

# **Athletic Handbook 2016-2017**

**Annawan School District**

**Annawan Athletic and Cheerleading Handbook and Code**

## **Purpose**

**The purpose of this handbook is to establish a uniform policy regarding eligibility, training, awards, care of equipment and other items relating to athletics and cheerleading at Annawan High School.**

**The Athletic Code applies to all students who want to participate in athletics and cheerleading. This code applies in addition to other rules and regulations concerning student conduct and imposes additional requirements on student-athletes and cheerleaders.**

**Participation in athletics is a privilege. Those who participate in athletics have a responsibility to favorably represent the school and community. Student athletes are expected to conduct themselves both in and out of school in a manner appropriate to their responsibilities as representatives of the school and district. If a student fails to comply with the terms of this code, the privilege to participate in athletics may be lost in accordance with the terms of this Athletic Code.**

**The items placed in this handbook should be re-examined yearly by the administration, coaches and faculty of the school with the purpose of making changes as required by new circumstances and conditions.**

**Book Revised  
2016**

## Clarification

Many of our current athletic programs are being sponsored in collaboration with Wethersfield High School. It is imperative for Annawan High School students to realize that they will be held accountable for following the rules and regulations established in the Annawan Athletic Handbook. Annawan and Wethersfield High Schools have athletic codes of conduct that are unique to each district. Athletes will be responsible for following the rules, and subject to the penalties, identified in their own school's athletic handbook.

### Requirements for Participation

An athlete must have the following fully executed on file at the school office before the athlete's first participation in any activity:

1. A current physical examination report completed by a physician to practice medicine in all its branches which finds the athlete physically able to participate; and
2. An athletic waiver to participate in the specific sport for which the athlete intends to participate signed by the athlete's parent or guardian stating that the athlete has adequate medical insurance and all IHSA required forms signed and on file; and
3. A receipt showing the athlete and his/her parents received a copy of the Athletic Code, understand the terms of the Athletic Code and agree to abide by its terms and conditions; and
4. A signed agreement by the student not to use any drugs on the IHSA's most current banned drug classes list and an agreement to take part in random testing for these substances.

## **PREAMBLE**

In order to promote the ideals of good sportsmanship and respect for rules and authority; in order to establish leadership, team pride, teamwork and team discipline; in order to eliminate disruptive influences in the locker room, on the training field and on trips both on and off the school grounds; and in order to provide conditions which promote health and safety for the individual team unit and opponents, the following principles are established:

### **Principle 1: MAJOR BEHAVIORAL CONDUCT**

Behavioral misconduct by student-athletes will not be tolerated. Major behavioral misconduct shall include but shall not be limited to:

1. Any behavior or action which is negligently or intentionally injurious to a person or property or which places a person or property at risk of injury or damage; or
2. Hazing, bullying, or harassment of any kind; or
3. Violation of public laws, school rules or regulations.

Coaches and school officials will impose disciplinary measures appropriate to the offense committed. The discipline imposed for any particular offense shall be at the sole and exclusive discretion of a committee including, but not limited to the administration and head coach of the program.

### **Principle 2: OTHER BEHAVIORAL CONDUCT**

4. Insubordination; or
5. Any behavior which disrupts the appropriate conduct of a school program or activity; or
6. Use of profanity; or
7. Exhibition of bad sportsmanship

### **Principle 3: GROOMING**

All IESA and IHSA grooming guidelines will apply.

### **Principle 4: CLOTHING**

When going to and from a scheduled contest and in the presence of the public, athletes not attired in team uniforms should dress neatly. The individual coach has the prerogative of determining the type of dress for his/her team

members.

### **Principle 5 CURFEW**

Students should comply with curfew laws in the community in which they reside.

Other restrictions may include the following:

1. 10:00 p.m. on week nights
2. 11:00 p.m. on Friday and Saturday
3. Night before a game will be determined by the coach
4. Additional in-season curfew restrictions may be imposed by the coach.

### **Principle 6: FAILURE TO COMPLY WITH PRINCIPLES 3-5 WILL RESULT IN:**

1. First Offense: Subject to disciplinary action by coach of respective sport.
2. Second Offense: Subject to disciplinary action by the athletic committee.
3. Third Offense: Subject to suspension for the rest of the season for that sport.

