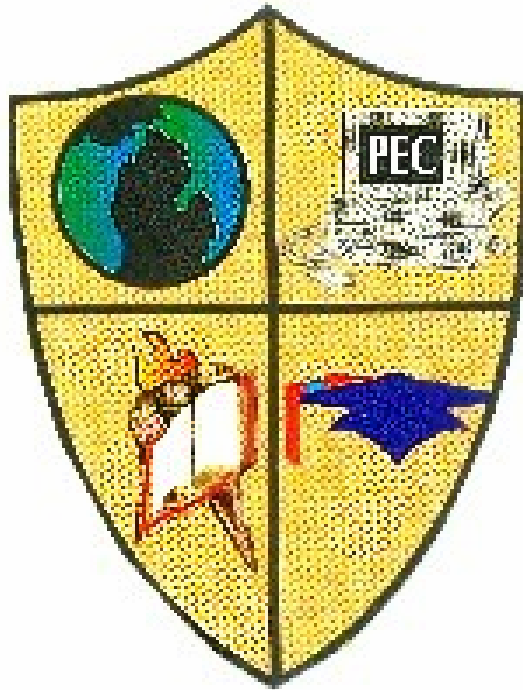


Plymouth Educational Center

ATHLETICS DEPARTMENT HANDBOOK



**Home of the
Plymouth Panthers**

Table of Contents

Purpose	1
Philosophy	1
Administration of Interscholastic Athletics	1
Objective	1
Academic Student Eligibility	2
Conduct of an Athlete	2
Athlete Defined	3
Expulsion from Athletic Teams	3
Squad Selection Process	3
List of Sports Programs at PEC	4
Away Games and Transportation	5
Practices	6
Coaching Staff Duties and Responsibilities	7
Specific Regulations for Athletes	9
Panther Booster Club	10
Parent Agreement	11
Student-Athlete Agreement	12
<i>Notes</i>	13

PURPOSE

The purpose of this handbook is to provide a reference for those who are interested in the athletic programs of Plymouth Educational Center. The athletic policies of the Michigan High School Athletic Association, Inc., plus those necessary for this particular school prevail.

PHILOSOPHY

Members of an interscholastic team representing Plymouth Educational Center have a definite responsibility to contribute to the tradition of the school. This brings honor to the student, school and community and is worthy of the best efforts of all concerned.

We at PEC believe that some of life's greatest lessons are learned on the field of competition. It is the coaching staff's desire to develop the total student-athlete. The physical and intellectual growth of each student is conscientiously considered when planning and implementing our athletic program

Our coaching staff is aware of the individual needs of youth as well as the social implications of being able to work as a member of a team. Students will be given the opportunity through extensive training and good coaching to reach their maximum potential if they dedicate themselves to our program.

It is our aim to produce young men and women who have the capacity to be successful citizens in our highly competitive society. We want students to leave Plymouth Educational Center and be able to say they are proud to have been a part of Panther Athletics!

ADMINISTRATION OF INTERSCHOLASTIC ATHLETICS

The purpose of the athletic program of Plymouth Educational Center is to provide each student with the opportunity to participate in interscholastic athletics in grades K—8. Academic achievement is the paramount philosophy of our school. Our athletic philosophy also has this as one of its main goals as evidenced in our policies. While every student is encouraged to participate, students and parents are reminded that such participation must be earned by knowledge, skill, practice and desire and not just expressing an interest in the activity.

OBJECTIVE

It is desired that each student will, by participation in athletic programs, grow in the mental and physical skills of the particular activity and exhibit the fine points of sportsmanship to bring credit to themselves, their teams and their school.

Plymouth Educational Center (PEC) participates in the Elementary Basketball League and the Think Detroit Inc., League. PEC has voluntarily agreed to abide by the rules of the Elementary Basketball League and Think Detroit, accordingly.

The principal is the final authority responsible for the athletic activities of the school. PEC has assigned the Athletic Director to be responsible for the athletic program and the Director works with the building principal in overseeing the athletic program of the school.

ACADEMIC STUDENT ELIGIBILITY

The education of our students is the main priority of PEC. Involvement in athletics is seen as a complementary part of the educational process. As a result, our Athletic Department has set an academic regulation governing a student's participation which assures our main priority.

This regulation shall apply to all students who represent the school by participation in any interscholastic or intramural competition.

To participate in any interscholastic activity, an individual must be officially enrolled at Plymouth Educational Center.

