



PLYMOUTH CHRISTIAN EAGLES

ATHLETIC HANDBOOK



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Plymouth Christian Fight Song

Sung to the tune "On Wisconsin"

Go you Eagles
Fight you Eagles
Swoop down on your prey
Into battle go you Eagles
Victory's ours today.
Rah! Rah! Rah!

Fight you Eagles
Prove you Eagles
Worthy of your name
Fight Eagles
Fight, Fight, Fight
And win this game!



@AthleticsPCA



@plymouthchristian_athletics



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A MESSAGE FROM OUR ATHLETIC DIRECTOR



Interscholastic athletics play an important role at Plymouth Christian Academy. We believe as a department that athletics is an incredible way to build a foundation that will lead to productive lives and careers. During your time as a student-athlete I pray that you will develop life-long friendships, learn leadership and teamwork skills, set and achieve goals, learn to deal with adversity, display persistence, sportsmanship, and physical fitness, and most important grow in your relationship with Jesus Christ.

Our student-athletes are expected to excel in both the classroom and the athletic arena. Our programs have enjoyed tremendous success in recent years with MHSAA State, Regional, and Districts Championships as well as MIAC Championships. There have been numerous individual accolades including conference MVP awards, All-State honors, and college scholarships. It is also no small accomplishment that in the past few years, we have set new standards of excellence with individual and team academic accolades at the state level.

With your contributions, our athletic programs also enhance Plymouth Christian's visibility and name recognition, create school spirit on campus, and provide opportunities for students, staff, alumni, and supporters to unite behind a common goal. As a representative of our school, it is so important that we promote high standards of conduct by our coaches and players both on and off the field.

The most important aspect of your time as an athlete at PCA is to glorify God with your passions and talents in your respective sports. The athletic stage is an opportunity for you to express the hard work you have put in and the talents that you have. As athletes and coaches, our performances is an opportunity to worship our amazing God and point others back to him. The bigger the stage, the bigger the audience. Treat your successes as opportunities to be kingdom builders.

The athletic program uses 1 Corinthians 10:31 as our theme verse. "So, whether you eat or drink, or whatever you do, do all to the glory of God." You may hear in our team huddle breakdowns, and social media hashtags as we celebrate success that whatever we do, we do #AllForHim.

We are proud of the history of our school and athletic program these last 40 plus years and we look forward to setting new milestones with your important contributions both on and off the field. We are proud of our student-athletes and what they have accomplished. They are the force behind leadership and success in our programs and I am confident that our athletes and teams will continue to find success as we keep in mind that all we do; we do to bring glory to God.

Matt Windle

Athletic Director



Forward

This handbook has been developed to assist Parents, Athletes, and Coaches at Plymouth Christian Academy. Please read through it carefully so that you understand the guidelines and expectations for these specific roles at PCA. It is the desire of the PCA Athletic Department that all athletes have a quality experience in athletics. Good sportsmanship is expected from athletes, coaches and fans that participate in or attend events.

Coaches and Parents need to set the tone for proper character. Remember that this is an educational experience and students are participating to have fun, gain skills, to become a team and to become a leader. Student welfare and safety are a top priority as athletes enter the spirit of competition. Review topics with your athletes that would be considered inappropriate as a Christian and as a student-athlete at Plymouth Christian.

Coaches- on behalf of the students and administration, thank you for devoting your time and energy to the Plymouth Christian Athletic Department and its' participants. If you need any help or would like more information regarding PCA Athletics, please contact the Athletic Office at (734)-459-3505 x3198. (The first portion of this handbook is the Student Athlete Handbook)

STATEMENT OF COMMITMENT

One of the goals of the PCA Athletic Department is to help teach the value of commitment. Paul admonishes us to "finish the race". When participating in athletics, the athlete agrees to commit to their team(s) for the ENTIRE SEASON. When a student removes themselves from a team, this punishes the coach and the entire team. Quitting any time after two weeks into the season will make the student ineligible for his/her next sport of choice.

ATHLETIC PHILOSOPHY

The interscholastic athletic program at Plymouth Christian Academy is a vital and integral part of the total education program. Research indicates a student involved in extra-curricular activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. The purpose of interscholastic athletics is to make a positive contribution to the development of the participants, spectators, school and community.

The purpose of the PCA athletics is to produce well-rounded young men and women who exhibit outstanding Christian character on and off the field and use their gifts and passions for sport, to bring glory to God.

As an integral part of the educational process, the athletic program should always conform to and support the objectives and standards of Plymouth Christian Academy and Calvary Baptist Church. The total educational curriculum must take precedence over the athletic program. Athletes should strive for educational excellence, playing excellence, as well as staying within the boundaries of good sportsmanship.

PLYMOUTH CHRISTIAN ACADEMY MISSION STATEMENT

Plymouth Christian Academy in partnership with parents, educates students from a biblical worldview and equips them for a lifetime of learning, leadership, and service.



PCA ATHLETIC DEPARTMENT OBJECTIVES

1. To bring glory back to God and enhance the student-athlete experience
2. To provide students with opportunities for physical, mental, emotional, and spiritual development.
3. To experience team play along with loyalty, cooperation, and fair play.
4. To create a desire to exceed and excel while having a tremendous student-athlete experience
5. To practice self-discipline and emotional maturity while learning to make decisions under pressure.
6. To develop an understanding of the value of extracurricular activities in a balanced educational experience.
7. To demonstrate good sportsmanship at all times.
8. To develop leadership qualities and skills.

TEN COMMANDMENTS FOR PARENTS

1. Make sure your child has a positive sports experience.
2. Have your child at all practices and games.
3. Practice with your child at home.
4. Come to the games as often as you can.
5. Cheer positively.
6. Allow the coach to coach.
7. Let the officials officiate.
8. Compliment your child.
9. Communicate with the coach.
10. Remember that this is your child's game.

THE PLYMOUTH CHRISTIAN INTERSCHOLASTIC PROGRAM

Plymouth Christian Academy offers a varied program of interscholastic athletics. The purpose of this program is to aid in the development of leadership, cooperation, sportsmanship, competitive spirit, physical well-being, and most importantly, spiritual development. It is hoped that all PCA students have the experience of participating on one or more of the following athletic teams:

ATHLETIC OPPORTUNITIES

Elementary Sports Teams

Plymouth Christian Academy elementary sports emphasize fundamentals, sportsmanship, and fair play. Our teams play against schools from the surrounding areas, and our coaching staff serves as Christian role models and examples of excellence to our young players.

Co-Ed Volleyball (Spring)	3rd-5th Grade
Boys Basketball	5th and 6th Grade
Girls Basketball	5th and 6th Grade
Volleyball (Fall)	5th and 6th Grade

Points of Emphasis

- No Cuts Exception: Unable to find Coaches or space in which to have the extra players.
- We may have to get creative with our management of the number of students, or we may have to offer an alternative environment for our Elementary athletes to develop in.
- Instruct players in the fundamentals of the game.
- Play as many players as much as possible
- Use the time on team to teach more than just athletics
 - Teamwork, Sportsmanship, Commitment, Discipline, Sacrifice, Respect, Accountability, Responsibility, Christian Character, Unselfishness, Service, Competitiveness, Leadership
- Win when you can but never at the expense of a player or your testimony.



Middle School Sports

Plymouth Christian Academy middle school sports emphasize the fundamentals, sportsmanship, and fair play. Our teams play against schools from the MIAC Conference and surrounding areas and our coaching staff serves as Christian role models and examples of excellence to our young players.

Cross Country	6th-8th Grade
Boys Soccer	6th-8th Grade
Volleyball	7th and 8th Grade
Girls Basketball	7th and 8th Grade
Boys Basketball	7th and 8th Grade
Competitive Cheer	6th-8th Grade
Baseball	6th-8th Grade
Track and Field	6th-8th Grade
Girls Soccer	6th-8th Grade
Softball	6th-8th Grade

Points of Emphasis

- Cuts are a possibility at this level if we have large numbers trying out for the team. We must be realistic about numbers and training and playing opportunity, as we may need to trim numbers if they are unmanageable.
- Try to play as many players as possible, but playing time is not just dictated by one's presence on the team. We are beginning the process of identifying those players that are gifted in the sport, but also still developing as many players as possible.
- Playing time at the Middle School Level will be determined by ability, commitment, and work ethic in practice.
- Use the time on team to teach more than just athletics
 - Teamwork, Sportsmanship, Commitment, Discipline, Work Ethic, Sacrifice, Respect, Accountability, Responsibility, Christian Character, Unselfishness, Service, Competitiveness, Leadership
- Win when you can and be as competitive as possible but never at the expense of a player or your testimony.



High School Sports

Boys Fall Sports (approximate start date for practices - 2nd week of August)

Cross Country	J.V. & Varsity
*Co-Op Football	Varsity
Soccer	J.V. & Varsity
Tennis	Varsity

Boys Winter Sports (approximate start date @ 3rd week in November)

Basketball	J.V. & Varsity
*Bowling	Varsity
*Co-Op Wrestling	Varsity

Boys Spring Sports (approximate start date @ 2nd week in March)

Baseball	Varsity
Golf	Varsity
Track and Field	Varsity

Girls Fall Sports (approximate start date 2nd week of August)

Sideline Cheerleading	Varsity
Cross Country	J. V. & Varsity
Co-Ed Tennis	Varsity
Volleyball	Freshman, J.V. & Varsity

Girls Winter Sports (approximate start date 3rd week of November)

Basketball	J.V. & Varsity
*Bowling	Varsity
Competitive Cheerleading	Varsity

Girls Spring Sports (approximate start date 2nd week of March)

Soccer	Varsity
Softball	Varsity
Track and Field	Varsity
Co-Ed Golf	Varsity

*Denotes unfunded Varsity Sport. Students are responsible for all expenses.

Junior Varsity Points of Emphasis

-Cuts are a reality at this level.

Coaches will still look to develop all of the student athletes on their teams to best prepare them for the next level of competition.

-Game time is earned based on Ability, Attitude, and Work Ethic.

-Use the time on team to teach more than just athletics

-Teamwork, Sportsmanship, Commitment, Discipline, Work Ethic, Sacrifice, Respect, Accountability, Responsibility, Christian Character, Unselfishness, Service, Competitiveness, Leadership

-Our goal at this level is to learn how to win games and be competitive. We are now separating out those players with the ability to play at the Varsity level while always balancing our Christian character and testimony.

Varsity Sports Points of Emphasis

- Cuts happen at this level as it is our goal to be as competitive as possible and put our best team on the field / court.

