child.

#### **B.) Equipment**

All student-athletes will be responsible for the proper care of any uniforms, accessories, or equipment issued by the coach and the Addison Athletic Department. Once issued, the student-athlete will take ownership of any uniform or equipment provided by the school.

- I. Any equipment or uniform that is lost, stolen because of negligence, or damaged because of improper care will be the student-athlete's responsibility to replace. Any student-athlete that fails to replace or refund the Athletic Department for the lost, stolen, or damaged materials will not be allowed to participate in his/her next sport until the equipment or uniform is replaced. For those who do not participate in another sport, other privileges may be withheld from that student until the proper action is taken.
- II. Returning equipment after the conclusion of a season is also the student-athlete's responsibility. The coach should schedule a date to return uniforms or equipment, and all student-athlete's should attend and return said equipment. Failure to return will result in the student-athlete not being allowed to participate in his/her next sport until the uniform is returned or replaced. The student may be billed for the cost of the uniform or equipment and other privileges may be withheld from that student until the proper action is taken.

## **Section 4: Safety Issues, Conflicts, and Quitting a Sport**

### **A.) Health and Safety Issues**

Health and safety is obviously a large concern for all coaches, athletes, officials, and parents/guardians. In order for our coaching and training staff to help prevent sports related injuries, it is the athlete's and the parent's/guardian's responsibility to keep the coaching and training staff up-to-date on any health related issues.

- I. If a student-athlete is injured during practice or competition, they may be immediately removed from the activity and the severity of the injury will be assessed by the coaching or training staff. If the injury causes the student-athlete to be incapacitated in any way (i.e. passes out, cannot walk, in extreme pain, broken bone, head injury) medical personal should be called immediately via 911. If it is during an event where the trainer is present, he or she will make the diagnosis and a decision regarding the proper course of action.
- II. After an injury is sustained, open communication (even between sports) amongst the coaches, parents, training staff, and athletic director needs to remain constant until that student-athlete is cleared to play by either the training staff or medical personal.
- III. **\*The Concussion Protocol and Return to Competition form can be found on MHSAA.com. Please take time to read the protocol for handling concussions.**

### **B.) Protocol for Approaching Coaches with Conflicts**

Invariably there will always be disagreements between players, parents, and coaches. The key to resolving these issues is for honest, appropriate, and discreet communication to take place involving the parents/guardians, the student-athlete, and the coach(es). Be sure when disagreements arise to never have those conversations with parents and players in public where other people can witness. The parents/guardians, coach(es), and student-athlete should meet privately at an agreed upon location with a set topic of conversation.

- I. Conversation topics that should never be discussed (but are not limited to) playing time, coaching strategy, and other student-athletes on the team. Topics that are appropriate include (but are not limited to) player and coach expectations, student-athlete attitude, and specific skills/abilities the student-athlete needs to develop to become a better player.
- II. If requested, the Athletic Director may be present at the meeting between the parents/guardians, student-athlete, and coach(es). This request may come from either the parents/guardians or coach(es). However, issues should be taken to the coach(es) first before the Athletic Director is approached.

- III. The “24 hour Rule” will be enforced. A coach(es) are not required to participate in any discussion with parents/guardians and the student-athlete until after 24 hours from the previous contest.
- IV. If a parent/guardian or student-athlete would like to set up a meeting to inform the coach after a contest that they would like to have a meeting they may, but the coach(es) will not be required to have a meeting immediately
- V. If a parent/guardian has a concern with a Varsity Coach who also serves as the Athletic Director they can contact the Superintendent.

### **C.) Quitting a Sport**

Quitting a team is a serious matter. A student-athlete may drop out of a sport only if he or she has personally contacted the coach and athletic director. Switching from one sport to another after the season has begun is discouraged.

### **Section 5: Athletic Training Rules and Violations**

Effective period of Addison Athletic Code of Conduct: Addison High School Training Rules will be in effect from the first officials practice of the fall sports season to the spring sports banquet. Violations of the athletic training rules involving sections 1-3 will be cumulative throughout a student-athlete’s high school career. For instance, if a student-athlete violates section 1 of the athletic training rules during his/her 9<sup>th</sup> grade year and section 2 during his/her 10<sup>th</sup> grade year, then the punishment given to the student-athlete would be the second offense under section 2.

An athlete whose suspension carries into the next sport must finish that sport in good standing in order to compete in the next sport.

