



Manistee Catholic Central School Athletic Handbook 2022-2023

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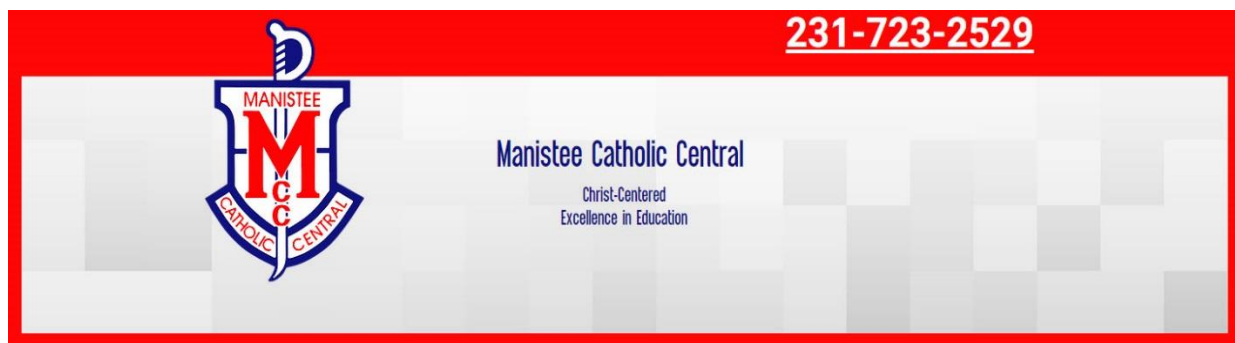
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Athletic Philosophy and Policy

" . . . So that we may radiate before all men the lovable features of Jesus Christ. . . " (message of Pope John XXIII to Vatican Council II). Like the Lord, we are called to transform the world rather than be absorbed by it. Our preparation for this great task begins in the home and continues in the distinctly Christian environment of our Catholic Schools. It follows that Christian principles must pervade all aspects of the school environment, including athletics. What we are about is the development in our students of conscience, values, and spirit, which are distinctly Christian for the love of God and neighbor. The athletic programs of our school are rich in opportunities to demonstrate Christian principles of sacrifice, faith, hope, and love. If these principles are not evident in our actions and example we are guilty of hypocrisy. A community is made up of many people who have special gifts from God. The athletic programs of MCC are opportunities created for those students gifted by God with the desire and physical skills to participate. The programs are designed to further these skills and opportunities so that all can see and appreciate God's special gift. Varsity athletics are the final testing ground for the refinement of these skills. Varsity athletics represent the culmination of years of sacrifice and service by many coaches, parents, and participants. The desire to win, to be number one, should not take precedence over higher principles of Christian discipleship. Coaches should be able to reconcile the challenge to win with the Christian commitment to discipleship. With this in mind, Manistee Catholic Central's Athletic Department adopts this philosophy and henceforth adheres to the following guidelines, for Christ, His Church and Christian Community.



Flow Chart for Manistee Catholic Central Athletics
National Federation of State High School Associations
Michigan High School Athletic Association (MHSAA)
Michigan Athletic Administrators Association (MAAA)
Western Michigan D League
Superintendent of Diocesan Schools/Pastor
Principal
Athletic Director
Varsity Head Coach
Assistant Coaches and JV - Elementary Coaches



Administrative Guidelines

- The athletic program shall stress the Christian principles of fair play and good sportsmanship.
- Sports should be fun for students, in addition to developing discipline and hard work.
- Use of profane language or heckle of referees by players, coaches or fans will not be tolerated.
- Coaches at the senior high school level (grades 9-12) should make every effort to play as many players as is consistent with winning and developing the program.
- Coaches at the middle school level (grades 7-8) and below shall place more emphasis on child development and less emphasis on winning. Players who practice regularly and apply themselves diligently will receive greater than token playing time.
- Respect for coaches, officials, fans and players is to be practiced by all parties.
- Aims:
 - To develop a desire for, and appreciation of, excellence.
 - To develop a respect for, and an adherence to, accepted rules.
 - To develop a sense of self-discipline.
 - To develop a spirit of cooperation.
 - To develop a respect for the rights and property of others.
 - To develop wholesome appreciation for a well-developed and properly conditioned body.
 - To help satisfy the spiritual, social and physiological needs of the child.
 - To help build desirable character traits.
 - To help the student develop graceful carriage and dignified manner.
 - To help the student to win or lose with equal poise and dignity.
 - To recognize our human nature, understand our proneness to error yet trust in the healing of mercy and forgiveness.

