



Athletic Handbook

For Students



Mission Statement of Traverse City Christian Sabres

Our mission at Traverse City Christian School is to develop the God-given talents of our student athletes: spiritually, emotionally, physically, socially and intellectually. We aim to equip minds, nurture hearts, and set ourselves apart, not only as athletes, but also as followers of Jesus Christ.

Philosophy of Athletics

Participation in interscholastic athletics at Traverse City Christian School represents an opportunity for young men and women to enter into a discipleship relationship with other Christians. The word “disciple” comes from the root word meaning “discipline”. Training on a team requires various forms of self-discipline, such as attentiveness, obedience, patience and hard work. Biblical principles and character traits can be built into the lives of young people while participating as a member of a team, with the help of Christian coaches who view their position from a Biblical perspective.

In 1 Corinthians 9:24-27, Christians are described as running a race, and commanded to do so in such a way that they may win. Thus, the competitive spirit is a part of the Christian life and can be used to help young people develop excellence in all endeavors. The passage also calls competitors to exercise self-control in all things: training their bodies, maintaining their focus, and striving for victory.

Also indicated in this passage is that every race has a goal. Paul claims he runs in such a way, as not without aim (v.26). Stemming from this philosophy, the athletic programs of Traverse City Christian School will be goal-oriented. Participation in athletics gives young men and women realistic and attainable goals, rewarding those who maintain their focus and who direct their efforts toward reaching those goals.

Finally, In Romans 12.4-21, the Christian’s call to teamwork is representative and instructive of God’s vision for the body of Christ. The Body is one team made up of many members, each member contributing a different, yet equally important, function. Thus, one team member should not rank himself more highly than another, but rather use his unique gifts to contribute a valuable part to the total team effort. Athletes are to compete for an audience of one, Jesus Christ. In humbly accepting praise, one should never forget where real credit belongs.

Athletic Program Overview

Conference and Associations

Traverse City Christian School is a member of the Michigan High School Athletic Association and the Cherryland Conference. The Cherryland Conference is made up of five schools:

Grand Traverse Academy
Lake Leelanau St.Mary
Leelanau Schools
Northport Public Schools
Traverse City Christian

We are also a part of:

Greater North West Soccer Conference in Boys’ Soccer
Lake Michigan Conference in Girls’ Soccer
Greater North High School Bowling Conference in Boys’ Bowling

Competitive sports are offered for grades 4 - 12. Cooperative athletic programs have been developed with Traverse City St. Francis allowing for participation in a wider variety of sports, such as Boys’ and Girls’ Soccer, Boys’ and Girls’ Down-Hill Skiing and Grand Traverse Academy for Boys’ and Girls’ Cross Country



Athletic Seasons

There are three basic athletic seasons: fall, winter and spring. Practice for these seasons usually begins:

- Fall: The first Monday the week of August 11th
- Winter: The first Monday the week of November 10th (girls), Nov. 17 (boys)
- Spring: The first Monday of March 9th

Minor variations may occur from sport to sport. Attempts will be made to have team meetings and organizational practices announced and posted at school, as well as published in the *Messenger*.

Sports Offered

Traverse City Christian offers the following sports:

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
<i>Girls' Volleyball (V/JV/8/7/6)</i>	<i>Boys' Basketball (V/JV/8/7/6)</i>	<i>*Girls' Tennis (Varsity)</i>
<i>*Co-ed Cross-Country (Varsity)</i>	<i>Girls' Basketball (V/JV/8/7/6)</i>	<i>Boys' Golf (Varsity)</i>
<i>Boys' 11-Man Football (Varsity)</i>	<i>Boys' Bowling (Varsity)</i>	<i>Boys' Baseball (Varsity)</i>
<i>**Boys' Soccer (Varsity/MS)</i>	<i>***Boys' Ice Hockey (Varsity)</i>	<i>*Co-ed Track (V/MS)</i>
		<i>**Girls' Soccer "TC Liberty" (Var)</i>
		<i>*Girls' Softball (Varsity)</i>

- *These sports are offered in combination with Grand Traverse Academy
- **These sports are offered in combination with Traverse City St. Francis School
- ****Boys' Hockey* is offered in combination with the following seven (7) schools, creating the "Northwest Warriors" hockey team: Benzie Central, Glen Lake, Frankfort, Kingsley, Traverse City Christian, Traverse City Prep and Grand Traverse Academy.