A student's eligibility is based upon there being no "NP" grades and a grade point average (GPA) of 2.50 in grades 3-8 and or based on the narrative scale that indicates progress in grades K-2, as recommended by kindergarten through second grade teachers.

Eligibility is maintained thereafter on a week-by-week basis for the remainder of the semester/season. A student declared ineligible may not participate in either practices or games until the student's grades are such that the faculty declares him/her eligible.

Parents should check with their student(s) prior to tryouts to determine if he/she is in academic jeopardy. Teachers will notify parents of poor study habits, low test scores, etc. via the progress report. However, each parent is expected to take a concentrated interest in their own child's academic progress.

CONDUCT OF AN ATHLETE

The conduct of an athlete is closely observed in many areas of life. It is important that behavior be above reproach in all of the following areas:

On the Field or In the Gym

In the area of athletic competition, a real athlete does not use profanity or illegal tactics, and learns fast that losing is part of the game and to be gracious in defeat and modest in victory.

False athletes often display fits of temper, clowning, etc., when things fail to go as they desire or when being replaced by a teammate. A true athlete has complete control at all times.

Officials in a game are there for the purpose of insuring both teams that they will receive a fair deal. Officials do not lose a game for you.

Any behavior contrary to that which has been stated is a direct reflection on the school, team and coaches and will not be tolerated.

In the Classroom

In the academic area, good athletes become good students. They cannot be classroom laggards and think they can become outstanding athletes. Athletes who are lazy in the classroom will be lazy on the practice field and in the gym, never reaching their full potential. They must plan their schedules so that they give sufficient time and energy to studies to insure acceptable grades.

In addition to maintaining good scholarship, an athlete should give respectful attention to classroom activities and show respect for other students and staff at all times. Horse play and/or unnecessary boisterousness are not approved habits of behavior. Additionally, true athletes should have good attendance records.

School Equipment

Each student is financially responsible for all equipment checked out. Students should treat all equipment as if it were their own property and not abuse it or see it wantonly abused.

ATHLETE DEFINED

Any student participating on an athletic team or associated in an athletic program shall be considered an athlete (i.e., team member, manager, cheerleader, mascot, etc.)

EXPULSION FROM ATHLETIC TEAMS

It is our belief that each student-athlete must conform to school rules and coaching rules for the good of the team. If a player habitually skips practices, displays improper attitudes, or exhibits him/herself in a manner that is contrary to our policies, that player may be suspended or expelled from the team by the Head Coach.

The school also has a policy regarding drinking and drugs that pertain to the student-athlete both in season, out-of-season and during the summer months, which can be reviewed in your copy of the Plymouth Educational Center Student Code of Conduct.

SQUAD SELECTION PROCESS

It is an honor and a privilege to represent Plymouth Educational Center in interscholastic athletics. All players and managers are required to follow school as well as individual team rules. Knowledge of rules and regulations is mandatory and ignorance is not considered an excuse. Failure to follow these rules and regulations will result in suspension or permanent removal from the team.

Each player will be required to sign, along with his/her parent, a Player Contract for each sport prior to the beginning of preseason practice. This contract allows players, parents and coaching staff to understand the expectations that PEC has in regards to participating on its athletic teams.

Every player must have an athletic physical examination sheet properly completed and on file with the school nurse and athletic director for the current school year certifying the student has passed a recent physical examination (after May 1) and is physically able to compete in athletic practices and contests.

The following criteria will be used in determining player selection:

- ◆ Physical condition
- ◆ Knowledge of the game
- ◆ Speed
- ◆ Technical Skill
- ◆ Determination
- ◆ Attitude
- ◆ Aggressiveness
- ◆ Ability to be a “team player”
- ◆ Coachability
- ◆ Dedication

The above criteria will not necessarily be used for all sports, i.e., cheerleading, which does not require speed.

SPORTS PROGRAMS

The following sports are offered at Plymouth Educational Center:

Girls

Cheerleading

Softball

Basketball (high 5th - 8th grades)

Volleyball (6th - 8th grades)

Boys

Basketball (high 5th - 8th grades)

Coed

Basketball (3rd - 5th grades)

Soccer (K - 5th grades)

Club Hockey - To Be Determined

Track/Field - To Be Determined

AWAY GAMES AND TRANSPORTATION

Travel to and from athletic contests is done by private vehicles or private bus company. Plymouth Educational Center does not own busses or vans.

Each coach shall set the dress requirements for his/her team for home and away contests.