- We emphasize dedication and commitment to the team and program, a desire for success, and sacrificing personal goals for team goals.

-Game time is earned based on Ability, Attitude, and Work Ethic, and the best interests of the team as a whole.

-Use the time on team to teach more than just athletics

Teamwork, Sportsmanship, Commitment, Discipline, Work Ethic, Sacrifice, Respect, Accountability, Responsibility, Christian Character, Unselfishness, Service, Competitiveness, Leadership

-This is the highest level of competition in any sport at PCA. Our goal at this level is to win games and be as successful in the post-season as possible, while always balancing our Christian character and testimony.



MIAC Conference

Plymouth Christian Academy is a member of the Michigan Independent Athletic Conference. It is a highly competitive and respected high school small school conference throughout the state. Other members of the Michigan Independent Athletic include the following:

Novi Christian (Novi)
Huron Valley Lutheran (Westland)
Inter-City Baptist (Allen Park)
Lutheran Northwest (Rochester Hills)
Lutheran Westland (Westland)
Charyl Stockwell Preparatory Academy (Brighton)
Clarenceville HS (Livonia)
Whitmore Lake HS (Whitmore Lake)
Oakland Christian School (Auburn Hills)
Parkway Christian School (Sterling Heights)
Plymouth Christian Academy (Canton)
Roeper School (Birmingham)
Southfield Christian School (Southfield)

MICHIGAN INDEPENDENT ATHLETIC CONFERENCE STATEMENT OF BELIEF

The purpose of the MIAC shall include the following:

- 1.To organize and conduct a program of interscholastic athletic competition among the member schools.
2. To promote the improvement of character of the participants through the understanding and practicing of good sportsmanship and fair play.
- 3.To promote friendship and understanding among the conference school communities.



MHSAA

Plymouth Christian Academy is a member of the Michigan High School Athletic Association and agrees to abide by all rules and regulations of the MHSAA. This MHSAA determines the rules and regulations for all of our interscholastic sports and sponsors tournaments at the end of each season. The MHSAA classifies all schools by enrollment. Sports are then divided into Divisions in some sports by the MSHAA, based upon the number of teams participating within that sport throughout the state.

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, 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.



PLYMOUTH CHRISTIAN CODE OF CONDUCT

1. The Plymouth Christian athlete must respect the purpose of our school by being a good citizen and a good student.
2. Coaches retain the privilege of insisting on proper grooming and dress of each squad member.
3. Any athlete involved in any activity that would reflect unfavorably on the school shall be subject to disciplinary action. This could mean expulsion from athletics.
4. Profanity, hazing, and obscene language will be unacceptable at all times.
5. Athletes are expected to conduct themselves in an appropriate manner at all school activities.

PCA STUDENT-ATHLETE EXPECTATIONS

The following ten expectations are what a PCA student-athlete should encompass:

1. Follow all training rules, school rules, and regulations.
2. Exhibit good sportsmanship towards the opponents, officials, teammates and fans.
3. Work to excel in academics.
4. Put team goals ahead of personal goals.
5. Be a role model for all students before, during and after school.
6. Have pride in yourself, your team, your school, and care for your facility.
7. Respect, but never fear the opponent.
8. Work harder than the competition both in and out of season and never quit.
9. Be on time and prepared for practices, meetings and games.
10. Accept the results, learn from the mistakes, focus on the goal and never give up.

ATHLETIC TEAM AWARDS

1. Coaches shall set their own standards for the earning of an athletic team award in each sport.
2. The freshman, junior varsity, and varsity athletic award shall be purple and/or gold in color.
3. An athlete shall not receive more than one varsity letter award during his/her school career.
4. Certificates and pins shall be presented to each athlete should he/she earn more than one award in each of the above three categories.
5. The school reserves the right to recall, for just cause, any athletic award granted. It also reserves the right to request that students remove improperly worn letter awards.
6. The varsity athletic team award shall be a full block "PC", six inches high, and gold in color. Letters and inserts will be provided to the coaches after the season.
7. Conference champions will receive a patch signifying year and championship.
8. Coaches may give special awards.

VARSITY JACKETS

Varsity jackets shall be in school colors of Purple, Gold, and Black. School monograms awarded for athletic participation should be placed on the upper front left panel of the jacket. Numerals shall be placed on the left sleeve. Any additional lettering or numbering on the jacket must have the approval of the athletic department. Information to purchase varsity jackets can be found in the the Athletic Office.

FAMILY ATHLETIC PASSES

Family athletic passes are included in student tuition and are handed out in student packets at the beginning of the school year. Family athletic passes will admit students and immediate family members to all home athletic events during the entire school year. Passes do not include entry into MHSAA Tournaments or special events (Homecoming and Under the Lights) hosted at Plymouth Christian Academy.

DRESS CODE

We expect our athletes to project a favorable image for our school. Dress must follow the Plymouth Christian Academy school handbook rules when athletes are in school. After school hours students must dress appropriately for practices as well as pre-game and post-game attire.



MHSAA ELIGIBILITY RULES from the MHSAA HANDBOOK

Enrollment - To be eligible for interscholastic athletics, a student must be enrolled in a high school no later than the fourth Friday after Labor Day (1st semester) or fourth Friday of February (2nd semester). A student must be enrolled in the school for which he/she competes.

Age - A student who competes in any interscholastic athletic contest must be under nineteen (19) years of age with the exception being a student whose 19th birthday occurs on or after September 1st of a current school year is eligible for the balance of that school year.

Physical Examination - No student shall be eligible to represent a high school for whom there is not on file, in the offices of the superintendent, principal, or the athletic director of that school a statement for the current school year must certifying that the student has passed a physical examination and is physically able to compete in athletic practices and contests. (A physician's statement for the current school year is interpreted as physical examination given after April 15th of the previous school year).

Semesters of Enrollment - A student shall not compete in any branch of athletics that has been enrolled in grades 9-12, inclusive, for more than eight semesters. The seventh and eighth semester must be consecutive. Enrollment must take place prior to fourth Friday count dates.

Semesters of Competition - A student, once enrolled in grade nine shall be allowed to compete in only four first semesters and four second semesters. A student shall be limited to participation in only one sports season when that sport is sponsored twice during the school year.

Undergraduate Standing - A student who is a graduate of a regular four-year high school shall not be eligible for interscholastic athletics.

Previous Semester Record - No student shall be allowed to compete in any athletic contest or scrimmage during any semester that does not have to his or her credits recorded with the school represented. The student must pass all classes and maintaining at least a 75% average of all their classes from the previous semester to be eligible the next semester. (See PCA Eligibility rules).

Current Semester Record - Academic eligibility checks of not more than ten weeks are required. If a student is not passing all of their classes and maintaining at least a 75% average of their classes when checked, that student is ineligible for competition until the next check but not less than the next Monday through Sunday. (See PCA Eligibility rules).

Transfers - A student enrolled in grades 9-12 who transfers from one high school to another high school is ineligible to participate in any sport that the student played in the previous school year at their previous high school. (Please check with the Athletic Director on all transfers.)

Awards - A student may accept, for participation in athletics, a symbolic or merchandise award, which does not have a value or cost in excess of \$40.00. Awards for the athletic participation in the form of cash, merchandise certificates, or any other type of negotiable documents are never allowed. A violation of this rule may lead to ineligibility.

Amateur Practices - After once representing a MHSAA member school in competition in any sport, a student shall not be eligible to represent his or her school if that student: (1) receives money or other valuable consideration from any source for participating in athletics, sports or games, or has signed a professional athletic contract participate in that sport.

Limited Team Membership - A student shall become ineligible for a minimum of the next three contests and a maximum of the remainder of that season in that school year should the student, while a member of the high school athletic team: (1) practice with; or (2) participate in an athletic contest, scrimmage, or competition with another team not sponsored by the student's school in the same sport during that season.



POLICY FOR TRANSFERS FOLLOWING VIOLATIONS OF A SCHOOL'S STUDENT/ATHLETIC CODE

Plymouth Christian Academy will enforce upon a transfer student any period of ineligibility to which that student would have been subject as a result of a student or athletic code violation(s) at that student's most recent previously attended school.

A student who transfers to Plymouth Christian Academy after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Plymouth Christian Academy for not less than the period of ineligibility imposed by the previously attended school. This would be the case even if the student's situation would otherwise satisfy one or more of the exceptions to the transfer regulation of PCA and the Michigan High School Athletic Association (Regulation I, Section 9), and even if the act which caused the student's ineligibility at the previous school would not be a violation or cause the same period of ineligibility at Plymouth Christian Academy.

Each student is subject to the rules and penalties of the previously attended school. He/she shall not be allowed to escape the consequences of his/her conduct and, in doing so, displace students of Plymouth Christian Academy from teams, positions, events and awards at least until the full period has been served.

EQUIPMENT AND SUPPLIES

Athletic equipment is supplied to athletes, in each sport, by the PCA Athletic Department. This equipment is on loan for that sport season. Students and Coaches are responsible for the care of this equipment. If damage or loss occurs, the student is liable for the replacement cost of the equipment. At the conclusion of a sport season seniors athletes may have the opportunity to purchase their jersey for replacement cost if they completed the season in good standing, and the athletic department can order identical jerseys to match. Athletes who quit the team prior to the conclusion of the season would not be eligible to purchase a jersey.



NCAA COLLEGE ELIGIBILITY RULES

If you want to practice and play your freshman year at a NCAA Division I or Division II college, you must satisfy the requirements of NCAA Bylaw 14.3, and the NCAA Initial-Eligibility Clearinghouse must certify you. Check with your Counselor to obtain a Clearinghouse form and to ascertain Bylaw 14.3 requirements. It is the athlete's and the parent's responsibility to meet NCAA requirements. For more information on NCAA eligibility go to 2point3.org

A GUIDE FOR COLLEGE-BOUND STUDENT-ATHLETES AND THEIR PARENTS

The National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid, regulates many college athletic programs. The NCAA has three membership divisions:

Division I: With schools such as Michigan State, University of Michigan, Central Michigan, Western Michigan, Eastern Michigan, Oakland University.

Division II: With schools such as Saginaw Valley, Grand Valley State, Northern Michigan, Michigan Tech, Northwood & Wayne State.

Division III: With schools such as Alma College, Hope, Olivet, Adrian, Albion and Calvin.

Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships. If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. This is the responsibility of the athlete and parent.

Please see your counselor as early as possible in your high school career.

