

BENTLEY COMMUNITY SCHOOLS

2022-2023

ATHLETIC HANDBOOK



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INTERSCHOLASTIC ATHLETIC PHILOSOPHY AND POLICY

The Board, with support from its administrative staff, recognizes that competing in athletics is not a right, but a privilege, and expects athletes to assume their responsibility in adhering to the athletic policy instituted by the Director, approved by the Board, and published for the participants. Students who are members of athletic teams represent themselves, their school, community, parents and team.

The athletic code attempts to cover any situation that might occur in the operation of the Bentley athletic program. However, all involved parties must realize that this document cannot completely encompass every possible circumstance. The school reserves the right to make decisions necessary and proper in any area of the athletic program that are not specifically stated in the code. Coaches' team rules may exceed, and sanctions may be firmer, than the code, provided a list is given to all students and parents prior to the beginning of the season. Bentley Community Schools board policies and administrative guidelines must also be adhered to.

Eligibility

1. To establish initial eligibility, a student must have passed 5 of 6 classes and passed all core classes (ELA, math, science, social studies, and foreign language) the semester prior to competition to be eligible to participate in interscholastic athletics. A student who is ineligible may participate in credit recovery through summer school and/or approved online classes to earn sufficient credits to become eligible. Once the transcript reflects the credits earned, the student will be considered eligible.
2. Students must maintain a C- (1.67) grade point average (GPA). If the student falls below the C- standard, they must participate in 7th hour academic support. If the student does not report to and participate in the 7th hour support, they will not be allowed to participate in practice or play.
3. Students must attend all classes on the day of an event in order to be eligible to participate in that event. They must fully attend at least four of seven classes in a day to participate in practice. In case of absence, the student must have the absence excused through the athletic director/building administrator in order to participate in a contest or practice.
4. Eligibility is based on accumulated grades on a weekly basis by marking period. Eligibility will begin during the first full week of each marking period. Ongoing eligibility is determined by final marking period grades. If a student's grades fall below the criteria stated in 1 and 2 above, they will be ineligible for the next marking period, or until credits have been recovered.
5. Each athlete must successfully pass a physical examination and a record of the exam must be on file with the Athletic Department before the athlete will be allowed to practice. The physical must be dated after April 15 of the previous school year to be valid for the current year and must be from a medical doctor (MD), doctor of osteopathy (DO), physician's assistant (PA), or nurse practitioner (NP). If an athlete is injured during a season and receives medical treatment, they will be required to provide a signed doctor's release from an M.D., D.O., P.A., or N.P. to be able to resume playing.

6. Any student/parent forging or falsifying a physical will be dropped from that particular team and will not be allowed to try out for another team that season.

Possession or use of alcohol, tobacco, vaping and other drugs are strictly prohibited while in high school both during school hours and non-school hours. The following consequences apply: TOBACCO/ANY VAPE/CONTROLLED SUBSTANCES/DRUGS/ALCOHOL WILL BE ENFORCED FROM THE FIRST DAY OF SPORTS PARTICIPATION UNTIL THE ATHLETE GRADUATES AND INCLUDES ANY MINOR IN POSSESSION CHARGES INCURRED OUTSIDE OF SCHOOL HOURS.

**Possession or Use of ATOD (Alcohol, Tobacco/vaping, and/or Other Drugs),
Incidents of Stealing, Incidents of Vandalism**

1. Students are prohibited from the possession, consumption, purchase or attempt to purchase and/or use of tobacco, tobacco substitute products, or any other illegal substance at all times (twenty-four (24) hours a day, seven (7) days a week) on Board premises, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and/or used to provide education or library services to children, and at all Board-sponsored events. Moreover, students found to be engaging in any of these activities on social media will be considered in violation of this rule. This includes the following:
 - a. All intoxicating beverages or look-a-likes (i.e. beer, wine, liquor)
 - b. All chemicals or chemical agents that release toxic vapors (i.e. cigars, cigarettes, e-cigarettes, inhalants, chewing tobacco, etc.)
 - c. Any drug/substance which:
 - i. Is not legally obtainable;
 - ii. May be legally obtainable but has not been legally obtained;
 - iii. Is being used in a manner or for a purpose other than as prescribed.
2. Student-athletes who find themselves in proximity of illegal activities are expected to leave the area immediately. If a student-athlete fails to promptly leave the area of illegal activities, he/she will be subject to the same school penalties as if they were physically involved in the illegal activities.
3. Stealing and vandalism at school, on school grounds, or while at an away event, including damage to athletic equipment, or any other property regardless of ownership is strictly prohibited.
4. Athletes and coaches can and will be held accountable for inappropriate posts on any social media site.