### **Principle 7: ABSENCES**

Any athlete or cheerleader who is absent from school any part of the day (without a physician's or other professional excuse) **will not** be allowed to practice or participate in any athletic/cheerleading activity that day. Students who are tardy to school in the morning will not be allowed to practice or play in any games. One exception per year may be granted at the discretion of the administration. The "exception" is to be saved for a game day unless other circumstances merit using it for a practice. Students must complete a form in the office to be eligible for the exception.

### **Principle 8: TRAINING RULES**

1. **Alcoholic Beverages** — The consuming or possession of alcoholic beverages is prohibited.
2. **Tobacco** — The consuming or possession of tobacco products of any kind is prohibited.
3. **Illegal Drugs** — The use of or possession of illegal drugs, including look-a-likes is prohibited.

4. **E-cigarettes and Vapor Pens**— The use of or possession of these items whether they contain tobacco, cannabis or neither of these is prohibited.

The training rules set forth in this Athletic Code are in effect throughout the calendar year and twenty four hours a day, whether or not school is in session and including vacation periods and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school or a school-sponsored activity or in some other location. The rules apply from the beginning of the athlete's first tryout or practice in the first sport which the athlete attempts until the completion of the athlete's athletic eligibility in all sports.

### **Principle 9: NON-COMPLIANCE**

An alleged violation of the training rules contained in Principle 7 may be brought against an athlete/cheerleader pursuant to any of the following methods.

1. Every coach, cheerleading sponsor, faculty member or administrator shall have the authority and the responsibility to report (in writing to the athletic director or principal) a violation of the training rules stated in Principle 7. If a report is made, the individual must take personal responsibility for the validity of the report, and be prepared to present the findings to the student involved and his or her parents.
2. Parents of the athlete are also encouraged to report (in writing to the athletic director and/or principal) any violation on the training rules stated in Principle 7.
3. Any athlete/cheerleader receiving a citation by law enforcement or admitting guilt for an offense which involves a violation of the training rules contained in principle 7 shall be deemed to have violated said rules.

When a charge has been filed with the principal and/or athletic director, the principal and/or athletic director shall review the evidence and determine if a violation of the training rules occurred and the appropriate penalty. The principal and/or athletic director shall conduct a pre-suspension hearing with the student and the student's parents. A written decision following this hearing will be mailed to the student and his/her parents. Said decision will also inform the student and his/her parents of the right to review the decision of the principal and /or athletic director to the superintendent.

## Principle 10: VIOLATIONS

### FIRST VIOLATION

**A. Alcoholic Beverages/Tobacco/Illegal Drugs** - On the first violation the athlete/cheerleader will be suspended for 20% of the scheduled interscholastic contests (no less than 2).

Sport	Number of games/contests scheduled	Number of games suspended from
Cross Country	10	2
Golf	17	3
Football	10	2
Football Cheerleading	10	2
Volleyball	23	5
Girls Basketball	23	5
Boys Basketball	23	5
1 Boys Basketball	23	5
<b>I Track</b>	15	3
Softball	32	6
Baseball	30	6

### SECOND VIOLATION

If a second violation occurs during their high school career, the following will take place.

**B. Alcoholic Beverages/Tobacco/Illegal Drugs** - If the violation involved alcoholic beverages and/or illegal drugs, the athlete/cheerleader will be suspended from all athletic/cheerleading activities for one calendar year. Example: If a volleyball player is suspended on September 1, 2011, she will be suspended from all athletic/cheerleading activities until September 1, 2012.

In both violations (A & B) the suspension period begins with the date of the first scheduled contest after the violation. If that sport season ends before the suspension period expires, the athlete/cheerleader will serve the remainder of the penalty during the next activity he/she participates in beginning with the date of the first scheduled contest. For any part of a suspension to count toward the suspension period, the suspended individual must remain on the team and practice with the team. Off-season violations will be applied to the next season of participation.