Purpose of Traverse City Christian School Athletics

- 1) **Teamwork:**
 - a. Working together to achieve maximum team performance under the direction of the coach
 - b. Learning to take responsibility for individual contributions while developing a concern for the well-being of one's team
- 2) **Self-discipline:**
 - a. Learning to control the mind, body, and emotions while working toward a specific goal
 - b. Developing good habits of self-control (i.e. respectfully obeying authorities, working hard in training, displaying the proper response in challenging situations with teammates, coaches, officials, winning or losing)
- 3) **Character Development:**
 - a. Learning/maintaining the proper Biblical response when character weaknesses are exposed
 - b. Setting a good example for other students
 - c. Taking responsibility for individual actions
 - d. Making decisions that reflect maturity
 - e. Being able to see the role and reward of hard work
- 4) **Faithfulness, consistency and perseverance:**
 - a. Sticking to a task and routine long enough to develop skills that will contribute to the total team effort
 - b. Remaining faithful to one's word, teammates, coach, school, and Christ
 - c. Completing agreed upon responsibilities
- 5) **Leadership & Example:**
 - a. Providing opportunity for development of leadership skills
 - b. Accepting the role of representing the team, the school, and the Lord
 - c. Learning how to handle praise, criticism, wins and losses with humility and grace
- 6) **Competition:**
 - a. Learning to be aggressive and to perform in healthy competition
 - b. Learning to apply what has been practiced
 - c. Learning to deal with disappointment when losing and with excitement when winning



Athletic Resolution

We recognize that:

- 1) Traverse City Christian School is called to impact students for Christ, and has the opportunity/responsibility to model the Christian view in the area of athletics.
- 2) Participation in athletics offers the opportunity to communicate the Christian view through an activity largely given over to secular motivations.
- 3) Athletic competition provides a valuable opportunity to develop character, competitiveness, team play, discipline, the proper response to challenges, public behavior, self-control, leadership, and athletic skill from a distinctively Christian view.

We resolve that:

- 1) Traverse City Christian faculty, coaches, spectators, team members and students will strive to represent a distinctive Christian character in all athletic activities. Deviation from Christian behavior, as determined by school leadership, will not be tolerated.
- 2) Interaction between coaches-players, players-teammates, and players-opposition will be encouraging and supportive.
- 3) While athletics is important, it is and will remain secondary to academics.
- 4) Specific policies, guidelines, and perspectives will be provided to each coach through the coach's handbook; all coaches are expected to carry out their duties accordingly.

General Athletic Department Goals

- 1) We will strive for maximum participation of our athletes, but recognize participation in interscholastic athletics at Traverse City Christian is *a privilege, not a right*. Interscholastic athletics is for those that have a high level of interest, desire, and skill in their respective sports (Please refer to PHILOSOPHY AND RULES OF PARTICIPATION for further clarification).
- 2) We will evaluate our program in light of our educational goals, the purpose/philosophy of the athletic program and the general guidelines. Win-loss records will not determine success or failure of our athletic programs.
- 3) We will reflect biblical values and be consistent with the school's vision.
- 4) We will strive to provide our athletes with the best teaching and coaching personnel.
- 5) We will provide our athletes with the best facilities and equipment that are available in relationship to the financial conditions that exist at the given time.
- 6) We will provide all spectators an opportunity to identify with and support interscholastic teams of Traverse Christian School.
- 7) We will expect the coaching staff, athletes, student body and adult audience to act in a manner that gives honor to God.
- 8) We will operate our athletic program in a manner that provides all athletes opportunity to grow physically, emotionally, and spiritually, to establish positive values, and to enjoy life in general.

Athlete defined

An athlete is any member of an athletic team, its managers, and all cheerleaders. When a student tries out for an interscholastic team for the first time and begins official practice, the student is regarded as an athlete. Athletes are subject to the provisions of the athletic code for the remainder of their Middle School and Senior High School athletic career.

A Privilege & Responsibility

Participation in the athletic program at Traverse City Christian High School is a privilege that is earned, not a right. Every student-athlete is expected to uphold the school's mission statement and help foster the school's goals and purposes.

Student-athletes are spokespersons for the school in the classroom, on the floor/field, and in the community. Family, friends, teachers, administrators, coaches, officials, opposing fans, the local community, and the media view their actions. The model of Christian athletes is one that values academic accomplishment, good sportsmanship and citizenship. The actions of a Traverse City Christian athlete will give testimony about our relationship with Jesus Christ and about the quality of students at our school.



Parents are also expected to display Christian sportsmanship that reflects positively on the school community. Support and encouragement given to coaches and athletes is highly valued. All parents may be required to volunteer in some way, and demonstrate respect for coaches, opponents and officials at all times.