Administrative

We urge all persons involved in athletics to regularly and responsibly receive the sacraments and to participate in religious activities in their school and parishes.

Students in the athletic programs of Manistee Catholic Central who participate in interscholastic athletics must keep in mind that they are representing, not only themselves but their school, their community, their church, their parents, and their team. They are ambassadors for Christ. **Manistee Catholic Central recognizes that it is a privilege, not a requirement, to participate in athletics.** In addition to the general expectations noted above, all students participating must adhere to the rules, regulations, and athletic philosophy set forth by the NFHS, MHSAA, MIAAA, WMD League, and Administration.

Because of the publicity and fame accorded to student-athletes and the influence wielded by them due to this fame, an added responsibility rests with each student-athlete. Many of their peers and classmates, as well as younger MCC students, look up to and admire the student athlete. Therefore, the responsibility is to set good examples in behavior in school, athletics, and the community. Student-athletes are encouraged by staff, coaches, and parents to do their best in classes for their own benefit. They should be developing good skills, habits and attitudes, acquiring wisdom and knowledge, and develop a good record for many references for job and college applications in the future.

Personnel Policies The Athletic Director oversees all athletic programs for the school. All coaches report to the Athletic Director and are expected to develop their programs with assistance from the Athletic Director. The Athletic Director is the primary contact person for all league, section, state, and national issues. Coaches will work with the Athletic Director to obtain rules interpretations and information from the NFHS, MHSAA, the MIAAA, and the West Michigan D League. **The Principal, with the advice of the Athletic Director, is the official voice of the athletic department and will make the final determination and decision for the school regarding state, section, and league issues.**

Process for Selecting Coaches

The Athletic Director determines each season's coaching needs, and along with the Principal, post coaching jobs that are available. Once cover letters, resumes, references, and applications questions are reviewed, top applicants are selected for interviews based on qualifications, experience, and references.

Order of preference:

- 1) Faculty members
- 2) Alumni
- 3) Parishioners
- 4) Other individuals

All varsity head coach candidates are interviewed and selected by the Athletic Director and principal. Once a candidate is chosen, the Athletic Director will offer the job to the selected candidate and present the formal agreement to be signed. All applicants for coaching positions must be at least 21 years of age. The Varsity Head Coach will be allowed input on candidate selection to the Athletic Director who will approve or decline the recommendation. Once final approval has been given, the Athletic Director, at the discretion of the Principal, will offer the job to the selected candidate and present the formal contract to be signed. Manistee Catholic Central High School coaches are employed on a single (1) school year (or season) basis.

All assistant volunteer coaches must go through the application interview process.

Athletic Regulations

The administration of the school shall develop, adopt, implement, and review on an annual basis, the guidelines and regulations governing interscholastic athletics. These regulations shall include: care and use of equipment, eligibility, general rules of conduct, disciplinary action, cooperative agreements, and an athletic code of conduct.

Athletic Director

An Athletic Director shall be hired by the Principal and be directly responsible to the Principal. They shall be responsible for all interscholastic athletic programs and growing the culture in the mission.

Athletic Association

The Manistee Catholic Central Athletic Association (MCCAA) is part of the organization of parents, friends, graduates, and fans which provides financial and physical support for the athletic programs of MCC. The MCCAA is proud of its tradition of assisting the funding and support necessary for athletic programs to be competitive statewide. We especially encourage parents to be active in participation, attending scheduled contests, and playing an active part in the sports programs. MCCAA meetings are held the first Monday of each month, in the MCC cafeteria. The head of the MCCAA is appointed by the Pastor and sits on the advisory Council.

Equipment

Quality athletic equipment is provided in each sport. Students are expected to care for this equipment and return it at the end of each season. It is to be used only at the times indicated by the Head Coach. Students must pay for the cost of replacing equipment, when not returned in good condition, with allowances for reasonable use. A student will not be issued an award or allowed to participate in another sport until all losses have been recovered.

Insurance

All athletic injuries, which occur during the course of the season, must be first submitted to the student-athlete's family insurance for payment. When personal insurance has been exhausted, the school's insurance will be utilized to pay the remaining balance. **It is imperative that the student-athlete report any injury immediately to the Head Coach so they may complete the appropriate Injury Report Form for the school's insurance carrier.**

A coach may appeal an injury claim to administration anytime they believe the injury did not occur during school athletics. If this is not filed within one month of the incident, the insurance company will not make payment.

