



2026-27

425 E Main St
Potterville, MI 48876
Athletic Office: 517.645.4542





Table of Contents

<u>Sports Offered</u>	2
<u>Overview</u>	3
<u>Introduction</u>	3
<u>Mission Statement</u>	3
<u>Contact Information</u>	4
<u>Athletic Booster Organization</u>	4
<u>Students</u>	8
<u>General Information</u>	9
<u>Athletic Code of Conduct</u>	8
<u>General Guidelines</u>	9
<u>Grades / Eligibility</u>	11
<u>Required Forms</u>	12
<u>Team Rules</u>	13
<u>Dual Sport Participation</u>	14
<u>Parents/Guardians</u>	15
<u>General Information</u>	16
<u>Sportsmanship & Conduct</u>	17
<u>Coaches</u>	18
<u>General Information</u>	18
<u>General Guidelines</u>	19

High School Sports

<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Boys Soccer	Basketball	Baseball
Cross Country	Sideline Cheer	Girls Soccer
Football (8-Man)	Wrestling	Golf
Sideline Cheer		Softball
Volleyball		Track & Field

Grades 6 - 8

Cross Country	Basketball	Track & Field
Football (8-Man)	Wrestling	
Volleyball		



OVERVIEW

Introduction

A sound athletic department and athletic programs are not accidental, it is conscientiously planned and directed by individuals who recognize the importance to the educational environment. The purpose of this handbook is to explain the objectives, regulations, and procedures of the Pottersville High School and Middle School athletic programs. In establishing these guidelines, the following factors are considered:

- Safeguarding the health of participants in athletic programs
- Providing opportunities for student participation
- Establishing standards that cultivate healthy interpersonal relationships with participants
- Maintaining the highest quality of student activities
- Promoting a healthy school/community relationship
- Promoting strong and healthy relationships with other schools

Athletic Department Mission Statement

In accordance with the goals of education, the Pottersville Public Schools Athletic Department Mission is:

"To help young individuals develop mentally, physically, emotionally, and intellectually to their fullest potential."

The athletic department contributes to this goal by providing high school and middle school students with opportunities to participate as team members in sports competition with other schools. The development of physical skills, sportsmanship, teamwork, self-discipline, loyalty, tolerance, and perseverance are desired individual outcomes.

ATHLETIC DEPARTMENT CONTACT INFORMATION

ATHLETIC DIRECTOR:

Hunter Geisenhaver

(517) 645-4524

Geisenhaverh@ppsvikings.org

ASSISTANT ATHLETIC DIRECTOR:

Dave Carlson

(517) 755-7585

CarlsonD@ppsvikings.org

SUPERINTENDENT

Mr. Dan Gilbertson

BOARD OF EDUCATION

Sarah Vandenboss, President

Meghan Snider, Vice President

Jon McNett, Secretary

Sara McDonald, Treasurer

Katherine Bussard, Trustee

Loren Smalley Jr., Trustee

Thomas Marciniak, Trustee



ATHLETIC BOOSTERS & CONTACTS

This community-led organization supports the school's athletic programs. These functions include: fundraising to finance supplemental sports equipment, uniforms, and travel expenses; volunteering at athletic events; promoting school spirit; and advocating for student-athletes. The booster club helps enhance the overall quality and success of the school's athletic teams by providing resources and community support. Please reach out to volunteer!

Athletic Boosters & Contact:

- Ryan Egleston, President
- Stacey Warren, Vice President
- Kim Holben, Treasurer
- Annamarie Woloszyn, Secretary

Email: VikingAthleticBoosters@Gmail.com

What Athletic Booster Volunteers do:

- Concession stand shifts
- Fundraising
- Other as agreed upon

Who Can Volunteer?

- Community members and parents who have an approved background check
- Pottersville High School students—these shifts can earn community service hours
- Middle school students may need to be accompanied by an adult
- Volunteer background checks are valid from July 1st to June 30th of each school year.

Background Check Requirement:

All volunteers must complete a background check as per school policy. Forms are available online:

[Family Forms - Students & Families - Pottersville Public Schools](#)

or at the District Office. Completed forms should be returned to the District Office, where a copy of your license will also be kept on file. Contact the Athletic Director's office.

POTTERVILLE FIGHT SONG

All Hail to Pottersville High School,
we'll fight for you
Our sons and daughter
ever will be true
And when the battle's over
and the vict'rys won
We'll hail to our colors
of Maroon and Gold,
FIGHT!

STUDENT ATHLETES

STUDENT ATHLETE CODE OF CONDUCT

Participation in our athletic programs is a voluntary choice that demonstrates commitment, discipline, and character. Being part of a team is a privilege that should be respected and



valued. Your conduct reflects not only on yourself but also on your family, school, and community.

In competition, we emphasize good sportsmanship and respectful behavior. In academics and social responsibilities, we strive for excellence and integrity. Students are expected to follow the guidance of coaches, teachers, and supervisors as outlined in the Athletic Handbook, Student Handbook, and team and classroom rules.

These rules are in effect from the first day of participation and continue through graduation or the last day of involvement, regardless of age. Infractions may occur at any time during the year and may carry over to future seasons, emphasizing the importance of consistent, positive behavior.

As representatives of Pottersville School District, students should always demonstrate conduct that reflects pride and respect for the school community. Any behavior that violates laws, ordinances, or involves dishonesty or criminal activity will be subject to appropriate disciplinary actions.

Violations of the Athletic or Student Handbook may result in consequences, including suspension from games or removal from teams, with the goal of fostering growth, accountability, and respect within our athletic programs.

GENERAL INFORMATION

1. **Attendance:** All students involved in athletics are expected to be in attendance for the entire school day in order to participate in that day's practice, contests, or events. If a student is signed out of school due to illness, they may not return after school to participate in practice, contests, or events. Attendance exceptions need athletic director approval and may include:
 - Funeral
 - Documented medical appointments
 - Pre-arranged college visits
 - School-related absences
 - Acts of God
 - Extenuating circumstances as determined by administration
2. **Grades / Eligibility:** Athletic grade checks will be done in weekly intervals following a warning week. Warning week will be the third week of each season, official grade checks will start the fourth week of each season. Athletic grade checks look at current semester grades.
 - a. **Warning Week:** The third week of a season will be a warning week. This week is an opportunity for students with one or more E's to improve their grade(s) and for all students to be informed that official grade checks will begin the following week. Athletes with E's during warning week can still practice and play.
 - b. **Official Grade Checks**
 - i. No E's = In Good Standing
 - ii. One E = Probation. A Student Athlete with one E can practice and play in contests.





- iii. Two E's = Suspended. A Student Athlete who has two E's will be suspended from contests, but may continue to practice until the next grade check.
- iv. Three or More E's = Ineligible. An athlete with 3 or more E's on any official grade check is ineligible for practice or contests until the next official grade check.

- c. **Continued Grade Issues:** If a student still has an E in a class on the third consecutive official grade check, that E is now equivalent to two E's. If an E is still present on a fifth consecutive official grade check, that E is now equivalent to three E's.

If a student stays **ineligible after five (5) consecutive official grade checks**, they will be asked to part ways with their team and focus on their academics for the remainder of the athletic season. Students may be allowed to participate in the next season if they have improved their academic performance.

Students who do not pass 66% of classes at the end of a semester (Passing at least 4 classes) are ineligible for the following 60 scheduled school days. Ineligibility begins when final grades are submitted. Eligibility may be reinstated if credit deficiencies are made up and the school has accepted the credit. Students who are ineligible for 60 scheduled school days may not practice or participate in competitions until their 60 days have passed or they have made up for their credit deficiencies from the previous semester.

- d. **Improving Grade During the Week:** Students with two or fewer E's have the opportunity to fix their grades during the week and regain participation in contests or practices. Students with three or more E's on an official grade check are ineligible for that Monday-Sunday due to MHSAA eligibility policy.
- 3. **Joining a Team Mid-Season:** An athlete may join a program **within the first three weeks** of a season. Once the season enters the fourth week, no athletes will be allowed to join. Exceptions may be considered for incoming or transfer students, at the discretion of administration.
 - 4. **Out-of-Season Participation:** An athlete is expected to demonstrate loyalty and commitment to that team throughout the season. To maintain a spirit of teamwork, athletes are encouraged to avoid participating in out-of-season sports in ways that conflict with their current in-season commitments. Upholding this respect helps ensure fairness and integrity in the program. Failure to do so may affect an athlete's eligibility to participate, so it is important to prioritize and honor the season's commitments.
 - 5. **Respect:** Student athletes are expected to treat their teammates, coaches, school personnel, officials, opposing teams, opposing schools' space and equipment, spectators, and anyone involved in practice or contests with respect. Requests made by non-coaching staff such as teachers, custodians, or bus drivers are to be followed without comment or incident.





6. School Cancellations

- In the event that a school day is cancelled before the start of the day:
No team practices, activities, or events unless approved by the school administration. If approval is granted, activities WILL NOT be mandatory.
- In the event that a school day is cancelled during the school day there will be no team practices, activities, or events unless approved by the school administration. If approval is granted, activities WILL NOT be mandatory.

7. **Transportation (School Bus):** Members of a team must accompany the team to and from all athletic events when school transportation is provided, unless the coach is personally contacted by a parent in advance. Athletes will be released by their own parents/guardians only and transported by parents or guardians only. Parents/guardians must sign their athlete out with a member of the team's coaching staff with a member of the team's coaching staff before leaving an event.

8. **Uniforms and Equipment:** Athletes are responsible for the uniform(s) and equipment assigned to them and recorded by the coach. At the end of the season, it is expected the athlete will turn in the uniform(s) and equipment in a reasonable condition. Athletic department uniform(s) and equipment are to be used for practices and contests only.

Diplomas may be held until such time as the uniform/equipment is returned in good condition or a replacement fee is paid to the district. The fee will be determined based on the cost of replacing any item(s). Seniors may not be allowed to participate in graduation ceremonies if uniforms and/or equipment is not returned.

9. **Ticket Pricing Information:** Athletic passes are purchased in the Athletic Department (Viking Center)

Event Admission	Cash	Card	Athletic Passes (NOT including MHSAA playoff events)	
Pottersville Student with ID	FREE		Adult Athletic Pass	\$100
Student Admission	\$3	\$4	Family Athletic Pass	\$200
Adult Admission	\$5	\$6	Grandparent Athletic Pass (65+)	\$10

10. **Quitting:** Students who join a team are encouraged to commit to completing the entire season, barring any eligibility issues related to grades or discipline. We value dedication and teamwork, and we believe that seeing the season through is an important part of the athletic experience. If an athlete needs to leave the season early, they are expected to follow the proper [conflict resolution process](#). Through open communication and collaboration with the coach, parent(s)/guardian(s), and athletic director, a mutual agreement can often be reached to address concerns and potentially allow for continued participation in future activities.





A student that quits a team after the first contest, without following the conflict resolution process, will be required to sit out the first 20% of contests of the next season or sport they participate in.

Our goal is to support athletes through challenges while fostering a positive and responsible team environment. We appreciate your dedication and look forward to a successful season together!

REQUIRED FORMS

1. **Sports Physical** - A sports physical must be on file with the school before an athlete is allowed to participate in practice or contests.
2. [Liability Waiver](#)
3. [Concussion Acknowledgement](#)
4. [Transportation Waiver](#)
5. [Extracurricular Athletic Code Statement of Understanding](#)
6. **Pay to Participate** - Pottersville Public Schools require all athletes to pay to participate in grades 6 through 12. The pay to participate form and fee must be turned into the athletic office before the first game. Students that have not paid their fees will not be allowed to participate in games or scrimmages. Students are charged per sport with a maximum charge of two sports. Please contact the athletic office if there are any issues with making payment.

GRADES 9 - 12		GRADES 6 - 8	
Full Fee Amount	\$70	Full Fee Amount	\$35
Free/Reduced Lunch	\$35	Free/Reduced Lunch	\$18

TEAM RULES & EXPECTATIONS

1. **Team Membership:** Students are not guaranteed positions on any team, and should expect to earn their membership through a tryout process. Once on a team, the athlete must be aware of team expectations. The coach of any team may have additional rules for the team which are not outlined in this handbook. These rules, if different from those stated in this handbook, should be provided to the athlete prior to the start of the season, in writing, AND should be on file with the athletic office.

It is expected the coaches will enforce consequences, including loss of playing time, suspension, or expulsion from the team for the following infractions:

- a. Tardy for practice or games without being excused
- b. Absent from practice or games without being excused
- c. Leaving practice or games without being excused
- d. Profane language
- e. Improper conduct



- f. Disrespect for uniform or equipment
- g. Failure to be prepared for practices or games

2. **Student Athlete Behavior:** Team membership involves *RESPONSIBILITY*.

Communication between team members and coaches are critical to the success of your team! Expectations of team members include, but are not limited to the following:

- 1. Be a courteous & loyal team member.
- 2. Be on time
- 3. Give positive effort in school
- 4. Be cooperative and coachable
- 5. Strive to excel physically, mentally, and morally
- 6. Encourage others
- 7. Demonstrate school and team pride
- 8. Keep emotions under control
- 9. Demonstrate good sportsmanship
- 10. Accept responsibility for your own action

3. **Dual Sport Participation**

High school athletes who desire to participate in more than one sport during a season should understand the huge commitment involved. It is difficult to show "allegiance" to a team when practices or contests are missed even when the reason is another sport. Not all athletes who seek dual sport status will be approved.