Traverse City Christian understands that parenting and coaching are both challenging at times. The goal and desire of the athletic department is to have one's experience be a team effort that benefits the student, family, and community.

Athletic Organizational Chart

BOARD OF EDUCATION
BOARD REPRESENTATIVE ----- SCHOOL ADMINISTRATOR
ATHLETIC DIRECTOR
ATHLETIC BOOSTERS ----- COACHES ----- TEACHERS ----- PARENTS
PLAYERS

Organization Guidelines

- 1) At practices, coaches are directly responsible for the supervision and conduct of players. At games, coaches and parents are responsible for the conduct and supervision of students on the way to the game, at the game, and after the game. Coaching is the direct responsibility of the coach. If a problem develops with a player, coaches should first contact the parents. In turn, parents should first contact the coach (Matthew 18 principle). If the problem is not resolved, the matter should be taken to the Athletic Director. If the problem continues the Administrator and Board Representative should be involved.
- 2) Coaches operate under the direction of the Athletic Director. The Athletic Director should be notified of any changes in schedule, injuries, major problems, or supplies and equipment needed. The Athletic Director must authorize all purchases. Coaches should first address any concerns or problems to the Athletic Director, and if not satisfied, to the Board Representative and/or the Administrator.
- 3) The Athletic Director operates under the authority of the Board Representative and the Administrator. Following the Biblical principle set forth in Matthew 18, the Athletic Director will deal with problems with coaches, players, parents, and fans. The Athletic Director reports directly to the Board Representative. The Athletic Director works with the Athletic Boosters and the Board of Education in providing equipment, supplies, uniforms, and direction for the athletic program.

Communication Guidelines for Parents/Athletes

Parents are expected to encourage **loyalty** and **dedication** to the team and to the coach. Attitudes of parents have great impact on the attitudes of athletes. If concerns or conflicts arise during the season, please follow these guidelines:

1. The athlete should first talk to the coach.
2. If not resolved, the parent should contact the coach to discuss the situation. The coach may have additional information from practice and from other contact with the student. This discussion should be beneficial to both parents and the coach, keeping the welfare of both the student and team in mind.
3. Please refrain from contacting a coach on game day, immediately before, during, or following a game. This includes, in person, telephoning, texting, emailing etc. Call after 24 hours following the incident.
4. If necessary, and if your concern is with a sub-varsity coach, talk next with the head varsity coach of the sport.
5. If the conflict is not resolved, you may call the Athletic Director to facilitate a meeting with you, your student athlete and coach, and if necessary, the administrator.

Regulations for Participation

A. Philosophy of Participation

- a. *6th, 7th and 8th Grade Teams*: Middle School teams will serve as a "skill development" period, focusing on player participation and opportunities for all participants.
 - i. Player skill development will be emphasized first and foremost.



- ii. Participation opportunities will be provided to each student player on a per game basis, regarding team standards and expectations have been met.
- iii. Playing time will be distributed among team members at the coach's discretion. All players should receive equal playing time at each game when possible.
- b. *Junior Varsity and Varsity Teams:* Junior Varsity and Varsity levels will serve as a "competitive" period, focusing on team goals. The number of players will be limited. At the Varsity level, we will field the most competitive team possible.
 - i. Player skill development and overall team success will be emphasized.
 - ii. Participation opportunities will be provided to players at the coach's discretion; however, coaches are encouraged to play every player in every game provided the team standards and expectations have been met.

B. Rules of Participation

- a. All students must be eligible under Michigan High School Athletic Association (MHSAA) regulations. Additional guidelines for participation are as follows:
 - i. Every athlete must be enrolled in or approved for (see Home School athletic policy) at least four classes at Traverse City Christian*
 - ii. Every athlete must be eligible according to the Eligibility Policy (see ELIGIBILITY POLICY)
 - iii. At the end of a semester, an athlete must pass 66% of enrolled or approved classes to be eligible for the duration of the next semester. In addition to the MHSAA regulations, an athlete will be declared ineligible for the entire next semester if he/she has failed to pass 66% of their classes in a semester.
- b. Any student declared ineligible due to transfer status by MHSAA or scholastic difficulties may practice with the team ONLY, with parental permission, yet cannot dress or take part in scheduled competitions.
- c. A student is considered to be in a sport from the first official practice for that sport until the end of a full week after the last competition.
- d. Other requirements or limitations for participation:
 - i. Seniors and Juniors may participate on Junior Varsity teams by invitation only – to be determined by the Athletic Director, head coach of sport, the coach of the team involved, and his/her parents.
 - ii. All Traverse City Christian High School students in grades 9-12 are eligible for Varsity teams.
 - iii. Eighth grade students may participate on high school teams as long as the high school (9th-12th) enrollment is less than 100 students. These students must also receive written permission from their parent(s) or legal guardian(s) prior to participating in a sport at the high school level.
 - iv. The final selection of eligible participants for teams will be made at the discretion of the head coach of the sport and the coach of the team involved.