Physical Examinations

Each student-athlete will be responsible for the cost of physical examination and must have on file, in the Athletic Director's office, a current copy of the report. **Practice attendance and participation in contests will not be permitted until the forms are on file.** Forms are available in the school office. A current physical examination is defined as one given **AFTER** April 15th of the previous school year. (Example — a physical examination dated 4/17/21 is current through all MHSAA competitions for the 21/22 school year.)

Transportation

The school will arrange transportation to varsity, junior varsity, and junior high away games. Athletes are expected to ride with the team to all contests. If alternate transportation is necessary, school permission slips will be used. The general rule remains that if the team goes to the away contests together, they travel back to school together. A student may travel home from an away contest with their parent(s) providing this student hands the coach a note signed by their parent(s), or signing a form provided by the coach, before leaving. Athletes may not drive themselves to or from a contest. Bus rules will be followed and students may lose bus privileges if they misbehave.

Athletic Awards

1. Awards

- a. Varsity letter
- b. Varsity certificate of participation
- c. Junior varsity certificate of participation
- d. Pins
- e. Certificate for special awards

2. Criteria

- a. To earn a varsity letter, one must make significant contribution to the varsity team's success and/or participate in game or meet action for a significant amount of time (participation in at least 50% of scheduled contests) or be a senior and have participated for four years in the sport.
- b. To earn a varsity certificate, one must participate as a member of the varsity team until the end of the season.
- c. Pins may be given to specify the number of years participated in a sport or to signify a special achievement or distinction.
- d. Special certificates are awarded for demonstrated excellence in a specific area (i.e., improvement, scholarly excellence, talent, leadership, etc.). Memorial trophies and framed certificates are available in selected sports as special awards. Each head JV and head Varsity coach may order up to three plaques for the end of season awards.

3. Determination of Award Winners

Coaches of each sport, in consultation with the Athletic Director will review and set the criteria for the awards stated in #2 above.

4. Retirement of Jerseys will be determined by administration.

H. Tournament/Invitational Competition-Entry Fee Information

Entry fees will be paid for all scheduled tournaments during the school year. Coaches should always leave the team's itinerary with the Athletic Director, and parents.

I. Team Meals and Lodging

Reimbursement will be considered for varsity sports based on available funds, distance traveled, and available alternatives.

J. Key Use

All keys must be checked out via the key usage agreement with the Athletic Director. All coaches are expected to return keys within one week of their last contest. Failure to return keys will result in a held coaching payment until your keys are successfully returned or the situation is resolved. Keys are for the exclusive use of that coach and at no time should keys be given to non-employed personnel.

K. Weight Room

The weight room must be supervised by a member of the coaching staff or qualified adult, whenever using the facility. The weight room supervisor must remain in the weight room whenever it is open. Any student using the weight room must have a physical examination form on file, and adhere to posted weight room rules and regulations. **Students must never be given weight room keys or be in the weight room unsupervised!**

L. Gym Usage

Gym usage should always be scheduled with the Athletic Director. An on-staff adult, member of the coaching staff, or responsible adult must be supervising whenever the gym is used. The gym supervisor must remain in the gym whenever students are present. Students must adhere to posted gym rules, regulations, and schedules. Students must never be on the gym floor without supervision. Students may be seated in the stands or in the cafeteria waiting for a supervisor to arrive. Students who fail to follow this rule will serve a detention on the first offense and miss the next athletic contest in which they would have participated for each subsequent offense. If a student does not participate in sports, or has concluded their season, school service will be assigned.

M. Athletic Practice and Contests on Days School is Cancelled

When school is cancelled all sporting events/practices are cancelled unless announced otherwise by the Principal and/or Athletic Director. Should a junior varsity and/or varsity level contest be held (with clearing weather) the Athletic Director will begin a calling tree with coaches, students, and tv/radio announcement.

N. Purchase Requisitions

Coaches use a purchase requisition form to request supplies. Once supplies are requested and approved, the Athletic Director will place all orders. Without prior approval, the responsibility for payment lies with the coach. All fundraising efforts (i.e. team camps, work sessions, community functions) must have prior written approval and all net income must be immediately given to the school.

