

HERITAGE HIGH SCHOOL 2019-2020 ATHLETE'S HANDBOOK



“HOME OF THE HAWKS”

**2001, 2002, 2003 & 2005 Saginaw Valley League Girls All Sports Champions
2000, 2001, 2002 & 2009 Saginaw Valley League Boys All Sports Champions
1989, 1997, 2002, 2003, 2005 & 2014 Pom Pon State Champions
2002, 2018, 2019 Girls Basketball State Champions
2002 Girls Soccer State Champions
2001 Boys Track State Champions**

**Heritage High School
3465 N. Center Road
Saginaw, MI 48603**

Justin Thorington, RAA, District Athletic Director

James Noble, CMAA, Heritage Athletic Director

Michelle Galer, Administrative Assistant

**HHS Athletic Office (989) 797-1809 Fax (989) 797-1821
For information, forms, schedules, updates and cancellations go to:
“stcs.org” and click on “athletics”**

TABLE OF CONTENTS

HERITAGE HIGH SCHOOL ATHLETIC HANDBOOK

Registration Fee, Cleaning Fee & Parent Code	2
Forward	3
Athletic Philosophy	3
Vision Statement	3
STCS Athletic Dept. Objectives	3
Ten Commandments for Parents	3
HHS Interscholastic Program	3-4
SVHSA Conference Statement of Belief	4
MHSAA Athletic Code for Athletes	4
HHS Athlete Code of Conduct	4
STCS Student/Athlete Expectations	5
Athletic Team Awards	5
Athletic Team Jackets	5
Sport Passes	5
Dress Code	5
MHSAA Eligibility Rules	5-6
Policy for Transfers Following Violations of School's Athletic Code	6
NCAA College Eligibility Rules	6
Guide for College-Bound Student-Athletes	6
College Recruitment	7
Equipment and Supplies	7
HHS Athletic Eligibility Rules	7
Team Rules and Policies	7
Academic Procedures for Athletes	7
Excusing Athletes from Class	7
Injuries	8
Athletic Attendance Policy	8
Reinstatement Procedures	8
Insurance	8
Athletic Facility Rules	8
Medical Consent Form	8
Team Membership	8-9
Vacation Policy	9
Weight Room	9
Transportation	9
Squad Selection Procedures	9-10
Playing Out of Level	10
Fundraising	10
Non-School Sponsored Athletic Programs	10-11
Athletic Training Rules	11-12
Concussion Awareness information	12-13
STCS/Heritage Training Rules/Statement of Understanding Form	Insert
Authorization for Disclosure of Protected Health Information Form (HIPPA)	Insert

REGISTRATION FEE: Due to continued budget reductions, Heritage High School will be charging a non-refundable **\$100** Athletic Registration Fee one time per year to each student athlete including unfunded varsity sports. ***Athletes are responsible for the registration fee once they have participated in the first practice and the fee will be charged regardless if an athlete leaves the team by their own or parent's choice or if they are removed for disciplinary reasons.*** The \$100 Athletic Registration Fee is required to be paid for athletes that are participating with a team and waiting to become eligible. The fee must be paid by **Sept. 12 for fall athletes, Dec. 12 for winter athletes and April 17** for spring athletes. If the fee is not paid by the deadline date, the athlete will be held out of practices, scrimmages and games until arrangements are made with the athletic office. The fee will be charged to all Heritage Athletes. The fee must be paid prior to ordering any team or school apparel. **Athletes are not permitted to purchase team items or apparel through Heritage accounts unless the Registration Fee has been paid.** If you cannot afford the fee, please contact the Heritage Athletic office to make special arrangements.

CLEANING FEE: **Students that turn in uniforms that are not clean will be charged \$10. Students that do not return uniforms or equipment will be charged the replacement cost for the item that is not turned in.**

PARENT CODE: As parents of students at Saginaw Township Community Schools, 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 Saginaw Township 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.