#### **Definition of Terms:**

“Sports Season”: A sports season is defined as the time period from the first day of practice until the day of the sports banquet.

“Suspension from participating in athletics”: The student-athlete is allowed to practice with the team and attend a high-school sponsored team event. For non-cut sports that would be the first day of official practice and for cut sports that would be the first day after cuts are made.

“Student-Athlete”: a student becomes a student-athlete the first time he/she becomes an official member of a high school sponsored team. For non-cut sports that would be the first day of official practice and for cut sports that would be the first day after cuts are made.

“Regular season competitions”: Regular season competitions are the athletic events between two schools that do not include scrimmages, invitation-only, or post-season (MHSAA) sponsored events. The total number of regular season competitions of the sport in which that student-athlete is participating will be used to calculate his/hers suspension. If a student-athlete is suspended in-

season for alcohol or tobacco use and less than 25% of that season than the student-athlete will sit out the remaining percentage during the next sports season.

- A. Tobacco/Vape/E-cigarettes** Offense: The possession, use, or sale of tobacco products including, but not limited to, cigarettes, chewing tobacco, and snuff.

<b>Consequence</b>	<b>Season</b>
<b>1<sup>st</sup> Offense</b>	Suspended from participating in athletics for 20% of total regular season competitions for that season. Needs to finish the season in good standing
<b>2<sup>nd</sup> Offense</b>	Suspended from participating in athletics for 45 school calendar days and expulsion from current team membership.
<b>3<sup>rd</sup> Offense</b>	Student is no longer eligible to compete in athletics at Addison High School.

**B. Alcohol**

Offense: The possession, sale, or consumption of alcoholic beverages.

<b>Consequence</b>	<b>Season</b>
<b>1<sup>st</sup> Offense</b>	Suspended from participating in athletics for 25% of total regular season competitions for that season. Needs to finish the season in good standing
<b>2<sup>nd</sup> Offense</b>	Suspended from participating in athletics for 60 school calendar days and expulsion from current team membership.
<b>3<sup>rd</sup> Offense</b>	Student is no longer eligible to compete in athletics at Addison High School.

**C. Illegal Drugs**

Offense: The possession, consumption, or sale of illegal drugs such as, but not limited to,

marijuana, LSD, methamphetamines, or any performance enhancing drugs and stimulants such as anabolic or androgenic steroids or human growth hormones.

Warning-Any person who uses or knowingly possesses an androgenic anabolic steroid violates Michigan law and is punishable by imprisonment and fine. (Public Act 114)

<b>Consequence</b>	<b>Season</b>
<b>1<sup>st</sup> Offense</b>	Suspended from participating in athletics for 45 school calendar days and expulsion from current team membership. Needs to finish the season in good standing
<b>2<sup>nd</sup> Offense</b>	Suspended from participating in athletics for 1 calendar year and expulsion from current team membership.
<b>3<sup>rd</sup> Offense</b>	Student is no longer eligible to compete in athletics at Addison High School.

**D. Conduct Unbecoming of a Student-Athlete**

All other conduct deemed unbecoming of an Addison student-athlete will be taken on a case-by-case basis with punishments ranging from a verbal warning to expulsion from team membership and/or an additional time of suspension from competing in athletics at Addison High School. The punishment will be determined by mutual agreement between the athletic director and the high school principal with the high school principal having the final authority on all decisions. Conduct unbecoming of an Addison student-athlete can include, but it not limited to, theft, harassment, bullying, hazing, vandalism, or fighting.

**Section 6: Sportsmanship**

**A.) Standards of Sportsmanship**

- I. The reputation or image of Addison Community Schools should never be placed in jeopardy because of unsportsmanlike behavior. Students and fans attending athletic contests are expected to demonstrate positive enthusiasm and spirit which does not cause harm or embarrassment to our opponents and guests.
- II. Language which is offensive to others such as verbally abusing players, coaches, or officials is always unacceptable and will not be tolerated. Vulgarity in any form will always be considered unacceptable.

- III. Obscene/inflammatory gestures or materials (i.e. signs, t-shirts, or chants) are unacceptable.
- IV. Dangers and boisterous behaviors such as pushing, shoving, or fighting are not acceptable.
- V. The throwing of objects is unacceptable, and could result in an injury or the team being penalized by the game officials.
- VI. Respect is the key to good sportsmanship. Opponents should be respected.
- VII. Acknowledge good plays by both teams.
- VIII. Work together with cheerleaders for positive chants and avoid obscene or degrading cheers.
- IX. Respect the rights and property of others when hosting or visiting other schools.
- X. Win with character and lose with dignity.