Violations of these rules will result in the following penalties, in addition to the Student Code of Conduct penalties:

1. **3rd Offense:** Suspension from team for twenty-five percent (25%) of the remaining competitions in that sport. If the suspension is not completed in the current season, it will carry over into the next sport the athlete plays. In either case, the student will be expected to successfully complete the season in order for the suspension to count. Completion of an alcohol or drug awareness class is required before eligibility will be reinstated. Such a class will be coordinated by the Athletic Director.
2. **4th Offense:** Athlete is ineligible for one (1) calendar year from date of occurrence. Completion of an alcohol or drug awareness class is required before eligibility will be reinstated.
3. **5th Offense:** Entire athletic eligibility will be revoked:
 - a. High School – 8 semesters
 - b. Middle School – 4 semesters plus High School (8 semesters)

If a student in the process of seeking help admits to the athletic director, coach, or certified school personnel that s/he has a substance abuse problem, that student may not be penalized as long as the student enrolls in a certified program for help. The student will have to enroll in, and be involved in, a professional program supplied by an agency outside of school. Should the program not be completed, then the first penalty is enforced. If the student is reported in violation after this, s/he will be penalized as the second offense requires.

Selection of Members of Teams

The Bentley Board of Education will provide funding for coaching and equipment necessary to equip all teams. The varsity coach, the Athletic Director, and the coaches involved will decide how to equally distribute the talent of all players.

Coaches are responsible for evaluating every team member on a daily basis. Playing time for each team member is at the sole discretion of the coach.

In high school athletic teams, cutting is necessary. However, each athlete who tries out will be evaluated over a minimum of a two-day period. The varsity coach of each sport, along with the other coaches in the sport, will assist in making the cuts. The final decision will rest with the head coach.

Equipment

Athletes are responsible for uniforms and equipment issued to them by the coach. They are also required to wear all issued school clothing in competitions. If equipment and/or uniforms are damaged or misplaced, the athlete must reimburse the school for the cost of fixing or replacing the item(s). This must be done before the athlete is presented any awards and is able to participate in another sport. Students who fail to return uniforms or equipment will be banned from any future sport and will not be eligible to receive their diploma until the debt is resolved.

Injuries

Athletic activities can be dangerous. Taking part in these activities may result in severe injury including permanent paralysis or death, and is a calculated risk recognized by the student and the student's parents/guardians. It is the responsibility of the athlete or the athlete's parents to inform the coach of any injury received by the athlete. When a serious injury occurs, the coaches will attempt to notify the athlete's parents. If the parents cannot be contacted, the coaches will make sure the athlete receives proper emergency medical assistance.

Bentley Community Schools and its employees will not assume any liability for injuries incurred by any student when they are participating in the school's athletic program. The parents of the student will accept complete responsibility for payment of medical expenses accumulated in the diagnosis and treatment of the athlete.

Athletic Dismissal or Suspension

If an athlete is in jeopardy of dismissal or suspension from an established team for violating the athletic code, the coach must notify the parents, the Athletic Director and the Principal as soon as possible.

Each athlete will have the right to appeal their dismissal or suspension. The athlete and/or the athlete's parents will first meet with the coach to attempt to resolve the situation. If this is not achieved, they may continue the appeal procedure by meeting with the school officials in the following order: Athletic Director, Building Principal, Superintendent, and the Board of Education. The dismissal or suspension will remain in effect during the appeal procedure unless the school official to whom the appeal has been made agrees to set aside any imposed disciplinary action. An athlete who is removed from a team for disciplinary reasons will not be allowed to participate in another team or other extra- or co-curricular activity, e.g. band, theater, esports, etc. during the same season.

