

**GUIDELINES FOR COMPLETING  
A  
PARENT-ATHLETE HANDBOOK  
FOR  
HIGH SCHOOL  
INTERSCHOLASTIC ATHLETICS**

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## ACKNOWLEDGEMENTS

Many thanks to Nathan Brown, J.D. who as a third year Marquette law student worked with me as an intern to do research and compile a draft copy of both handbooks based on information I provided to him and his ongoing research. As a result of his hard work and dedication to this project, we were able to add pertinent sections to each handbook.

I owe a deep debt of gratitude to Marty Greenberg, J.D. and James T. Gray, J.D. who were instrumental in working with me to institute risk management training that became a requirement for all coaches at the Milwaukee Public Schools. After I retired from MPS, I worked with Jim Gray at his law firm and still act as a consultant to Marty and Jim. Both of them have been instrumental in my continuing quest to provide effective risk management materials to high school sports programs.

My deep thanks go also to Matt Mitten, J.D. and Paul Anderson, J.D. who have kept my passion for sports alive as a member of the National Sports Law Institute Board of Advisers and in their welcoming me as a guest lecturer for classes and conferences at the Marquette Law School.

Finally, these handbooks are dedicated to high school athletic directors across this nation who have worked diligently with the NFHS and the NIAAA to ensure ongoing opportunities for professional enhancement and have worked tirelessly to provide positive experiences for high school student-athletes.

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## **PURPOSE AND USE**

The purpose of the Parent-Athlete Handbook is to provide comprehensive information to student-athletes, their parents/guardians, and coaches regarding the interscholastic athletic program at the high school. It is hoped that high school athletic administrators/directors will find this information helpful in compiling their own Handbooks.

As school representatives review the information included, comments in red will explain the purpose of each section. For information designated by italics, the appropriate school, conference or athletic association information should be inserted. The red sections should be deleted once the PAH is completed for a given school or district.

Schools may wish to add or delete sections to this manual depending on the rules of the specific state athletic association, conference or school regulations or needs. But understand that the majority of information is included because of two risk management principles that bear mentioning here. If a school representative is unsure what data to include, ask “What if...? a particular situation should arise. If it is not covered in the PAH and could create potential conflict or litigation, write a section to cover that. The second principle is “If it’s not in writing, it doesn’t exist.” When sticky situations arise, it is a sound principle to include as much in writing as possible to head off those types of situations.

It will be necessary for schools to review the Table of Contents and insert the introductory letters pertaining to their schools.

Schools may change the font. The PAH is arranged in alphabetical order with no page numbers to facilitate making revisions and additions as needed without having to re-page the entire document.

After performing numerous reviews of high school athletic programs, the biggest area of concern was the written materials. In many cases there were multiple sites containing the materials, e.g., Student Handbook, Athletic Code, coaches’ handouts, websites. Therefore, it is recommended that a statement be placed in the Student Handbook and online that all information regarding the athletic program can be found in the Parent-Athlete Handbook, and that in cases of supposed contradictions, the information in the PAH should be assumed to be correct. The PAH should be reviewed and revised YEARLY. Having all of the information in one place greatly reduces the possibility of conflicting statements when revisions become necessary and ensures that everyone has access to current materials.

The recommendation is that each school should produce a Parent-Athlete Handbook (PAH) and a Coaches Procedure Manual (CPM). Both should include sign-offs for coaches as it is required that coaches read the PAH and the CPM.

Questions regarding any section of the PAH or CPM can be directed to [jdoleschal@hotmail.com](mailto:jdoleschal@hotmail.com).

Notes regarding the use of designations and changing the designations to fit your school, district or state athletic association.

These designations have been used throughout the PAH and the CPM. Using the “find and replace” system on your computer will allow you to easily change the designations for your copy of the manuals. Make sure to use bold and italicized in the “find” section.

*conference/leaguename*  
*commissionername*  
*schoolname*  
*schooldistrictname*  
*stateathleticassociationname*  
*stateathleticassociationinitials*

Other designations that may have been used only once can easily be replaced with the pertinent names as needed.

## **Sample Table of Contents - PAH**

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**Weight Room /Fitness Center**  
**Wisconsin Interscholastic Athletic Association**

**Possible items that could be included in the Appendix – if you choose not to include an item referred to in the body of the PAH in the Appendix, remember to delete the reference to it in the PAH section in which it appears. However, the sign-off forms for concussion and the manual MUST be included. THIS PAGE CAN ALSO BE INSERTED AT THE END OF THE RUNNING TEXT PRIOR TO THE INCLUSION OF THE FORMS AS WELL AS INCLUSION HERE.**

## **APPENDIX**

- **Athletic Transportation Liability Waiver**
- **Authorization for Release of Medical Information**
- **Awards – if included here**
- **Concussion Sign-off Form – Student-Athlete – available from the WIAA website and the Department of Public Instruction website**
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## INTRODUCTION

**This section explains the various rules and regulations that athletes are required to follow and contains a short explanation of each entity.**

All student-athletes must comply with all current rules as established by the following groups:

- *stateassociationname* should be inserted here
- *conference/leaguename* should be inserted here
- *schoolname* should be inserted here
- Coach of the team

Some information regarding *stateassociationname* Rules and Regulations is included in this manual. Parents/Students may access the entire *stateassociationname* Handbook on their website at *enter website URL here*.

Conference rules pertain mainly to schedules and regulations of sports governed by the conference. Special areas such as sportsmanship may also have rules that are generated by the controlling body (principals and athletic directors) in the Conference.

Specific rules for students participating in an interscholastic athletic program at *schoolname* are included in this Parent/Athlete Handbook. All rules applicable at the time of printing are included in this Handbook. In addition, student-athletes and their parents/guardians are reminded that all rules established at individual high schools for students are also applicable.

Coaches are responsible for establishing rules and procedures for teams under their jurisdiction. While rules and safety procedures may be reiterated orally on a regular basis, information that is needed by student-athletes on an ongoing basis will be distributed in writing to all student-athletes.

## ACADEMIC REQUIREMENTS TO MAINTAIN ELIGIBILITY

**The Academic requirements will vary from school to school and state to state. However, the information required is normally the following: grade point average or other academic standard, number of credits required by state association, recertification period and procedure, which grade is used at the semester (grade reporting period or semester grade,) summer school grades and their effect on eligibility, and try-outs if affected by grades.**

In order to be academically eligible for interscholastic athletics, a student must be a full-time student defined as taking a total of seven (7) credits per academic year, and a minimum of 1½ credits per term (including a work-study program, if applicable), and must maintain passing grades in ALL subjects. A failure in ONE subject will cause the student to be ineligible for the next grading period. Coaches will be notified of ineligible participants by the Athletic Director and are expected to notify the participants of their status. Parents/guardians will be notified of ineligibility by the Athletic Director as soon as the student becomes ineligible.

Grades to determine eligibility will be based on mid-term grades and FINAL term grades. Eligibility for summer and fall sports will be based on grades earned in the previous spring final term grade.

- Summer School grades will be considered part of the spring final term grades if a student attends Summer School in an attempt to regain academic eligibility.
- Grades will be reviewed at the end of the appropriate period.

Academic ineligibility will be for fifteen (15) consecutively scheduled school days; however, a student who is ineligible may not return to competition until the school day **following** the completion of the ineligibility period. Academic ineligibility will go into effect on the school day **following** the posting of mid-term or term grades.

Grades are considered posted when they are received by the Principal and/or the Athletic Director from the Student Office.

Ineligibility is defined as not being allowed to participate in any contests, but attending and participating in practices unless otherwise specifically stated.

A student may be reinstated after 15 **school** days when the student secures written proof to show evidence that the student is meeting the criteria described above. The ineligible student must secure written verification from all teachers on the "Progress Report" and submit it to the Athletic Director one school day before reinstatement can occur. The Athletic Director will advise coaches whether ineligible students have regained eligibility or not. If a student does **NOT** regain eligibility after the 15-day period of time, s/he will continue to remain ineligible to participate in any contests for the remainder of the term during which ineligibility occurs.

Incompletes (I) are issued only with the approval of the high school administration. Incompletes are treated as failing grades for the purposes of determining eligibility. A student regains eligibility immediately if incompletes are made up within ten (10) school days after the eligibility date. The Athletic Director must be able to determine through information gathered from the teacher that all work has been appropriately completed. If ineligibility is due only to the incomplete grade, the student will regain eligibility as soon as the Athletic Director can verify the grade. If incompletes are not made up within the ten day period of time, the grade will be considered a failing grade for the remainder of the grade reporting period for purposes of determining eligibility.

A student may erase ineligibility status following the last grade-reporting period of the school year through summer school courses provided courses taken are equivalent to those failed, the courses must be offered by an accredited learning institution, and the student must have received **prior** approval from the Athletic Director for use of the course(s) in regaining eligibility. If the summer school grades are not received prior to the first game, they will not be eligible for use in regaining eligibility for fall sports.



If try-outs are conducted in a sport prior to the conclusion of a grade-reporting period, an ineligible student will be allowed to participate in the try-out process, but will not be eligible for competition until full eligibility has been restored.

There is NO appeal process for ineligibility caused by academic reasons.  
(See “Progress Report” in the Appendix).

## **ATHLETE/COACH RELATIONSHIPS**

**A growing problem in high school athletics seems to be the increasing need for parents/guardians to feel that they should be actively involved in coaching decisions. This section and the subsequent “Parent-Coach Communication” and “Disputes” sections address parent concerns and the appropriate ways to address them.**

Participation in interscholastic athletics should be an enjoyable, rewarding and enriching experience for all parties involved. Participation can occasionally become very emotionally charged. Dealing with those participant emotions can be a rewarding and educational experience. In most cases, participation in interscholastic athletics should be an educational and positive experience for our student participants. However, there can be occasions when participants can clash with coaches or officials. Those types of conflicts need to be addressed and resolved as soon as possible. (See the “Disputes” section in this manual and “Parent-Coach Communication” in the Appendix.)

Any parent/guardian who believes that s/he has concerns regarding the manner in which a coach is treating his/her child should follow the process detailed in the “Disputes” section of this handbook.