Expectation of Sportsmanship: *The administration and staff of Saginaw Township Community Schools and Heritage High School wish to make it clear that school-sponsored sports are an educational activity. Athletes, parents, and friends must be aware of our school's expectations with regard to sportsmanship. Unlike professional sports, attendance at an educational activity does not entitle one to verbally abuse contestants, coaches, officials, or opponents. As a spectator, we expect that all will display good sportsmanship or refrain from participating in or attending athletic events. Spectators that are removed from contests by game officials or facility management for improper conduct will face additional attendance consequences set forth by the HHS Athletic Department similar to game disqualification procedures in place by the MHSAA for athletes.*

<p>The green training rules form must be turned in to the athletic office by the second practice to continue participation in the sports program.</p>
--

FORWARD

The Heritage High School Athletic Handbook has been put together for athletes and parents of Heritage High School, to be used as a guide for all athletes. It is the desire of the Heritage 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. The staff, of over sixty coaches, is dedicated to providing a quality experience to Heritage High School students. Student welfare and safety are a top priority as athletes enter the spirit of competition. If you would like more information regarding Heritage Athletics, please contact the Heritage Athletic Office at (989) 797-1809.

ATHLETIC PHILOSOPHY

The interscholastic athletic program at Saginaw Township Community Schools 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.

As an integral part of the educational process, the athletic program should always conform to and support the objectives and standards of the school. 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.

VISION STATEMENT

To provide the highest quality educational athletic program for Saginaw Township Community Schools, students, staff and community members that will meet the educational, technological and facility demands and expectations of its participants.

STCS ATHLETIC DEPARTMENT OBJECTIVES

1. To provide a positive image of school activities at Saginaw Township Community Schools.
2. To provide students with opportunities for physical, mental, and emotional development.
3. To experience team play along with loyalty, cooperation and fair play.
4. To create a desire to exceed and excel.
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 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 HERITAGE INTERSCHOLASTIC PROGRAM

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

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

Cross Country	J.V. & Varsity
Football	Freshman, J.V. & Varsity
Soccer	J.V. & Varsity
Tennis	J.V. & Varsity

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

Basketball	Freshman, J.V. & Varsity
Bowling	Varsity
Hockey	Varsity
Skiing	J.V. & Varsity
Swimming	Varsity
Wrestling	J.V. & Varsity

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

Baseball	Freshman, J.V. & Varsity
Golf	J.V. & Varsity
Track	J.V. & Varsity
*Lacrosse	J.V. & Varsity

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

Cheerleading	Freshman, J.V. & Varsity
Cross Country	J. V. & Varsity
Golf	J.V. & Varsity
Pompon	Freshman, J.V. & Varsity
Swimming	Varsity
Volleyball	Freshman, J.V. & Varsity

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

Basketball	Freshman, J.V. & Varsity
Bowling	Varsity
Competitive Cheerleading	Freshman, J.V. & Varsity
Pompon	Freshman, J.V. & Varsity
Skiing	J.V. & Varsity
Wrestling	J.V. & Varsity

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

Soccer	J.V. & Varsity
Softball	J.V. & Varsity
Track	J.V. & Varsity
Tennis	J.V. & Varsity
*Lacrosse	J.V. & Varsity

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

Heritage High School is a member of the Saginaw Valley High School Association. It is believed that this is the oldest active athletic conference in Michigan. It is a highly competitive and respected high school conference throughout the state. Other members of the Saginaw Valley High School Association include the following:

Bay City Central "Wolves"	(1904)
Bay City John Glenn "Bobcats"	(2016)
Bay City Western "Warriors"	(1972)
Carmen Ainsworth "Cavaliers"	(2012)
Davison "Cardinals"	(2012)
Lapeer "Lightening"	(2014)
Midland High "Chemics"	(1960)
Midland H.H. Dow "Chargers"	(1971, 1980)
Mt. Pleasant "Oilers"	(2005)
Powers Catholic Central "Chargers"	(2012)
Saginaw Arthur Hill "Lumberjacks"	(1904)
Saginaw High "Trojans"	(1904)
Saginaw Heritage High School "Hawks"	(1994)

**SAGINAW VALLEY HIGH SCHOOL ASSOCIATION
STATEMENT OF BELIEF**

The Saginaw Valley Athletic Association believes that a quality extra-curricular program plays an integral role in the educational process by enhancing the mental, emotional and physical well being of each participating individual.