COLLEGE RECRUITMENT

In the event that a college recruiter contacts an athlete, he/she should work with his/her coach and the athletic department. Inform the coach of such a contact as soon as possible. Athletes interested in playing college athletics should contact their counselor, coach, and athletic director during their junior year regularly.



ACADEMIC ELIGIBILITY

Students must have a minimum nine-week average or semester average of 75% and must not be failing any class to participate in extra-curricular activities. Students with a 75% or higher will be declared eligible for extra-curricular participation during the next nine-week marking period. If a student fails a course in the second semester, they will be responsible to regain eligibility in the fall semester by taking and passing an approved summer school course with a grade of 75% or higher.

In addition, grades will be checked weekly and if a student's average is lower than a 75% or is failing a class, he or she will be declared temporarily ineligible as follows:

- **1st ineligibility:** The student will be declared temporarily ineligible and may attend practice only. The student may not play in games (home or away) with the team for that week (Monday – Saturday).
- **2nd ineligibility:** The student will be declared temporarily ineligible and will not be allowed to play in games or practice with the team for that week (Monday – Saturday).
- **3rd ineligibility:** The student will be officially dropped from roster for duration of season.

In order to regain eligibility after the 1st or 2nd ineligibility, the student must bring his or her grades into the acceptable range outlined above. Ineligibility Levels DO NOT have to be consecutive weeks; they are for the duration of that season. For example, if a student is ineligible for one week, gets their grades back up for the next week, but is then ineligible again the following week, they will have obtained their 2nd Ineligibility.

Parents receive an automated e-mail message from the Superintendent whenever a grade is below a 75%. It is the responsibility of the student to make sure all assignments are turned in and work with their teachers to be sure they are doing all they can to keep their grades at a 75% or above.

A student with special circumstances who does not meet the eligibility requirements will have his/her status reviewed by a principal, dean of students, athletic director, and counselor.

TEAM RULES AND POLICIES

If coaches have additional rules, they are required to issue a copy of those team rules to team members.

EXCUSING ATHLETES FROM CLASS

1. Athletes will not be excused from class for games without Athletic Director or Principal approval.
 2. Athletes are required to be in school more than half of the school day (5 hours) to be eligible for practices or games. Exceptions must have prior approval from the Principal of Athletic Director. Medical and Dental appointments require a note from the care giver office for the athlete to be eligible to participate. A parent note will not suffice
- Teams participating in an MHSAA playoff contest during the school day will receive an "FT" (Field Trip) on the attendance sheet. Dates for these events are on the school calendar and it is the responsibility of the athlete to work with their teachers on any missing assignments or tests.
 - Teams participating in a Saturday MHSAA State Championship event will be excused from attending school on Friday and still be allowed to practice. They will receive an "EA" (Excused Absence) on the attendance sheet.
 - Reasoning for the EA include:
 - Avoiding any unneeded pressure from the school community which disrupts sport and school focus and adds unneeded pressure to perform well for the community
 - It is a rare opportunity to compete in a State Championship-this opportunity allows for flexible time to travel to the team hotel the day before and have quality team-bonding, helping that team be the most prepared they can be to perform at the highest level.
 - **TEAMS THIS POLICY WOULD NOT IMPACT (Multi-Team Championship Sports):**
 - *Case by Case Consideration from the Principal and AD is permitted when necessary
 - Boys and Girls Cross Country
 - Boys and Girls Track and Field
 - Boys and Girls Bowling
 - Boys and Girls Tennis
 - Boys and Girls Golf
 - Wrestling



INJURIES

- If an athlete is injured and needs medical attention, the coach will contact his/her parents. The athlete will be referred to the appropriate medical care if necessary. If an ambulance is necessary, the coach or trainer will call for one. PCA is not responsible for ambulance costs or any other medical or dental expense..
- The coach will report the injury to the Athletic Director with written report.
- In no instance shall a coach make a medical decision to allow an athlete to return to activity after a serious illness or injury without medical clearance.
- A note from the parents, which allows return to activity from serious illness or injury, is not adequate. These injuries or illnesses require written clearance from a doctor (M.D. or D.O.).

ATHLETIC ATTENDANCE POLICY

(Absences from games or practices)

Attendance - Coaches are required to take daily attendance at practices and games. Athletes are not allowed to have an unexplained or unauthorized absence from practice or a game. The athlete or his/her parents must communicate to the Coach or Athletic Director why the athlete will not be at practice ahead of time. Players or teammates are not allowed to report absences.

If a parent or guardian verifies the absence, the missed practice will not be considered as an unexplained or unauthorized absence. If an athlete is unexcused the following will take place:

- **1st offense:** Coaches choice.
- **2nd offense:** May result in a one game suspension
- **3rd offense:** May result in dismissal from team. The coaching staff will review the situation with the Athletic Director and student athlete.

REINSTATEMENT PROCEDURES

Athletes dropped from the team for unauthorized absences may petition in writing, within five school days, for reinstatement. The petition will be made to the head coach, who will refer it to the team for review. Coaches enjoy their associations with players; the team depends upon them. Because players who cut practice harm the team more than the coaches, the team will be involved with reinstatement conditions. If the head coach disagrees with conditions the team can re-petition for coach's approval. If the coach agrees, reinstatement will occur. If the head coach disagrees, dismissal from the team will stand.

STATEMENT OF ASSUMED RISK

There are many benefits to participation in athletics; however, there are also risks. Although Plymouth Christian has attempted to provide safe facilities, good equipment, and qualified coaches, there is always a chance, despite these precautions, that an injury can occur. By allowing your student to participate in athletics, you are acknowledging the fact that you are putting him/her into a potentially injurious situation.

STATEMENT OF INSURANCE

In the event of an injury during any aspect of a student's participation in the PCA athletic program, IT IS THE RESPONSIBILITY OF THE PARENT(S) OR THEIR INSURANCE COMPANY TO PAY FOR MEDICAL EXPENSES, INCLUDING AMBULANCE FEES. Athletics is a voluntary program in which the student may participate if he/she so desires, but the student does so at his/her own risk of injury. Inherent risks of injury may include paraplegic and quadriplegic injuries or death.

STATEMENT OF PHYSICAL HEALTH

Your child is required to have an annual doctor's examination for participation in athletics. The physical must be dated on or after April 15 of the preceding school year to be valid for the next school year. This date is set by the Michigan High School Athletic Association. The examination should include: 1) child's health and family history, 2) vision screening, 3) heart and lung conditions, 4) abdomen, organs, and 5) orthopedic check.



ATHLETIC FACILITY RULES

1. Athletes are responsible for making sure both the locker room and facility are clean after practices and contests both home and away.
2. Athletes are not allowed to get training room supplies or keep them in their lockers or bags – SPECIFICALLY TAPE.
3. Athletes are responsible for storage of equipment during the school day.
4. Athletes may not pull out bleachers unless a coach supervises.
5. No one is allowed in the gym or weight room unless a coach or staff member is present.
6. Athletes should not bring large sums of money to school and they should lock their lockers during practices and games. PCA is not responsible for lost or stolen items. Athletes are responsible for their own locks.
7. Music played in school facilities must be appropriate for school. No obscene music is permitted. Christian Music or Artists only. Headphones are permitted after school only and only when the coach or staff member allows it. Headphones are now allowed in any pre-game warm-up (Home or Away).

WEIGHT ROOM

This room is for the students and staff at Plymouth Christian Academy. People who use this room must abide by the following rules or they will be dismissed. This room will be open only when supervision from a coach or staff member is available. Please use care when using this room and the equipment in it. The user assumes risk.

1. Athletes are not permitted in the weight room without a coach or supervisor over 18 years of age.
2. Coaches must supervise all sport specific activities.
3. Coaches and athletes are responsible for making sure the weight bars are cleared, weights are stacked, the weight room is clean, the stereo and lights are turned off and doors locked when leaving.
4. No tobacco, gum, glass, drinks, food, or items on the NCAA banned substance list are allowed in the weight room(banned list- <http://www.ncaa.org/health-and-safety/policy/2017-18-ncaa-banned-drugs>)
5. Shirts and Shoes must be worn at all times.
6. Spotters must be used for all lifts over the head and body.
7. Use weight belts for safety—especially those involving lifts with the lower back.
8. Anyone behaving in an inappropriate manner may be removed from the weight room and may have their privileges suspended.
9. Music played in school facilities must be appropriate for school. No obscene music is permitted. Only Christian music/artists can be played on the stereo system.
10. Headphones are permitted after school hours at the discretion of the coach/supervisor



TEAM MEMBERSHIP

- 1.If an athlete has interest in multiple sports during the same sport season they must contact the athletic director for more information.
- 2.Once an athlete has decided upon a sport he/she wishes to try, he/she may not change to another sport without permission from the coach of the sport he/she is dropping.
- 3.If an athlete wishes to change from one sport to another, he/she must do so prior to the first game of that season.
- 4.If an athlete quits a team after the first contest, they are not allowed to tryout for a sport in the upcoming season (Fall to Winter, Winter to Spring, Spring to Fall).
- 5.If an athlete is dropped from a team for disciplinary reasons, he/she is not allowed to try out or participate in another sport during the same season.
- 6.Athletes are required to be in school when school begins on the morning following a previous night's game. Coaches and parents should impress this upon their athletes.
- 7.Athletes must travel to and from away contests with the team. In the event a parent has a justifiable reason to have the athlete return with them, that parent must request this from the Athletic Director in writing prior to departure. The parent must pick up the athlete from the coach after the game.
- 8.During Out of School Suspension (OSS), students are suspended from participation in all extra curricular activities, including athletic practices and contests. Suspended students are not permitted on school grounds without permission from the Principal.
- 9.If a coach suspends an athlete from his/her team, the coach must notify the Athletic Director by the next morning stating the reasons for the action.

TRANSPORTATION

- 1.Bus transportation to and from contests are not guaranteed and should not be expected. Bus transportation is completely dependent on the willingness and availability of volunteer drivers. We are always looking for new drivers. If a parent, staff member, or volunteer is interested, please contact the principal and athletic director.
- 2.When bussing is unavailable, athletes are required to provide their own transportation to and from the event sites.
- 3.Students cannot drive other students to and from contests. Parents can drive other students if given consent by their parent and/or guardian.
- 4.Athletes will not board the bus at anytime until the coach is present. Everyone will board the bus together. Coaches should verify before leaving that all athletes, coaches and managers are present.
- 5.All athletes must travel with the team to away contests when using PCA transportation. The Athletic Director may approve athletes leaving with parents in extenuating circumstances.This must be in writing and initialed by the A.D. prior to departure.
- 6.No bus will leave unless the coach or a chaperone is on the bus.
7. When food is taken on the bus, it will be the responsibility of the coach and athletes to make sure all refuse is picked up and deposited in a container.
- 8.Athletes are to remain in their seats when on the bus. This means no walking around, standing up and banging on the ceiling, hanging out of the window, yelling out of the bus or making any obscene gestures from inside the bus to passersby.
- 9.Any athlete violating the transportation policy may be removed from the team.