## **ATHLETIC CODE**

**This is the ONLY section that should be referred to as the “Athletic Code.” Many schools wrongfully delineate their handbooks as athletic codes and include information that technically is not a part of the athletic code. An athletic code is a list of expectations or requirements that all athletes must follow to remain eligible. A school may or may not wish to include all of the information included here, but it is recommended that schools be as comprehensive as possible when detailing an Athletic Code.**

**A section entitled “Special Conditions” is included to address various legalities and questions that could arise regarding the Code.**

### **Students participating in interscholastic athletics are required to:**

1. Refrain from being present in a bar, tavern or any other place, including a private residence, where alcoholic beverages are sold or consumed while not accompanied by their parents/guardians. This applies to all *schoolname* students regardless of age or the time of year. This rule does **not** apply to areas of premises or establishments **not actually involved in the SALE or CONSUMPTION of intoxicants**. These areas could be hotels, grocery stores, bowling alleys and regularly established athletic fields, stadiums, fairgrounds and parks.

2. Refrain from the use, possession, or transfer of alcoholic beverages, controlled substances, performance-enhancing substances (non-prescribed use), prescription medication (non-prescribed use), tobacco products, or any other substance specifically listed by the *stateassociationname* on the banned substances list.
3. Refrain from hosting, sponsoring, organizing, or otherwise arranging a party/gathering at which prohibited substances are being transferred or used.
4. Refrain from committing, being arrested, or being charged for any illegal behavior defined as such in the *statename* Statutes.
5. Refrain from posting disparaging or disrespectful comments, or any pictures or video which would show individuals committing violations of the Athletic Code, with respect to any coaches, teachers, school administrators, *schoolname* students, game officials, or students or staff at opposing schools, on electronic media available to the general public on sites such as “Facebook,” or through text message, tweets, instagrams, e-mails or any other messages sent via electronic media.
6. Refrain from committing serious and/or continued violations of school regulations.
7. Refrain from lying, being disrespectful, exhibiting any insubordinate behavior, or from engaging in any form of conduct unbecoming a student representing *schoolname* in any sport.
8. Refrain from violating any other rules established by the *conference/leaguename*, the school, or the *stateassociationinitials*.

**Special Conditions:**

1. The courts have ruled that participation in athletics is a privilege, and not a right; therefore, students involved in interscholastic athletics are often held to a higher standard than other students by virtue of the fact that they are highly visible representatives of *schoolname* whose negative behavior could adversely impact the image of our school.
2. The Athletic Director shall have primary responsibility for investigating, and, if necessary, assigning penalties, for alleged violations of the Athletic Code.
3. The Athletic Code is in effect for twelve months of the calendar year and governs the behavior of students whether school is in session or not, and at both in-school events and events not sponsored by the school, except where otherwise stated in the Athletic Code.
4. Student-Athletes are expected to adhere to the Athletic Code during the entire calendar year of their entire high school career including all breaks and vacations once they have been declared as participants in any sport on any level.
5. Violations of the Athletic Code are cumulative throughout the student’s school career in grades nine (9) through twelve (12).
6. If a student is present at a gathering, unaccompanied by parents, where any substances or items prohibited by the Athletic Code are present or being consumed, s/he must depart immediately or, if necessary, make arrangements to **depart entirely from the premises** no later than within 15 minutes of his/her arrival at the gathering, and must refrain from

violating the Athletic Code while still at the gathering. The parent/guardian/adult owning the residence where a peer party is being held, and any substances or items prohibited by the Athletic Code are being used by minors, does not exempt the child of the owner from violating this rule. Failure to comply with these provisions will be considered a violation of the Athletic Code.

7. **NON-VIOLATION PROVISION:** After an initial violation, if the student-athlete does NOT violate the provisions of the Athletic Code for a period of two (2) calendar years from the day following the day on which the offense was discovered, the initial violation will be forgiven; therefore, subsequent violations will return to a first level penalty unless there is a specific provision in the Athletic Code necessitating an upgrade for the subsequent violation.
8. **HOSTING A PARTY:** Any student who has a party/gathering at his/her home or on his/her property where the use, possession, transfer or sale of any prohibited substances takes place will be assessed a penalty at the **NEXT HIGHEST LEVEL** of application of a penalty for a violation of the Athletic Code.
9. **HAZING:** Any student who knowingly is a participant of, or who participates in the planning of any hazing ritual or incident, will be considered in violation of the hazing policy and will be assessed a penalty at the **NEXT HIGHEST LEVEL** of application of a penalty for a violation of the Athletic Code.
10. **ILLEGAL ACTIVITY:** Any student-athlete who commits, is arrested for, or is charged with the any illegal activity as defined in the *statename* Statutes, except items one (1) through three (3) of the Athletic Code, will be assessed a penalty at the **NEXT HIGHEST LEVEL** of application of a penalty for a violation of the Athletic Code.
11. Penalties will carry over to the student's next season. If the next season is not the season of a sport in which the student is normally involved, the carry-over of the penalty and successful completion of the penalty will count only if the student remains in good standing during the entire season. If not, the penalty carry-over initially in effect will remain in effect and must be served in a successive sports season.
12. All penalties assessed for violations of the Athletic Code will be considered completed only if that athlete serves the total penalty as assessed.
13. When assessing penalties for violations of the Athletic Code occurring during participation in any interscholastic athletics, a contest/game shall be defined as one game or match or a single day's activities.
14. Violations of the Athletic Code could lead to additional penalties being assessed by the *stateassociationinitials*, the school, or law enforcement personnel.

## **ATHLETIC CODE VIOLATIONS**

**This section explains the disciplinary action that will result when violations of the Athletic Code occur and includes a special section regarding violations of the Code related to controlled substances. Some schools will offer the option, as is included**

**here, regarding counseling; others will leave the counseling possibility up to the parents/guardians and not offer an option. Infractions are cumulative regardless of the reasons for the infractions.**

### **First Violation**

Student-athletes who violate the Athletic Code will be declared ineligible for a period of 25% of the games played in a regular season. Any games or events within the *stateassociationinitials* State Tournament series will not be counted with regular season games to determine the length of the eligibility period.

If the offense involves a violation of items one through three in the Code, reduction to 10% of the season as defined above and ten (10) hours of documented community service pre-approved by the Athletic Director **but only if** the student successfully participates in and completes the Student Assistance Program (SAP) as required by the school.

If the offense involves a violation of any item other than one through three of the Athletic Code, a reduction to 10% of the season if the student-athlete performs ten (10) hours of documented community service pre-approved by the Athletic Director. Eligibility cannot be regained until the community service has been satisfactorily completed.

### **Second Violation**

Student-athletes who violate the Athletic Code will be declared ineligible for a period of 50% of the games played in a regular season. Any games or events within the *stateassociationinitials* State Tournament series will not be counted with regular season games to determine the length of the eligibility period.

If the offense involves a violation of items one through three in the Code, reduction to 25% of the season as defined above and twenty-five (25) hours of documented community service pre-approved by the Athletic Director, **but only if** the student undergoes an Alcohol and Other Drug Abuse assessment conducted by a state certified AODA counselor/facility, the assessment and treatment is obtained at the parents/guardians expense, the student can establish that s/he has successfully complied with the AODA recommendations and treatment, AND the student successfully participates in and completes the Student Assistance Program (SAP) as required by the school.

Further, once reinstated, the student-athlete must submit to random drug testing throughout the remainder of his/her high school career at the parents/guardians expense. The Athletic Director will contact the parents/guardians with the request for a test and the test must be concluded within twenty-four (24) hours of the request. During this period, if the student tests positive or refuses to submit to testing, s/he will be suspended from any participation in high school interscholastic athletics for the remainder of his/her high school career.

If the offense involves a violation of any item other than one through three of the Athletic Code, a reduction to 25% of the season if the student-athlete performs

twenty-five (25) hours of documented community service pre-approved by the Athletic Director. Eligibility cannot be regained until the community service has been satisfactorily completed.

### **Third Violation**

Student-athletes who violate the Athletic Code will be declared ineligible for a period of one calendar year beginning with the day following the day following the day on which the student-athlete is discovered to have been in violation of the offense.

If the offense involves a violation of items one through three in the Code, reduction to 50% of the season as defined above and fifty (50) hours of documented community service pre-approved by the Athletic Director, **but only if** the student undergoes an Alcohol and Other Drug Abuse assessment conducted by a state certified AODA counselor/facility, the assessment and treatment is obtained at the parents/guardians expense, the student can establish that s/he has successfully complied with the AODA recommendations and treatment, AND the student successfully participates in and completes the Student Assistance Program (SAP) as required by the school.

Further, once reinstated, the student-athlete must submit to random drug testing throughout the remainder of his/her high school career at the parents/guardians expense. The Athletic Director will contact the parents/guardians with the request for a test and the test must be concluded within twenty-four (24) hours of the request. During this period, if the student tests positive or refuses to submit to testing, s/he will be suspended from any participation in high school interscholastic athletics for the remainder of his/her high school career.

If the offense involves a violation of any item other than one through three of the Athletic Code, a reduction to 50% of the season if the student-athlete performs fifty (50) hours of documented community service pre-approved by the Athletic Director. Eligibility cannot be regained until the community service has been satisfactorily completed.

### **Fourth Violation**

Student-athletes who violate the Athletic Code will be declared ineligible for the remainder of their high school careers regardless of the nature of the violation and will not be eligible for a reduction of the penalty or reinstatement except as explained in the “Appeal for Probationary Eligibility” section following this item.

## **ATHLETIC CODE VIOLATIONS – INVESTIGATION AND FRAUD**

**This section deals with investigations of violations of the Athletic Code and resultant actions if fraudulent information is given.**

Consequences for violations of the Athletic Code will apply to all sports in which the student is involved. Falsification of information given during an investigation, or falsification of any records under investigation, or used to obtain eligibility, including falsification of any waivers, **will subject the student-athlete to**

**complete suspension from all participation in athletic practices and competition for one calendar year from the date the infraction is discovered.**

#### **ATHLETIC CODE VIOLATIONS LEADING TO PERMANENT SUSPENSION – APPEAL FOR PROBATIONARY ELIGIBILITY**

**Some schools may wish to provide the opportunity for student-athletes who have committed multiple code infractions to have an opportunity to try again. This section is one example of a process that would allow for probationary eligibility.**

A student who has been declared ineligible for the remainder of his/her high school career as a result of a fourth violation may appeal to the Athletic Director for probationary eligibility after a suspension period of ninety (90) school days if the following conditions are met:

- a. Submits to at least three random drug and alcohol screenings no less than twenty (20) days apart at the expense of the parents/guardians and written results are shared with the Athletic Director *only if the violation was related to alcohol, tobacco, controlled substances or performance-enhancing drugs*;
- b. Maintains academic eligibility throughout the ineligibility period;
- c. Maintains an attendance record free of tardies, truancies or unexcused/unresolved absences.
- d. Maintains a behavioral record without disciplinary suspensions during the ineligibility period.