*Exceptions may be made for students who are involved in supplemental programs, are meeting the needed number of credits, or are homeschooled. (Must meet Traverse City Christian's home school guidelines.)

C. Participation in Varsity Sports

The MHSAA allows for the participation of 8th grade athletes on Traverse City Christian's high school teams due to our enrollment numbers on a year to year basis. For the current school year, the following guidelines have been established in that regard:

- a. 8th graders may participate on a varsity team **only** if they are needed to field a varsity team and there is no junior varsity team for that sport;
- b. If there is a junior varsity team but no 8th grade team for a sport, 8th graders may participate on the junior varsity team, but not on the varsity team;
- c. 8th graders on junior varsity teams may not be moved to the varsity team at any time, including tournaments. The only exception to this policy is when it becomes necessary for all members of the junior varsity team to move up to the varsity team to maintain a varsity team;
- d. When a Middle School team exists, a good faith effort will be made to maintain the Middle School team and not move any 8th grade athlete to the junior varsity team;



- e. 8th graders will be expected to travel with their team to all sporting events, games and competitions. Programs offered and the participation of 8th graders on high school teams will be reviewed on an annual basis.

D. Requirements for Participation

- a. Adhere to the Traverse City Christian Athletic Code of Conduct
- b. Adhere to the MHSAA Code of Conduct for Athletes

Athletic Code of Conduct

A. The following are expected of all Traverse City Christian athletes:

- a. Read, understand, and follow the Traverse City Christian Schools' Athletic Code, as well as the MHSAA Athletic Code for Athletes
- b. Work hard, practice good study habits, and have good behavior in the classroom
- c. Exhibit Christian sportsmanship during practice and games. Use of profanity will not be tolerated. Athletes are not to argue with or show disrespect toward officials or coaches.
- d. On trips, athletes directly represent Christ, the community, the school, and the coaches. Therefore, all concerned will dress in an acceptable manner when traveling and conduct themselves in a respectful manner.
- e. All team members will dress up on the day of games, both home and away. Players must arrive in the following attire:
 - i. GUYS: Guys will wear dress pants, dress shirt and tie. No blue jeans.
 - ii. GIRLS: Girls will wear dress slacks, skirts, or dresses in compliance with school dress code.
 - iii. Coaches may make exceptions with the Athletic Director's approval.
 - iv. After games, athletes must re-dress in their "dress" clothing. Changing into jeans or clothing other than their dress clothing is not allowed.
- f. Conduct in and out of school will be respectful, bringing no disrespect to the athlete, parents, school, team, or God. Any conduct considered unbecoming of an athlete will be brought before the Athletic Representative or administration for disciplinary action.

i. EXAMPLES OF CONDUCT UNBECOMING A SABRE STUDENT ATHLETE

Include, but are not limited to:

- 1. Stealing
- 2. Persistent classroom misconduct
- 3. Abusing school property
- 4. Disrespect for authority
- 5. Felony conviction
- 6. Substance abuse (tobacco, alcohol, drugs, etc.)
- 7. Sexual activity
- ii. For each offense, depending on the nature of the misconduct, the penalties range from probation to total dismissal from athletics.
- g. Students are not to use any of the school facilities unless properly supervised by the coach, persons with access to the gym, or another individual appointed by the coach and/or school.
- h. There will be occasions when the athlete will have a conflict of responsibilities. Athletes will not be excused from practice for routine conflicts that, with prior planning, could be scheduled around practice sessions and contests (see ATTENDANCE POLICY). Even though academics are more important, each athlete must make every attempt to arrange their obligations so they do not conflict with scheduled practices and contests.

B. Purpose of the Athletic Code

- a. Through the establishment and enforcement of uniform standards, it is expected that all student athletes will strive for and attain high standards of self-discipline in all areas of life, thereby allowing them to reach their full potential as students and as athletes.
- b. The Athletic Code, as adopted by the Board of Education, establishes standards of conduct for all student athletes and details the penalties for violations of these standards. Uniform standards are established in the following areas (these are detailed throughout the handbook):



- i. Attendance
- ii. Academic performance
- iii. Substance Abuse

Attendance Policy

In order to establish a competitive athletic program and promote positive character traits in student-athletes, it is the philosophy of the Athletic Department that all students involved in athletics attend all practices and competitions. It is important that parents, teachers, students, and all other persons involved strive to not schedule activities that would interfere with games and practices (i.e. family vacations, church events, doctor appointments, social activities that could be scheduled at other times). Students receive practice and game schedules at the beginning of the season and should make every effort to not double-book themselves. Please contact your coach with as much notice as possible if you are unable to attend a practice or a game.