Athletes Not Completing a Season

An athlete who elects not to complete the season more than one week after the first event/game may not join another team or other extra- or co-curricular activity, e.g. band, theater, esports, etc. during the same season nor in the subsequent season. If an athlete leaves the team due to injury or illness upon recommendation of a physician and later is certified as capable to participate in athletics, such athlete may rejoin the team.

Athletes Competing on Two Teams in the Same Season

Athletes wanting to participate in two school sponsored co- or extra-curricular activities (sports, band, theater, etc.) during the same season must sign a contract with the Athletic Director and the principal prior to participating in both activities. Such a contract will spell out all the conditions that the student and parents have to agree to in order to facilitate this exception. The Athletic Director and principal will consult the coaches prior to the final decision. One activity will be designated as the primary activity and the other as the secondary activity. The student will make all practices and events/games of the primary activity without any interference from the secondary activity. If such interference does occur, the Athletic Director/Principal will inform the student that s/he will have to quit the secondary activity and concentrate fully on the primary activity.

Athletes who are involved in outside school activities, which may include sporting teams not sponsored by the Michigan High School Athletic Association (MHSAA), will arrange schedules so that their work or activities do not interfere with any practices or games of the school-sponsored team without prior arrangement with the coach. Although we have no control over what athletes do on their time, it is very important that athletes are able to put forth their best effort when they are at school practices and games.

General Rules for Student Athletes Form

Each student athlete and his/her parent/guardian must sign a form indicating s/he has read and understood the athletic rules for student athletes. This must be on file in the Athletic Director's office before the student participates in the chosen sport.

INTERSCHOLASTIC ATHLETIC HANDBOOK

The intent of this handbook is to provide coaches with the policies and procedures concerning interscholastic athletics at Bentley Community Schools. It is the explicit desire of the Bentley administration that the conduct of our coaches and athletes be such that they always foster good sportsmanship, friendly rivalry and competition, a winning spirit, and good school/community relations.

Interscholastic athletics are an integral part of the Bentley Community Schools educational program. A sound interscholastic athletic program is vital to the effort by the school to provide comprehensive educational experiences. The objectives of competitive athletics must parallel those of education. The emphasis must first and last be on education. The student must always be the primary concern, and the best safeguard in this direction is with educated and dedicated leadership. Athletics should be kept within the framework of the total school program.

Competitive sports should contribute to the health, spirit, sportsmanship, loyalty, and self-concept of those involved. Athletics should enable participants to become more productive citizens and develop lifelong interests in athletics.

The purposes of a sound athletic program are as follows:

1. To build character in young men and women.
2. To build ego, self-concept, and the feeling of self-worth in young men and women.
3. To build positive school spirit and cohesiveness in the student body and in the community.
4. To provide a focal point for a significant portion of the Bentley community.
5. To enhance scholarship and/or college opportunities for young men and women.
6. To improve talent through training.

In order to achieve these purposes, the Bentley athletic program shall be organized in a manner most consistent with the needs, interests, maturity, and abilities of students and shall be structured as educational activities with competent leadership, established objectives, and standards of behavior.

The program shall be viewed as the means through which optimal physical, mental, emotional and social growth of the participants are supported. The welfare of students shall be given precedent over pressure to win. Success of a team shall be judged by the conduct of coaches, athletes, spectators, and by giving of self for the benefit of others, rather than by the number of contests won or lost.

Athletic Code – Coach Expectations

The school expects:

1. Mastery of the principles of coaching.
2. Professional conduct at all times.
3. Insistence upon high scholarship and enforcement of all rules of eligibility.
4. All school and team rules to be consistently enforced.

The athletes should expect:

1. Each coach to be knowledgeable and skilled in the sport being coached.
2. Fair, unprejudiced relationships with all squad members.
3. Careful attention to the physical condition of players at the time of each contest.
4. Competent and trustworthy officials whose decisions will always be supported.

Sportsmanship includes:

1. Teaching athletes to win with humility and by use of legitimate means only.
2. Teaching athletes to lose with grace and to see it as an opportunity to improve.
3. Counteracting unfounded rumors of questionable practices by opponents.