## **B.) Spectator Behavior Guidelines for Home or Away Games**

Everyone has a responsibility to demonstrate good sportsmanship for our student-athletes. This is easy when things go Addison's way, but it is inevitable that there will be times this season when things will not go our way. There will be "bad calls" by officials, "perceived" poor play calling by coaches and mistakes made by players. However, keep in mind that officials, coaches, and players are all doing their best. The biggest role of a spectator is to be a source of encouragement. Once again, this is ALL about the well-being of the student-athletes. Spectators often feel that they must participate with loud cheering and "Come on, let's go" comments, which just adds more pressure to the student-athletes. In the event that a spectator acts in an unsportsmanlike manner, he/she will be approached and advised of the inappropriate behavior by a staff member/game manager and may be removed from the event.

### **Consequences**

**First Offense** A written notification of the incident from the Athletic Director. Follow up conference before next scheduled game between parent (spectator), Athletic Director and/or Principal.

**Second Offense** Loss of privilege to attend games at Addison for one calendar year.

**Third Offense** Loss of privilege to attend ALL games and sports permanently.

### **C.) Participant Behavior Guidelines for Home or Away Games**

Unsportsmanlike Conduct, Disqualification, Technical Fouls: Unsportsmanlike conduct is governed by the MHSAA and states, “When a student is disqualified during a contest for flagrant or unsportsmanlike conduct, that student shall be withheld by his/her school for the remainder of that day of competition and for at least the next day of competition for that team” (MHSAA reg. V sec. 3). Depending on the severity of the unsportsmanlike conduct, the student/athlete from Addison Community Schools could be declared ineligible for additional days of competition by an administrator.

### **Section 7: Dual Sports Participation**

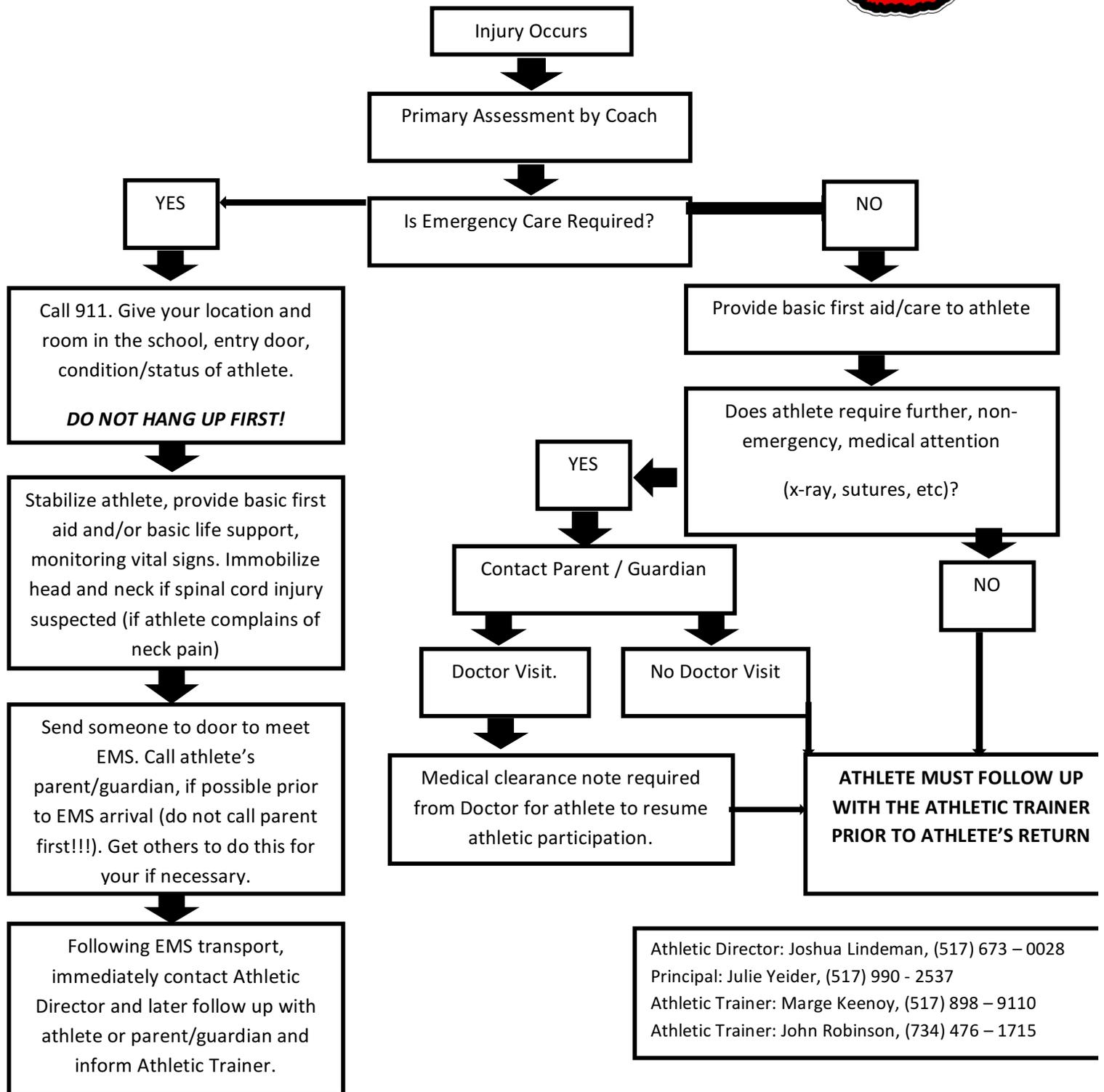
- A. Addison High School seeks to provide quality-co-curricular athletic opportunities for its students. Some students have talents and abilities which they have a desire to contribute to more than one team in a particular season and both of these teams can benefit. Some activities may struggle with low numbers and this can boost participation in those sports.
- B. Any athlete choosing to participate in Dual Sports Participation-must have the Addison Middle/High School Dual Sports Contract signed by both coaches and turned into the Athletic Director before first day of practice for either athletic team.