TEAM SELECTION PROCEDURE

I. Philosophy

In accordance with our overall athletic philosophy, and our desire to see as many student/athletes as possible participate in the athletic program while at PCA, we encourage our coaches to keep as many student/athletes as they can without unbalancing the integrity of their sport. Obviously, time, space facilities, personal preference and other factors will place limitations on the most effective squad size for any particular sport. Coaches, when developing individual sport policy should strive to maximize the opportunities for our student/athletes without diluting the quality of the program.

II. Limitation of Team Membership Policy

The coaches of respective sports and the Athletic Director will determine minimum and maximum team membership limits. When the "Team Reduction Policy" is utilized, the coach should keep the Athletic Director informed concerning the method and time of "cuts".

III. Team Reduction Policy

A. Responsibility

1. Choosing the members of any athletic team is the sole responsibility of the coaches of those teams.
2. There is no such thing as a final team cut. The athlete's membership on any team is always subject to proper behavior and the following of specified team guidelines.
3. Lower level coaches shall follow the policies as established by the head coach in that particular program when selecting team members.
4. Prior to try-outs, the coach shall provide the following information to all candidates for the team:
 - a. Extent of the try-out period
 - b. Criteria used to select team
 - c. Number to be selected
 - d. Practice commitment if they make the team

B. Procedure

1. When a team cut becomes necessary, the process should include these important elements:
 - a. Have completed a minimum number of practices.
 - b. Be allowed, when possible, to compete in a scrimmage situation.
 - c. Be informed by the coach of the cut and the reason for it.
2. Cut lists should not be posted.
3. Coaches should take the opportunity to discuss alternative possibilities for participation in the sport or other sports.
4. If a coach foresees difficulties arising as a result of team cuts, he/she should discuss the situation with the Athletic Director ahead of time.
5. Parents may set up a meeting with a coach to discuss why an athlete was cut and what the athlete can work on to improve his or her skills.

PLAYING OUT OF LEVEL

Generally speaking, freshman teams are for freshmen, junior varsity teams are for freshmen and/or sophomores, and varsity teams are for juniors and seniors. If an athlete is moved one or two levels coaches will discuss the move with the parent and athlete prior to a final decision being made:

I. Parent Contacted

Coaches involved in the move will contact the parents of athlete to:

- A. Discuss the pros and cons of the move.
- B. Get input from the parent about the move.
- C. Obtain a signed Parent Consent Form from the parent supporting the move.

II. Re-evaluate

Any decision to move an athlete should be re-evaluated periodically during the season. The head coach of each program will make final decisions on athletes playing out of level with consultation of the Athletic Director.



Non-School Sponsored Athletic Programs

Student athletes are permitted to participate in non-school sponsored sports programs, such as summer camps and clinics. In participating in such programs, the student must comply with the requirements of this handbook, the Michigan High School Athletic Association ("MHSAA") Handbook, and the requirements of the given program.

Participation in non-school sponsored athletic programs is strictly voluntary. These programs are not a mandatory part of the school athletic program, are not sponsored by, or affiliated with, Plymouth Christian Athletics, and are not supervised or controlled by the school. Student athletes are responsible for the cost of participating in such programs and are required to release Plymouth Christian Academy from any and all liability that may be incurred as the result of participating in such non-school sponsored programs. This includes:

1. The athlete and athlete's parents/guardian acknowledge that participation in non-school sponsored sports programs involve risks, which could include injury or death.
2. The athlete and athlete's parents/guardian assume all risks of injury incurred or suffered, including death, while participating in non-school sponsored sports or other athletic activities.
3. The athlete and athlete's parents/guardian agree to release, waive, discharge, and covenant not to sue Plymouth Christian Academy/Calvary Baptist Church, its Regent board, its officers and employees, including athletic director and coaches, or its agents or assigns from any and all liability which may result in injuries or other damages while participating in the non-school sponsored athletic programs.
4. The athlete and athlete's parents/guardian acknowledge that they assume all responsibility while going to, participating in, or returning from the non-school sponsored athletic programs as well as while staying at any overnight accommodations.
5. The athlete and athlete's parents/guardian acknowledge that they are not a representative of Plymouth Christian at any non-school sponsored athletic program. The program is voluntary and not a mandatory part of the school's athletic program.

ATHLETIC TRAINING RULES

Philosophy: As representatives of Plymouth Christian Athletic Program, athletes are expected to conduct themselves in an exemplary manner at all times. This standard applies to both school and community activities. Schools and communities are judged by the actions and behavior of their students, and in particular, their athletes. It is a privilege to compete in athletics, and our athletes must subscribe to certain rules and regulations. These rules and regulations have been instituted for the betterment of the athlete. Athletes are required to follow all MHSAA and Plymouth Christian Academy rules and regulations. Not following these rules could result in suspension or dismissal from a team. In order to participate in any athletic event, the athlete must be mentally and physically at his/her best. We, therefore, insist that you, as an athlete, follow these training rules that have been adopted by Plymouth Christian Academy, which specifically prohibits:

1. Possession or use of intoxicating beverages, and/or under the influence thereof.
2. he use or possession of tobacco or tobacco products in any form including E-Cigarettes, Hookah pipes, Vapes or other devises used with tobacco or tobacco like products.
3. The use or possession of narcotics and/or drugs (even look-a-likes) including prescription unless medically prescribed, steroids or human growth enhancement products and supplements. This includes all items on the NCAA banned substance list.(<http://www.ncaa.org/health-and-safety/policy/2017-18-ncaa-banned-drugs>)



1. All socially unacceptable behavior that detracts from the athletic program and tends to bring discredit upon the team, the school, or the individual. This would include but is not limited to: suspension from school, photographs that depict athletes participating in inappropriate behavior, athletes acting inappropriately, Inappropriate online activities (i.e.: Facebook, Instagram, Snapchat, Twitter etc.) and/or criminal acts and convictions.
2. Any violations of the Plymouth Christian Academy student handbook.
 - a. Forgery of any type.
 - b. Hazing of any form.
 - c. Conduct detrimental to the team.

Every athlete/participant begins their high school experience with a clean record, for the purpose of compiling offenses regarding athletics. The training rules cited above will be enforced during the entire school year. This will start with the first fall MHSAA practice date and run through the final athletic event of the school year or the final day of the school year, whichever is last to occur. Once the Sports Participation Forms are signed, training rules remain in effect the entire athletic career of the athlete and are subject to change on an annual basis.

Penalties for violation of rules Athletic Training Rules:

*Note that these rules are just athletic rules. Violations are also subject to school discipline which is at the discretion of the Dean of Students, Principal, and Superintendent.

First Violation - In any sport no matter the amount of contests scheduled, the athlete will be suspended for at least 20% of the amount of contests scheduled in that season. The athlete is subject to a more severe penalty at the discretion of the coach, Athletic Director or a Principal. The athlete may also be required to attend educational classes or counseling.

Second Violation - The penalty will be suspension from all athletic activities including off season training and conditioning for all sports (including summer activities) for at least 90 consecutive school days for the second violation. The athlete is subject to a more severe penalty at the discretion of the coach, Athletic Director or a Principal. The athlete may also be required to attend educational classes or counseling.

Third Violation - Complete removal from all athletics for the duration of the athlete's high school career.

For the first violation, the suspended athlete must attend all practices and contests for which he/she is suspended and must be seated on the team bench, but not in uniform. The athlete will also be required to attend counseling or training for both first and second violations. Penalties may carry over into MHSAA tournaments. In the case of not being able to meet the penalty requirement for a violation, the rest of the requirement will be fulfilled in the next sport in which he/she competes. This includes carrying the penalty over to the next school year. Violations will be cumulative during the high school career of the athlete. Any suspension from the school will result in suspension from the team until the athlete becomes eligible to attend school again. This includes practices and games.

Criminal Acts: Violation of federal, state, or local law/ordinance, including felony or misdemeanor acts other than minor traffic offenses. Conviction of said act is not necessary to establish a violation of the athletic code, but will be determined through an independent school investigation and may result in a penalty. Athletes charged with a criminal act that was allegedly committed either on or off of school premises will be considered in violation of the athletic training rules. This can include misdemeanors and/or felony offenses. Appropriate penalties will be imposed by the school regent board at that time.

Course Requirements: Only students who are registered and attend Plymouth Christian Academy are eligible for athletics at PCA. Students must be registered for a minimum of six class hours.



Attendance

Students are required to be in attendance for at least five class periods of the school day to be eligible for practices or games (lunch is not a class period). Any exception must have Athletic Director or Principal's prior approval. A violation of this rule may result in suspension for a minimum of at least one game. Arriving back late from a school related trip is not a reason to be absent the next day from school.

Disciplinary Process

A notice of violation of the training rules code will be presented in writing to the student and their parents. This notice will state the violation and penalties, if any are given.

Appeal Process

A student may appeal the circumstances of their alleged violation. This appeal shall be presented to the Principal within five school days of the notice of violation. If the appeal is denied by the Principal the student may appeal to the Superintendent in writing within 5 days of the decision. Students will not be permitted to participate during the appeal process. Students may only appeal the determination of the facts relative to guilt or innocence. Students may not appeal the length of penalty.

Cleaning Fee

Students that turn in uniforms that are not clean will be charged \$10.

Uniform Turn In

We realize that if a uniform is torn or equipment is damaged, we will bring it to the attention of the coach, so it can be repaired. (Please do not try to repair it without permission of the Athletic Director.)

We realize that any damage to the uniform/equipment while in our possession may result in the replacement of the uniform/equipment. We understand that we will be assessed a replacement fee (based on current uniform/equipment pricing) and will reimburse the school for any missing uniform/equipment item that we fail to return at the end of the season.

We realize that the uniform/equipment needs to be returned within a week of the last game. Failure to return the uniform or equipment within a week will result in a late fee of \$20.

We also realize we will have to pay \$5.00 for each subsequent week that the uniform or equipment is not returned until report cards are issued.