Personal Conduct - Coach

1. It is expected that Bentley coaches will not use profanity in dealing with athletes, officials, the other team, parents, or spectators.
2. When questions arise during contests, or questions must be directed to officials, coaches are expected to follow the procedures outlined in the rules. Be under control, polite, and know what you are talking about. Know the rules.
3. Our coaches should dress neatly when their team is involved in an interscholastic contest.
4. All coaches below the varsity head coach in a sport are responsible to the head coach to ensure that all programs, Techniques, and strategies are fully understood.

5. It is expected that coaches exhibit loyalty to the Bentley athletic program and to their fellow coaches. If a coach honestly feels an athlete should be participating in a different sport, discuss the matter with the athlete's coach. Do not recruit from other teams.
6. Conflicts between extracurricular events are inevitable. Coaches and sponsors should make every attempt to work out conflicts without involving the student. Good communication and compromise by both parties is essential.
7. The head coach of a sport is responsible for the satisfactory and proper functioning of their athletic equipment. All
 - A. coaches will be expected to:
 - B. Master the principles of teaching, and strive for excellence.
 - C. Insist that each student give his/her highest scholastic effort.
 - D. Enforce all rules of eligibility.
 - E. Develop all athletes to the highest degree of skill possible and mold them into as good a team as material permits.
 - F. Place the health and safety of their players above the winning of games.
 - G. Establish and demand adherence to training rules.
 - H. Develop a friendly and courteous relationship with the press and community.

AD Responsibilities

1. Post try-out schedules at least one month prior to the first practice. Tryout schedules will be posted on the athletic website (VNN), which links to the district website and Facebook.
2. It is the coach's responsibility to check equipment prior to the season's first practice.
3. Team rosters will be submitted to the opposing team via email at least 24 hours in advance of a game.

Coaching Responsibilities

1. Prior to the season, it is the coach's responsibility to see that early notice of practice sessions are communicated to potential athletes using the VNN website
 - A. Official team tryout dates and start-of-season dates are set by MHSAA. Any conditioning programs scheduled prior to the initial team practice date must be cleared by the Athletic Director.

2. Coaches are responsible for arranging practice schedules with the Athletic Director. All athletes should be aware of the time schedule, and coaches should make an effort to maintain the schedule as closely as possible.
3. Practices while the building is closed must be arranged through the Athletic Director.
4. Communications with the Athletic Director such as schedules, requests, etc., should be in writing. Written communication will help eliminate misunderstanding and important items being forgotten.
5. Before an athlete is allowed to practice, they must submit the completed MHSAA physical form.
6. Coaches are responsible for their athletes while they are using the weight room, locker room, and physical education offices. Team members are NOT to be left in any of the above areas unsupervised. If a coach must leave before his/her team finishes dressing, it is the coach's responsibility to arrange with another staff member to supervise and secure all areas.
7. Coaches are responsible for the security of their practice facility and support areas. If there are locks, doors, or gates that can be secured, it is the coach's responsibility to see that all locks are locked, lights are turned off, and the area is empty when finished.
8. It is required that coaches accompany teams to and from games or practice sessions involving transportation. If an extreme emergency arises, the coach must arrange for staff or other adult supervision.
9. Equipment is the coach's responsibility. Checks for safety hazards and worn equipment should be made frequently. Records of issued and returned equipment must be kept.
10. Coaches will complete the online MHSAA rules tutorials and the year-end all-league meeting that apply to their sport. If an emergency prevents attendance, notify the Athletic Director.
11. Coaches may handle team discipline without notifying the Athletic Director unless such discipline involves suspension from practice or games. A problem sheet explaining the occurrence and disciplinary action should be completed and turned in to the Athletic Director. The head coach should also be notified of problems.
12. Game results should be forwarded within an hour of the end of the game to The Burton View, MLive, and VNN.
13. Your season is not completed until you have turned in the following:
 - A. Inventory of existing equipment
 - B. Inventory of collected uniforms
 - C. Team banquet schedule
 - D. Final team record and season highlights

- E. MHSAA officials' evaluations
- F. Report of athletic award to be presented to each team member
- G. Keys and building fob

All team uniforms and equipment must be collected, cleaned, and turned in to the Athletic Director for storage. It is the responsibility of the coaches to collect the uniforms. If they fail to do so, it could be taken out of their end of the season pay.