## THIRD VIOLATION

**C. Alcoholic Beverages/Tobacco/Illegal Drugs** - If a third violation occurs during their high school career, the student will be suspended from all athletic/cheerleading activities for the remainder of his/her high school career.

### Principle 11: APPEAL PROCEDURE

The student and his/her parents have a right appeal the decision to the superintendent. It is the responsibility of the student or parent to request the hearing within seven calendar days following notice of the action taken by the athletic director and/or principal.

### Principle 12: TRANSPORTATION TO GAMES

The school will furnish transportation from the high school to the athletic contests and events, and back to the high school.

All athletes, cheerleaders, and band members will ride to athletic contests and events using transportation provided by the school. **A player, cheerleader, or band member may return with their parents or grandparents, or the parents or grandparents of a team member. Athletes, cheerleaders, and band members can only be released by their parents to return home from athletic contests and events with their grandparents, siblings over 21, or parents or grandparents of another athlete, cheerleader, or band member participating in the same event by calling the principal's office. Parents, grandparents, or siblings over 21 must sign the student out at the event.**

In all cases where the school provides transportation to an event, contest, or practices, except in the cases where an administrator gives approval, students who miss the bus will be subject to the coaches' disciplinary decisions. Students will not drive themselves to practices or events when transportation is provided.

### Principle 13: ELIGIBILITY

To retain eligibility in high school, an athlete must earn a passing grade in all academic courses each week. The first week that a student receives an "F" in an individual course during the semester will be considered a warning week. The second week (and any thereafter) that a student receives an "F" in the same course during a semester, the student will be considered ineligible. IHSA requires all high

school athletes be enrolled in a minimum 25 semester hours of academic course work. Grades are determined by measuring the student's performance from the beginning of the semester through the date the eligibility check is made. Eligibility runs Sunday through Saturday. In addition, an athlete must have passed a minimum of 25 hours of coursework in the semester preceding his or her eligibility.

Current IHSA requirements supersede all local guidelines.

#### **Principle 14: ADDITIONAL ANNAWAN RULES**

1. Any athlete or cheerleader who is truant from school any part of the day will not be allowed to practice or participate in any athletic/cheerleading activity that day.
2. Any athlete/cheerleader who is absent from school due to illness will not be allowed to participate in any athletic contest or practice the remainder of the day. (Students may be excused for a doctor's appointment related to a previous injury or illness.)
3. If an athlete or cheerleader goes to the doctor for an injury, he or she must obtain a written release from the doctor before he or she may return as a participant.
4. Athletic or cheerleading practices are not be held on Sunday except in extreme cases where a team may be involved in tournament/play-off competition during the following day. These practices will then only be held with the consent of the respective principal.
5. Students in multiple sports will be allowed to take up to a 5 calendar day break between athletic seasons without penalty. This rule applies to any activities which qualify for a PE exemption.
6. When the school is closed due to inclement weather, athletic or cheer-leading practices shall be held only with the consent of a district administrator and attendance shall be "optional". This may not apply to early dismissal situations.
7. Students assigned to in-school suspension will not be allowed to attend or participate in any extra-curricular activities the day of their suspension. Members of teams may attend practices or games, but may not dress or participate. Suspensions will be served the day immediately following verbal parental consent. Verbal consent will be followed by a signed consent letter. If verbal parental consent is not received within two school days, the student will be assigned to in-school suspension.

### **Principle 15: Meet/game/practice hierarchy**

In the event of conflicting activities for students participating in more than one activity concurrently (Ex: basketball and scholastic bowl)

- Conference competitions take precedence over non-conference competitions
- Competitions take precedence over practices
- Athletic practices take precedence over non-athletic practices
- In the event of conflicting conference competitions, students will decide in which to participate and notify coaches within 24 hours of learning of the conflict.
- Whenever possible, coaches will make reasonable efforts to eliminate conflicts for students. (Example: attempt to reschedule music audition time to allow student to participate in a volleyball tournament)
- At any time coaches may agree to allow a student an exception to these rules.
- In the event of conflicts the student decides.

### **Principle 16: TRAINING ROOM PROCEDURES**

Report all injuries, no matter how trivial, to your coach. Prompt treatment prevents infection and it will hasten your recovery and it is necessary for insurance purposes.