It is the intention of PEC to provide quality, safe transportation to athletic contests. Student-athletes must sit in assigned seating and remain seated for the entire trip when traveling by private bus. Hands and arms are to be inside the vehicle and not hanging out windows. The noise level is to be kept considerate of fellow passengers and the driver. Student-athletes are required to keep busses and cars clean after each trip and coaches will hold players until this requirement is met.

Parents should be waiting at the school in the rear parking lot for their students to return. We usually are within ten to fifteen minutes of anticipated return time however, there may be instances where a vehicle breaks down or a game is ended later than anticipated. If this occurs, we hope parents will be understanding and take things in stride. If at all possible, a PEC representative will go to the school and post the change in plans on the rear doors off the parking lot.

Our coaches are required to remain in the building until all student-athletes have left. PLEASE be prompt in picking up your child and do not keep one of our hard working coaches waiting. If parents are habitually late, he/she will be required to transport the student to all games and remain for the duration of the games to transport the student home.

Student-athletes who ride the team bus are **REQUIRED** to return on the team bus. This requirement is made for the following reasons:

1. We want to insure the safety and the insurance liability coverage of your student;
2. Our coaches may want to communicate "post game" with the entire team on the bus or with individual players;
3. The camaraderie of the team is better served as players spend time with one another following victory or defeat.

Parents who wish to pick up their child after games should inform the coach in writing before the first game of the season. Only individuals whose names are listed on the coach's parent pick up list will be allowed to take students following any game.

PRACTICES

The coaching staff is responsible for organizing and implementing the practices and the length of time they are to be held. As a general rule, practices will be held two to three times per week or more, if necessary. There may be times however, when practice times may vary due to the availability of gym time. These practices may go into the later evening hours, as late as 7:30 p.m.

Practices are limited to five (5) days per week. No practices or interscholastic activities will be permitted on Sundays. All players and managers are required to attend each and every practice unless the Coach makes other arrangements. Permission to miss a practice **MUST** come from the coach.

When the outside temperature soars to 90° or more and/or the humidity climbs to 90% with little or no wind, there is danger of heat stroke and heat exhaustion. Our coaching staff will always set as a priority the safety of the student-athlete. Water and first aid supplies will be at every practice. In addition, coaches will provide break time at every practice.

SNOW DAYS

In some cases, school may be cancelled due to snow, ice, etc. If this occurs the student-athlete must communicate with the head coach regarding practice or a scheduled game. There are times when the weather changes so that by afternoon or evening things are back to normal. The cancellation of school does not necessarily mean the cancellation of practice or a game. Wait to hear from your coach.

DUTIES AND RESPONSIBILITIES

The Athletic Director shall:

1. Be responsible for the athletic program of the school
2. Be sure that responsibilities of the director, coaching staffes, assistants and players are clearly defined.
3. Prepare and administer the budget for the athletic program.
4. Schedule and oversee all fundraising activities required for the operation of the athletic program.
5. Work with the Panther Booster Club and provide oversight for all Club-related activities.
6. Order all necessary equipment, supplies and uniforms for all sports.
7. Prepare schedules for all levels of competition and make contracts with participating leagues.
8. Provide and/or arrange transportation for all away contests that occur on weekdays.
9. Make sure that the principal and coaches are made aware of their responsibilities regarding eligibility of athletes.
10. Set up procedures for the physical examination of all athletes and see that proper first aid and treatment of injury procedures are set up and followed.

COACHES

The coaching staff for each team will present plans for that team. The coaching staff will be in charge of the sport for his/her respective team as well as all team assistants. Any activity that involves loss of school time must be approved by the Athletic Director and the Principal. Arrangements should be made at least three (3) days in advance of such loss of time for team activities.

The coaching staff for each team shall:

1. Be responsible to the Athletic Director for carrying out all of the policies of the school and the participating leagues.
2. Be responsible to the principal of the building to insure that the overall educational plan for students is the highest priority.
3. Maintain a high degree of professionalism in coaching.
4. Provide the athletic director a complete list of all participants in each sport so that proper eligibility lists can be prepared and sent out on time. Additions will be made to the squads after the first contest only with the permission of the Athletic Director.
5. Make sure that each player is properly prepared physically, mentally and psychologically to represent their team and themselves to the best of their ability. To this end, coaching staff should have a definite set of training rules for their sport in addition to the general athletic policies.
6. Know that each player has had the proper physical examination, is eligible, and, in case of injury, has been cleared to return to play.
7. Have plans for game preparation and practice so that assistant coaches and players may know what is expected of them.
8. Prepare with the Athletic Director travel plans for away contests, including departure and arrival times. All plans must be finalized five days before the trip is to be made.
9. Be responsible for final inventory for their sport and prepare a list of needs for the next season.

