



# Non-Competitive Clubs Handbook



## Wildcats Fight Song

We're going to fight for you NOVI  
Hail to your might  
Fight all you Wildcats  
Wave your green and white to all the world  
We're gonna fight for a victory  
And conquer the foe  
FIGHT, FIGHT, FIGHT for NOVI  
We're proud of you!



## Table of Contents

1. **Mission**
2. **Vision**
3. **Purpose**
4. **Parent Expectations**
5. **Parent/Coach Communication**
6. **Novi Eligibility**
7. **Club Code of Conduct**
  - a. **Hazing/Bullying/Intimidation**
  - b. **Responsible Technology Use**
  - c. **School Attendance**
  - d. **Dress Code**
  - e. **Drugs, Alcohol, and Tobacco Policy**
  - f. **Law Violations**
  - g. **Other Inappropriate Behavior**
  - h. **Appeal Process**
8. **Individual Club Rules and Regulations**
9. **Transportation Policy**
10. **Publication of Students Names/Images**
11. **Equipment Responsibility**
12. **Health and Safety- Athletic Trainer Expectations**



## **1. Mission**

Novi Clubs and Activities strive to provide dynamic and inclusive offerings of extracurricular experiences that students are passionate about. We are dedicated to providing an experience that promotes leadership, intellectual growth, and skill development all while ensuring a sense of belonging in Novi Schools.

## **2. Vision**

In Novi Clubs and Activities, we envision a cohesive and interconnected community that spans the entire K-12 spectrum, fostering a culture of commitment, discipline, and trust. Our vision is to align and synchronize activities across the district, creating a seamless journey for students from kindergarten through twelfth grade, where each stage builds upon the other to cultivate well-rounded Wildcats.

## **3. Purpose**

As we envision the future of Novi Clubs and Activities, we see a district where every student, regardless of age or background, has access to a rich tapestry of activities that inspire a lifelong love for learning and engagement. Together, we strive to unlock the potential within each student, creating a unified, district-wide culture that celebrates diversity, fosters excellence, and prepares individuals for success in the ever-evolving landscape of the future.

## **4. Parent Expectations**

- Share in your child's positive extracurricular experience
- Have your child at meetings and events
- Support your child at events
- Cheer positively
- Allow the coach to coach and the sponsor to sponsor
- Let the officials officiate, judges judge, and performers perform
- Compliment your child
- Communicate with the coach or sponsor
- Positively promote Novi Clubs and Activities within our community



## 5. Parent/Sponsor Communication

- Communication parents should expect from sponsors
  - Sponsor's and club's philosophy
  - Individual and club expectations
  - Locations and times of all meetings and events
  - Club requirements, i.e., meetings, special equipment, travel expectations
  - Any discipline that may result in the denial of your child's participation
- Communication sponsors can expect from parents
  - Concerns expressed directly to the sponsor
  - Notification of schedule conflicts well in advance
  - Support for the program and attributes of dedication, commitment, and responsibility as ingredients for success and excellence
  - Encourage your child to excel
- Appropriate concerns to discuss with sponsor
  - The treatment of your child, mentally and physically
  - Ways to help your child improve and develop
  - Concerns about your child's behavior
- Protocol for resolving issues in an extracurricular activity
  - Step One: Student and Sponsor Meeting
  - Step Two: Student, Sponsor, and Parent Meeting
  - Step Three: Student, Sponsor, Parent and Dean of Activities
  - Step Four: Student, Sponsor, Parent, Dean of Activities, and Principal
  - Step Five: Student, Sponsor, Parent, Dean of Activities, Principal, and Superintendent

## 6. Novi Eligibility

All Novi students are eligible to participate in our Clubs, subject to specific rules and regulations established by national, state, league, school district, and local organization requirements.



## 7. Club Student Code of Conduct

*24/7/365 Novi club students are students 24 hours, 7 days per week, 365 days per year*

### a. Hazing/Bullying/Intimidation

- We take a zero tolerance approach regarding any behavior that involves hazing, bullying, and intimidation.
  - 1<sup>st</sup> offense: After confirmation of involvement, the student/club may be immediately suspended from all club activity. The Dean of Activities (or designee)s, based on the nature and severity of the violation and in consultation with Novi administration, will make a final decision regarding the length of suspension. This could range from 1 meeting/event to 25%, 50%, or 100% of the current school year.
  - 2<sup>nd</sup> offense: Any subsequent violation may result in the student/club being suspended from all future Novi club participation.