All high school teams will practice each weekday that there is not a scheduled game. Middle School teams will practice/compete a maximum of four days each week with the exception of the first few weeks prior to the first game of the season. At this level, the goal is not to schedule practices and games on Wednesdays or weekends, but this may occur occasionally. Coaches may request permission to practice on these days from the Athletic Director. Parents and athletes should attempt to schedule personal commitments on off days.

Fall practices will start prior to the beginning of school. These practices are required of all participants. There may be practice during Christmas and spring vacations. Practices between Christmas Eve Day and New Years Day are not required, but athletes should make every effort to attend. Any other practices over the Christmas vacation are required. Coaches must be notified in advance of what practices will be missed. Coaches have the freedom to allow students to miss practice if sufficient notice and reason is provided. The coach's decisions may be appealed to and/or overridden by the Athletic Director. Each coach may enforce his/her own consequences (once approved by the Athletic Director) for missing practices and/or games.

Excused absences would fall under the following circumstances:

(These are for athletic practices and events only, and do not pertain to non-athletic events):

- 1) Student is not in attendance at school due to illness, or death in the family (Family vacations during school are considered unexcused absences).
- 2) Student becomes too ill to practice/play
- 3) Student needs to attend a funeral that interferes with the time of practice/game
- 4) Student receives special permission from the coach to miss a specific practice

Injuries do not count as excused absences. Injured athletes should attend all practices/games or receive written permission from his/her doctor to be excused from practices/games. This allows the athlete to remain with the team and understand what is taking place, even though he/she is may not be able to physically participate.

Attendance Regulations

- 1) An athlete must be present in school for at least half of the school day on the day of an interscholastic competition. The Athletic Director may grant exceptions. Requests should be made before the absence occurs.
- 2) An athlete who is suspended from regular classroom attendance may not practice, take part in, or attend interscholastic competition during said suspension.

Eligibility Policy

The purpose of the eligibility policy is to keep student-athletes' primary focus on academics. In an effort to maintain consistency and accountability, we will have eligibility reports every two weeks during the season.

A. Policy

- a. If a student's cumulative average falls below a C- (70%) in two or more classes, the student will be considered ineligible for that week. The student will become eligible when the grade is raised to or above a 70%. If any grade is an F (59%) the athlete will be ineligible immediately and remain so until that grade is above 59%. When the student has raised his/her grade(s), he/she will then become eligible to participate in practices and competitions.



- b. As a student athlete, it must be remembered that, first and foremost, one represents Jesus Christ, one's family, and then Traverse City Christian School. Therefore, attitude at home, school, within the community, and especially on the court/field must be one that glorifies the Lord.
- c. An academically ineligible athlete will be able to attend practices and games ONLY with parental, coach and athletic director approval. The academically ineligible student is still a part of the team and will dress up on game days, but will not dress in the team uniform for the game. The ineligible student will follow all expectations of team members and will sit with the team during the game if parents have approved game attendance.

B. Implementation

- a. The Athletic Director will do an "Eligibility Check" for the coach every Monday. This will determine eligibility for that week.
- b. The Athletic Director will notify ineligible athletes of their ineligibility for the week on Monday. The student will remain ineligible for a minimum of one week. If the student raises his/her grade(s) to a D- or higher after the one week period, the student is to inform the Athletic Director. Requests for change in eligibility may be presented to the Athletic Director at any time.
- c. Once an athlete is declared eligible, the athlete will remain eligible until the next check, except under special appeal; such as an extended illness. A "week" begins and ends on Monday morning.

C. Detention Procedures and Sports

Philosophy- The intent of our discipline policy is to restore a student into a faith relationship with our Lord and into a forgiving, trusting relationship with adults, teachers, and fellow students.

Application- Detentions are not mandatory (as the only measure of discipline for teachers). Teachers are encouraged to use alternative, creative means of dealing with problems, keeping in mind the intent of our discipline philosophy. However, when given to a student:

- a. A detention will take priority over practice for extra-curricular sports. Students are still to attend practice for the remainder of the time.
- b. Detentions given for attitude reasons (blatant or repeated disobedience, disrespect, or lack of cooperation) will be served when designated, even if to be served on the day of a game.
- c. Detentions given on game days for minor reasons will be dealt with on an individual basis. If a detention is re-scheduled to another day, the time will be doubled.