O. Policy Governing Eighth Grade Participation at a Senior High Level

MCC is a proponent of **Age Appropriate Competition** whenever possible. If it becomes necessary to consider an eighth grade student at a higher level the following process will be used:

1. There must be a need. The numbers are guidelines and eighth grade students will not be used when a team can be fielded with less than the numbers mentioned. A need is defined by the following: (inability to field a team)-less than eight players on a varsity or junior varsity basketball team-less than nine players on a varsity or junior varsity volleyball team-less than six golfers on a golf team-less than twelve players on a baseball or softball team.
2. The Athletic Director will set up a meeting to discuss the student's ability (1st academic, 2nd social, 3rd athletic) to participate at that level. The Athletic Director and Principal, the student's parent(s), the coach, and the student's current semester teachers will be involved.
3. If all above parties agree the student is prepared to participate, then the student will be asked if they would like to be a member of that team. The number of openings and the number of eligible students may warrant a "cut" by the Athletic Director. Eighth grade students will participate on junior varsity, unless the sport only fields a varsity. In the case of a varsity team needing to bring up more players because of injury or to compose a tournament team, players currently in high school will be used before any eighth grade students participate. If there is a need after high school students are used, another meeting will take place, as outlined in step two of the above policy.

P. Athletic Practices

All practices should be held according to the schedule devised by coaches. This is very important because not all athletes are able to drive. Practices should be finished no later than 9:30 p.m. Coaches should remain in the building until all students have left. Coaches should submit their practice schedule to the Athletic Director and, once approved, to all team members. In seasons where it is necessary for more than one sport to use the gym, head coaches from these sports shall

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devise a schedule together. The Athletic Director will resolve any conflicts that arise in scheduling practices.

Sunday is the Lord's Day and a family day. For this reason, Sunday practices are not to be held. However, prior to MHSAA tournaments, a Sunday practice may be permitted – this practice is ALWAYS OPTIONAL for students. Saturday morning practices may not begin until 9:00 a.m.

If a coach chooses to practice in the summer, they should follow MHSAA Rules for our season practice. Summer practices are encouraged (**but not mandatory**). The gym will be closed for two weeks in the summer for cleaning/waxing.

Q. Athletic Dress Code

Teams should be coordinated in their dress. The dress code is in effect on all game days, during the school day, and to contests where teams do not dress for competition before leaving school.

Dress Code--Game Days

(Grades 6-12) Varsity teams should be coordinated in their dress. The dress code is in effect on all game days during the school day and to contests where teams do not dress for competition before leaving school. Team t-shirts (long or short sleeved) or sweatshirts are not part of the dress code. All teams must have Athletic Director permission to modify any part of this dress code. JV & Varsity Boys: A team can wear a shirt and tie with dress pants. Team polo or a school uniform shirt may be worn with school uniform pants. A team jersey may be worn over the tops listed above. JV & Varsity Girls: A team can wear an appropriate blouse with dress pants or skirt.

(Discretion of Principal/AD). Team polo or a school uniform shirt may be worn with school dress pants or skirt. A team jersey may be worn over the tops listed above. All skirts or dresses must be of modest length, no higher than 3" above the knee. Junior High Girls & Boys: A team may wear school uniform shirts with the team

jersey and school uniform pants with everything tucked in. Belts: Solid brown or black colors only. No ornamentation or wording. Belts must be worn.

R. Scheduling Contests and Sports Schedules

The Athletic Director schedules all contests, referees/officials, and transportation. Everyone can access the most up to date MCC sports schedule at

www.divinemercurystee.org

Eligibility

Because MCC believes that all students deserve to have the best experiences in the classroom or on the extracurricular sporting or academic teams, the eligibility process will allow all students the support system they need to remain eligible. For this reason, MCC has established a process of eligibility checks that will include an Eligibility Academic Plan (EAP), to be completed with the student and their teacher, coach, and parent. The following guidelines will provide for success for all student athletes:

- A)** Eligibility checks will begin in the third week of Semester I for all courses or for new courses in Semester II. Yearlong courses will commence with checks after two weeks in Semester II.
- B)** First Warning (below a C- in any class) equals MANDATORY tutoring 2x/week (to be decided as part of EAP) until warning is lifted. Tutoring will supersede practices. An Eligibility Academic Plan will be created between the student and their teacher of the course(s) in which the student is on warning. This plan will then be turned in to the Principal and Athletic Director. Student will have two weeks to improve course grade. Parents and coaches will be notified of this plan and eligibility status by the Athletic Director if a student's grades warrant.
- C)** If student remains with status below C- after two weeks of academic intervention, they will receive a second warning and continue with mandatory tutoring/ EAP for an additional week.