COACHES (continued)

1. All seasons, will be those as defined by PEC and the corresponding participating leagues.
2. It is expected that all coaches in a sport in season will have adequate practice times and schedules and plans to properly train and condition players in their activity.
3. Coaches are to be a part of proper supervision of equipment, facilities, locker room, etc., that are part of the PEC athletic program.

SPECIFIC REGULATIONS FOR ATHLETES

- A. An athlete shall be in attendance at every class the day of the contest except as excused by the principal or designee.
- B. An athlete's conduct in and out of school shall be such as not to bring discredit to the athlete, parents, school or team.
- C. Any athlete shall be expected to be at every practice session and will only be excused in emergencies. The coach and/or Athletic Director shall be notified of such absences **before** they occur.
- D. An athlete shall be allowed one unexcused absence from practice sessions for that sport.
- E. All athletes must travel and return from away contests with the team, except with prior approval of the coach.
- F. Specific sports will have rules which will be in addition to any of the above.

PENALTIES FOR VIOLATIONS OF GENERAL RULES AND SPECIFIC REGULATIONS

Parents/guardians will be informed of all suspensions

GENERAL REGULATIONS

- 1. First Offense - suspension from 1-2 consecutive athletic contests.
- 2. Second Offense - suspension from 2-3 consecutive athletic contests
- 3. Third Offense - suspension from athletic contests from 6-12 months.
- 4. Serious offenses may result in third offense penalty being applied on the first offense at the discretion of the Athletic Director.

SPECIFIC REGULATIONS

Suspension from participating in athletic contests for the remainder of a school year may result following a student's third offense at the discretion of the Athletic Director.

APPEALS

- a. First appeal may be made to the Athletic Director within five (5) days following the date of notification of the offense.
- b. Second appeal may be made to the Principal within ten (10) days following the decision of the first appeal.

PANTHER BOOSTER CLUB

All parents of PEC athletes are Booster Club members

Plymouth Educational Center has initiated a PEC Panthers Parent Booster Club, whose members are parents of PEC student-athletes and any interested staff members and friends of PEC Athletics. It is important to have parent participation to support our sports programs and the athletes who participate in them. Activities of the Parent Booster Club include fundraising, assisting with concessions sales at games, and other activities related to promoting PEC Panthers sports.

Fundraising is an integral part of the Athletics Program; most funds are not allocated through the PEC budget. In order to have a successful program, it is vital that Athletics program staff, student-athletes, and parents are committed to assisting in all fundraising efforts.

Fundraising activities may include:

- ◆ Gold C Book Sale
- ◆ Family Portrait Sale
- ◆ Game Concessions
- ◆ Comerica Park Concessions
- ◆ Annual Celebrity Basketball Game
- ◆ Annual Coaches Basketball Skills Competition

The above activities only represent previous activities; suggestions for other fundraising activities are always welcome.

Parent Agreement

- ◆ I agree to abide by PEC school policies related to eligibility

- ◆ I will provide the PEC Athletics Department with a recent physical exam form for my child (less than one year old from due date)

- ◆ I agree to pay the Pay-to-Play fee of \$25 for each sport in which my child participates

- ◆ I agree to do my part to support fundraising activities

- ◆ I will discuss this handbook with my student-athlete to insure knowledge of rules, regulations, and expectations while participating in PEC athletic programs

Parent Signature _____

Date _____

Student-Athlete Agreement

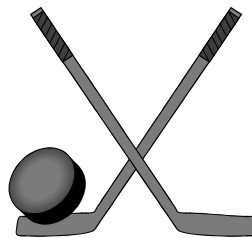
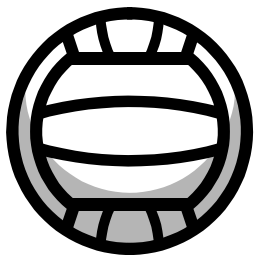
- ◆ I will abide by the rules of the Athletics Department
- ◆ I will attend tryouts and practices as determined by the team coach
- ◆ I will remember that I am a student FIRST, and that my classroom performance and behavior will determine my ability to participate in athletics programs
- ◆ I will be a team player
- ◆ I will represent Plymouth Educational Center in a positive manner at all sporting events

I WILL BE A PROUD PANTHER!

Student Signature _____

Date _____

Home of the Plymouth Panthers



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