We realize that we will not receive our student-athlete's report card until the late fees owing are paid and the uniform/equipment is returned. At report card time, a replacement fee will be assessed for each item not returned in addition to the other fines.

PARENT CODE

As parents of students at Plymouth Christian Academy we understand that attending any school activity or athletic event (paid or unpaid) does not give us the right to be unsportsmanlike, abusive physically or verbally to advisors, officials, players, coaches or fans. We understand that attending a PCA athletic event or extracurricular activity is a privilege and that school personnel may revoke the privilege temporarily or permanently for inappropriate conduct. Gate or pass fees Will Not be reimbursed for a person who is removed from a game



PLYMOUTH CHRISTIAN ACADEMY

SPORTS PARTICIPATION FORM

(This form MUST be completed by the parent(s) of all PCA athletes.)

Student Athlete Name: _____

Student Athlete Grade: _____

Parent Names: _____

STATEMENT OF COMMITMENT

One of the goals of the PCA Athletic Department is to help teach the value of commitment. Paul admonishes us to "finish the race". By signing this form, the parent agrees to commit their student to the team(s) for the ENTIRE SEASON. Removing a student from a team or allowing him/her to quit, punishes the coach and the entire team. Quitting any time after two weeks into the season will make the student ineligible for his/her next sport of choice.

STATEMENT OF ASSUMED RISK

There are many benefits to participation in athletics; however, there are also risks. Although Plymouth Christian has attempted to provide safe facilities, good equipment, and qualified coaches, there is always a chance, despite these precautions, that an injury can occur. By allowing your student to participate in athletics, you are acknowledging the fact that you are putting him/her into a potentially injurious situation.

STATEMENT OF INSURANCE

In the event of an injury during any aspect of a student's participation in the PCA athletic program, IT IS THE RESPONSIBILITY OF THE PARENT(S) OR THEIR INSURANCE COMPANY TO PAY FOR MEDICAL EXPENSES, INCLUDING AMBULANCE FEES.

STATEMENT OF PHYSICAL HEALTH

Your child is required to have an annual doctor's examination for participation in athletics. The physical must be dated on or after April 15 of the preceding school year to be valid for the next school year. This date is set by the Michigan High School Athletic Association. The examination should include: 1) child's health and family history, 2) vision screening, 3) heart and lung conditions, 4) abdomen, organs, and 5) orthopedic check. MHSAA physical examination forms are available from the PCA offices and on our website. *Does your child have any pre-existing medical conditions which may affect athletic participation? _____ If yes, attach an explanation.*

PERMISSION TO PARTICIPATE

We hereby state we have read the above statements and under these conditions grant permission for our child to participate in sports during the this school year. We agree to hold Plymouth Christian Academy, its employees, and/or volunteers are harmless for any claim or action that might on behalf of me or my son/daughter other than for the willful, wanton, or reckless misconduct of Plymouth Christian Academy, its employees, and/or volunteers. We understand that our son/daughter will agree to obey the instruction of the Plymouth Christian Academy coaches and staff of the sport and respect the rights of others.

IMPORTANT: SCHOOL SUPERVISION ENDS AT 3:10 PM. IT IS YOUR RESPONSIBILITY TO TAKE YOUR SON OR DAUGHTER HOME AND BRING THEM BACK TO SCHOOL FOR THEIR SCHEDULED PRACTICE OR GAME TIME. BUS TRANSPORTATION TO AWAY GAMES IS NOT GUARANTEED. YOU ARE EXPECTED TO PROVIDE OR ARRANGE TRANSPORTATION FOR YOUR STUDENT IF THERE IS NO BUS TO AN AWAY ATHLETIC CONTEST.



We, as parents, understand that at times we may transport other student athletes to and from athletic events. We also understand that our child may be transported by other parents to and from athletic events. We hereby attest that we do not have 7 or more points on our driving records. We further attest that we have not been convicted of driving intoxicated or driving under the influence of alcoholic beverages or any other controlled or illegal substance. We consent to allow an investigation into our driving records through the PCA volunteer application process to verify that we are safe and responsible drivers.

We understand that our son/daughter **may drive himself/herself to** an athletic contest. We also understand that our student **may NOT drive another student to** an athletic contest. Contact the Athletic Director in case of extenuating circumstances regarding transportation to an athletic contest. We recognize that the uniform/equipment issued to our son/daughter belongs to the school and

we must respect other people's property. This can be done by:

- Wearing the uniform only at games or approved school functions.
- Washing the uniform inside out.
- Washing it in cold water.
- Hanging it to dry or drying it on delicate.

We realize that we must carry both home and away uniforms and any equipment to each game. We realize that if a uniform is torn or equipment is damaged, we will bring it to the attention of the coach, so it can be repaired. *(Please do not try to repair it without permission of the Athletic Director.)*

We realize that any damage to the uniform/equipment while in our possession may result in the replacement of the uniform/equipment. We understand that we will be assessed a replacement fee (based on current uniform/equipment pricing) and will reimburse the school for any missing uniform/equipment item that we fail to return at the end of the season.

We realize that the uniform/equipment needs to be returned within a week of the last game. Failure to return the uniform or equipment within a week will result in a late fee of \$20.

We also realize we will have to pay \$5.00 for each subsequent week that the uniform or equipment is not returned until report cards are issued.

We realize that we will not receive our student-athletes report card until the late fees owing are paid or the uniform/equipment is returned. At the report card time, a replacement fee will be assessed each item not returned in addition to the other fines.

Your signatures below indicate your approval and agreement to all matters discussed above.

Father or Guardian Signature _____ Date _____

Mother or Guardian Signature _____ Date _____

Athlete Signature _____ Date _____



KEYS and ALARM CODES

Keys and Alarm Codes are assigned to coaches through the athletic office. Coaches are responsible for securing all facilities and turning lights off and setting the alarm when leaving. Do not give keys or codes to current or former students or to any other individual not associated with PCA. Violation of this policy could result in dismissal.

INTERNAL STAFF CODE OF ETHICS FOR COACHES AT PLYMOUTH CHRISTIAN

1. Remember you are handling high school students. Do not expect them to always react as adults. They participate in athletics because it is fun and they enjoy doing it. Do everything you can to encourage the enjoyment.
2. The coaches must maintain friendly relationships with each other. We are in close contact with each other and must attempt to assist each other as much as possible. No coach should criticize another coach. We are all criticized from time to time in the community and must work together to combat this. Defend the staff. Do not stand silent as this many times means agreement.
3. We must not attempt to influence a student to select one sport over another; the final choice is the student's. If your opinion is requested, give it honestly; but emphasize it is only an opinion. Despite the fact that it may cost you an athlete, tell that person truthfully what his or her chances will be and what his or her success may be in another sport.
4. Athletes reflect the attitude of the coach. Be careful to exhibit only those you want reflected of you. Good sportsmanship is a must.
5. Do not infringe upon another coach's season or practice sessions. Do not influence an athlete to drop out of other sports to concentrate on one sport. This can only cause undue pressure on the athlete, the coaches, and the school teams.
6. Loyalty is an important item in any school administration. Schools and athletic departments will formulate policies. We may not always agree with all policies. However, for us to have successful teams we must have team loyalty. That means our differences of opinion must be reconciled in staff meetings.
7. All coaches are expected to adhere to the PCA staff policy regarding photography, social media and texting. Do not use photography, social media, texting or phones for any other reason than specific to team information. Violating this policy could result in termination.

MHSAA ATHLETIC CODE FOR COACHES

The coach is the official representative of the school at interscholastic athletic activities. In this important capacity, the following standards should be practiced:

1. Develop an understanding of the role of interscholastic athletics and communicate it to players, parents, and the public.
2. Develop an up-to-date knowledge of the rules, strategies, safety precautions, and skills of the sport and communicate them to players and parents.
3. Develop, communicate and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
4. Develop fair, unprejudiced relationships with all squad members.
5. Allow athletes to prove themselves anew each season and do not base team selections on previous seasons or out-of-season activities.
6. Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
7. Give the highest degree of attention to athletes' physical well being.
8. Teach players, by precept and example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public or to the media.



- 9. Teach players strict adherence to game rules and contest regulations.
- 10. Present privately, through proper school authorities, evidence of rule violations by opponents; and counteract rumors and unproven allegations of questionable practices by opponents.
- 11. Attend required meetings, keep abreast of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.

FACILITIES

Facility use by the PCA Athletic Department. In season sport will have priority. Seasons where facilities are shared will be scheduled equally for all teams if possible. To use a facility at PCA/Calvary for a banquet or out of season clinic or camp, a Facility Use Form must be filled out and approved by Business Manager and Facility Coordinator.

CLINICS

When funds are available, coaches may attend clinics if the following procedures are followed.

1. Fill out necessary clinic request forms and give them to the athletic director a minimum of two weeks prior to the clinic.
2. The coach will pay all expenses of the clinic.
3. Turn in ORIGINAL receipts to the athletic director for reimbursement for allowed expenses including: clinic fee and mileage.
4. Coaches will be reimbursed up to \$80.00 per sport that they coach for clinic expenses and fees.

HEAD COACH JOB DESCRIPTION

Qualifications:

1. Must be a Born-Again believer in Jesus Christ and demonstrate a continual walk with Him.
2. A working knowledge of the sport to be coached.
3. A demonstrated interest in and an aptitude for performing the assignment of head coach.
4. Any alternatives to the state qualifications as the Board of Education may find appropriate. The MHSAA Coaches Advancement Program (CAPS) is required for all coaches.
5. Knowledge of CPR/AED and First Aid.

Performance Responsibilities:

Coaches are to be familiar with this handbook and its associated policies and procedures and may set further expectations for attitude, sportsmanship, behavior, etc.

Coaches should take time during practice to pray. Coaches may have a brief devotional at practice and should use practice and games as a time to advocate Christian behavior. Coaches must value sportsmanship and teach it through their words and through example.

1. Understands role as spiritual leader and example for all athletes and coaches in the program.
2. Assists the Athletic Director in interviewing of prospective coaches for assigned assistant positions.
3. A working knowledge of the sport to be coached.
4. Complete MHSAA CAP 1 or 2 at minimum
5. Complete Online MHSAA Rules meeting
6. A demonstrated interest in and an aptitude for performing the assignment of head coach.
7. Maintains professional competency by attending clinics and state rule's meetings.
8. Delegate's responsibility to assistant coaches.
9. Encourages athletes to excel in academic work and strive for spiritual growth.
10. Submits an annual record of results of contests and records as requested.