Guidelines for Volunteers in Athletic Programs:

1. A volunteer may assist a Head Coach in an established, ongoing athletic program in order to provide more quality opportunities for more students to participate. However, under no circumstances shall a coach be obligated to have a volunteer assistant.
2. A volunteer shall be recommended by the Head Coach to the Athletic Director who shall, with the consent of the Principal, approve the volunteer's participation in the program. The athletic coordinator will keep a record of volunteers assisting in each program. Every volunteer must submit to state regulated background screening by Bentley Community Schools.
3. Even though a volunteer may be working with an assistant or junior varsity coach, etc., s/he is ultimately responsible to the Head Coach. Volunteer services are to be regarded as extensions of those services provided by the coach.
4. The Head Coach shall be responsible for all students who participate in any athletic program. The Head Coach or an Assistant Coach shall be on the site any time a group of students is working under the supervision of the volunteer.
5. The Head Coach shall review with each volunteer the Athletic Director established guidelines, regulations, and rules under which a volunteer may work or assist.
6. The Head Coach shall establish guidelines, regulations, and rules for all student participants, whether under the supervision of the coach or the volunteer.
7. All participants, whether under the supervision of the coach or the volunteer, must have physicals and meet the same eligibility rules.
8. As a result of using volunteer services, no additional Bentley School District funds may be expended for supplies, equipment, uniforms, transportation, awards, etc.

Transportation Information

1. All scheduling of athletic trips must be handled through the athletic office. The transportation office will not honor the coaches' requests unless they come through the Athletic Director.
2. It is important to keep in contact with the Athletic Director regarding any change of time or date.

3. If a problem arises regarding bus transportation, contact the Athletic Director the following workday.
4. Coaches are not to request side trips or delays unless cleared by the Athletic Director. Delays cost money because drivers are paid by the hour.
5. Coaches will accompany their teams on all bus trips both to and from the contest. If an emergency arises, the Coach will arrange for a responsible adult to ride with the team.
6. All athletes must travel with their respective teams both to and from all away activities. An exception may be requested through the Athletic Office prior to the contest.
7. Athletic teams are to travel by school bus. If a certain situation dictates use of alternate transportation, special permission must be secured from the Athletic Director and/or building Principal. When private automobiles are used to transport athletes, there must be adult drivers (parent, if possible, and 21 years of age) who are fully insured. It is advisable to exhaust other means of transporting the team before resorting to the use of private cars.
8. Bus drivers are to remain on the site of the activity unless they make prior arrangements. If such arrangements are made, the time that they are to be back on the site should be made emphatically clear. In addition, the bus driver will give the coach contact information (such as cell phone number) in case there is a change in schedule or location.
9. Consideration must be given to the athletes' transportation from school to home. Parents should be given an approximate return time. Athletes must be allowed to use a phone upon returning to communicate with home. Remember: a coach is responsible for all students until they leave the building.
10. No spectator will be allowed to travel on a team bus, including siblings of athletes. There will be spectator busses scheduled to travel to specific away games.

Every coach and athlete must abide by all the directives of the [Michigan High School Athletic Association Handbook](#), which are updated yearly.

Tickets

The cost of tickets is set by MHSAA; however, districts using online ticketing may have a service fee. Please check with each location to confirm the cost per ticket.

Passes

- In an effort to make attendance at games more affordable, individuals/families may purchase entrance to 8 events for the price of 6 (\$30). Individuals can contact the athletic secretary for more information or purchase at the gate with cash.
- Senior citizens 62 and older and Veterans are granted free admission to all home, non-tournament athletic events when a valid ID is presented. All Bentley students are granted free admission to all home, non-tournament athletic events when a valid, student identification card is presented. There must be adult supervision for all students under the age of 14.

Bentley Community Schools

Athletic Handbook

2022-2023



I have read and understand the Athletic Handbook and agree to abide by all the rules and regulations.

Student Name – Printed

Parent Name – Printed

Student Name – Signature

Parent Name – Signature

Date

Date