### b. Responsible Technology Use

- It is expected that students will utilize technology responsibly. No threats, trash-talking, and/or inappropriate posts will be tolerated. Any misuse, including but not limited to SnapChat, Instagram, Twitter/X, Facebook, or any other social media platform, will result in formal discipline.
  - 1<sup>st</sup> offense: The Dean of Activities (or designee), based on the nature and severity of the violation and in consultation with Novi administration, may make a final decision regarding the length of suspension.
  - 2<sup>nd</sup> offense: Any subsequent violation may result in progressive discipline including up to a full year suspension and possibly all future Novi club participation.

### c. School Attendance

- Students are expected to be in school the entire day in order to participate in contests and meetings.
- Random attendance checks will be completed throughout the year.
- Exceptions to this rule and special arrangements for absences must be approved in advance or ASAP by the building administration (i.e., Funerals, prearranged dental and doctor appointments, college visits, emergency situations)



d. Dress Code

- Students are expected to follow the dress code policy at all times. There may be times when students are asked to dress in common attire (i.e., uniforms, dress-up, etc.). They must comply. If a student does not have access to any of the attire above, please see the Dean of Activities (or designee) for support.

e. Drugs, Alcohol, and Tobacco Policy (Includes e-cigarettes, vaporizers & e-hooka)

- Novi club students shall not use, possess, buy, sell or give away any illicit substance, including but not limited to, illegal drugs, inhalants, alcohol, tobacco/nicotine products (Ex: e-cigarettes, vapes, & e-hooka), steroids, paraphernalia, pills, medication (unless prescribed).

- Violation

- 1<sup>st</sup> Offense: The club student will be suspended for 25% of their current or upcoming season.
- 2<sup>nd</sup> Offense: The club student will be suspended for 50% of their current and/or upcoming season. If the remainder of the season is less than 50%, the violation will carry over into their next season of participation. The upcoming season will be determined based on prior-sport participation. In addition, the club student must complete a school-approved Drug and Alcohol program through completion. Failure to do so will result in a full season calendar year suspension.
- 3<sup>rd</sup> Offense: The club student will be suspended from all future Novi club participation.

- Self/Parent Reporting Violation

- 1<sup>st</sup> Offense: If a club student or parent approaches a school official to seek help for a “Problem” with the use or abuse of an illicit substance, the following procedure will be utilized: (A) The student must agree to participate in a school approved Drug and Alcohol program through completion. Upon completion of the program or evidence of progress, the club student will be allowed to return to full participation. \*\*\*This exception is in place to assist a student who is struggling with the use and/or abuse of a substance. The Novi Community School District will work cooperatively with the student’s parents, the student, the counselor and others to help them in the recovery process.



- 2<sup>nd</sup> Offense: The club student will be suspended for 50% of their current and/or upcoming season. If the remainder of the season is less than 50%, the violation will carry over into their next season of participation. The upcoming season will be determined based on prior-sport participation. In addition, the club student must complete a school-approved Drug and Alcohol program through completion. Failure to do so will result in a full season calendar year suspension.
- 3<sup>rd</sup> Offense: The club student will be suspended from all future Novi club participation.

f. Law Violations

- 1<sup>st</sup> offense: After confirmation of involvement in larceny, assault, vandalism or other inappropriate behavior unbecoming of a club student, the student will be immediately suspended from all club activity. The Dean of Activities (or designee), based on the nature and severity of the violation and in consultation with law enforcement officials, will make a final decision regarding the length of suspension. (The 25%, 50%, 100% determination will be followed)
- 2<sup>nd</sup> offense: Any subsequent violation may result in the student being suspended from all future Novi club participation.

g. Other Inappropriate Behaviors: Understanding that this code cannot exhaust all possible behavioral infractions, please note that appropriate discipline may be administered as needed to maintain the high standards for student behavior expected for Novi club students. While the nature and severity of such violations could vary significantly, the athletic and activities department is committed to fairness and consistency in the application of discipline.

h. Appeal Process

- The consequences and/or disciplinary action that a student is subject to, under the guidelines of the Club Code of Conduct, may or may not be appealed. The decision to grant the request for an appeal is at the discretion of the Dean of Activities (or designee).
  - The club student or parent/guardians must initiate appeals of disciplinary actions. Appeals shall be directed to the Dean of Activities (or designee).