If the nature or application of discipline is questioned, it should be addressed between the parties in disagreement. If an understanding is not reached, the discussion should include the administrator for final resolution. The administrator has the responsibility for the final decision, taking into account all circumstances and the impact on the overall school program.

Substance Abuse Policy

- A.** During the school year, an athlete shall not:
 - a. Be in possession of and/or use tobacco products of any kind
 - b. Be in possession of and/or use an alcoholic beverage
 - c. Be in possession of, use, buy, or sell any controlled drugs, including steroids
- B.** Possession is defined as the athlete having personal possession of, or knowing and willingly becoming part of a situation where alcohol or drugs are present.
- C.** It is not a violation for an athlete to use, be in possession of, or under the influence of a legally defined drug specifically prescribed for the athlete's own use by the athlete's own doctor.

Penalties for violations of the substance abuse regulations*

- a. First offense:** Suspension for remainder of the season for the sport in which the student is currently playing. If the current sport season is more than 50% complete, the suspension will carry over into the



following sport in which the student desires to participate. The suspension will be complete once the student has missed 50% of the competitions between the two seasons. (Example: if a student is suspended for the last 30% of the soccer games, he/she would be ineligible the first 20% of the basketball season). The student must complete the sports season in order to fulfill the requirements of their suspension. On first offense situations only, suspensions may be altered by administration for which extenuating circumstances may have occurred.

- b. **Second offense:** Suspension for the remainder of the season of the sport in which the student is currently playing, and the entire next sport season in which the student participates. The student must complete the sports season or seasons to fulfill the requirements of their suspension. Before being readmitted to a team following suspension for the second violation, the student shall show evidence in writing of having received counseling (i.e. school counselor, drug counselor, pastor, psychiatrist, or psychologist).
- c. **Third offense:** Suspension from all athletic activities for 365 consecutive days. This includes practices and competition. If, after the third violation, the student becomes a participant in a chemical dependency program or treatment program, the student may apply to the Board of Education for reinstatement in interscholastic activities. A minimum period of 12 weeks of such treatment shall have been completed. The director or counselor of a chemical dependency program must issue certification of treatment. After the year period and the presentation of counseling certification, application may be made to the Board of Education for reinstatement.

* These penalties pertain to athletics only. Penalties assessed by the school take precedence.

* If the following conditions are met, any athlete who believes he/she may have a substance abuse problem may turn himself/herself in to the Athletic Director (one time only) without penalty:

- i. The athlete, his/her parent(s) and/or legal guardian agree in writing to receive professional help. Before being readmitted to a team the student shall show evidence in writing of having received professional counseling.
- ii. There are no unsolved allegations currently under review by the Athletic Director regarding the athlete's involvement in a violation of the substance abuse regulation.

Procedures for reporting violations and rule enforcement

An alleged violation of the athletic code needs to be reported in writing to the Athletic Director, within 7 days of the occurrence of the violation. All reported infractions will be checked in the following manner:

- a. The Athletic Director will meet with the accused within 3 school days, telling them the allegations of the infractions: what, where, and when. The parent(s) and/or legal guardian will be notified (24 hours notice) of this meeting and will be invited to attend, along with legal counsel.
- b. If the accused confesses, he/she and his/her parents will sign a written statement to the effect. The Athletic Director will invoke the penalty as stated in the athletic code.
- c. If denied, a closed hearing will be arranged to include only the following people:
 - i. Accused, parent, and/or legal guardian and/or legal counsel
 - ii. The Athletic Director who will run the meeting
 - iii. Hearing board (to be appointed by the Athletic Director and made up of the following members):
 - 1. High School principal
 - 2. One (1) non-coaching member of the teaching staff
 - 3. One (1) member of the coaching staff (not including in-season sports)
 - 4. Board Athletic Representative or another appointed board member
 - iv. A secretary who will record all testimony
 - iv. Not more than three (3) witnesses may be called to testify by either side
- d. The hearing board will present the Athletic Director with their decision in writing
- e. Once a decision is reached, the Athletic Director will meet with the accused, parent(s), and/or legal guardian and/or legal counsel. All penalties, if necessary, will go into effect at this time. **An appeal will not delay the penalties.**
- f. If the parent(s) or legal guardians feel that equity has not been granted their child, they may appeal the decision to the Board of Education within 5 days after receiving notice from the Athletic Director. The Board of Education will review the appeal at the next scheduled meeting.