If, after a suspension period of **ninety (90) school days**, all of the conditions in items a. through d. (or b. through d. if the offense did not involve the substances listed in a. above) have been successfully completed, the parents/guardians of the student may submit a written request for probationary eligibility, with all necessary documentation attached, to the Athletic Director. The Athletic Director will then review all of the documentation presented to determine if the necessary conditions have been satisfactorily met, and, if so, will institute a probationary eligibility period for the remainder of the student's high school career with the following provisions. The student must:

- a. Attend all scheduled practices/games or receive prior approval of the Athletic Director if a legitimate absence is necessary;
- b. Remain academically eligible;
- c. Remain free of tardies, truancies, and unexcused/unresolved absences;
- d. Remain in good standing with no further Athletic Code violations.

If the student, while on probationary eligibility, violates one of the above provisions, s/he will be declared immediately ineligible for the remainder of his/her high school career with no chance for appeal or subsequent requests for probationary eligibility.

#### **ATHLETIC CODE VIOLATIONS - PROCESS FOR DISCIPLINARY APPEAL**

**This is a due process procedure that delineates the process, the time frames, the individuals involved, how notifications will be made, and who will be present at the**

**hearing. A school may have a different name for the “Athletic Council,” but all schools should have a well-constructed procedure that meets Due Process guidelines. The composition of the Athletic Council will also vary from school to school. A school will determine the time frames that will work, but time frames should be delineated as “calendar days.”**

Decisions regarding **disciplinary action** taken against any student by the Athletic Director **for a breach of the Athletic Code** may be appealed by a parent/guardian to the Athletic Council, but the penalty imposed upon the student will be in effect throughout the appeal process. The Athletic Council is comprised of one (1) high school administrator not involved in the investigation or determination of discipline, two (2) out-of-season head or assistant coaches, one (1) teacher/advisor representative from the fine arts area, and one (1) club advisor. The following procedures must be used for the appeal:

If the parents/guardians or the student believe that an alleged offense did not occur, that there are extenuating circumstances regarding the violation, or that the sanction imposed by school authorities is unjust, the parents/guardians or student, if legal age, may appeal in writing to the Principal, within five (5) calendar days of the receipt of the notice of suspension orally or in writing by school authorities. A letter of suspension will follow if the parents/guardians or student were notified orally of the suspension. The letter of appeal must detail all of the facts pertaining to the incident, a list of witnesses, signed witness statements, an explanation of any extenuating circumstances surrounding the violation, and the specific remedy requested through the appeal. The student will remain ineligible throughout the entire appeal process.

Within three (3) calendar days of receipt of the hearing request, the Principal will contact the parents/guardians to establish a hearing date for the appeal to be held within ten (10) calendar days of the receipt of the written appeal.

In addition to the Athletic Council, the following individuals shall be present at the hearing: the student, his/her parent(s)/guardian(s), legal or other representative (if the appellant so desires), and the Athletic Director. No other individuals will be present at the hearing, and all matters discussed at the hearing will remain confidential.

During the hearing, the student and his/her parent(s)/guardian(s) will have an opportunity to speak and to present any evidence on his/her behalf. Witnesses may be called, but they must remain outside the Hearing Room until they are called and must leave immediately upon giving testimony. The Athletic Director will present pertinent verbal and written statements gathered as a result of his/her investigation leading to the suspension, and may also present witnesses, if necessary.

Upon conclusion of the hearing, the Athletic Council will go into closed session to deliberate regarding whether to sustain or reverse the suspension. All votes of the Council will be taken as confidential, written votes, and will not be disclosed



to the appealing parties. Decisions will be made by simple majority vote based on a preponderance of the evidence presented. The Athletic Council will render its decision in writing to the appealing parties, but the Chair of the Council may also verbally relay the results to the appealing parties after the conclusion of the closed session at the request of the Appellants.

If the parents/guardians feel that the appeal **process** has not been followed, a request for a review of the **process** may be made to the District Superintendent. However, the Superintendent will **not** review the facts or merits of the decision. A review of the process must be requested in writing within seven (7) calendar days of the date on which the Council decision was rendered, and must identify the specific actions or failures to act that are the basis for the appeal.

The Superintendent will review the process and render a decision in writing within seven (7) calendar days. The decision of the Superintendent is final.

### **ATHLETIC FEES**

**Fees will vary from school to school, Schools also need to determine what the policy will be for students under the “Free and Reduced Lunch Program” or a similar program that allows reductions of fees or cancellation of school-related fees dependent on the state. The distinction is made between completing the application and the granting of the designation, as some parents/guardians believe that all that is necessary is completing the application.**

Students who are involved in interscholastic athletics must pay a user fee of \$100.00 per student per sport. There is a maximum of \$300.00 per family per school year.

If a family *completes* the “Free and Reduced Lunch Application,” the fee will be reduced to \$100 per year per student. The \$300 maximum per family will still apply.

If it is determined by the school that a family *qualifies* for free and reduced lunches after completing the “Free and Reduced Lunch Application,” the entire athletic fee will be waived.

### **ATHLETIC TRAINER/TRAINING**

**For schools that hire or contract for the services of an athletic trainer, the following information is included. Depending on the individual school arrangements, more or less information can be included under this heading.**

An athletic trainer contracted by the school district to service our students is on staff to assist coaches and athletes attain optimal athletic performance and remain safe and healthy while participating. The athletic trainer provides evaluation, assessment, treatment, education, and techniques that can assist in the prevention of athletic injuries for the athletes.



The Athletic Trainer is normally available Monday through Friday from 2:30 PM to 4:30 PM in the Trainers Room.

The Athletic Trainer also covers athletic events as needed involving our high school interscholastic athletic teams.

### **ATTENDANCE REQUIREMENTS TO MAINTAIN ELIGIBILITY**

**Attendance requirements vary regarding determinations of class periods by a given school district required for athletic eligibility. Some state number of periods of classes; others state numbers of hours. However the length is determined, this section should include a statement regarding excused absences and repeated absenteeism from classes.**

All student-athletes must be in school on a given day for the **ENTIRE** day or be legally excused by the Attendance Office **PRIOR** to the absence to be eligible for participation in a practice or contest.

**Unexcused absences/truancies and/or repeated absenteeism (two or more)** on the day following a contest during the season of the activity will result in:

- First Offense: suspension from one (1) contest;
- Second Offense: suspension from two (2) contests;
- Third Offense: suspension for the remainder of the season or a minimum of five (5) contests, whichever is greater.

**Absences due to a scheduled contest** are considered excused absences and it is the student's responsibility to make up any missed work according to the process established in the "*schoolname*" Student Handbook.

### **AWARDS FOR ATHLETICS**

**This section deals with criteria for awards and the requirement that coaches must distribute the criteria for their sports in writing in addition to the criteria in this section at the beginning of the season.**

In order to receive any type of athletic award from the school, a student-athlete must finish his/her season in good standing. If a violation of the Athletic Code occurs during the season, and the suspension for the violation extends to or beyond the end of that particular season, preventing the student-athlete from finishing the season in good standing, the award **may** be given upon the re-establishment of "good standing" by the student-athlete, the recommendation of the coach to the Athletic Director, and the approval of the Principal.

Coaches will establish the specific criteria for awards for student-athletes participating in a particular sport, and will distribute the criteria in writing to all student-athletes at the beginning of the season.

In addition to individual awards distributed by the school, there will also be opportunities for ribbons, medals and trophies to be awarded at Conference events, non-conference events, or state association tournaments. Criteria for those

awards are established by the issuing entities. **A list of school athletic awards should be listed here or a special explanation sheet should appear in the “Appendix.” The list should include school awards such as letters and numerals, coach awards such as Most Improved or Most Valuable Player, and any special senior awards.**

### **COACH EXPECTATIONS/RESPONSIBILITIES**

**This section seeks to encourage parents/guardians and students towards an understanding that high school sports are an extension of the educational process, and not an activity with a win-at-all-costs attitude. It also points parents to the Appendix for further information to resolve conflicts that might occur.**

Coaches are first and foremost teachers. Participants in interscholastic athletics must remember that they are first and foremost students. Interscholastic athletics is an extension of the educational process. As a result, coaches will sometimes make decisions that may not lead to running up the most points in a contest, but will teach lessons that can become invaluable to student participants. It is precisely at these times that parents/guardians must remember that high school athletics are not an extension of professional sports, but are intended to be a means whereby students can learn about life experiences.

Parents/guardians are encouraged to read through the *“Expectations and Responsibilities of a Coach”* in the *Appendix* and to communicate with the coach on a regular basis if you have any concerns.

### **COMPETITION RULES**

**Under this heading sportsmanship, as well as other rules regarding conduct during competition, are addressed. While some of these items could be contained under sportsmanship, others are simply rules that will help days of competition run more smoothly.**

All student-athletes are expected to:

- Sit together with their teammates
- Warm up with the team
- Cheer for their teammates
- Maintain good sportsmanship at all times
- Understand that inappropriate behavior will result in immediate disciplinary action up to and including dismissal from the team
- Keep their equipment with them at all times, especially when boarding the bus for away games and at the end of home and away games
- Maintain possession of the uniform that has been issued
- Cheer for all teams in their sports at both home and away events. JV should cheer for varsity and varsity should cheer for JV
- Maintain attention and focus responsibility on the tasks assigned if they are required to work at a game

## CONCUSSIONS

**Concussion education is being required by the National Federation of High Schools and virtually every state athletic association as well as by those states that have passed various types of legislation regarding concussion education. This section gives a brief summary of concussions and includes a statement at the end that students and parents/guardians may be required to sign documents. At this point, those documents will vary from state to state and school to school.**

A concussion is a type of traumatic brain injury that interferes with normal function of the brain. All concussions are brain injuries. The *stateassociationinitials* recommends avoiding the use of nicknames like “ding” or “bell ringer” to describe concussion because those terms minimize the seriousness of concussion.