- D)** In the event that the student remains below a C- after the third week of academic intervention, they will become ineligible until the course grade is at/or above a C-.
- E)** Three weeks of consecutive ineligibility (despite ongoing EAP/tutoring), student will be removed from extracurricular participation and tutoring/EAP will continue.
- F)** A student will be allowed three warnings per semester before automatic ineligibility ensues.
- G)** Because of the importance of semester I exam grades, any student below a C - at the end of a semester check will be placed on Warning in the second semester (first warning of new semester) and will follow step B outlined above.
- H)** In the event of second semester final grade <C- and a season/event is still in session, student will be required to meet with their teacher to work out a plan for tutoring. Should a student refuse this tutoring, they will become ineligible for the remainder of the season.
- I)** Eligibility check will run from Thursday of one week to the following Thursday (or the next day school is in session).
- J)** When a student is on warning or ineligible, a written notice will be sent to their parents or guardian.
- K)** Dropping a class will not negate a warning or ineligibility.
- L)** The student-athlete must be in attendance on the day of each contest or practice. Doctor appointments, etc., should be attended after school, if possible. Missing class (including morning chapel) means ineligibility for that day. If a student is tardy to morning chapel, they will receive one warning per semester; subsequent offenses will result in loss of initial playing time that day. The Athletic Director and/or Principal will make the final determination.
- M)** On the school day following extra-curricular activities, the student-athlete must be in school on time, unless an emergency arises. Since the academic day takes precedence over extracurricular activities, anyone who is habitually tardy or absent

the day following a contest will be limited in future extra-curricular participation and, if necessary, dropped from the team.

N) A current physical examination must be on file in the Athletic Director's office in order to attend any practice sessions and/or participate in any contests.

O) If a student receives a detention conflicting with an athletic practice or contest, the student will serve the detention first, and then participate if possible.

P) Eligibility requirements are in effect all year. This includes all post-season contests and MHSAA tournaments.

Q) Any student missing school to attend an athletic contest must complete all work and have a completed pre-arranged absence slip in their possession, in accordance with the MCC Student Handbook.





Attendance at Athletic Contests

Students are encouraged to attend all athletic contests throughout the year. They should respect all persons involved in the contest. When the contest is held in the gym, all students shall remain seated for the duration of the contest, except for trips to the restrooms or concessions. Loitering in the cafeteria or other school locations while the contest is taking place is discouraged. Students may not leave the school and re-enter during a contest. Once a student leaves the contest, they will not be permitted back into the building that day. Students should dress modestly and represent MCC well through their behavior at all home and away athletic contests.

Discipline Guidelines

A student will be subject to disciplinary action if they are found to possess, to be under the influence of, to have used, or to possess for sale any:

- Alcoholic beverages
- Illegal drugs
- Steroids, human growth hormones, or other performance enhancing drugs
- Inhalants/Vaping, look-alikes or other legal substances when used for illicit purposes
- Tobacco in any form
- Gambling in any form, Marijuana or CBD products.

Disciplinary Action

Discipline for the above-mentioned infractions of the rules may be administered as outlined below unless the school, in sole discretion, chooses to immediately suspend/expel student(s).

1. Parents will receive a phone call and written notification. Should an investigation become necessary, the police will be notified.
2. The student and their parents may be required to make arrangements with the administration to have an alcohol and drug assessment. In this event, the student and his/ her parents will be expected to comply with the recommendations of a substance abuse counselor.
3. Any person found with a quantity that would suggest selling of any alcohol or other drugs may be subject to immediate expulsion and referral to the police.
4. Violations may result in other appropriate disciplinary action including, but not limited to, parent conference, community service to the school, suspension, or expulsion. Allegations regarding incidents that are not associated with school events or school property will be referred to parents. Verified incidents may be referred to the police. The student may be subject to school consequences should such violations be confirmed.



Athletic Activities

We believe that participation in athletic activities is an integral part of a balanced education program at MCC Schools. We invite our students to participate as fully as they are able with the understanding that such participation is a privilege and that high standards will be maintained not just during their seasons(s) of participation, but year around. Discipline for infractions of the rules may be administered as outlined below unless the school, in its sole discretion, chooses to suspend or expel the student. These steps generally represent minimal action, with the school reserving the right to exercise discretion based upon the severity of the offense.