11. Submits to the Athletic Director an annual listing of award winners.
12. Supervises the issuance, cleaning, storage, return and care of all athletic equipment.
13. Advises purchase of equipment, supplies and uniforms as appropriate.
14. Oversees the safety conditions of the area when team members are practicing.
15. Enforces disciplined behavior, code of fair play, establishes and oversees penalties for not following team and school standards. Reports all incidents to the Athletic Director.
16. Works as a team member of the coaching staff.
17. Establishes an effective relationship with team members.
18. Establishes an effective relationship with parents.
19. Attends practices, games and meetings punctually.
20. Uses professional conduct, language, and decorum with teammates, opponents, officials and fans.
21. Maintains player eligibility information.
22. Encourages athletes to participate in other sports.
23. Keeps the Athletic Director informed of any or all problems before, during, or after all sporting events.
24. Responsible for the conduct of all your athletes, coaches, and those people assisting you during a contest and/or on the bus.
25. Understand the rules and regulations established by the transportation department. Ride the bus to and from away games or practices, or designate an assistant coach to travel with the team.
26. Teaches individual participants the skills necessary for the highest possible achievement in the sport involved.
27. Plans, schedules, and supervises a regular program of practice in season.
28. Assists students regarding future plans: Example – College entrance, scholarships, and so forth.
29. Works closely with the Athletic Director in scheduling athletic contests.
30. Submits necessary rosters, physical forms, eligibility list forms, and training rule forms signed by parents.
31. Works with all involved administrators.
32. Shows concern and provide guidance for sub-varsity and middle school teams.
33. Provides a positive role model.
34. Adheres to those rules and regulations as detailed by the MHSAA and Board of Education policies and regulations.
35. Will be strongly encouraged to work with and support the Athletic Booster Board in conjunction with your program. Will bring a written proposal to the Athletic Director concerning any request to be made to the Athletic Booster Board.
36. Submits entries to tournaments and other contests in a timely fashion.
37. Maintains team attendance records and medical emergency cards.
38. Works to promote increased participation to improve methods, techniques, strengths and endurance both in and out of season.
39. Submits written criteria for "cutting" athletes at tryouts.
40. Assists in the planning of team banquets and honor nights.
41. Displays self-control and maintains a positive profile in contest situations.
42. Displays self-control and maintains a positive profile in relationships with media.
43. Displays self-control and maintains a positive profile in relationships with officials.
44. Displays self-control and maintains a positive profile in relationships with administration.
45. Reports scores of contests to the media.
46. Provides supervision of locker room and training room.
47. Maintains player eligibility information.

ASSISTANT COACH JOB DESCRIPTION

Qualifications:

1. Must be a Born-Again believer in Jesus Christ and demonstrate a continual walk with Him.
2. A working knowledge of the sport to be coached.
3. A demonstrated interest in and an aptitude for performing the assignment of head coach.
4. Any alternatives to the state qualifications as the Board of Education may find appropriate. The MHSAA Coaches Advancement Program is required for all coaches.
5. Knowledge of CPR and First Aid.



Performance Responsibilities:

1. Understands role as spiritual leader and example for all athletes in the program.
2. Attends athletic department meetings and review MHSAA Rules Meeting.
3. Recommended take and complete MHSAA CAP 1 or 2 at minimum
4. Submits an annual inventory of athletic equipment.
5. Maintains professional competency by attending clinics and state rules meetings.
6. Encourages athletes to participate in other sports.
7. Keeps the Athletic Director informed of any or all problems, before, during, or after all sporting events.
8. Encourages athletes to excel in academic work.
9. Submits an annual record of results of contests and records as requested.
10. Submits to the Athletic Director and Secretary an annual listing of current award winners.
11. Assists the head coach in the issuance, cleaning, storage, and return and care of all athletic equipment.
12. Oversees the safety conditions of the area when team members are practicing.
13. Enforces disciplined behavior, code of fair play, and establishes standards. Reports all incidents to the Athletic Director.
14. Works as a team member of the coaching staff.
15. Establishes an effective relationship with team members.
16. Establishes an effective relationship with parents.
17. Attends practices, games, and meetings punctually.
18. Uses professional conduct, language, and decorum with teammates, opponents, officials, and fans.
19. Maintains player eligibility information.
20. Teach individual participants in the skills necessary for the highest possible achievement in the sport involved.
21. Plans, schedules, and supervises a regular program of practice in season.
22. Submits necessary rosters, physical forms, eligibility list forms, and training rule forms signed by the parents.
23. Works with all involved administrators.
24. Shows concern for the "feeder" system.
25. Provides a positive role model.
26. Adheres to those rules and regulations as detailed by the MHSAA and Board of Education policies and regulations.
27. Submits entries to tournaments and other contests in a timely fashion.
28. Maintains team attendance records and medical emergency cards.
29. Works to promote increased participation to improve methods, techniques,
30. strength and endurance both in and out of season.
31. Submits written criteria for "cutting" athletes at tryouts.
32. Assists in the planning of team banquets and honor nights.
33. Displays self-control and maintains a positive profile in contest situations.
34. Displays self-control and maintains a positive profile in relationships with media.
35. Displays self-control and maintains a positive profile in relationships with officials.
36. Displays self-control and maintains a positive profile in relationships with administration.
37. Report scores of contests to the media.
38. Provides supervision of locker room and training room.
39. Submits coaching-salary payment request form for completion.
40. Maintains player eligibility information.
41. Performs such other services and assumes other duties assigned by the administrator in charge, and which are not in violation of the master contract, school district policies, or rules and regulations.



COACHING STIPEND

After the completion of a season, each coach must meet with the Athletic Director before stipend is received. The following items are included in the meeting with the AD.

1. Inventory completed.
2. Request for awards completed.
3. Season summary completed.
4. Awards program completed.
5. Requisitions for the next season submitted.
6. Appropriated keys returned if necessary.
7. Officials rating completed.
8. Future schedules reviewed.
9. All equipment returned to issuing coach.
10. All medical emergency cards returned.
11. All equipment returned to Off-Season Room including med kits, coolers and water bottles.
12. Evaluation of assistant coaches completed with all signatures.

*Coaches will not receive a stipend until their obligations are met.

DRESS

We expect our athletes and coaches to project a favorable image for our school. Dress must follow the Plymouth Christian Academy staff handbook rules. Coaches should dress appropriately for practices and games.

ELIGIBILITY

1. All coaches must have the following from each athlete before he or she may participate in a practice or game.
 - a. Physical – signed and completely filled out. Failure to have one will result in the forfeiture of any contest in which the athlete participates.
 - b. Sports Participation Form returned and signed by parent and athlete.
 - c. New students to PCA are not permitted to participate without approval of the athletic office.
 - d. Students from other schools are not permitted at Open Gyms, Conditioning, or camps that are school sponsored. Only registered PCA students may participate.
2. When coaches have collected the above items, alphabetize them and turn them into the Athletic Director. No athlete should be allowed to practice until all forms are returned to the coach.
3. Coaches must also turn in to the Athletic Director, an alphabetized list of your complete squad.
4. Coaches should review the eligibility sheet prior to your first game to make sure it is accurate. Using a player not on the list in a game will result in forfeiture of that game.
5. Coaches must notify the Athletic Director for the purpose of adding new players to the eligibility list prior to that player practicing to verify physical and Sports Participation Form.

EQUIPMENT

Coaches are responsible for all equipment issued. Make sure all equipment is collected following your season.

1. All athletes shall be protected by safe equipment.
2. Athletes shall be responsible for the care and maintenance of all equipment checked out to them.
3. Any athlete who has any school equipment in his/her possession that does not belong to him/her shall forfeit it immediately to the coach requesting it. This is a violation that could result in loss of all athletic eligibility at PCA.
4. Any equipment not returned by an athlete must be paid for. The coach must adhere to the following procedure:
 - a. Notify the athlete to turn in his/her equipment.
 - b. If step one is unsuccessful, notify the parents that the athlete has not returned his/her equipment.
 - c. If step two is unsuccessful, make up a list of athletes who have not turned in their equipment and give a copy to the Athletic Director within two weeks of your final contest.

Any athlete turning in equipment must return it to his or her coach. Any athlete paying for lost equipment must pay at the main office. The athlete will receive a receipt for the payment. A \$10 cleaning fee will be assessed to athletes if equipment is dirty.



NEW EQUIPMENT

The Athletic Director will order all equipment. It is the responsibility of each head coach to turn in a list of equipment needs to the Athletic Director within four weeks after the end of his/her season. The Athletic Director must approve all expenses. The Athletic Director will not refund expenses not approved in advance. If you want to approach the Athletic Association for equipment, you must contact the Athletic Director.

EXCUSING ATHLETES FROM CLASS

1. It is the responsibility of the coach to submit a list to the athletic office, one day ahead of time; in the event you must have your athletes excused from class early because of a contest. Athletes will not be excused from class for practice without Athletic Director or Principal approval.
2. All concerns need to be discussed with the Athletic Department before changing times.

INJURIES

1. If an athlete is injured and needs attention, contact his/her parent(s) and take the athlete to the trainer. If the injury is severe, Call 911!
2. If a trainer is not available, call the parent(s) for transportation advice.
3. If the parent(s) arrives at the scene before the ambulance leaves with the athlete, ask the parents for consent for the service. PCA is not responsible for the cost of the ambulance.
4. Report the injury to the Athletic Director by the next morning and fill out an Accident Report Form.
5. In no instance should a coach make a medical decision to allow an athlete to return to activity after a serious illness or injury without medical clearance from an MD or DO.
6. A note from the parents, which allows return to activity from serious illness or injury, is not adequate protection for the coach and school. Always require written clearance from a doctor.

HANDLING ATHLETES AFTER A HEAD INJURY

In a game the official may restrict participation whenever they are of the opinion that injury may jeopardize the health and safety of the athlete. An athlete may return to action after becoming unconscious provided a doctor (M.D. or D.O.) signs a document stating it is safe for the athlete to return.

A physician (M.D. or D.O.) must sign the document. It should include the name of the student, the date and time of day, a statement that the athlete has been examined, and is free to enter the contest or begin practice without reservation. It should state that the injury sustained (by name) would not adversely affect the health or well being of the athlete. The concern and focus of this policy is the health and well being of the athlete.

For this reason, the only person who may return a player to practice or a contest who suffers a head injury, which renders them unconscious, is a physician (M.D. or D.O.).