A concussion can be caused by blow to the head or even a blow to the body alone. The force moves or twists the brain in the skull. It is important to know that loss of consciousness is not required to have a concussion. In fact, less than 10% of athletes lose consciousness. A concussion is a very complex physiologic event that causes a problem with brain function not brain structure. Therefore, CT/CAT scan and MRI are usually normal in athletes with concussion. Imaging studies may be needed to rule out brain bleeds, but are not indicated in all head concussions.

Even what appears to be a mild blow to the head or body can cause the brain to suddenly shift or move. This motion can injure and damage brain cells. Research has shown that this damage may take up to 2 weeks to heal, but it can take longer.

There are unique concerns surrounding concussion in high school sports:

1. Adolescents are more vulnerable and get concussions more often.
2. Adolescents take longer than adults to heal from concussion, unlike musculoskeletal injuries.
3. Most high schools may not have access to a team physician or an athletic trainer for all of their teams & activities, thus the responsibility for identifying a possible concussion falls on athletes, coaches and parents.
4. High school players can be reluctant to admit their symptoms for fear of removal from the contest.

Concussion affects people in four areas of function:

1. Physical – This describes how they feel: headache, nausea, vomiting, dizziness, feeling tired and loss of consciousness (which is uncommon in concussion).
2. Thinking – Poor memory and concentration, responds to questions more slowly and asks repetitive questions. Concussion can cause an altered state of awareness and thinking.
3. Emotions- A concussion can make a person more irritable or sad and cause mood swings.

4. Sleep – Concussions frequently cause trouble falling asleep and may wake athletes up during the night, which can make them more fatigued throughout the day.

Based on recent high school injury surveillance information, the following sports have the highest risk of concussion based on athletic exposures (practice + competition). Concussions occur most frequently in the following sports (in order): football, boys & girls ice hockey, girls lacrosse, girls soccer, boys lacrosse, wrestling, girls basketball, girls field hockey, boys soccer, softball and boys basketball. The highest incidence of concussions falls in football, wrestling, soccer and cheerleading.

Noticeable in this data is that the risk for girls is much higher than boys in the same sports; in fact soccer & basketball carry twice the risk for concussion in girls than boys. Most importantly, concussion can happen to anyone in any sport. Concussions also occur away from organized sports in physical education class, on the playground, while skiing or snowboarding, and when involved in a motor vehicle collision.

Everyone involved with high school athletics must be alert for potential injuries on the field and be able to recognize signs and symptoms of concussion. While coaches are not expected to make a diagnosis of concussion, it is expected for coaches to be aware that their athletes may have a concussion and then hold them out of all activity until the athlete is medically cleared by a healthcare provider. Signs are what others can see like clumsiness, while symptoms are what the injured player feels, like a headache. Remember, athletes should report their symptoms, but they may not unless they are asked and even then it is important to consider that athletes may not be telling the truth. Thus, it is important for schools to educate their athletes, coaching staff and parents in the preseason about the seriousness of concussion and the importance of athletes honestly reporting their symptoms and injuries. At “*schoolname*,” athletes are required to take pre-season baseline tests. Further, coaches are required to submit an on-site sideline test in cases where concussion is suspected.

These are some **SIGNS** of a concussion (what others can see in an injured athlete):

- Dazed or stunned appearance
- Change in the level of consciousness or awareness
- Confused about assignment
- Forgets plays
- Unsure of score, game, opponent
- Clumsy
- Answers more slowly than usual
- Shows behavior changes
- Loss of consciousness
- Asks repetitive questions or memory concerns

These are some of the more common **SYMPTOMS** of concussion (what an injured athlete feels):

- Headache
- Nausea
- Dizzy or unsteady

- Sensitive to light or noise
- Feeling mentally foggy
- Problems with concentration and memory
- Confused
- Slow

Injured athletes can exhibit many or just a few of the signs and/or symptoms of concussion. However, if a player exhibits any signs or symptoms of concussion, the responsibility is simple: remove them from participation. **“When in doubt sit them out.”**

State Association rules require that athletes and parents/guardians must be educated regarding concussions and may be required to sign documents.

(See “*Concussion sign-off forms*” in the *Appendix*.)

### **CONFERENCE/LEAGUE AFFILIATION**

**Under this heading schools should include the name of their conference/league and the names of the schools in that conference.**

*schoolname* is a member of the *conference/leaguename* comprised of the following schools: **List conference schools**

- Adams
- Franklin
- Cleveland
- Kennedy
- Johnson
- Obama
- Roosevelt
- Grant
- Lincoln

The conference rules, regulations and schedules are formulated by a committee consisting of principals of all of the member schools, among other duties also delegated to them as representatives of member schools of the Conference.

The Commissioner of the *conference/leaguename* is *commissionername*.

### **DETENTIONS – EFFECT ON ELIGIBILITY**

**It is important that students, parents/guardians, and coaches know that if a student does not serve a detention, it will have an effect on his/her athletic eligibility. Printed below is an option that allows the student to serve the detention within one week, but declaring the student ineligible for practice and competition until the detention is served. Other schools specify that the detention must be served on the day that it is issued, and also declare that the student is immediately ineligible until the detention is served without giving a time frame.**

If a student-athlete receives a detention for any reason, s/he will be ineligible to compete until the detention is served. If the detention is not served within one week of its receipt, the student-athlete will be ineligible for further participation in practice and competition until the detention is served.

## **DISPUTES**

**Parents/guardians sometimes believe that they should have more input than is reasonable into issues regarding their children's participation in athletics. "Parent-Coach Communication" which appears in the Appendix explains the normal process for dispute resolution.**

Clarifications of misunderstandings or disputes between athletes, coaches, parents or any other interested party shall first try to be resolved with the parties involved. (See also "Parent-Coach Communication" in the Appendix.) If this is not possible, the dispute shall be brought to the following parties in order:

1. Assistant coach, if applicable
2. Head coach, if applicable
3. Athletic Director
4. School Principal
5. Superintendent
6. Board of Education

## **DRESS CODES**

**Coaches can legally establish a dress code unless it violates a religious belief such as the wearing of a yarmulke or the dress required of females in certain religions. Any dress code established by a coach should first be cleared by an Athletic Director before going into effect.**

Coaches reserve the right to establish dress codes within their sports for reason of appropriate school representation, safety, or uniformity. Violating a sport dress code as established by the coach will normally be disciplined by the head coach unless there are repeated instances rising to the level of a violation of the Athletic Code.

## **DRUG TESTING**

**If a school has a mandatory drug testing program for athletes, the protocol should be explained in this section, or the parents/guardians should be referred to a document which could be included in the "Appendix" explaining the procedure.**

## **EMERGENCY INFORMATION CARD**

**The information contained on the EIC is necessary so that EMT's, First Responders, and coaches can immediately respond with the proper information to adequately notify proper individuals and treat the student as soon as possible in case of accident or injury. The cards should be kept in a plastic bag in the coach's first aid kit or on a tablet or smartphone and kept with the coach at all times.**

Student-athletes are required to submit an accurately completed "Emergency Information Card" prior to being declared eligible to participate in any practice or

contest. Information on the card is kept by the coach in charge of the sport in hard or electronic copy and is used only if it becomes necessary to contact parents/guardians in case an emergency occurs. (See Appendix for “Emergency Information Card”)

## **EQUIPMENT AND UNIFORMS**

**Careful records need to be kept for all uniforms and equipment issued and parents/guardians need to understand the consequences if uniforms and equipment are not properly cared for or not returned at the end of the season.**

Student-athletes are responsible for the safekeeping and maintenance of all school-issued uniforms and equipment, and must return all uniforms and equipment, with only signs of reasonable wear, to the school at the conclusion of the season. Since all student-athletes are issued a specific uniform and/or piece of equipment, there is no substitution of equipment allowed; neither may student-athletes exchange uniforms. Wearing of school athletic uniforms is reserved for games only. The uniform should never be worn outside of game participation, unless the coach or the Athletic Director designates a special day to wear jerseys during the school day

During the season, athletes are expected not to leave their uniforms unattended, on the locker room floor, or in a gym locker. All uniforms should be kept in the athlete’s school locker or left with the coach. All uniforms should be washed in cold water and left to hang dry. Do not put uniforms in the dryer. (Use this statement only if players wash uniforms. If all uniforms are washed at the school, delete this statement and add a statement explaining the process regarding where athletes should place their uniforms following competition.)

Failure to return school-issued uniforms and equipment at the end of the season will render the student-athlete immediately ineligible until the missing items are returned, or the school is reimbursed the actual replacement cost of the item(s). The replacement cost of uniforms generally runs between \$200.00 and \$500.00. Actual reimbursement costs can be obtained from the Athletic Director.

If a student-athlete fails to return or reimburse the school for missing items by the end of his/her senior year, neither the diploma nor the transcript of grades will be released until all monetary obligations have been satisfied.

While the securing of personal valuables is the responsibility of the student-athlete, nevertheless, theft of athletic uniforms, equipment, or of personal items from student-athlete lockers will be treated as a serious breach of the Athletic Code and could result in suspension or expulsion.

## **FIGHTING OR FLAGRANT UNSPORTSMANLIKE CONDUCT – conference/leaguename**

**Many conferences have either instituted a sportsmanship code or have designated the actions that member schools must take in cases of fighting or flagrant unsportsmanlike conduct. If that is the case for a school, the information should be included under this heading.**

An invitation to fight or closely following an opposing player during a disturbance and making any menacing or taunting gestures or sounds, punching or slugging whether or not contact is made, wrestling or tackling an opponent as part of an altercation will be considered as fighting or flagrant unsportsmanlike conduct. In addition, leaving the player box or player bench area to approach an altercation shall be considered as participation in the altercation. Furthermore, any athlete, coach or other team personnel ejected by an official from any contest for harassment, fighting or flagrant unsportsmanlike conduct will be subjected to the following penalties and conditions:

- a. Suspension for the remainder of the contest plus suspension from the next scheduled contest;
- b. Should the violation of the rule occur during the final contest of the season, the violator will be suspended from the next contest the violator is eligible for during the next season in which the violator participates;
- c. If the next contest is part of the state association tournament series in that sport, an athlete or other student team personnel will be immediately disqualified from the entire tournament series;
- d. If the next contest is part of the state association tournament series in that sport and the coach is the violator, the coach will be suspended for the next scheduled contest in the tournament series;
- e. A student-athlete or other student team personnel involved in a second violation in the same season will be immediately disqualified for the remainder of the season including tournament competition;
- f. An individual school reserves the right to assess a more severe penalty if the school administration deems it to be necessary and beneficial for the future of the sport at that school;
- g. Suspension appeals for violations of these specific conference/league rules may be made by the member school, after which the local principal, following communication with the other involved school, will rule on the suspension.

### **FRAUDULENTLY COMPLETED FORMS**

**Periodically, student-athletes will submit forms that contain fraudulent information or signatures in order to gain eligibility. This can create far-reaching consequences and could, in some cases, require the forfeiting of many games due to the playing of an ineligible athlete. While this section indicates the action that will be taken, some students will still try to test the system with fraudulent information. The consequences must be clearly stated.**

Students who submit a physical exam, a waiver, an Athletic Code or Parent-Athlete Handbook sign-off page, or any other signed document required by the school for athletic eligibility or information pertinent to athletic participation, signed by parties other than their parent/guardian, shall be suspended from all activities immediately for one year from the date of discovery.



## **HARASSMENT POLICY – *conference/leaguename***

**Some high school athletic conferences have designed the harassment policy that must be followed by member schools. If so, that should be included under this heading.**

The *conference/leaguename* endorses the principles of good sportsmanship as promulgated by the *stateathleticassociationname* and the National Federation of State High School Associations. As a member school of the Conference and the state association, *schoolname* endorses the harassment policy as set forth by the Conference/League and the good sportsmanship it strives to support and establish.

The Conference/League considers all forms of harassment, e.g., racial, sexual, or ethnic, to be unacceptable behavior because such conduct undermines productivity, degrades, intimidates, isolates, and discriminates against individuals in the school environment, and creates unreasonable interference with an individual's ability to perform in an athletic contest. Therefore, to develop an harassment-free environment for players and spectators, the Conference/League expressly prohibits such practices, and will take all necessary steps to prevent acts of harassment from occurring. Any spectator or participant in Conference/League activities who engages in harassment will be disciplined by the appropriate authorities.

Verbal slurs and other non-verbal action, or physical conduct directed toward any individual constitutes harassment when this conduct:

- a. Has the purpose of creating an intimidating, hostile or offensive work or school environment;
- b. Has the purpose or effect of unreasonably interfering with an individual's work or performance in athletic contests;
- c. Otherwise adversely affects an individual's opportunities in athletic activities.

## **HAZING**

**Legal consequences for hazing and the state statutes referring to hazing vary greatly from state to state. Schools must determine their policies regarding hazing and include the definition here and the fact that it is prohibited REGARDLESS of legal action that might be taken and in ADDITION TO legal action that is taken. Under "Violations of the Athletic Code," the consequences that will be applied should be designated.**

Hazing occurs when an act is committed against a student, or a student is coerced into committing an act that creates a substantial risk of harm to the student, or to any third party, in order for the student to be initiated into, or affiliated with, any school group, club, athletic team, grade level, activity or organization. Hazing is strictly prohibited at *schoolname*. The infraction is explained in "Violations of the Athletic Code."

## HOME-SCHOOLED STUDENTS

**More and more states are now allowing home-schooled students to participate on interscholastic athletic association teams of member schools. In this section, schools should include a statement regarding whether home-schooled students are eligible to compete or not and the criteria under which they can participate.**

Home-schooled students may participate at state athletic association member schools if they meet the following criteria:

- Are home-schooled students registered with the school district in which they reside and the state Department of Public Instruction;
- Live within the boundaries of the school district at which they are seeking eligibility;
- Meet all eligibility criteria of the *stateathleticassociationname*;
- Have submitted all required forms and obtained athletic eligibility clearance at the school where they are seeking athletic eligibility.

## INFORMED CONSENT

**“Informed Consent” is required to ensure that parents/guardians and student-athletes have sufficient information to make an informed decision prior to participating in interscholastic athletics. A complete Informed Consent statement is included in the *Appendix*. Parents/guardians and student-athletes must be informed, prior to signing, regarding the types of injuries that could take place. This is not a Participation Agreement, but must be signed in addition to permission to participate.**

Prior to participating in interscholastic athletics, it is important for the student and the parents/guardians to understand that injuries can occur. These could include minor injuries, such as bruises or abrasions. Occasionally, students incur injuries such as muscle strains, sprains, or broken limbs. Although the occurrence of catastrophic injuries is minimal, it is possible that a catastrophic injury could occur rendering the participant paralyzed in varying degrees. Death as a result of a catastrophic injury is also a possibility. (See “*Informed Consent*” statement in the *Appendix*.)

## INITIATION ACTIVITIES

**This section suggests that coaches can involve their athletes in team-building activities that are positive as opposed to hazing activities that are negative.**

If a coach wishes to promote POSITIVE initiation activities, such activities must have PRIOR clearance from the Athletic Director before the activity is authorized to take place. Any student participant who violates this rule will be subject to the disciplinary action described in the “Hazing” section above. Any coach who violates this section will be subject to severe disciplinary action from the District, up to and including dismissal.

## INJURIES

**This section describes the actions that will be taken when a student is injured, whether the injury is minor or major. It puts parents/guardians on notice of the actions that will be taken and shows coaches that the district/school is serious regarding safety issues in athletics.**

Following any injury, coaches must file a “*Student-Athlete Accident Report Form*” with the Athletic Trainer and the Athletic Director. In the case of minor injuries not requiring the services of a physician, the coach will determine when the student-athlete is ready to return to practice and games.

If a student-athlete is injured during the season and is under a physician’s care, the student-athlete must obtain a written release from the treating physician prior to resuming active participation in practices and games.

If a student-athlete develops a medical condition or is injured outside the season, whether a valid physical exam form is on file at the school or not, and there is any chance that participation in athletics could heighten the seriousness of the condition or render the student-athlete more prone to injury, the Athletic Director reserves the right to request a written clearance from the treating physician prior to declaring the student eligible to participate in athletics.

## INSURANCE

**While many state associations do not require student-athletes to carry insurance, some schools and districts have opted to require it. If not required, the “no cost clause” should appear here. If required, explain what type(s) of insurance are required. The clause requiring proof of insurance ensures that the individual student-athlete is covered by insurance that is currently in effect.**

### **Private Insurance Carrier**

All student-athletes must have adequate health insurance coverage in cases of accident or injury. **No cost of medical conveyance or treatment will be borne by *schoolname* or *schoolname*, any high school or any of its employees or representatives.**

### **Catastrophic Liability Insurance**

All student-athletes are required to purchase catastrophic liability coverage through the school. Rates vary on a yearly basis, but coverage must be secured prior to a student practicing or competing on any *schoolname* or *schoolname* interscholastic athletic team.

Students will be asked to furnish proof of insurance coverage when applying for participation in on interscholastic athletic teams as part of the application process.

## LEVELS OF PARTICIPATION

**This section explains the philosophy of athletic participation from middle school through high school. Philosophies and programs offered will vary from school to school, but inclusion of the school’s philosophy under this heading will aid the**

**school in explaining the educational benefits of the athletic program as well as deterring complaints regarding why students may or may not be playing on any given level.**

The  *schooldistrictname*  believes that competition at any level should be geared toward fun, an overall positive experience, and good sportsmanship. Open and honest communication is paramount throughout the program. Every effort is expected to be made between the athlete, coach, parents/guardians and administration to foster positive communication regarding every aspect of our athletic program.

The Board of Education offers athletic co-curricular activities at the junior high school level (grades 7-8). In this program, the expectation is that each athlete shall be given the opportunity to participate a meaningful amount of time during each competition in order that s/he will be encouraged to continue to participate and continue to work on developing the skills necessary to improve. While winning may be a desirable outcome, the emphasis on the middle school level is on participation and skill development.

“C” teams are sponsored in those co-curricular athletic programs with meaningful levels of participation. This allows more students to participate and to perform at the high school level. Each athlete will participate as often as possible in all games. Although winning is more of a focus on the high school level, and participation is emphasized more on the “C” level high school teams, skill level does become more of a factor connected to playing time at this level.

The junior varsity programs still strive to provide as much participation as possible, but a major emphasis is on the need to prepare physically and psychologically to win. Individual skill levels of the athletes will be a primary factor towards determining actual playing time. The focus on winning more contests at this level may not allow all participants to play an active role in the game on the playing surface, but active participation in encouraging teammates and cheering the team from the bench is expected from all team members.

At the varsity level, the emphasis of the athletic programs is on competition and on developing the best possible team to win contests. As a result, there is limited participation and no guaranteed playing time. Winning as an individual and as a team is recognized as a means of engendering pride and promoting the support of both the school and the community. Athletes who desire to compete at this level of participation do so with the full knowledge and understanding that this is a privilege that must be earned based on skill.

## **LOCKER ROOMS**

**Two purposes are served under this heading: one, the explanation of required and expected locker room behavior and locker care; and two, the legal standing that schools may search lockers without the student’s permission if the school deems that it is necessary to do so for the health and safety of the school and its environs.**

Profanity is not to be used in the locker room or in playing/practice areas by any member of a team representing *schoolname*.

Only coaches and players are allowed in the locker room. Friends and family members are not allowed in the locker room before, during, or after practices or games. In the case of unusual extenuating circumstances, permission should be secured from the coach or Athletic Director prior to entering the locker room.

Participants are expected to keep their lockers and the surrounding locker room areas clean. Litter receptacles are provided for this purpose.

A student's athletic locker is the property of the *schooldistrictname*. The locker must be used only for the purposes intended – storage of interscholastic athletic apparel, clothes and personal belongings during practices or games. School officials reserve the right to search the locker, with or without the student's permission, knowledge, or consent if it is deemed necessary to do so by school administration.

#### **MEDICAL COVERAGE FOR ATHLETIC EVENTS**

**This section is included to explain that while medical assistance or an athletic trainer may be present at selected events, whether that occurs or not, the school will take every measure it can to ensure that injured students will receive the proper care.**

An Athletic Trainer will be present at selected athletic events to ensure the safety of the participants. Depending on the nature of the event, there may also be an ambulance present.

It is important for parents/guardians to note that in cases of injury at an event, or during practice, the school will attempt to honor the parents'/guardians' request regarding the choice of a personal physician or a designated hospital of choice; however, the school reserves the right to secure the most available and qualified assistance in cases of injury to a student.

#### **MEDICAL INFORMATION –AUTHORIZATION FOR RELEASE**

**While some state athletic associations are including a HIPAA release on their physical forms, the HIPAA release in the Appendix is more comprehensive and may be required by medical facilities prior to releasing any information regarding an athlete's condition to school officials.**

In view of the standards established by the Federal Government under the Health Insurance Portability and Accountability Act of 1996 (HIPAA), parents/guardians of student-athletes may be required to sign the "*Authorization for Release of Medical Information*" that could become necessary in cases of injury or illness to an student-athlete. This form is printed in the *Appendix* and will be requested by the Athletic Director if needed.

## **OPPOSITE GENDER COACHING STAFF – LOCKER ROOM SUPERVISION**

**With the lack of qualified same gender coaches in some sports, it may be necessary for a school to hire opposite gender coaches. This section explains the procedures that will be taken in order to ensure both privacy and safety when it comes to opposite gender athletes.**

Occasionally the situation may arise when the coaching staff of a sport is comprised entirely of coaches of the opposite gender from the students. *schoolname* or *schooldistrictname* has set up the following rules for unsupervised locker room use.

Prior to and after practices and contests, all students are to shower, get dressed, and leave the locker room immediately. Horseplay will not be tolerated.

Two highly responsible seniors will be appointed by the coach for the season to oversee conduct and clearance of the locker room. One student will be instructed to report to the coach immediately if inappropriate conduct is developing or there is an injury, while the other student will remain in the locker room until help arrives. Should an emergency arise while the coach is standing by, the coach will announce that s/he is entering the locker room and will do so to address the emergency.

These two seniors are responsible to report directly to a coach to finalize the clearance of the locker room after each practice or contest.

The head coach or his/her designated coach shall remain in the immediate area until the locker room area is totally clear.

A coach will inspect the locker room when all participants have left.

Misconduct in the locker room will result in disciplinary action up to and including suspension and/or dismissal from the team in addition to other disciplinary action that may be required by the Athletic Code or school or district policy.

## **OUT-OF-TOWN TRAVEL POLICIES**

**Parents/guardians must have adequate information in advance regarding the procedures in effect when their sons/daughters are traveling out of town for athletic competition, especially if an overnight stay is required. Second, coaches should realize that sharing the information listed here is a REQUIREMENT any time teams travel, especially overnight.**

Parents/guardians who permit their children to participate on interscholastic athletic teams are agreeing to accept the schedule as printed by the school. Occasionally the schedule may contain tournaments to locations outside the immediate area.

In the event that a coach has scheduled an out-of-town tournament, or a team qualifies for the State Tournament, parents/guardians will receive written communication from the coach detailing, at the very least, the following information:

- Destination;
- Method of travel;
- Name, address, and contact information for the hotel at which the students are staying, or, if students are staying at individual residences, a list of addresses and phone numbers will be provided to parents/guardians prior to leaving the city;
- Time of departure and estimated date/time of return;
- Telephone numbers where the coach and the student-athletes can be reached;
- Behavior rules that will be in effect during travel and any overnight stays;
- Any special disciplinary action that will be taken in cases of a breach of the rules.

## **PHYSICAL EXAM**

**All state athletic associations require that athletes have medical clearance prior to participating. The particular rules of the state athletic association should be shared in this section. The rules of the Wisconsin Interscholastic Athletic Association are used here as an example.**

The WIAA requires that all students who participate in interscholastic athletics must have written evidence of current physical fitness to participate in sports as determined by a licensed physician or an Advanced Practice Nurse Prescriber (APNP) on file in the Athletic Office no less than every other school year. **No student will be permitted to participate in PRACTICES OR GAMES** in the interscholastic athletic program until this requirement is fulfilled.

Physical exams taken April 1<sup>st</sup> and thereafter are valid for the following two school years. Physical exams taken before April 1<sup>st</sup> are valid only for the remainder of the school year and the next school year.

Physical exam forms are available in the Athletic Director's Office.  
(See *Appendix* for copies of physical exam cards.)

## **PRACTICES – PURPOSES AND ATTENDANCE PROCEDURES**

**This section serves two purposes: one, it explains the reasons for practice; and two, it explains disciplinary actions that will be taken for infractions. Detentions are explained under an alternate heading and would be considered an excused absence from practice. Any additional disciplinary action that a coach may wish to take if an athlete must serve a detention for a school rule infraction or inappropriate school behavior should be cleared with the Athletic Director and included under the "Detentions" heading as part of the policy. It is further suggested that even though**



**this section may be included as part of the PAH, coaches should reiterate the policies at the beginning of the season with their teams.**

### Purposes

- To prepare the team for situations which occur in competition
- To mold a group of individuals into a team
- To provide experiences whereby the individual and the team can discover their maximum human potential and resource

### Attendance Procedures

- Practice sessions are planned; therefore, it is important that ALL members of the team are in attendance. Do not become involved in any disciplinary action that might require you to miss practice, including tardiness to school.
- A player may be excused from practice by the head coach PRIOR to the practice occurring. Game and practice schedules will be distributed by the coach at the beginning of the season.
- Injuries, illnesses or religious holidays are the only legitimate excuses for missing a game. Any other absences must be cleared with the coach BEFORE the absence occurs.
- If an athlete must leave practice early, the coach must be notified IN WRITING PRIOR TO THE BEGINNING OF PRACTICE.
- Penalties for unexcused absences and tardiness to practice will be levied by the coach.
- All taping must be done PRIOR to starting practice.
- Mentally prepare for each practice and approach it with a willingness to learn.
- Leave your negative attitudes at the door.
- While personal frustration may occur, athletes are expected to keep their emotions under control at all times. Displeasure and frustration with the coach or teammates will not be tolerated. The athlete will be dismissed from practice and the following disciplinary action will take place:
  - First Offense: the athlete is required to meet with the coach and apologize to the team before the next scheduled practice. The player must also return to the team at the next scheduled practice or s/he will serve a one game suspension before returning to play.
  - Second offense: Player must serve a one game suspension before returning to play.
  - Third offense: Player must serve a three game suspension before returning to play.
  - Fourth offense: player must serve a five game suspension before returning to play.
  - Fifth offense: player will be asked to leave the team.
- Report all injuries or illnesses to the coaching staff immediately.
- Remember that playing time can be influenced by behavior during practice.



## **PRIOR TO BEING DECLARED ELIGIBLE FOR ATHLETICS**

**It is entirely conceivable that students may try out for teams and not be accepted. However, the very nature of the tryout demands that all clearance forms have been completed as a protection for the school. The issue of academic eligibility for tryouts is discussed under “Academic Requirements to Maintain Eligibility.” Schools may have additional forms that are required; if so, those forms should be listed here.**

Prior to being declared eligible for athletics, students must submit the following forms, accurately completed, to the Athletic Director:

- Physical Exam Card or Alternate Year Card
- Informed Consent Statement
- Athletic Permission to Participate Form
- Emergency Contact Card
- Parent-Athlete Sign-off Form for the Parent-Athlete Handbook
- State Athletic Association Athletic Eligibility Information Bulletin
- Transportation Waiver (if needed)
- Authorization for Release of Medical Information Form (if determined necessary by the school)
- Concussion Information Form

Athletes who have submitted all of the above information accurately completed will be issued a “*Schoolname* Athletic Practice Permit” declaring the student is eligible for practices and competition in his/her sport. This form must be submitted to coaches prior to participating in tryouts, practice or competition.

## **QUITTING DURING THE SEASON**

**This section addresses the eligibility of students who quit during the season.**

A student who quits a particular sport during the season, or is dropped from a sport for disciplinary reasons, may not participate in another sport during the same season without the mutual consent of both the leaving and the accepting coaches and the Athletic Director.

## **REGAINING ACADEMIC ELIGIBILITY FOR FALL SPORTS**

**The information contained in this section will vary from state to state. The information below pertains to the regulations of the Wisconsin Interscholastic Athletic Association and is used only as an example of information that could be included in this section.**

The *stateathleticassociationname* provides that academic ineligibility status determined at the end of the spring semester can be adjusted for students in fall sports in which the date of earliest allowed competition is before the first day that students are in class, and for students in summer baseball.

All students who are ineligible at the end of the second semester will be considered ineligible for fall sports for the ineligibility period defined by the *stateathleticassociationinitials*. The student-athlete may regain eligibility for athletics

provided the student is academically eligible at the end of the recertification period defined specifically by the *stateathleticassociationinitials* for regaining eligibility for fall sports.

**Fall Sports:** the minimum eligibility period shall be the lesser of (1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport **OR** (2) one-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

**Summer Baseball:** the ineligibility period shall be a minimum of three weeks (21 consecutive calendar days) as of the end of the second semester.

## **REPORTING ATHLETIC CODE VIOLATIONS**

**As a season progresses and a team becomes successful, or if an opposing school or coach feels that something is amiss, it is conceivable that allegations regarding inappropriate behavior or ineligibilities may surface. This section explains in detail how those allegations must be addressed.**

If an adult, whether from the school, the community, or an opposing school, reports an alleged violation of the Athletic Code, s/he must be willing to submit a signed statement fully explaining what s/he believes is the violation of the Athletic Code, including as much information as possible detailing the alleged violation which was actually observed by the person making the report.

If a student reports an alleged violation of the Athletic Code, the student's identity will be kept confidential; however, s/he must be willing to submit a signed statement fully explaining what s/he believes is the violation of the Athletic Code, including as much information as possible detailing the alleged violation which was actually observed by the person making the report. The identity of the student will be kept confidential with the exception that the signed statement will be shared with law enforcement personnel at their request.

In cases where a report is received from a student, additional evidence must be secured before proceeding with any further investigation.

The Athletic Director has the primary responsibility of investigating alleged violations of the Athletic Code and for assessing penalties.

## **RESPONSIBILITIES OF PARENTS/GUARDIANS**

**Parents and guardians share in the responsibility of ensuring that their children will learn and have a positive experience while participating in interscholastic athletics. This section suggests items of concern.**

1. Teach and expect sons/daughters to display high standards of behavior.
2. Teach and expect sons/daughters to have respect for law, authority, and the rights and property of others.

3. Teach and expect sons/daughters to be accountable for their own actions and help them to grow and develop into self-controlled, self-disciplined citizens.
4. Share the responsibility for student conduct with the school.
5. Support school officials in their efforts to develop and maintain well-disciplined schools and programs.
6. Attend all orientation meetings as required by the Athletic Director and the coach.
7. Read the Parent-Athlete Handbook and sign the statement indicating that you have read and understand the items contained within the Handbook.

### **RESPONSIBILITIES OF INTERSCHOLASTIC ATHLETIC PARTICIPANTS**

**This section reiterates the responsibilities of student-athletes as representatives of their school, and the responsibility that rests on them to portray a positive image.**

Membership on all teams carries with it the responsibility of being a good representative of the school. Any student actions, whether bad or good, are a reflection not only of the student, but of *schoolname*. Student-athletes can expect to be held accountable by coaches, faculty members and administrators for their behavior, whether the behavior occurs in school, on the athletic field, during a sport practice or competition, or off school grounds. Student-athletes are expected to represent *schoolname* responsibly at all times.

Serious offenses such as fighting or disorderly conduct could result in suspension from or denial of participation in ANY athletics. Other offenses, such as unsportsmanlike conduct during school events, disruptive classroom behavior or any other behavior which reflects poorly on the school or the District is grounds for disciplinary action on the part of school authorities.

### **SCHOLARSHIP POTENTIAL FOR ATHLETES**

**Parents/guardians believe that participation in high school athletic programs will lead to college scholarships. This section is included to explain the realities of students receiving scholarships because of athletic prowess.**

A study released by Utah State University researched the likelihood of a high school senior receiving an athletic scholarship and progressing to professional sports. The research indicated that:

- 59% of high school football and basketball players believe they will get a college scholarship;
- 98 out of 100 high school athletes will never play in college;
- Only 1 out of every 1,000 high school athletes will receive a scholarship to a Division I school to play a specific sport;
- Only 1 out of 12,000 high school athletes will become a professional athlete;
- Only 1 out of every 5,200 college football players will become professional players.

In view of these statistics, it should be understood that participation in athletics at *schoolname* is highly valued from an educational standpoint, but the importance of securing a college sports scholarship and playing on the college level must be viewed within the realistic possibilities of occurring, and is not the primary focus of high school athletics. However, if a student's abilities warrant assistance of the school or visits by university representatives, school officials will assist student-athletes and will accommodate such visits as much as possible.

### **SCHOOL OR ATHLETIC TEAM INFRACTIONS**

**This section explains the actions that coaches might take if an athlete violates school or team rules.**

A coach may suspend an athlete temporarily from the athletic squad for no more than one (1) week for minor infractions of school or team rules and regulations. Suspension for more than one week or removal of an athlete from a team requires the approval of the Athletic Director and the Principal. Each head coach will provide a copy of the team rules covering his/her particular sport to each athlete, building administrators and have it on file in the Athletic Director's office.

### **SEARCH AND SEIZURE**

**This section explains that schools have the right to search athletic lockers and included some of the same information that is included under locker rooms, but is short and to the point when it comes to search and seizure. Parents/guardians or students looking for this information will easily find it under this heading as well as under the locker room heading.**

A student's athletic locker is the property of the *schooldistrictname*. The locker must be used only for the purposes intended – storage of athletic apparel, clothes and personal belongings during practices and games. School officials reserve the right to search the locker, with or without the student's permission, knowledge or consent.

### **SPECIAL EDUCATION STUDENTS AND ATHLETIC PROGRAMS**

**This section addresses the inclusion of special education students attending a school under an IEP or 504 evaluation and their participation, as well as the statement that participation in interscholastic athletic programs cannot be written in as a requirement in an IEP because of the athletic eligibility requirements. In both this section and the academic eligibility section, it might be advisable to include the monitoring and academic eligibility status as it will be determined for special education students.**

Students identified through the M-Team or 504 evaluation processes as having special educational needs are eligible for the interscholastic athletic program and will be subject to the same Athletic Code and attendance requirements as regular students.

It is assumed that students with special education needs will be programmed into classes where they will be graded commensurate with their ability to perform academically. Therefore, they will be required to meet the school's academic eligibility standards unless PRIOR ARRANGEMENTS have been cleared with the school Principal in accord with current school district policies.

Participation in interscholastic athletics cannot and will **NOT** be written as a requirement in a student's Individualized Educational Plan (IEP); however, once a student identified with Special Education needs becomes part of an interscholastic athletic team, the IEP will contain a requirement for daily academic and attendance monitoring, with a weekly review including a review of social behavior and conduct and the institution of any additional behavioral rules or monitoring necessary.

### **SPONSORED INTERSCHOLASTIC ATHLETIC PROGRAMS**

**The school should list all interscholastic athletic programs under this heading. If the state association allows cooperative programs with other schools/districts, the cooperative should be indicated in this list.**

#### **Fall**

Boys Cross Country  
Girls Cross Country  
Girls Field Hockey  
Boys Football (co-op with *schoolname*)  
Girls Golf  
Boys Lacrosse  
Boys Soccer  
Girls Swim  
Girls Tennis  
Girls Volleyball

#### **Winter**

Boys Basketball  
Girls Basketball  
Boys Ice Hockey  
Girls Ice hockey (co-op with *schoolname*)  
Boys Wrestling

#### **Spring**

Boys Baseball  
Boys Golf  
Girls Lacrosse  
Girls Soccer  
Girls Softball  
Boys Tennis  
Boys Track and Field  
Girls Track and Field

**Note:** In those sports where a boys team is sponsored, but no girls team is sponsored, girls must be permitted to try out for the boys team. However, boys may not try out for a girls team if the sport is not offered to boys. **(This policy may or may not be in effect in your district. It is mandated in all schools in the Seventh Circuit as a result of a decision in Leffel vs. WIAA.)**

### **SPORTSMANSHIP CODE – *conference/leaguename***

**A sportsmanship code may or may not be part of the Conference in which a school participates. If it is, this is where it should be inserted. The Sportsmanship Expectations included in the sections below are examples only and are school/district expectations, not a part of a Conference Sportsmanship Code.**

The ideas of good sportsmanship, ethical behavior and integrity permeate all aspects of our culture. Ethical and fair play may be witnessed in all facets of life. The interscholastic arena is conceptually and pragmatically a training ground for good citizenship and high behavioral standards. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Further, awareness is expected of the impact of an individual's influence on the behavior of others. The *conference/leaguename* views good sportsmanship as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.

**The following sportsmanship expectations for the designated individuals are included to explain the importance of sportsmanship and fair play and the roles of each entity to ensure good sportsmanship.**

### **SPORTSMANSHIP EXPECTATIONS – SCHOOL ADMINISTRATORS AND ATHLETIC DIRECTORS**

- Develop a program for teaching and promoting the ideals and fundamentals of sportsmanship within the school.
- Stress that disrespectful behavior will not be tolerated on the part of player, coaches or fans.
- Provide appropriate supervisory personnel for interscholastic events.
- Attend events whenever possible as a model of good sportsmanship.
- Recognize exemplary behavior and actively discourage undesirable conduct by athletes, coaches and fans.

### **SPORTSMANSHIP EXPECTATIONS - CHEERLEADERS**

Cheerleaders play an integral role in helping spectators to become involved in athletic contest in a positive way. In order to help cheerleaders positively affect the spectators, we expect that all cheerleaders will:

- Understand the seriousness and responsibility of their role, and the privilege of representing their school and the community.
- Learn the rules of the game and educate the fans.
- Treat opposing cheerleaders and fans with respect.
- Establish guidelines of desirable behavior as a squad and transfer them to the fans.

- Establish alternatives for crowd behavior such as booing and inappropriate chants.
- Select positive cheers which praise your team.
- Select appropriate times for cheering and establish time-sharing with the visiting squads.
- Respect the integrity and judgment of game officials.
- Give encouragement to injured players and recognition to outstanding performances for both teams.
- Dress appropriately with no exposed tattoos, etc., always adhering to the *schoolname* dress code.
- Follow all Title IX regulations in scheduling contests at which the cheerleaders will be present to cheer.

### **SPORTSMANSHIP EXPECTATIONS – COACHES**

- Exemplify the highest moral character, behavior and leadership, adhering to strong ethical and integrity standards on and off the fields and courts.
- Respect the integrity and personality of ALL athletes.
- Abide by and teach the rules of the game in letter and in spirit.
- Instruct all players and fans in proper sportsmanship responsibilities and demand it from them.
- Respect the integrity and judgment of the officials. Treat them with respect even when you do not agree with their calls.
- Display modesty in victory and graciousness in defeat in public and in the media.
- Do not use profanity, obscene language or improper actions.

### **SPORTSMANSHIP EXPECTATIONS - SPECTATORS**

*schoolname* is proud of its athletic program and holds its student-athletes to high standards of conduct and sportsmanship. In order to portray good sportsmanship also on the part of our fans, we have the following expectations for our spectators:

- Praise student-athletes in their attempts to improve themselves. Participation in interscholastic athletics provides learning experiences for students and mistakes are made.
- Be a positive role model through your own actions by censuring those around you whose behavior is unbecoming.
- Remember that you are at a contest to support and cheer for your team.
- Learn the rules of the game so that you understand what is going on.
- Respect the integrity and judgment of contest officials even if you disagree with them.
- Refrain from the use of controlled substances (alcohol, tobacco, drugs, etc.) at any time.
- Recognize and show appreciation for an outstanding play by the other team.
- Show respect for opposing players, fans and coaches.
- Support school administration in their efforts to emphasize the educational benefits of interscholastic athletics.

## **SPORTSMANSHIP EXPECTATIONS - STUDENT-ATHLETES**

All student-athletes are expected to adhere to the following expectations of good sportsmanship both on and off the field of play:

- Accept and understand the seriousness of your responsibility and the privilege to represent your school and your community.
- Live up to the standards of good sportsmanship established by your coach, your school, your conference, and the *stateathleticassociationname*.
- Learn the rules of the game and assist parents and fans by discussing the rules with them.
- Treat your opponents with mutual respect.
- Refrain from taunting, trash-talking, or making derogatory remarks to your opponents before, during, and after the contest.
- Refrain from intimidating behavior or drawing attention to yourself.
- Wish opponents “good luck” before a game and congratulate them in a sincere manner following defeat or victory.
- Respect the judgment of officials even if you disagree with their judgment.
- Win with humility; lose with grace. Do both with dignity.