Controlled Substance Violations

The use, possession, concealment, distribution, sale, or being under the influence of tobacco, alcohol, or other controlled substances (including illicit drugs and any NCAA banned substances) will not be tolerated. Illicit substances include but are not limited to the following: alcohol, steroids, prescription drugs, inhalants/vaping, any narcotic drug, any tobacco product, Marijuana and CBD products, any manufactured substance for purposes of inciting a high or hallucination. In addition, pursuant to PUBLIC ACT 215, the possession or use of any NCAA banned drug is subject to the

following penalties. Banned substances include but are not limited to Ephedrine or MaHuang, Epitomic or side cord folia, Androstenedione, Norandro, DHEA, DHT, Tribulus terrestris, GHB/ GBL, Synephrine or Gracinia cambogia. Common over-the-counter names for these products include: Herbal Ecstasy, Shape-fast Plus, Thermogen tea, Metabolite 356, Ultimate Orange, Energy Rush, Xenadrine, Blodrine, Ripped Fue, Thermo-lift, Firewater, Gamma G, Blue Nitro, Yellow Jacket, Diet Fuel, Herbal Rush, Citrimax, and many others.

1. First Offense:

- Suspension from 50% of the scheduled contests or activities.
- A student remains part of their team during the suspension. Attendance at practices and team/group functions will be at the discretion of the administration.
- If a season has progressed to such a point that 50% of the contests do not remain, the penalty will be carried over to the next season. Should the student not participate during the next season, community service to the school will be assigned.

2. Second Offense:

- The student will be suspended from all athletic activities for a period of one school year from the date of sanction.
- Participation following such suspensions will be at the discretion of the administration.

If any students are found to be at parties, meetings, or similar gatherings where there are tobacco, vaping, alcohol, illegal drugs, Marijuana and CBD products etc. being used by the student's peers, discipline will be followed according to the aforementioned rules. This disciplinary action will be for any student in attendance, whether the student physically uses any of these substances.

In addition to disciplinary action taken by the athletic department, the student may face disciplinary action by the school (i.e. suspension or expulsion from school). Any student who is suspended from school for any reason will be ineligible to participate, either as a player or spectator, in practices, scrimmages, or competitions during the time of suspension.

Should a student and their parents choose not to abide by these directives, that student shall forfeit the privilege of participating in athletics until such time as the student comes into compliance.

SABER PRIDE

Leaving a Team

If a MCC student athlete leaves a sports team in which they had been a member for 5 or more days (i.e. participated in 5 practices), then that athlete will forgo participating in the first 25% of the contests in the next sport in which they participate. This decision can be appealed to a review board in writing within one week of the decision to stop participating. An appeal should be submitted to the Athletic Director.

Self-disclosure

The intent of this self-disclosure policy is to promote honesty and to encourage students who have erred to accept personal responsibility for their actions. A student who, by themselves or with their parent(s) or legal guardians, voluntarily discloses his/her violation of this substance abuse code prior to any reports, charges, or complaints may receive a reduction in school penalties. The student must self-disclose to administration. If any verified reports, charges, or complaints are brought to administration prior to self-disclosure, the disclosure will be deemed non-voluntary and the student will receive no reduction of the penalty. If a police report dated prior to self-disclosure is received, the self-disclosure is nullified. A student who self-discloses will receive a reduction in penalties only for their first offense. Any subsequent offenses in the course of the student's school career will be treated with no reduction in school penalties. Once a student has self-disclosed, the next offense will be their second.

These provisions shall not apply to a student found to possess such a quantity as to suggest manufacture, delivery and/or sale of alcohol, tobacco, Marijuana and CBD products drugs or other substances as defined above. Furthermore, these provisions shall not apply to a student found to possess illegal drugs.

The administration will have sole discretion to grant a reduction in penalties. A student who self-discloses will be held responsible for complying with the requirements of the administration. Failure to do so will result in school consequences being reinstated.

Due Process

Students or parents who wish to appeal any disciplinary action must follow the established appeals process:

There is a 24 hour wait period before initiating the following:

1. Go first to the coach or other person whose decision is being challenged.
2. Should the conflict remain unresolved, go next to the Athletic Director.
3. Conflicts can be further appealed, in **writing**, to the Principal and Pastor where a final decision will be made.

GO SABERS!



Parent/Student Acknowledgement Form 2022-2023

Dear Parents, Guardians and Students,

Please read and familiarize yourself with the athletic policies. Only one form has to be completed for each family. **Please return this form to the school office by September 4th.**

_____ We have read and will abide by the athletic polices outlined in this Handbook.

Student Name (Print)

Student Signature

Graduation Year

Today's Date _____

Parent Signature:
