

Student Athletic Handbook 2013-2014



Willcox Unified School
District

Parent-Athlete Orientation

At the beginning of each sport season (Fall-Winter-Spring), the athletic director will meet with parents/guardians and athletes to review the athletic handbook.

Attendance is mandatory by the parent/guardian and athlete. An athlete will not be allowed to practice until this requirement is met. The parent/guardian and athlete need only to attend one of these meetings during the athlete's playing career. Changes made in the handbook will be communicated to the families via the athletic director. If major changes occur within this document, it may be necessary for athletes and their parent/guardian to attend another meeting to cover new material. Meetings may be held on three (3) separate occasions before each season. The meetings will be in the evenings during the week.

Statement of Commitment

The athletic director and coaches are committed to providing a positive experience for the student-athlete. They will strive to ensure that opportunities are available for the student-athlete to become successful in school, athletics, and to become a productive member of our community. When our kids fail to make good decisions, we will be proactive by providing the athlete and his/her parents/guardians the resources to assist in changing their behavior and using the basic principles of discipline with dignity which teaches responsible thinking, cooperation, mutual respect, and shared decision-making.

It is further deemed important that participants, before starting in the program, should be clearly aware of the policies and procedures under which they will be participating. We will support the Cowboy Creed "WHS" (Work Hard, Have Integrity, Show Respect). Character Education will also be a part of the athlete's experience during their time in the athletic program.

In view of the above statements, Willcox Unified School District empowers and expects all head coaches to enforce the following policies and procedures relative to personal behavior:

Participation

For the purposes of this document, an athlete shall be defined as a student who is actively participating in an AIA sanctioned activity from the first day of official practice until the last day of competitions – including state play-offs for that sport (per AIA requirements) twenty four hours a day, seven days a week.

Athletics is a privilege, not a right. A coach will not be forced to cut players, but if a coach decides to cut, it will be based on the following: skill level, safety, attitude of the athlete, equipment, and player/coach ratio. Participation from one year to the next at the same level is not guaranteed. Athletes are expected to attend all practices and *competitions* during the season.

Playing time may be determined by the following:

- Coach's observations during practice and at school
- Attitude of the athlete
- Work ethic
- Athletic code of conduct
- The coach's evaluation of the athlete's mastery of skills required to participate in that particular sport

All High School athletic teams are divided into Varsity and Junior Varsity teams. Where warranted, Freshman teams will be formed.

- Only Freshmen are allowed to play on Freshman teams unless other schools agree to allow Sophomores onto that team.
- JV level teams are there to promote next year's Varsity players. Junior Varsity is used to develop the skills necessary to compete at the Varsity level in the future. Seniors **are not allowed** to participate at the junior varsity level under any circumstances.

All **Middle School participants(5th-8th grades)** are divided into **A, B, or C teams(A=8th, B=7th, C=6th/ 5th)**. Lower grades can "play up", but higher grades cannot "play down."

High School Only

A student who is a member of a school team shall not practice or compete with any other group, club, or organization in that sport during the interscholastic season of competition. This rule applies to team sports only, which are football, baseball, basketball, volleyball, soccer, softball, track relay and swimming relay teams. The interscholastic season of competition, for this rule only, shall begin with the first regularly scheduled game and conclude with that particular team's final game. Any student violating the rule shall forfeit his/her eligibility for a minimum of the balance of the season for that sport or up to a maximum of one calendar year.

Physical Examination

The Arizona Interscholastic Association requires physical examinations each year for all athletes before they can practice or play in an A.I.A. sanctioned activity. Physicals must be given by an M.D. or D.O. Only those physicals given after March 1st of a given year will be recognized. Physicals are valid for one (1) calendar year from date of physical.

Brainbook Concussion Education – High School Only

It is an AIA requirement for all athletes to complete the Brainbook Concussion Education course offered online at www.aiaonline.org. Completion of course must be done by the first official practice of the season the athlete wishes to participate in. Certification is good for the high school career of the athlete.

Athletic Risk Film – Middle School Only

Middle School athletes and their parent/guardians may be required to view the athletic risk film, one time during their playing career. The film may be shown during the handbook orientation meeting.

Insurance

All athletes are required to have some type of Health/Accident insurance. Willcox Schools do not offer insurance but works with an insurance company that can provide what is needed. The insurance packet is available upon request. In the absence of family insurance, all high school football players must purchase special football insurance, available through this insurance office.