**Inclement Weather:** The Superintendent will contact the Athletic Director when weather will affect sports teams from practicing or playing games.

# ADDISON MIDDLE/HIGH SCHOOL



ATHLETIC INJURY PROCEDURE/PROTOCOL  
 IF CERTIFIED ATHLETIC TRAINER IS NOT AVAILABLE,  
 INCLUDING OFF-SITE OR AFTER HOURS PRACTICE/COMPETITION



Athletic Director: Joshua Lindeman, (517) 673 – 0028  
 Principal: Julie Yeider, (517) 990 - 2537  
 Athletic Trainer: Marge Keenoy, (517) 898 – 9110  
 Athletic Trainer: John Robinson, (734) 476 – 1715

**Addison Middle/High School Dual Sports Contract**

**Addison Panthers**

**ATHLETIC DEPARTMENT**

Addison Community Schools, Addison, MI 49220

**Addison Panthers Dual Sport Contract**

“**Dual Sport**” is defined as an athlete participating in two sports in the same season.

Any athlete electing to do two sports in the same season agrees to the following terms:

- A. Athlete must declare his/her preferred sport before the season competition begins.
- B. If the game/meet conflicts, the primary sport takes precedence.
- C. The athlete must communicate with both coaches on a daily basis.
- D. The athlete may not quit the primary sport after the declaration and subsequently switch to the other sport. Exceptions will only be made with a mutual signed agreement by student athlete, parents, Athletic Director, with Primary and Secondary coach.
- E. If the athlete should experience academic problems, the secondary sport shall be dropped.
- F. Conference/Regional meets and/or pre-district District games may take precedence over the declared sport if there is mutual consent by both coaches ahead of time.
- G. The day of a contest the athlete should practice with the primary team.

**Student Athlete** \_\_\_\_\_ **Season Year** \_\_\_\_\_

**Primary Sport** \_\_\_\_\_ **Secondary Sport** \_\_\_\_\_

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

Athlete’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Primary Coach’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Secondary Coach’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I (athlete name ) \_\_\_\_\_ (parent name ) \_\_\_\_\_ have received and read the Addison Athletic Handbook. We understand the rights and responsibilities pertaining to student athletes and agree to support and abide by the rules, guidelines, procedures, and policies of the Addison Athletic Handbook.

Athlete's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