Heritage High School 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. Heritage is in Class A, which is the largest enrollment class. 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.

HERITAGE ATHLETIC CODE OF CONDUCT

1. The Heritage High School 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. Gambling, 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.
6. Athletes must adhere to the training rules as listed on **Pages 13 & 14** and sign the form.

STCS STUDENT/ATHLETE EXPECTATIONS

The following ten expectations are what a STCS 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

Coaches shall set their own standards for the earning of an athletic team award in each sport.

1. The freshman, junior varsity, and varsity athletic award shall be kelly green in color.
2. An athlete shall not receive more than one freshman, one junior varsity, and one varsity letter award during his/her school career. Certificates shall be presented to each athlete should he/she earn more than one award in each of the above three categories.
3. 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.
4. The freshman athletic award shall be numerals of graduation year, green in color.
5. The junior varsity athletic award shall be an embroidered Hawk, kelly green in color.
6. The varsity athletic team award shall be a full block "H", six inches high, and kelly green in color. Inserts will be provided for multiple letter winners. Coaches determine how a letter is awarded.
7. Conference champions will receive a patch signifying year and championship.
8. Coaches may give special awards.

ATHLETIC TEAM JACKETS

Athletic team jackets shall be in school colors of navy, green and or white. 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.

SPORTS PASSES

Student sport passes are sold from the athletic office. These passes offer a substantial saving over the cost of buying separate tickets for each event. **Student passes will admit students to all home athletic events during the entire school year. Adults may purchase a fall pass and/or a winter/spring pass for Family passes (2 adults and students in grades K-8) are available. Pass prices can be found at stcs.org and click on athletics.** Passes do not include entry into League or MHSAA Tournaments hosted by Saginaw Township Community Schools.

DRESS CODE

We expect our athletes to project a favorable image for our school. Dress must follow the Heritage High School handbook rules when athletes are in school. **This includes team uniforms.**

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.

STCS & H.H.S. TRAINING RULES AND STATEMENT OF UNDERSTANDING FORM

This statement of understanding acknowledges that I/we, as legal parents and/or guardians have read, understand and agree to follow the Heritage Training Rules and Heritage Athletic Handbook. I/we accept the Training Rules as terms of participation in all interscholastic events. By signing this form, the athlete/participant and parents/guardians are agreeing to follow this code for the remainder of the athlete/participant's career at Heritage High School.

I/we also consent to allowing our son/daughter to participate in athletics knowing that there is the inherent risk of injury. I/we understand that there are risks involved with athletics and that allowing our son/daughter to participate is exposing themselves to those risks. It is also understood that, as parents or guardians, we assume all liabilities and insurance responsibilities for athletic-related injuries. *I/we consent to hold harmless STCS and Saginaw Charter Township from liability.*

As parents of students at Saginaw Township Community Schools, we understand that attending any school activity or athletic event (paid or unpaid) does not give us the right to be unsportsmanlike or abusive physically or verbally towards advisors, officials, players, coaches or fans. We understand that attending a Saginaw Township athletic event or extracurricular activity is a privilege, and that school personnel may revoke the privilege temporarily or permanently for inappropriate conduct. Good Sportsmanship is expected at all times.

The athletic department requires all parents/legal guardians and athletes to sign this sheet to indicate the following:

1. Each has read the training rules and agrees to abide by all handbook guidelines *including those for the parents regarding sportsmanship and behavior at games or events.*
2. Each understands that athletics is a voluntary program in which the student may participate if he or 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. Athletes participate at their own risk and are responsible for their medical/dental bills due to an athletic related injury. STCS does not provide medical/dental insurance for students. Use of performance enhancing drugs and or products is strictly prohibited under Michigan law. This includes all items on the NCAA banned list which can be found at <http://www.ncaa.org/2019-20-ncaa-banned-drugs>***
3. Each understands that a student participating in athletics should be insured under an adequate medical/dental insurance policy provided by the parent/guardian.
4. Each understands that the athlete or parent is obligated to pay the replacement cost of lost, stolen or damaged equipment, uniforms or Saginaw Township School property or other sites where Heritage teams participate.
5. Each understands that transportation may be the requirement of the parent or athlete to practices and events including scrimmages and contests.
6. Each understands that fundraising may be a part of participating in athletics and that the money raised may be used for but is not limited to: equipment, supplies, accessories, apparel for the team and coaches, coach's clinics and conferences including travel reimbursement.
7. Each understands that there is a ***\$100 Non-Refundable*** registration fee to participate in athletics at Heritage High School (including unfunded sports). ***A student that returns an unclean uniform will be charged a minimum of \$10. Students that do not return uniforms or equipment will be charged the replacement cost for the item that is not turned in.***
8. Each has read, understands, and agrees to the section in the athletic handbook that pertains to non-school sponsored athletic programs. *Please refer to page 11-12 in the handbook.*
9. ***By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students as a part of this handbook.***

ATHLETE'S NAME _____ DATE: _____

GRADE: _____ DATE OF BIRTH _____ GRAD YEAR _____

ATHLETE'S SIGNATURE: _____

INSURANCE COMPANY _____

INSURANCE POLICY # _____ exp date _____

PARENT'S NAMES _____

PARENT'S SIGNATURES _____

PARENT HOME PHONE _____ PARENT WORK PHONE _____

PARENT HOME PHONE _____ PARENT WORK PHONE _____

(Please fill out both sides of the form and return to the coach or athletic office)
Authorization for Disclosure of Protected Health Information

I, _____, authorize the disclosure of my protected health information, or the protected health information for _____, as described herein. I understand that this authorization is voluntary and made to confirm my direction as to the terms and conditions of such request. I understand that subsequent disclosures by person(s) or organization(s) authorized to receive such protected health information may not be protected by the HIPAA Privacy Rule or other applicable medical record privacy laws.

1. I authorize the following person(s) and/or organization(s) to disclose my protected health information (as specified below)

Name(s)	Athletic Training Staff
Organization(s)	Evergreen Physical Therapy
Address	3901 Bay Road, Saginaw, Mi 48603

2. I authorize the following person(s) and/or organization(s) to receive my protected health information, as disclosed by the person(s) and/or organization(s) above.

Name(s)	Coaching Staff, Athletic Director, Team Physician
Organization/School	Saginaw Township Community Schools/Heritage H.S.
Other Names:	

3. I authorize person(s) or organization(s) specified in 1. above to release all protected health information and other documents in the file maintained by such person(s) or organization(s) (including, but not limited to, copies of all billings for services rendered), except to the extent expressly stated below:
4. The purpose for the disclosure is: Athletic Training Services and/or Treatment.
5. I understand that I may revoke this authorization in writing at any time, except to the extent that the person(s) and/or authorization(s) named above have taken action in reliance on this authorization.
6. I understand that the person(s) or organization(s) specified in 1. above may not condition treatment, payment, enrollment or eligibility for benefits on whether I sign this authorization.
7. This authorization expires four years from the date of my signature, or the date my legal case is concluded.

I have had the opportunity to read and consider the contents of this authorization. I confirm that the contents are consistent with my direction, and that a photocopy of this form is as valid as the original to allow release of my records.

Signed (Parent or Guardian)

Date

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 66% of their classes from the previous semester to be eligible the next semester.* (See Heritage's Eligibility rules). **A new grade check may be done in 60 school days or the nearest next academic check (Mid Term, Quarter or Semester Grades).** **If the student is passing a minimum of 5 out of 7 classes during that academic check they will be eligible to participate in athletics under MHSAA rules.**

Current Semester Record –MHSAA academic eligibility checks of not more than ten weeks are required. *If a student is not passing at least 66% 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 Heritage's 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 an interscholastic athletic contest or scrimmage for 1 full semester in the school to which the student transfers unless they qualify under a transfer exception. (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 2) has signed a professional athletic contract to 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

Heritage High School 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 Heritage High School after becoming ineligible because of a student or athletic conduct code violation(s) at the previously attended school shall remain ineligible at Heritage High School 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 Heritage High 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 Heritage High School.