Athletic Fees

High School – Athletes will be required to pay an activity fee of \$50.00 per sport (if an athlete participates in three sports in one academic year, the maximum they pay is \$120.00; a family maximum contribution for one academic year is \$300.00). The fee must be paid in full by the first scheduled competition (special arrangements may be made with the athletic director for payment plans based on financial hardship). An athlete will not be able to move from one sport to the next without their fees being up to date (example: a football player cannot participate in wrestling until the \$50.00 for football is paid in full).

Middle School – Athletes will be required to pay an activity fee of \$40.00 per sport. The maximum an athlete can pay during the year is \$75.00 and the maximum per family is \$300.00.

Injury Reports

If a player is injured during an activity, it must be reported to the coach or supervisor immediately. Each coach must be certain every injury requiring medical attention is documented (forms are available in the office). The athletic director must be informed of the injury AND given a copy of the injury report.

Any athlete that is seen and treated by a doctor must have a release from that doctor before resuming play. All documents must be on file in the athletic director's office before practicing or playing in a game.

Athletic Equipment

1. Athletes are responsible for the care and maintenance of all equipment. Any damage to or loss of any school equipment will be paid for by the athlete.
2. Use of school equipment for All-Star contests will require approval from the head coach and/or athletic director.
3. Athletes cannot start another sport or change sports until all equipment is turned in to the coach for the previous sport and all fees are paid in full.
4. School owned equipment is to be worn **ONLY** at scheduled practice or games/meets, or with the coach's permission.

Athletic Facilities

1. At no time is it permissible for individuals or groups to work out in the gymnasium without district authorized supervision (weekends and summer months included).
2. At no time will individuals or groups be working out, jogging, or just "messaging around" while teams or squads are having an official practice session.
3. Athletes in the gymnasium for one sport practice will not use equipment not specifically for their sport.
4. Improper conduct while using athletic facilities will be dealt with by the coach in charge.
5. Destruction of school property will be dealt with by supervisors and the administration.
6. Improper use of school facilities or lack of supervision will result in the loss of user privileges.

Weight Room

Athletes are not allowed in the weight room without supervision by a coach or other authorized adult.

Changing Sports

Athletes may be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and with the approval of the athletic director. An athlete is not allowed to switch multiple times.

Attendance in School

Attendance in school is mandatory by all enrolled student-athletes. Athletes will be allowed to participate in practices or contests only if they are in school on that day. Individual exceptions may be approved by the athletic director or administration (example: Dr.'s appointment, family emergency). Parents/guardians must contact the school if their student/athlete will miss any part of the school day. Athletes are

expected to be in school the following weekday after a competition. Athletes assigned to OCS may be allowed to participate in a contest scheduled for that day.

Procedure for Dropping from a Squad

1. When quitting a sport, athletes will:
 - A. Notify the coach immediately
 - B. Turn in all school equipment
2. Failure to turn in issued equipment will result in such action as is necessary to recover school property.
3. **Any student who quits a sport after the 1st game will forfeit the \$50.00 fee for playing that sport.**

Dual Participation

Participation in more than one sport during a season will be allowed with permission from all coaches involved and the Athletic Director. The athlete must choose which sport is their first choice to participate in to avoid confusion between the two programs.

Lettering Policy

Lettering procedures and requirements are up to the respective head coach. However, this policy must be submitted to and approved by the athletic director prior to each sport season. It should also be included by the coach as part of his/her rules packet.

Middle School awards will consist of Certificates of Participation only. Letters or individual awards are prohibited at the middle school level.

Eligibility

Eligibility is governed by A.I.A. Rules. To be eligible to participate in A.I.A. regulated activities, a student shall:

1. Be enrolled in Willcox Public Schools or is a homeschooled student (within the attendance area) who follows the guidelines of ARS 15-802.01 (A) which partially states that the individual providing the primary instruction of the child who is homeschooled will submit written verification that provides:
 - A. Whether the student is receiving a passing grade in each course or subject being taught.
 - B. Whether the student is maintaining satisfactory progress towards advancement or promotion.
2. Be required to earn a passing grade, as determined by weekly grading intervals, in each course in which the student is enrolled. The student must be enrolled in a minimum of six (6) courses the first six (6) semesters of high school and a minimum as determined by the district during the seventh and eighth semesters.

Ineligibility Period

For the first week a student's grade falls below passing for a class, they will be placed on Probationary Status for one week (**High School only**). If they are still not passing that class, they will be declared to be academically ineligible. The period of ineligibility shall be one week (Monday through Saturday). Local school rules may be more restrictive than those of the A.I.A.