- g. An appeal will be made up of the following:
 - i. The written decision presented by the hearing board to the Athletic Director
 - ii. All testimony recorded by the secretary
 - iii. A written reason for the appeal (done by parent, legal guardian, or legal counsel)
 - iv. A written description of further evidence that should be presented

MHSAA Athletic 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 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.

Rules governing the provisions of the Athletic Code

- 1) According to the MHSAA policy, the provisions of the athletic code are in effect for the school year, which begins the first day of practice for fall athletes and continues until the last day of school or the last day of competition for spring athletes if the season runs beyond the end of the school year. All athletes are regarded as athletes whether in season or not.
- 2) When serving a team suspension, an athlete may participate in all practice sessions (coach and Athletic Director approval required) and must be present with the team at all contests during the suspension.
- 3) If a second offense is committed while a previous penalty is being served, the penalty for the second offense will begin after the penalty for the first offense has been served.
- 4) If a penalty is not served during a given sport season, the remaining percentage of time not served will be carried over to the next sport season in which the athlete participates.
- 5) These offenses will accumulate throughout the athlete's Junior and Senior High School athletic career.

Responsibilities of Athletes

A. Athletic Fees

- a. For grades 6-12, the first sport of the academic year has a \$160 fee. Any subsequent sports will be \$110.
- b. Athletes must have fees paid **by the end of the first week of practices** for fall sports and **before practices start** for winter/spring sports.
- c. Athletic fees should be paid by check or money order to Traverse City Christian School.
 - i. Write the Athlete's name along with "Athletic Fee" in the memo.
 - ii. Checks should be given to the school office.
- d. If you have difficulty paying the fee, please see the Athletic Director as scholarships are available.

B. Physicals

- a. All athletes must obtain a physical prior to practicing for any sport. Completed physical forms must be returned to the office **prior to participating in the first practice**. The athletic director will forward a copy of the physical form to the school where a student participates in a cooperative sport. Sports physicals are provided by many of the area walk-in clinics, etc, and forms are available in Traverse City Christian's main school or athletic office.
- b. All athletes must turn in an up to date physical card dated April 15, or later of the current year. This form must be turned in to the athletic office **prior to participation in the first competition**. This form gives permission for medical treatment should an emergency arise.



C. Athletic Injuries and Insurance

- a. Traverse City Christian does not assume financial responsibility for medical, hospital, or ambulance expenses incurred because of athletic injuries. Athletics is a voluntary program in which the students may participate only if they have medical insurance (the insurer and policy number should be included on the physical form).
- b. Traverse City Christian will assist student athletes in finding insurance if needed.

D. Equipment/Uniforms

- a. Every athlete is responsible to properly maintain all athletic clothing and equipment assigned to him/her. If clothing and/or equipment are not returned to the coach at the end of the season, the athlete will be charged \$150 for items not returned. An athlete with fines outstanding from a previous sport season will not be allowed to begin the next sport season.
- b. Athletes will be held responsible for school equipment that is damaged due to negligence or abuse.
- c. Athletic department equipment is not to be used for physical education or activities other than the sport for which they were issued.
- d. Equipment exchanges must be sanctioned by the coach or the Athletic Director

E. Locker Rooms

- a. During all practices and home games, all money and valuables should be locked in lockers. Traverse City Christian School will assume no responsibility or liability for personal contents in the lockers.
- b. Each player is to keep his/her own equipment in his/her own locker.
- c. Athletic equipment, clothing, schoolbooks and/or other personal property must not be left on the locker room floor or in lockers after practices/games.
- d. For safety reasons, "horseplay" in the locker room is strictly prohibited and may result in suspension.

F. Travel and Transportation Regulations

- a. Athletes will ride with the team to away competitions unless other arrangements are made. When a bus is not available, and athletes ride with parents, the athletes must report to the coach with whom they are planning to ride.
- b. Athletes will not be allowed to drive to away games without written permission from his/her parents.
- c. An Athlete may drive other team members to an away game only with written permission from the parent(s) of the teammates who are passengers in the car.
- d. Athletes will return home the same way they arrived, unless a parent or legal guardian gives permission for another way of transportation. This arrangement must be made prior to leaving for the game, and the permission must be given in writing to the coach or verbally given by the parent/legal guardian to the coach.
- e. Drivers, coaches, and/or the Athletic Director may remove any and all riding privileges at any time.
- f. Students/athletes accept responsibility for all personal items.