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 Heritage High School from teams, positions, events and awards at least until the full period has been served.

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 Davenport, Saginaw Valley, Grand Valley State, Ferris 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 during their junior year regularly.

EQUIPMENT AND SUPPLIES

Some athletic equipment is supplied to athletes, in each sport, by the Saginaw Township Community School District. This equipment is on loan for that sport season. Students are responsible for the care of this equipment. ***If damage or loss occurs, the student is liable for the replacement cost of the equipment and a fee will be put on the student's account. At the conclusion of a sport season, senior 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.***

H.H.S. ELIGIBILITY RULES

To be eligible to participate in athletics at Heritage, a student must meet the standards listed below. ***Any athlete who did not pass five classes the previous semester will be ineligible for athletics for 60 scheduled school days (MHSAA rule). Students may take credit recovery classes in the summer to meet the minimum five classes as long as they meet Heritage High School transcript requirements.***

1. Each athlete must have passed **five** classes the previous semester.
2. Each athlete must be passing **five** classes from the start of the marking period through the most recent eligibility check during the current semester to be eligible. ***Any athlete failing more than one class will be ineligible until the next eligibility check. The Athlete will be required to attend study hall if they fail a class.***
3. Each athlete must carry a minimum 2.0 G.P.A. for the previous marking period or go on probation.
4. Each athlete not meeting the minimum 2.0 G.P.A. eligibility requirement or who did not pass **six (6)** classes the previous semester will be placed on probation, which means the following:
 - The athlete must have an eligibility card graded by each teacher every Thursday for that marking period and turned in by Friday at 3:00 p.m. to the athletic directors' office.
 - Probationary athletes are required to attend study hall after school.
 - Each athlete not on probation who has been reported as failing one class will be placed on probation and will begin the Thursday eligibility-card routine.
 - Each probationary athlete who meets the minimum 2.0 G.P.A. and passes all of his/her classes at the end of the marking period will be removed from probation.
 - Each probationary athlete, who does not meet the minimum 2.0 GPA, does not pass all of his/her classes at the end of the marking period, will continue on probation until he/she is able to earn a 2.0 G.P.A. and pass all of his/her classes for a marking period.
 - A student on probation who maintains a 2.0 G.P.A. and passes all of his/her classes for two consecutive weeks will be removed from probation.
 - A student with special circumstances who does not meet the eligibility requirements will have his/her status reviewed by a principal, athletic directors, and counselor.

TEAM RULES AND POLICIES

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

ACADEMIC PROCEDURES FOR ATHLETES

Any athlete failing a class is required to attend study hall on a daily basis. Students are not excused from study hall for practices. They will be dismissed for games.

Freshman

All freshmen will have a planner, checked randomly, until a high school grade point average is established. Then regular procedure will start after grades have been established.

Consequences for study hall absences (unexcused)

1. First offense – coach's choice
2. Second offense - one game suspension
3. Third offense – The coaching staff will review the situation with the Athletic Director and student athlete and may suspend the athlete for the rest of the season.

EXCUSING ATHLETES FROM CLASS

1. Athletes will not be excused from class for practice without Athletic Director or Principal approval.
2. Athletes will be excused no earlier than fifteen minutes before the time the bus is to leave for an away game.
3. ***Athletes are required to be in attendance for at least three class periods of the school day to be eligible for practices or games*** (lunch is not a class period). Exceptions must have prior approval from a Principal or 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.***

INJURIES

1. If an athlete is injured and needs medical attention, the coach will contact his/her parents. The athlete will be referred to the trainer or team physician. If an ambulance is necessary, the coach or trainer will call for one. **STCS is not responsible for ambulance cost or any other medical or dental expenses.**
2. The coach will report the injury to the Athletic Director and trainer.
3. 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.
4. **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. 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 or a game. **Players or teammates are not allowed to report absences for other players or teammates.**

If a parent or guardian verifies the absence as school or health related within 24 hours, 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: Coach's choice.