- A request for an appeal must be made within 3 days of the date of disciplinary action taken. The appeal must be made in writing clearly stating the concern and an explanation of the events.
- The Club Review Committee will review the appeal
- The committee shall consist of: Principal/Designee, Dean of Activities (or designee), and a minimum of three Novi club Sponsors
- The student/parent will be notified in writing the results of the appeal
- The committee's action is final

## **8. Individual Club Rules and Regulations**

Each club is allowed their own specific club rules. The rules may increase expectations, but may not lower expectations from our current Club Code of Conduct.

## **9. Transportation Policy**

The Novi Community School District may provide two-way transportation. When transportation is not provided, it is the responsibility of the parent/guardian to either provide or arrange transportation for their child. When two-way transportation is provided, students must travel to and from the event on the club bus unless the Sponsor or Dean of Activities (or designee) grants prior approval. Requests should be made in writing (via email) 24 hours prior to the trip.

## **10. Publication of Students' Names/Images**

The Novi Community School District/Athletic & Activity Department is proud to highlight the accomplishments, daily work, and achievements of our students in various internal and external publications. Sharing club news benefits the students, staff, school, district and community immensely. As a result, your student's name and/or picture may appear in various publications including newspapers, websites, calendars, Twitter/X, Instagram, etc. If you request exclusion, please notify the Athletic & Activity office as soon as possible.

## **11. Equipment Responsibility**

Club students are responsible for the use and care of assigned equipment. Equipment must be turned in before any awards can be presented. If a club student has outstanding equipment, he/she will not be allowed to participate in another club and will be held



financially responsible for any lost or damaged equipment. Failure to pay any overdue fines will result in the student not being able to receive their diploma.

## 12. Health and Safety/Trainer Expectations (Primarily at Novi HS)

- Injury/Illness
  - In the event a club student is removed from club participation due to injury or illness, the student must be evaluated and returned (full, as tolerated, or limited) by the covering athletic trainer. If there is no Athletic Trainer on-site, good judgment must be used by the sponsor, coach, student, parent, or a combination.
  
- Return to Participation
  - If an club student seeks medical treatment or is directed to be evaluated by a Doctor (MD or DO), Physicians Assistant (PA), or Nurse Practitioner (NP), the club student must have written clearance on a script pad, office letterhead, or Novi School District Return to Participate form in order to return to participation. Clearance can be faxed (248-449-1529) or emailed to the Novi Athletic Office. Athletic & Activity Administration and staff hold the right to withhold any club student from participation for precautionary reasons.
  
- Concussion
  - If a student is withheld from competition or event due to a suspected concussion, he or she may not return at all on that day and only on a subsequent day with the clearance of an **MD, DO, PA or NP**. The Concussion Return to Participate form can be downloaded via our Athletic website or received from the Athletic Director or Trainers Office.
    - a. In addition to the MD, DO, PA or NP clearance, students may be required to follow the 5-step progression detailed below. If there is any additional reason for concern, the student will need to be re-evaluated by the MD/DO/PA/NP.
      - Step 1: Light Exercise (5 min walk or Bike, no weight training)
      - Step 2: Running with no equipment (15-30 Minutes)
      - Step 3: Non-contact training drills, full equipment
      - Step 4: Full practice, contact, or training
      - Step 5: Full game play



- Communicable Diseases
  - a. In the event a club student is suspected of a communicable disease, the club student will be removed from person to person and/or person to equipment contact. Medical treatment and clearance is required by an MD or DO. Written clearance must be on NF/MHSAA Communicable Disease-Physician Evaluation and returned to the Novi Athletic Trainer.
  
- Heat Illness
  - a. In the event a student is suspected of heat illness, they will be removed from all activity. In addition, they must be evaluated by the NCSD Athletic Trainer, coach, and/or doctor. The club student must pass a specific gravity test before returning to play

DRAFT