If there is doubt as to whether the player was unconscious, the coach should rule that he/she appeared to be unconscious and the policy goes into effect. **DO NOT HESITATE TO CALL AN AMBULANCE IF YOU HAVE ANY QUESTIONS REGARDING AN INJURY.**



Following are the consequences for not complying with National Federation and MHSAA rules when players are removed from play because of a concussion:

- A concussed student is ineligible to return to any athletic meet or contest on the same day the concussion is sustained.
- A concussed student is ineligible to return to competition in a meet or contest on a subsequent day without the written authorization of an MD or DO.

These students are considered ineligible players and any meet or contest in which they have participated is forfeited. In addition, that program is placed on probation through that sport season of the following school year. For a second offense in that sport during the probationary period – that program is continued on probation through that sport season of the following school year and not permitted to participate in the MHSAA tournament in that sport during the original and extended probationary period.

COACH DEPARTURE

1. If you are the last coach out of the locker room, make sure the doors to the locker room are locked. Open doors lead to stolen equipment.
2. It is the responsibility of each coach to keep the athletic facilities, locker room, and training room neat and clean. That means pick up your towels and keep your locker neat. The last coach out of the locker room on weekends is responsible for turning off lights, showers, and locking all doors including outside doors.
3. No one is allowed in the gym or weight room unless a coach is present.
4. Athletes may not pull out bleachers.
5. Coaches are responsible for their athletes while they are showering after practices and games. Therefore, one coach should be in the locker room until all athletes have left. Get them out of the locker room quickly. One coach shall remain until all athletes have left the school.
6. Remind all athletes not to bring large sums of money to school and to lock their lockers during practices and games. STCS is not responsible for lost or stolen items.
7. Phones are available in the weight room and coaches offices to call for rides

OFFICIALS

Recommendations from the coach will be considered in these assignments. Most officials are assigned. Please get recommendations turned in early. Coaches are responsible for rating officials at the end of the season on line at mhsaa.com. Make sure to keep track of the officials that worked the games and their MHSAA ID numbers.



PRACTICES

1. Practice should be held on a regular basis.
2. Length of practice will vary due to coaching circumstances. A two-hour practice limitation should be adhered to as often as possible. Athletes must have time for home activities, schoolwork and other activities.
3. Holiday practices shall not be held without permission of the Athletic Director.
4. Wednesday practices are permitted for Varsity teams only and need to end by 5:00 pm.
5. Out of season athletes may use school facilities providing they have not quit a sport that season or have coaches' approval. A coach must supervise them.
6. Make sure athletes use the buddy system when walking to cars after dark following practices and games.
7. Make sure all locker rooms, gym, and weight room doors are locked when you leave.
8. Make sure all lights are turned off and all inside and outside doors are locked.
9. The southwest entrance by the weight room is the only entrance and exit to be used.
10. At no time are athletes to be roaming the halls.
11. The coach is the last person to leave the building.

Practice sessions should be safe for team members. Safety requires conscientious supervision at all times. The welfare of the students also dictates at times what can or cannot be done. Over-exertion in hot weather must be avoided, as should any drill, which runs an undue risk of injury. **Make sure your athletes get plenty of water.** It is assumed that a coach teaches, and that every member of a team is given the help and opportunity to develop. This requires careful planning. If indoor running is required, use only the athletic corridor. **Make sure the halls are clear and post people at the corners to avoid injuries.**

Check your facility before each practice and game for hazards!

PRACTICE SCHEDULES

1. When you schedule practices on Snow Days it is considered a voluntary practice and athletes cannot be penalized for missing.
2. If a coach cancels a practice, it is the coach's responsibility to notify the Athletic Director, as well as the coaches of the teams following that practice time so that they may adjust their practice times.

VACATION POLICY

Some teams may hold practices during school vacation closures. Athletes must provide written permission from parents to coaches stating their reason for not attending practices or games. Coaches are encouraged to keep practices to a minimum during vacation days. Playing time may be affected if a student misses practices or games during vacations.

Wednesday Practices

The Athletic Department understands that at the Varsity level, practice is important to prepare to win at the highest level. Only Varsity teams are allowed to practice on Wednesday's and must end practice by 5:00pm to allow time for student-athletes to attend their weekly church youth group. It is the responsibility of the coach to accommodate practice that would encourage all team members to attend their local church group.



REPORTING RESULTS OF CONTESTS

It is the responsibility of the coach to report the results of your contests to mhsaa.com, Hometown Life, and VNN/PCA athletic Website.

SCHEDULING

Coaches will be consulted when scheduling takes place. Once a decision is reached, the Athletic Director will send contracts. If a coach desires the Athletic Director to make a change in opponents, the Athletic Director must be notified immediately following the current season.

TEAM MEMBERSHIP

1. Once an athlete has decided upon a sport he/she wishes to try, he/she may not change to another sport without permission from the coach of the sport he/she is dropping.
2. If an athlete wishes to change from one sport to another, he/she must do so prior to the first game of that season.
3. If an athlete is dropped from a team for disciplinary reasons, he/she is not allowed to try out for another sport during the same season.
4. If an athlete is dropped from a team for disciplinary reasons, he/she may not go out for a next-season sport until after the last game his/her team plays in the dropped sport during that season.
5. Athletes are required to be in school when school begins on the morning following a previous night's game. Coaches should impress this on their athletes.
6. Athletes must travel to and from away contests with the team. In the event a parent has a justifiable reason to have the athlete return with them, that parent must request this from the Athletic Director ahead of time. The parent must pick up the athlete from the coach after the game.
7. During Out of School Suspension (OSS), students are suspended from participation in all extra curricular activities, including athletic practices and contests. Suspended students are not permitted on school grounds without permission from the Principal.
8. If a coach suspends an athlete from his/her team, the coach must notify the Athletic Director by the next morning stating the reasons for the action.

TRANSPORTATION

1. The Athletic Director will arrange for all transportation to away contests.
2. Athletes will not board the bus at anytime until the coach is present. Everyone will board the bus together. Coaches should verify before leaving that all athletes, coaches and managers are present. Do not leave if someone is missing without checking with the Athletic Office. Use a Check List to make sure!
3. The coach should communicate with the driver about destination, directions, and other matters pertinent to the trip.
4. All athletes must travel with the team to away contests. The Athletic Director may approve athletes leaving with parents in extenuating circumstances. This must be in writing and initialed by the A.D.
5. No bus will leave unless the coach or a chaperon is on the bus.
6. When food is taken on the bus, it will be the responsibility of the coach to make sure all refuse is picked up and deposited in a container.
7. Athletes are to remain in their seats when on the bus. This means no walking around, standing up and banging on the ceiling, hanging out of the window, yelling out of the bus or making any obscene gestures from inside the bus to passersby.
8. The speed limit for a school bus is 55 mph. Do not encourage a driver to violate this law because of being late. (Normally, buses are dispatched to insure adequate arrival time). If a team departs late, the opposing school will be notified.
9. It will be the decision of the coach if there are to be any stops made for eating. Notify the driver at the beginning of the trip.
10. The coach should inform the driver, before arriving, as to his/her needs for use of the bus while at the game site.
11. Coaches should sit where they can properly supervise students.
12. If the coach has any complaints about the bus driver, see the Athletic Director.



TRANSFERS STUDENTS

If a transfer student comes out for the team, the coach must send that person to the Athletic Director so that the necessary forms can be filled out. The athlete is always ineligible until these forms have been completed. **Do Not Let the NEW ATHLETE Participate!!**

CAMERAS/IPAD

1. We have two cameras and 1 IPAD in the athletic department for use.
2. Coaches may designate one-person, as an operator providing the coach is there to supervise. Please observe this rule so that we can keep this equipment in working order.
3. Devices may be checked out through the athletic office.

VOLUNTEER COACHES

All teams, regardless of level, which may wish to use additional coaching personnel, shall make those needs known to the Athletic Director in writing. Each volunteer assistant coach used in the PCA athletic program must fill out a volunteer application, go through the approval process, and have administrative approval before taking an active part in the program. Volunteer Assistant Coaches will be expected to conform to and implement athletic policy and administrative directive. Volunteer Assistant Coaches are not in a decision-making role but may be expected to carry out directives as set forth by the head coach or assistant coach. All volunteer Assistant coaches are expected to understand and perform within the limits of the "Guidelines for Volunteer Assistant Coaches" and the specific duties outlined by the coach of the team with which the Volunteer Assistant Coach works.

GUIDELINES FOR VOLUNTEER ASSISTANT COACHES

1. Must be a Born-Again believer in Jesus Christ and demonstrate a continual walk with Him.
2. Conduct and behavior is to be that expected of coaches as outlined in the handbook.
3. Volunteer Assistant Coaches are not in a position to render decisions regarding policy, rule or code enforcement. They are, however, responsible for implementation of all appropriate policies and administrative directives.
4. Volunteer Assistant Coaches will meet with the Head Coach at the beginning of the season in which they work.
5. Volunteer Assistant Coaches will be encouraged to attend honors banquets and awards ceremonies and participate, if requested to, by the head coach.
6. Volunteer Assistant coaches must meet all obligations required by Plymouth Christian Academy
7. Plymouth Christian Academy specifically appreciate the volunteer efforts of each Volunteer Assistant Coach.

VOLUNTEER ASSISTANT COACH DUTIES

1. Understand their role as a spiritual leader and example to all players in the program.
2. Inform athletes of rules and regulations of the MHSAA and Plymouth Christian Academy.
3. Assist the head coach in coordinating physical examinations and the preparation of eligibility lists.
4. Work with the head coach in implementing a philosophy and style of play consistent with the head coach's requirements.
5. Assist the head coach with equipment including issuing, return, inventory and storage.
6. Inform head coach of all earned awards.
7. Assist the head coach with selection of team members.
8. Supervise facilities when the team is involved.
9. Make recommendations to the head coach concerning the needs of the program.
10. Carry out any additional duties assigned by the head coach including scouting.
11. Complete and return any required forms and statistics to the head coach.



SOCIAL MEDIA/COACH ETIQUETTE

Social media is a great tool when used properly. Use social media as a tool not for personal reasons with students. Discussing your personal life with students is not permitted at any time. Please make good choices when dealing with students at all times.

If you as a coach find out an issue with a student that could be criminal or socially unacceptable you have an obligation to report that incident to an administrator immediately.

The following are tips from Dr. Greg Dale, Director of Mental Training at the Duke University Athletic Department and author of "The Seven Secrets of Successful Coaches"

7 Tips for Challenging Athletes and Maintaining Confidence

1. Understand that mistakes aren't made on purpose.
2. Allow athletes to play through their mistakes
3. Avoid making decisions personal; make it on ability and performance.
4. Do not use profanity.
5. Avoid sarcasm, belittling and embarrassment.
6. Be an effective communicator
7. Be consistent.