2nd offense: May result in a one game suspension

3rd offense: May result in dismissal from team pending a decision by the coach and A.D.

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. 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. A written appeal may be made to the Athletic Director within 3 days. The athletic director's decision will be final.

INSURANCE

The Saginaw Township Community Schools and Saginaw Charter Township do not assume financial responsibility for medical, hospital or ambulance expenses incurred because of athletic injuries. 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.**

ATHLETIC FACILITY RULES

1. Training Room – **NOT A MEETING PLACE.** Only those athletes who are there for a specific reason are allowed to enter.
2. Athletes are responsible for making sure both the locker room and facility are clean after practices and contests both home and away.
3. Athletes are not allowed to get training room supplies or keep them in their lockers or bags – **SPECIFICALLY TAPE.**
4. An athlete shall never use the whirlpool alone.
5. Athletes are not allowed in the coach's office unless given permission.
6. Trainer, ambulance, and hospital emergency phone numbers are on the bulletin board in the pool and locker room offices.
7. Athletes are responsible for storage of equipment during the school day.
8. Athletes may not pull out bleachers unless a coach supervises.
9. No one is allowed in the gym or weight room unless a coach or staff member is present.
10. **AEDs are located at the Heritage Main and Athletic Office, by the Weight room and at the White Pine main office and gym.**
11. Athletes should not bring large sums of money to school and they should lock their lockers during practices and games. **STCS is not responsible for lost or stolen items. Athletes are responsible for their own locks.**
12. Music played in school facilities must be appropriate for school. No obscene music is permitted.

MEDICAL CONSENT FORMS

Coaches must have a medical consent card for all athletes in their first aid kits. **Parents are required to fill this form out and return it to the coach by the second practice.**

TEAM MEMBERSHIP

1. *Students in general are not permitted to participate in more than one sport per season. 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 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.

5. 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.
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 in writing prior to departure. 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 and parents or guardians by the next morning stating the reasons for the action.

VACATION POLICY

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

WEIGHT ROOM

This room is for the students, staff and community of Saginaw Township Community Schools. 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.**
2. Coaches must supervise all 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, food or items on the ***NCAA banned substance list are allowed in the weight room(banned list-ncaa.org/2019-20ncaa-banned-drugs)***
5. Shirts and athletic 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.

TRANSPORTATION

1. STCS will provide for **some** weekday transportation to away contests. There are trips where athletes are required to provide their own transportation to and from the event sites. **This includes but is not limited to all Saturday events.** Some weekday events may provide a drop off but no return transportation.
2. A bus or van schedule will be issued to each athlete when one is provided.
3. 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 everyone is present.
4. All athletes must travel with the team to away contests when using STCS transportation. The Athletic Director or a Principal may approve athletes leaving with parents in extenuating circumstances. **This should be in writing and initialed by the A.D. prior to departure.**
5. 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.
6. 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.
7. Any athlete violating the transportation policy may be removed from the team.

SQUAD 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 STCS, 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 "Squad Reduction Policy" is utilized, the coach should keep the Athletic Director informed concerning the method and time of "cuts".

III. Squad 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 squad 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 squad 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.

Fundraising

Fundraising is a vital component of the Heritage Athletic Program. Student athletes may be asked to assist with fundraisers during their athletic career at Heritage. Head coaches of each program are responsible for coordinating fundraisers for their program. All money collected must be deposited by student athletes in the team's account that they represent. Student athletes are required to make the deposit with the cashier at Heritage High School during regular business hours. Fundraising may be used by athletic programs for equipment, uniforms, apparel for athletes and coaches and coach's clinics, conferences and mileage. If you have questions regarding a fundraiser, please contact the head coach of the program your child is participating in.

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, the Saginaw Township Community Schools, 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 the Saginaw Township Community Schools 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 acknowledge that Saginaw Township Community Schools has no supervision or control over the activities of the non-school sponsored athletic or sports programs. These programs are supervised and controlled by entities independent of, and not affiliated or associated with, the Saginaw Township Community Schools.
4. The athlete and athlete's parents/guardian agree to release, waive, discharge, and covenant not to sue the Saginaw Township Community Schools, its school 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.