Initiation and Hazing

An athlete shall not participate or engage in initiations or hazing that involve actual or threatened verbal, physical, or sexual abuse. Such activities are absolutely

prohibited. Initiations related to any athletic team or any other group are subject to disciplinary actions, whether or not the conduct occurs on school grounds.

Alcohol/Drugs/Tobacco/Destruction of School Property/Theft/Other Destructive Decisions – High School

Any athlete that is involved in any violation of the WHS Student Handbook during school hours, a school sponsored trip, or during school transportation will face the consequences that are stated in the student handbook.

Any infractions occurring during a competitive season (off campus) will be reviewed by the Athletic Board of Discipline (ABD). When an infraction has occurred, the in-season coach, student-athlete, and their parents/guardians will face the ABD. During a session the following may occur:

1. The coach of season will present their recommendation of discipline to the ABD which will include their plan of action for the student-athlete.
2. The ABD may request the student-athlete complete an interview with a professional about their behavior (example: SEABS screening) at the cost of the parent/guardian.
3. The ABD may request a satisfactory result from a drug/alcohol test administered to the student-athlete at the cost of the parent/guardian.
4. The ABD may request the student/athlete to complete community service from an approved organization, such as the school, church, or community organization.
5. The ABD may request the student-athlete attend and complete a Student Assistance Program offered by Willcox High School.

Failure of the parent/guardian or student-athlete to fulfill the board's recommendations may result in dismissal of the team. Continuous infractions may result in non-participation in athletics.

Alcohol/Drugs – Middle School

The possession or use of alcoholic beverages or illicit drugs on or off campus is prohibited.

1. Any first violation of this policy may result in the athlete being suspended from competition and travel for a minimum of two (2) weeks.
2. Any second offense may result in suspension from athletics for sixty (60) school days. The suspension may be reduced to forty (40) school days provided the athlete enrolls in and is participating in a bona-fide counseling program (example: SEABS).
3. Any third violation in a career may result in the athlete being suspended for one calendar year from the date of the violation. Proof of attendance in a bona-fide counseling program must be presented at the end of the suspension before the athlete will be reinstated.

Tobacco – Middle School

The possession or use of tobacco in any form is prohibited.

1. First offense – penalty as outlined in the WMS Student Handbook, and suspension from the next scheduled contest.
2. Second offense – penalty as outlined in the WMS Student Handbook and dismissal from team for the remainder of that season.

Destruction/Theft – Middle School

Destruction, theft, or vandalism of any type will not be tolerated, whether on or off campus, as a member of a team or as an individual.

1. First offense – may be short term suspension from school and a one game suspension. The length of game suspension will depend on the severity of the offense. A severe offense may result in removal from the team.
2. Second offense – may be short term suspension from school and removal from the team.
3. Third offense – may be short term suspension from school and suspension from athletic participation for the remainder of the school year.

Student Travel

All students who travel as representatives of Willcox Schools are governed by a single set of general rules, which are:

1. The school dress code applies on trips when outside the bus.
2. Boys and girls will not occupy the same bedrooms at any time, unless a coach or sponsor is present.
3. Coaches or sponsors may ask for keys for each room at 10:00 p.m. and will have the right to check rooms as they see the need to.
4. Students may be released from the sponsor's supervision to return with their parents from an activity by filling out and signing a district approved waiver of liability form. Releasing students to someone other than a parent or guardian will be reviewed on an individual basis after a previous written request has been received by either the athletic director or principal. If this permission has been granted by the school personnel, a waiver of liability form has to be filled out and signed by administration, parents and the athlete. Forms are provided in the office.

Grievance Procedure

If a parent or athlete has a complaint or problem concerning athletics, the following steps in addressing any grievance will be followed:

- Student goes to: 1. Coach
- Parent goes to: 1. Coach
2. Athletic Director
3. Principal
4. Superintendent
5. Governing Board

At no time should a parent confront a coach, athletic director, or administrator during or immediately after a game or practice. After verifying that their son/daughter has met with the coach, the parent should set up a time to meet with the coach, athletic director or administrator by calling the school and setting up an appointment. Coaches will make every effort to meet and discuss concerns with players and parents in a professional manner.

Practices/Games

The policy of Willcox Unified School District will be that practices are open to parents/legal guardians provided they remain in the stands or on the sidelines. At no time is a parent allowed on the field or court during a game or while practice is in session.

Contact numbers:

W.H.S. Attendance Office – 520-384-8601
 W.H.S. Athletic Director – 520-384-8668
 W.M.S. Office – 520-384-8602

Helpful Links:

www.wusd13.org
www.aiaonline.org