G. Dropping a Sport

- a. If a student must drop out of a sport, during the season, it must be done in the proper way. The reason for dropping must be made known to the coach personally, and all equipment must be returned.
- b. If the team has been selected, or if the sport is dropped after the first interscholastic competition in that season, the student may not participate in 50% of the following sport season unless he/she obtains a written release from the coach of the sport he/she dropped.
- c. Athletic fees will be refunded 50% if a student drops a sport prior to the end of the first week of practice and 100% if a student is cut from the team. No refunds will be given after the first week of practice.

H. General Team Rules

(These may be adapted by the coach with the Athletic Director's approval)

- a. Each player is encouraged to get eight or nine hours of sleep to be prepared to meet the demands of practice and competition
- b. Each player is expected to be at every practice.
- c. Everyone is expected to keep the locker room neat and clean following practices/games.



- d. Profanity will not be tolerated.
- e. Conduct during travel and at games must be courteous and respectful.
- f. Players will not be allowed to physically display disrespect, argue with, or talk disrespectfully to a coach, officials, team mates, or opposing team. If a player has something to say, it may be discussed with the coach privately, after practice, or after the game.
- g. Parents will not be allowed to argue with or talk disrespectfully to a coach. If the parent has something to say, it may be discussed with the coach privately. There will be a mandatory 24 hour cool-off time, after which the face-to-face meeting will be scheduled. Phone call conversations are discouraged.

Recognitions/Awards

Letter Awards:

A letter is awarded to the participant in a varsity sport by the school. To receive a letter is considered an honor by every letter recipient. If a letter winner betrays his/her responsibility by not living up to the policies of the handbook, he/she will forfeit his/her right to receive the letter. The coach of each sport will make recommendations for letter awards on the basis of the participant's contribution to the team.

Athletic Awards

Athletic award events will be held at the conclusion of each season. Certificates of participation are awarded to all athletes that complete their season. Individual team awards may also be presented. A maroon varsity letter and sport pin is awarded to each athlete participating in a varsity sport for the first time and varsity (service bar) pins awarded thereafter. A star pin will be awarded to team Captains. Athletes are to attend the sports awards events at any school in which they participate in cooperative sports.

The following criteria will be used in determining the eligibility of a player to receive an award, such as a varsity letter:

- a. Punctual Attendance
- b. Game participation
- c. Christian character displayed (i.e. sportsmanship, encouragement to other players, cooperation with players and coaching staff, positive attitude)
- d. Team player

Miscellaneous

School Cancelled Due to Poor Weather

When school is canceled or let out early due to bad weather, practice and sporting events will be canceled for the day unless an announcement is made to the contrary. Students participating in cooperative sports should contact that school's office to confirm practice and sporting events have been canceled.

Emergency / Injury Situations

The coach can tend to injured athletes if it is a normal first aid procedure. If the injury appears more serious, the athlete will be referred to the athletic director, and the parents will be contacted. Parents are primarily responsible for the medical treatment of their child. Coaches must fill out an injury report and give the report to the athletic director.

Parents Meeting

Prior to a team's first athletic competition, coaches are encouraged to schedule a "Parents Meeting" night for athletes and their parents to give parents the opportunity to meet the coaching staff, the other players and their families. Practice and game schedules will be handed out, team goals and expectations discussed, game day attire, and numerous other subjects will be reviewed. This is an excellent opportunity for parents to ask questions about the up coming year. At this meeting, a team parent/mom will be determined.

Concessions & Admission

Concessions are available for all home athletic events. Admission is charged at all fall and winter athletic events. Parents of athletes will be asked to take admission, work the clock, do the book, or work concessions. A Game Help sign up sheet will be distributed. If you fail to sign up you may be assigned responsibilities.



Medical Insurance

Traverse City Christian is not responsible for any medical bills or other costs arising from injuries due to athletic participation. Costs for athletic injuries are the sole responsibility of the athlete and their parents or guardians.

Summer Athletic Camps

Numerous summer camps are available and put on for each sport offered at Traverse City Christian or any of the cooperative sports. Contact your coach for summer camp registration information. Many camps require registration prior to May 1.

Important Emergency Phone Numbers:

Ambulance, Fire and other Emergency	911
Principal – Tony Clymer	231-883-2907 home
Athletic Director – Darryl Wiggins	231-929-9406 office, 231-833-8151 cell
Traverse City Christian School	231-929-1747 office



PARENT – ATHLETE AGREEMENT

I have read the contents of the Traverse City Christian School Athletic Handbook and understand and agree to abide by the contents of this handbook.

Dated Athlete

Dated Parent/Guardian

This form must be signed by the athlete and one parent/guardian and returned to the school office/athletic director prior to an athlete being eligible for participation in any competition.