5. 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.
6. The athlete and athlete's parents/guardian acknowledge that they are not a representative of the Saginaw Township Community Schools 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 the Saginaw Township Community Schools, 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, Saginaw Valley High School Association and Heritage High School 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 the Saginaw Township Board of Education, which specifically prohibits:

1. Possession or use of intoxicating beverages, and/or under the influence thereof.
2. The use or possession of tobacco or tobacco products in any form including E-Cigarettes, Hookah pipes, Vapes or other devices 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.(ncaa.org/2017-18-ncaa-banned-drugs)
4. 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 or postings (e.g., Facebook, Instagram, Snapchat, Twitter etc.) and/or criminal acts and convictions.
5. Level 3 and Level 4 violations of the Heritage High School Student Handbook.
6. Forgery of any type.
7. Hazing of any form.
8. 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 training rules are signed, they 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:

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 - Immediate suspension from all athletics. The length of the suspension will **be a minimum of 1 year.** The athlete is subject to a more severe penalty at the discretion of the Athletic Director or a Principal. The athlete will be informed of his/her penalty at a meeting with the Principal and Athletic Director.

Fourth 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 district at that time.

Course Requirements: Only students who are registered and attend Heritage High School are eligible for athletics at Heritage. Students must be registered for a minimum of **five** class hours at Heritage High School. Mackinaw Academy credits and classes do not apply to Heritage Athletics.

Attendance: **Students are required to be in attendance for at least three 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.

REGISTRATION FEE: Due to significant budget reductions, Heritage High School will be charging a non-refundable **\$100** Athletic Registration Fee one time per year to each student athlete including unfunded varsity sports. **The fee must be paid by Sept. 12 for fall athletes, Dec. 12 for winter athletes and April 17 for spring athletes.** *Athletes are responsible for the registration fee once they have participated in the first practice and the fee will be charged regardless if an athlete leaves the team by their own or parent's choice or if they are removed for disciplinary reasons. The \$100 Athletic Registration Fee is required to be paid for athletes that are participating with a team and waiting to become eligible.* If the fee is not paid by the deadline date, the athlete will be held out of practices, scrimmages and games until arrangements are made with the athletic office. The fee will be charged to all Heritage Athletes. **The fee must be paid prior to ordering any team or school apparel. Athletes are not permitted to purchase team items or apparel through Heritage accounts unless the Registration Fee has been paid. If you cannot afford the fee, please contact the Heritage Athletic office to make special arrangements.**

CLEANING FEE: Students that turn in uniforms that are not clean will be charged **\$10**.

PARENT CODE: As parents of students at Saginaw Township Community Schools, 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 Saginaw Township 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

Expectation of Sportsmanship: *The administration and staff of Saginaw Township Community Schools and Heritage High School wish to make it clear that school-sponsored sports are an educational activity. Athletes, parents, and friends must be aware of our school's expectations with regard to sportsmanship. Unlike professional sports, attendance at an educational activity does not entitle one to verbally abuse contestants, coaches, officials, or opponents. As a spectator, we expect that all will display good sportsmanship or refrain from participating in or attending athletic events. Spectators that are removed from contests by game officials or facility management for improper conduct will face additional attendance consequences set forth by the HHS Athletic Department similar to game disqualification procedures in place by the MHSAA for athletes.*

NOTE: STCS does not provide medical/dental insurance for its students. Athletes participate at their own risk and are responsible for their medical/dental bills due to an athletic related injury.

It is required that the Training Rules form be signed and returned to the athletic department before an athlete participates in the 2nd practice. The athlete must have had his/her physical prior to participation and it must be in the possession of the coach or athletic department before the athlete may participate in a practice or game.

Board of Education Office
989-797-1800

Heritage Administration
989-799-5790

Michael Newman, Principal

Saginaw Township Athletic Office
989-797-1809

Justin Thorington, RAA, District A.D. & H.H.S. Asst. Principal

James Noble, CMAA, Heritage A.D.

Michelle Galer, Admin. Assistant