## **SPORTSMANSHIP EXPECTATIONS – OFFICIALS**

All officials hired to officiate contests at *conference/leaguename* schools are expected to adhere to the highest professional standards set by the *stateathleticassociationinitials* and the respective officials association to which the official belongs. We expect our officials to:

- Have a thorough knowledge of the rules of the game.
- Be fair and firm in making all decisions, and show no favoritism towards any individual player or any team as a whole.
- Treat all players and coaches courteously, and expect the same treatment from them.
- Realize that the game is inherently being conducted for the players, and make calls in as unobtrusive a way as possible without making a show or “grandstanding” when a violation is called.

## **STUDENT-ATHLETE SATISFACTION SURVEY**

**Sometimes the only way that a school can determine what is really happening on a given team is through the results of an anonymous satisfaction survey. This section explains such a survey and includes a copy in the Appendix.**

*schoolname* is committed to offering the best possible experience to all of our students. Close to the completion of the season, students will be required to complete a satisfaction survey regarding their experience during the season. It is very important that athletes answer the questions honestly. The survey is anonymous and is conducted on all levels of every sport. (See “*Student-Athlete Satisfaction Survey*” in the *Appendix*).



## **SUSPENSION FROM SCHOOL – EFFECT ON ATHLETIC ELIGIBILITY**

**This section explains the ramification of suspensions from school on athletic eligibility.**

Students currently suspended from any *schooldistrictname* or *schoolname* may not be on school property or at a school activity while on suspension from school. Students are ineligible for any participation in interscholastic athletics during the period of suspension.

## **TEAM CAPTAINS**

**In this section, each school can explain its philosophy regarding team captain selection and responsibilities of team captains. The information below is given only as an example as each school will need to determine what should be included in this section or if it should be included at all.**

The role of a team captain at *schoolname* is a very special role because the team captain is expected to set the tone for the rest of the players on the team by actively assuming a leadership role and by setting a good example – on and off the field of play. Further, parents of team captains may be requested to fulfill special roles as members of the Booster Club. Team captains are selected by the coaching staff of each sport and may not necessarily be senior students.

## **TEAM RULES**

**Team rules, approved by the Athletic Director, should be alluded to in this section. Further, it is suggested that each coach have a mandatory pre-season meeting for parents/guardians and that said meeting should begin with the Athletic Director explaining pertinent information to all parents/guardians for a particular season.**

Each head coach will determine a set of rules, regulations and consequences which s/he feels is in the best interests of each athlete and the team and are approved by and filed with the Athletic Director. These rules are in addition to other rules as established in this handbook and may, in certain instances, be more stringent than other stated rules, but may not be more lenient. These team rules will be given to athletes at the beginning of the season, and be posted on the school's website under the athletic section. Further, a copy of these rules, as well as the criteria for awards, will be given to parents/guardians at the MANDATORY PRE-SEASON MEETING FOR ALL PARENTS/GUARDIANS.

## **TEAM SELECTION PROCESS**

**Under this heading it should be explained that in those sports where try-outs become necessary, coaches will determine the tryout process PRIOR to the try-outs taking place. Parents/guardians may sometimes have the expectations that their children will make the team. When a particular child is cut, the coach should be able to explain OBJECTIVELY why that child did not make the team.**

In some sports, the desire of a large number of students to participate may necessitate that a selection process be established and, as a result of that process,

students not being selected for participation in the particular sport. All selections will be made based on procedures established by the head coach of the sport, contain objective criteria, and will be shared with the interested students prior to the selection process taking place.

Any student who is not selected during the team selection process may participate in another sport during that season.

## **TRANSFER STUDENTS**

**This section deals with a highly abbreviated explanation of procedures that will take place if a student transfers to a school or district from OUTSIDE the school or district. It is not uncommon for a school to be unable to secure the academic or disciplinary standing of a transfer student from another school, especially if that school is outside the state.**

During the first semester of the freshman year, or a transfer student's first semester at *schoolname* ONLY when transferring from outside the District, s/he will automatically be placed on academic probation and will be granted probationary eligibility for participation in interscholastic athletics until the end of the current grade-reporting period and the issuance of grades. The student will be expected to adhere to all academic standards for interscholastic athletics, and will be declared ineligible for participation if s/he falls below those standards. (See "Academic Standards.")

If a student comes to *schoolname* from outside the District with **outstanding debts** at a previous school and it is impossible for the Athletic Director to determine grades for the last period attended at the prior school, the transfer student will be ineligible until the outstanding debts have been paid to the prior school and *schoolname* has received the necessary academic records.

If a student comes to *schoolname* with the status of ineligibility for athletics due to **disciplinary actions** that were taken at the prior school, the resultant penalty must be served prior to a student being declared eligible at *schoolname*.

## **TRANSFERS FROM A SCHOOL OUTSIDE THE DISTRICT**

**These transfer rules are, for the most part, Wisconsin rules; however, whatever the rules in a particular state, those rules, including portions as delineated below, should be explained to parent/guardians when a child is attempting to gain athletic eligibility at any high school.**

All code violations and penalties shall carry forward for athletes transferring to a school outside the district during the school year. Athletic Code violations will carry forward for student-athletes transferring to a new School District during the summer months. Students transferring into *schoolname* from any school, whether or not a *stateassociationinitials* member school, with the status of ineligibility for disciplinary reasons, academic reasons, and/or a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school.

Athletes who transfer from any school into a member school, unless the transfer is made necessary by a total change in residence by the parents, must do so before attending one or more days of school or one or more athletic practices at the school the student is leaving. If not, the student is ineligible for varsity level competition for the remainder of that school year.

Athletes who transfer from any school into a *stateassociationinitials* member school after the fourth consecutive semester following entry into grade 9 shall be ineligible for practice and competition for one calendar year, unless the transfer is made necessary by a total change in residence by parent(s). The calendar year will be determined from a student's last day of attendance at the school and/or last day of attendance at athletic practice.

## **TRANSPORTATION POLICY**

**This section explains the transportation policy and the resultant liability if parents/guardians wish to deviate from that policy. While it is not advisable for students to transport other students, a section dealing with that has been included.**

Students must travel to and from scheduled interscholastic athletic competition via transportation arranged by the District and/or the coach or advisor. A student who travels via other transportation will not participate in that event. Exceptions may be made in advance with the approval of school administration and must be in writing from the parents/guardians. It is understood that students may have to arrange transportation to and from practices. Those instances are also covered in the policies delineated below.

If parents/guardians provide transportation to, or allow another adult or their son/daughter to provide transportation to scheduled interscholastic athletic events, including practices, the following policies are in effect:

- Where a parent/guardian provides transportation to their son/daughter to or from a scheduled event, including practices, the parent/guardian shall assume all resulting liability, and the school shall assume no liability.
- Where a parent/guardian, or another adult designated by a parent/guardian transports students other than their own to or from a scheduled event, including practices, the parent/guardian or designated adult transporting the students shall assume all resulting liability, and the school shall assume no liability.
- Where a student transports himself/herself to or from a scheduled event, including practices, the parents/guardians of that student shall assume all resulting liability, and the school shall assume no liability.
- Where a student transports other students to or from a scheduled event, including practices, the parents/guardians of the transporting student shall assume all resulting liability, and the school shall assume no liability.

All parents/guardians of student-athletes are required to sign the Athletic Transportation Policy form prior to transporting their children, or if the school or extenuating circumstances require that their child(ren) transport themselves or other students to a practice. The form is usually submitted prior to the beginning of the season. If the need arises, it may be used for a particular date, but it must be submitted to the Athletic Director **at least 24 hours prior to the date of transport to be in effect**. A new form must be signed for each season in which the student-athlete participates. (See “Athletic Transportation Policy” form in the Appendix.)

### **WEIGHT GAIN OR LOSS**

**This section is included if specific weights are necessary for competition, as in wrestling, but also to alert parents/guardians that unusual weight gain or loss is not normal and should be closely investigated and monitored when it occurs.**

Any unusual or severe weight gain or loss incurred by a student-athlete should be discussed with the coach and the Athletic Director as soon as concerns develop on the part of the student-athlete or the parent/guardian. While weight training will develop muscle mass and, in some cases, increased muscle definition, a drastic change in muscle mass over a short period of time is not normally the case. Further, if an athlete must adjust weight gain or loss due to a sport such as cross country, there could be some weight gain or loss due to normal activity and training; however, continued or drastic weight loss could indicate the presence of other underlying problems

### **WEIGHT ROOM /FITNESS CENTER**

**This section stresses the importance of supervision of student-athletes in the weight room or fitness center, and the necessity of training PRIOR to use of the weight room.**

Student-athletes may not use the weight room unless they are under the direct supervision of a coach or other qualified adult, and are expected to follow all safety precautions, including proper spotting, at all times. Any student-athlete using the weight room must undergo and satisfactorily complete safety training PRIOR to beginning the use of the room.

### **WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION (WIAA)**

**Information regarding the appropriate State Athletic Association should be inserted at the appropriate alphabetical heading and should include the information suggested below.**

*schoolname* is a member school of the WIAA. As such, we are bound to follow all rules as established by the WIAA and its member schools. Selected rules are included in the appendix. Individuals wanting to read the rules in their entirety may access them on the WIAA website at [www.wiaawi.org](http://www.wiaawi.org).

**I have included these forms here as a reminder that they must be included at the end of the “Appendix” and turned in to the Athletic Director PRIOR to the student – athlete being declared eligible and PRIOR to the coach beginning his/her coaching assignment.**

### **PARENT-ATHLETE HANDBOOK SIGN-OFF FORM**

I certify that I have read, understand, and agree to abide by all of the information contained in the Parent-Athlete Handbook. I further certify that if I have not understood any information contained in this handbook, I have sought and received an explanation of the information prior to signing this statement.

\_\_\_\_\_  
Parent/ Guardian’s Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Student-Athlete’s Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Athletic Director’s Initials

\_\_\_\_\_  
Date received

**This form must be completed by the parent/guardian and student-athlete and submitted to the Athletic Director prior to a student being declared eligible for athletics.**

### **PARENT-ATHLETE HANDBOOK SIGN-OFF FORM - COACHES**

I certify that I have read, understand, and agree to abide by all of the information contained in the Parent-Athlete Handbook. I further certify that if I have not understood any information contained in this handbook, I have sought and received an explanation of the information prior to signing this statement.

\_\_\_\_\_  
Coach’s Signature

\_\_\_\_\_  
Date signed

\_\_\_\_\_  
Received by Athletic Director  
(Initial)

\_\_\_\_\_  
Date received

**This form must be completed by all coaches and submitted to the Athletic Director prior to a coach beginning his/her duties.**