Athletes must apply for "**dual participation**" **BEFORE** the beginning of the season and must demonstrate a commitment to both programs. The athlete must also show to be capable of handling the classroom commitments. Any dual sport athlete who is deemed ineligible on an academic grade check will lose their opportunity to dual sport for the remainder of the season. Requirements for being a dual sport athlete:

- 1. Fill out "[Dual Sport Agreement](#)" before the start of the season
- 2. Be a student in grades 9 - 12; in good school standing
- 3. Have a minimum of a 2.5 GPA or higher
- 4. Have prior experience in at least one of the two sports
- 5. In good standing with the school

Coaches and the Athletic Director will meet and discuss the possibility of dual sport participation and come to a decision.

4. **Conflict Resolution Process:** All concerns should be addressed according to the steps outlined below, in order, allowing for resolution before involving higher authorities.

- A mandatory 24-hour "cooling off" period must be observed before any complaints are submitted, helping to ensure that discussions are productive and respectful.
- Complaints should be made within 10 days of the incident to allow for timely resolution. To promote fairness and efficiency, the entire conflict resolution process should be completed within 30 days of the initial incident.

Level 1: Start with the Source - The player will speak directly to the coach. A cooling off period of 24 hours will be required for all parties before resolution is sought. This meeting should be done in private, away from practice sites and game arenas, and should be conducted face to face. Students who do not





feel comfortable speaking solely to the coach may request a trusted adult to be present, however the meeting should be conducted by the athlete. A second coach or school staff member is highly encouraged to be present for this meeting.

Level 2: Move to Program Head - This step is necessary only if the issue is in regards to a subordinate or assistant (assistant coach, JV coach, etc). If going to the source does not resolve the problem, then the head of the program should be notified and he/she should attempt to facilitate a solution.

Level 3: Contact Athletic Director - If an agreeable solution is not reached, then the athletic director will conduct a meeting between the parties in an attempt to find a resolution.

Level 4: Contact Principal - If an agreeable solution is still not reached, then the principal will conduct a meeting between the parties in an attempt to find a resolution.

Level 5: Notify the Superintendent - At this point in the process, individuals who still believe their disputes have not been resolved adequately can submit a written narrative of their complaint to the school superintendent. A copy of this will be given to all concerned parties, who will be afforded the option of a written rebuttal. After the superintendent has reviewed the documents he/she can conduct a meeting in a final attempt to resolve the dispute.

Level 6: Request Non-Partisan School Board Mediation - This final step is appropriate only in extreme circumstances and shall follow the same process for the superintendent.

Parents/Guardians

GENERAL INFORMATION

Student Transportation - Members of a team must accompany the team to and from all athletic events when school transportation is provided, unless the coach is personally contacted by a parent in advance. Athletes will be released by their own parents/guardians only and transported by parents or guardians only. Parents/guardians must sign their athlete out with the coach before leaving an event.

When transport is not provided, parents/guardians have the option to transport their own athletes to and from the event. Parents may also transport other athletes on the team as long as the other athletes parents give permission, a transportation waiver has been filled out with the school, a valid driver's license and approved background check are on file with the school, and proof of insurance is on file with the school.

Parents or Guardian Concerns to Discuss with Coaches - Parents and guardians should communicate concerns directly to the coach while respecting the 24 hour "cooling off period".

- The treatment of your child



- Concerns about your child's physical health and welfare, academic progress, or bullying.
- Ways to help your child improve
- Matters regarding other athletes are to be left to their respective parents or guardians.

Ticket Pricing Information: See page 9 under the Student Athlete Section

Required Forms: See page 6 under the Student Athlete Section

SPECTATOR SPORTSMANSHIP AND CONDUCT

Supporting a Positive Environment - Parents, guardians, and spectators are encouraged to cheer positively and support all athletes, coaches, officials, and fellow fans. Demonstrating respect and good sportsmanship helps create an enjoyable and respectful atmosphere for everyone involved.

Behavior at Events - At home and away games, Pottersville officials and host schools reserve the right to remove any spectator who exhibits disruptive or inappropriate behavior without prior warning.

Parent and Spectator Responsibilities - A successful season depends on collaboration among coaches, athletes, and parents. To promote a positive experience:

- Support good sportsmanship by demonstrating respect for players, coaches, officials, and other fans.
- Prioritize the physical and emotional well-being of participants over winning.
- Support coaches and officials in creating a positive environment.
- Promote a tobacco-, alcohol-, drug-, and violence-free sports setting.
- Avoid comments or actions that could intimidate, bait, or embarrass others.
- Refrain from coaching from the stands and respect the designated spectator areas.
- Remember that games are meant for the students, not for adults.
- Encourage fun and sportsmanship, ensuring that all children treat everyone with respect, regardless of race, gender, or ability.
- Keep commentary positive and supportive, both toward your child and others.
- Support your child's athletic experience by being respectful, assisting with transportation, or contributing within your means.