The 4 C's of successful Coaches

- Character-"Do the right thing all the time"
- Competent-"Stay up to date, attend clinics and conferences"
- Committed-"Be committed to your sport, the kids, your staff and the school"
- Caring-"Care about yourself, your family, your friends and your athletes"

Characteristics of Highly Successful Coaches

- | | |
|------------------------|-----------------------|
| 1. Develop and Change | 6. Leave a Legacy |
| 2. Have Fun | 7. Maintain Integrity |
| 3. Respected by Peers | 8. Love your JOB |
| 4. Care about Kids | |
| 5. Build Relationships | |

PLYMOUTH CHRISTIAN ATHLETIC DEPARTMENT TORNADO WARNING PROCEDURES

1. In the event of a tornado warning prior to the departure of athletic teams, all contests will be postpone
2. Administrators of opposing schools involved will contact one another when they are aware of a tornado warning in their geographic area
3. If a tornado warning should occur when athletic teams are already at the site of the event, the teams should go into the school. If the contests are at Plymouth Christian Academy, go to the hallway right next to the Butler Gymnasium where visitor locker rooms are located.

SEVERE WEATHER PROCEDURES

Plymouth Christian Academy will honor the respective weather policies of the other league schools. MHSAA adopted a policy, which will in most cases, support local policy.



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THREATENING WEATHER WATCH/WARNING

Practice – When practices are started or are in progress when the watch is in effect, the coaches and officials will monitor the change in weather and if it becomes at all questionable, the practice will be suspended or cancelled.

Contest – When games are started or are in progress when the watch is in effect, the coaches and officials will monitor the change in weather and if it becomes at all questionable the contest will be suspended.

PCA and MHSAA THUNDER & LIGHTNING POLICY

When thunder is heard or lightning is visible, practice or contests will be suspended and all athletes and coaches will take cover for a minimum of 30 minutes. A practice or game is not to be restarted if lightning or thunder are seen or heard again during this time frame.

WARNINGS

All practices and contests will be canceled when a warning occurs. All athletes will be directed to a safe location under supervision of the coach or coaches. Visiting teams will be encouraged to take cover at the site of the host school. All athletes will be kept in a safe place until the “all clear” is issued.

GOOD JUDGEMENT

Always use good judgment when dealing with the weather. **Take no chances with any kind of weather. If there is any doubt ----- CANCEL!**

STUDENT MANAGERS, STATISTICIANS, HELPERS, STUDENT TRAINERS

It is the philosophy of the school and the Plymouth Christian Athletic Department to allow for as much student participation as possible in the athletic program. Statisticians, managers, etc. are welcome in the program. However, in all cases, the responsibility of the student must be kept within reasonable limits. Where student managers are concerned, it is still the responsibility of the coach to supervise, organize and promote their actions. Efficiency of operation is vested in the coach. Students should never be expected or directed to assume staff responsibilities. If the student is becoming a distraction, release the student from their duties and inform the athletic department.



Representative Council Clarifies

Summer Dead Period and Preseason Down Time

Clarifying The Summer Dead Period and Preseason Down Time

The **summer dead period** is a period of seven full consecutive calendar days after school is out in June and after a school's participation in MHSAA tournaments is completed. Each school determines its seven day dead period (most all schools have selected a period which includes the July 4th holiday). During the dead period, there is no involvement or contact by the school or coach with students in grades 7-12 in any MHSAA tournament sport. It is a zero coach-player period; at school or elsewhere. There are to be no school or coach conducted open gyms, conditioning or weight lifting programs on school premises or sponsored by the school or coach at other facilities. The Representative Council adopted the following to further clarify the intent of the summer dead period:

The Summer Dead Period is intended to provide at least seven consecutive days when school coaches will have no contact with students in grades 7-12 of the school district in any manner related to any sport sponsored by that school.

Unplanned, casual, normal community contact is permitted.

The Summer Dead Period applies to all levels of MHSAA member schools; coaches and students in grades 7-12 except that non-school summer baseball and softball practices and competitions regularly scheduled throughout the summer may continue with school coaches and students from the same district (e.g. American Legion)

It is intended that no sport-related involvement, including attendance at school sport-related fundraisers and functions, take place during the Summer Dead Period. It is intended that no sport activities occur on school premises during the Summer Dead Period that involve school coaches or are sponsored by the school or supported by the school.

Because school personnel are prohibited from holding such activities, it is intended that no school facilities be planned for use by non school groups or individuals for athletic purposes (including student-led practices or conditioning) during the Summer Dead Period.

Following the intention and spirit of this regulation will involve shutting down of athletics for these 7 days and not allowing non-school individuals or groups to do that which the school is prohibited from doing. Some schools and leagues are adopting even longer summer dead periods recognizing the benefits to schools, staff members, athletes and families.

The **preseason down time** is also a "pause in the action" which prohibits open gyms (which in some schools has evolved into out-of-season practices) for a period of 7 to 14 days prior to the start of each season: From Aug. 1 to the start of fall sports practices, 14 calendar days before winter sports and from March 1 until the start of spring sports. Junior High Middle Schools apply a 14 calendar day down time to the start of all sports, each season. Among the goals of the preseason down time are the following:

More clearly distinguish the start of each season and its tryout period.

Decrease the blurry line between allowed preseason activity (open gyms) and the start of tryouts and practices.

Decrease the overlap of activity between the end of one season and the start of the next.

During the preseason down time certain things are allowed:

Contact by a coach within the three or four player rule (voluntary, individual skill development).

Non-mandatory weight training and non sport specific conditioning.

Certain things are not allowed:

Open gyms, sport specific camps or clinics which involve that upcoming sport are not permitted. (Open gyms may never include organized drills, practice structure or instruction by any person including team captains or parents.)

Competition (intra-squad or inter-squad) between groups that resemble school teams may not occur.

Non-school groups or individuals may not do that which the coach or school is prohibited from doing during the down time. The Representative Council has stated that "No open gyms, sport specific camps



Educational Material for Parents and Students (Content Meets MDCH Requirements)

Sources: Michigan Department of Community Health, CDC and the National Operating Committee on Standards for Athletic Equipment (NOCSAE)

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache

Pressure in the Head

Nausea/Vomiting

Dizziness

Balance Problems

Double Vision

Blurry Vision

Sensitive to Light

Sensitive to Noise

Sluggishness

Haziness

Fogginess

Grogginess

Poor Concentration

Memory Problems

Confusion

"Feeling Down"

Not "Feeling Right"

Feeling Irritable

Slow Reaction Time

Sleep Problems

WHAT IS A CONCUSSION?

A concussion is a type of traumatic brain injury that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a "ding," "getting your bell rung," or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven't been knocked out.

You can't see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.



IF YOU SUSPECT A CONCUSSION:

1. **SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don't hide it, report it. Ignoring symptoms and trying to "tough it out" often makes it worse.
2. **KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don't let the student return to play the day of injury and until a health care professional says it's okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
3. **TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student's school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can't recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously.)

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional.

Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer. To learn more, go to www.cdc.gov/concussion.



Public Acts 342 and 343 of 2012 together form Michigan's youth sports concussion legislation. They take effect on the 91st day after final adjournment of the Michigan Legislature 2012 Regular Session (approx. April 1, 2013).

With the governor's signatures on Oct. 23, 2012, Michigan became the 40th state to adopt legislation aimed to improve head trauma prevention and aftercare in youth sports. Under public criticism and facing a growing number of plaintiffs in concussion-related lawsuits, the National Football League has been leading the campaign to enact legislation in all 50 states; but Michigan's legislation is unique.

Recognizing that the MHSAA already has educational resources and avenues for their distribution and required meetings for all head coaches, as well as a return-to-play protocol with more teeth than anything the legislature could mandate, Michigan's legislative leadership focused the law on non-school youth sports programs. Nevertheless, there are some matters for schools to address, which we outline briefly here.

Public Acts 342 and 343 make no demands on schools for interscholastic sports served by the MHSAA beyond the requirements the MHSAA already makes for MHSAA member schools. For athletic activities outside the scope of MHSAA sponsorship, schools need to comply with the law. Areas to which schools may need to give attention are these (the laws do not speak specifically to some of these matters):

- Sports sponsored by schools on an interscholastic basis that are not served by the MHSAA (e.g., equestrian, field hockey, water polo), **AND** out-of-season activities in inter-scholastic sports that are served by the MHSAA (e.g., camps, clinics).
- Physical education.
- Intramural sports.

For schools sponsoring non-MHSAA sports and activities covered by the new legislation, adopting a school or school district-wide policy in writing that is consistent with the MHSAA's regulations related to concussion management may satisfy the new law's requirements. The MHSAA encourages each school or school district to consult with its own legal counsel regarding compliance with the new legislation and its application to non-MHSAA sports and activities.

As for students who are under the age of 18 and participating in camps, clinics, physical education and intramural programs, schools may be subject to the following duties enumerated in the new laws:

1. Education
 - a. Provide to each youth athlete and his/her parent or guardian the educational materials which the Michigan Department of Community Health will make available on its public website.



- b. Obtain a statement signed by each youth athlete and his/her parent or guardian that acknowledges receipt of that educational material.
 - c. Maintain each signed written statement in a permanent file for the duration of that youth athlete's participation in that athletic program under that school's auspices, or until the student becomes 18.
2. Return to Play
- a. Require the adults in charge of these activities to immediately remove from physical participation a student suspected of sustaining a concussion during the activity.
 - b. Require that student to be withheld from physical activity until the student receives written clearance from an evaluating health professional authorizing return to play.
 - c. Maintain each written clearance in a permanent file for the duration of that student's participation in that program under the school's auspices, or until the student be-comes 18.

School districts may find it helpful to access the educational resources on MHSAA.com. Distributing the "Parents Guide to Concussions" and having parents sign a form acknowledging receipt of that document may be sufficient, although it remains to be seen what the Michigan Department of Community Health may require in terms of 1-a above.

Just to be clear, for interscholastic athletics, a school is not covered by #1 and #2 above if that school is a member of the MHSAA, and the MHSAA continues to have return-to-play protocol substantially similar or more stringent than #2 above and includes enforcement mechanisms. Under the MHSAA's protocol, if a student returns to play without the written authorization of an MD or DO, that student is ineligible and the contest is forfeited. The MHSAA's return-to-play protocol is attached.



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