Together, we can foster a respectful, safe, and enjoyable environment that promotes lifelong positive attitudes toward sports.

ATHLETIC COACHES

GENERAL INFORMATION

1. **Communication** - Coaches are responsible for communicating with their team and parents regarding practices, events/contests, bus times, and other activities planned by the coach. For consistency purposes, coaches are expected to use TeamReach for communicating with parents and players. Coaches are prohibited from texting players





and are encouraged to keep all communication within communication channels approved by the Athletic Director. The Athletic Director will assist in communicating as needed.

2. **Practice** - No practice should be scheduled to end later than 9pm on a school night. Special or late practices may be requested with the Athletic Director for approval.
3. **Coaching Staff** - Head Varsity Coaches are expected to assist with the hiring process of assistant coaches, sub varsity coaches, and student managers.
 - a. Assistant Coaches - Report to the head coach of the team they assist. Hired in by the Varsity Coach of the program with the final say of the Athletic Director.
 - b. Sub Varsity Head Coaches - Report to the Varsity Coach of the program. Hired in by the Athletic Director and Varsity Coach of the program.
 - c. Student Managers - Report to the head coach of the team they help manage. Hired in by the Varsity Coach of the program with the final say of the Athletic Director.
4. **Rosters** - Rosters should be submitted to the Athletic Director as soon as possible. Rosters can be updated as the season progresses.
5. **Fund Raising** - Each program, not individual teams, have their own agency accounts with the school district. Programs have the ability to fundraise money for equipment and gear for their program or players. Items purchased through fundraising dollars are property of the school district and not any individual. A team may fundraise and donate or purchase items that are outside of their scope of normal purchases, with approval of the Athletic Director.
6. **Uniform and Equipment Sign-Out / Sign-In** - Coaches are expected to keep a detailed record of all equipment being signed-out at the beginning of each season and record of all equipment being turned in at the end of the same season. A copy of these records should be kept with the coach and with the Athletic Department.
7. **End of Season**
 - a. Banquet - Coaches are responsible for planning and executing an end of season banquet. Teams may host the banquet off school grounds with approval from the Athletic Department.
 - b. Awards and Statistics - For historical record keeping the following information needs to be reported to the Athletic Department.
 - i. Coaches are required to report any State, Region, District, and Conference awards to the Athletic Department.
 - ii. Coaches are required to report season statistics to the Athletic Department.
 - c. Coach Evaluation Process
 - i. After each season the varsity head coach will have an end-of-season review with the Athletic Director.
 - ii. Varsity head coaches will be responsible for evaluating their assistant coaches and sub varsity coaches. The Athletic Director may be present for all assistant and sub varsity coaches evaluations and weigh in on performance.





- iii. Varsity head coaches will be given the opportunity to submit feedback to the Athletic Director of how the AD can further improve in assisting the coaches program.
- iv. All coaches are under a 1-year contract.

Code of Conduct

A coach has a role as leader and mentor to student athletes, and is an official representative of the school at athletic activities. In such important capacities, these standard behaviors should be practiced.

- Develop an understanding of the role of interscholastic athletics and communicate it to players, parents, and the public.
- Develop an up-to-date knowledge of the rules, strategies, safety precautions and skills of the sport and communicate them to players and parents.
- Develop, communicate, and model policies for athletes' conduct and language in the locker room, at practice, during travel, during competition, and at other appropriate times.
- Develop fair, unprejudiced relationships with all squad members.
- Allow athletes to prove themselves anew each season and do not base team selections on previous seasons or out-of-season activities.
- Allow athletes time to develop skills and interests in other athletic and non-athletic activities provided by the school and community groups.
- Give the highest degree of attention to athletes' physical well being.
- Teach players strict adherence to game rules and contest regulations.
- Teach players, by example, respect for school authorities and contest officials, providing support for them in cases of adverse decisions and refraining from critical comments in public. Comments to the media as a representative of Pottersville Public Schools and its athletic programs is prohibited, unless prior authorization is given by the Superintendent and the Athletic Director.
- Attend required meetings, keep informed of MHSAA policies regarding the sport, and be familiar with MHSAA eligibility and contest regulations.
- Present a clean, professional image in terms of personal habits, language, and conduct.