### **Principle 17: UNIFORMS**

All equipment issued will be the responsibility of each individual team member with respect to care and maintenance. If an athlete is unable to account for all equipment which has been issued to him/her, he/she shall be held financially responsible for the same.

### **Principle 18: ATHLETIC AWARDS**

Appropriate awards will be made in all sports for those meeting the requirements stipulated below. Awards are to be worn only by those who have so earned the award. If any other person is permitted to wear the award, it will be recalled by the school.

#### **General Requirements:**

1. Attendance at practice
2. Team spirit
3. Desire to show improvement.
4. Cooperation

All of the above requirements are subject to the coach's discretion.

## High School Awards/Requirements:

### Specific requirement for an eight inch major letter in each sport shall be:

**Cross Country:** Ran in one-half of the Varsity Meets or ran in Regional, Sectional, or State Meet

**Golf:** Participating in 2/3 of the season as a varsity player.

**Football:** Participate in one-half of the regular season quarters, regularly participate on offense, defense, or special teams for the entire season; play four complete years; or at the discretion of the coach.

**Volleyball:** Participate in over one-half (1/2) of the regular matches of competition on the varsity team squad plus score at least 20 points during the regular season matches or at the discretion of the coach.

**Basketball:** Participate in one-half of the regular season quarters of competition or at the discretion of the coach.

**Baseball/Softball:** Participate in a minimum of half of the regular games scheduled (not practice games), or at the discretion of the coach.

#### Track:

- Score 20 actual points during a season or
- In the conference meet score in an individual event or place first, second or third in a relay, or
- Place in the sectional meet, or
- At the discretion of the coach.

A J.V. certificate shall be awarded to any varsity athlete who completes the season and does not receive a major letter.

#### Award applying to all sports:

If an athlete has participated in a particular sport for three (3) years, but has not received a major letter in that sport prior to his senior year, he shall be awarded a major letter his fourth year of participation in that sport.

### **Freshman—Sophomore Awards:**

A four inch "A" will be awarded to members of all teams if they have met the same general requirements which must be fulfilled by varsity athletes for a letter. These awards will be made at the discretion of the coach.

### **Annawan/Wethersfield Co-op Letter**

A white A/W letter with navy trim will be awarded to an athlete/cheerleader who participates on an A/W co-op team or squad and has met the requirements for a varsity letter.

### **Participation Award:**

All senior athletes who have completed three sport/cheerleading seasons each of their four years of their high school career will have their name engraved on the Rick Doye Athletic Participation Plaque. This plaque will be on display in the high school foyer. (Exception: If an athlete tries out but does not make a team or if an athlete starts a sport and cannot continue because of an injury they will still be eligible for the award)

### **Principle 19: ATHLETIC COMMITTEE**

**Purpose:** To help foster better communications between coaches and athlete and as an aid in governing the athletic program.

**Membership:** Members will be all high school coaches. Presiding over this committee will be an athletic director.

In matters of discipline, those members of the athletic committee that will participate will include the principal, athletic director and coaches involved.

### **Principle 20: CHEERLEADERS**

- 1. Selection:**  
Cheerleaders will be selected by procedures devised by the principals, athletic director, cheerleader sponsor and appropriate students. Such procedures shall be reviewed and revised as deemed necessary.
- 2. Uniforms:**  
Cheerleaders will purchase uniforms as they participate on the

separately established football and basketball squads. Each cheerleader is to pay the excess costs for uniforms above monies provided by the school if monies are provided.

**3. Supervision:**

Cheerleaders will be under the general supervision of a cheerleader sponsor who serves her assignment under the general direction of the respective school's principal.

### **Principle 21: COMMUNICATION WITH COACHES**

Professional communication between coaches, players, parents, and fans is vital to the success of our extra-curricular program. If it is necessary to speak with a coach, please contact the school office during schools hours to schedule an appointment with the coach and an administrator. If the coach is not employed by the school during the day the school will contact the coach involved. Coaches should not be contacted at home via email, text message, or phone call. Coaches should not be approached by concerned parents or community members to discuss issues on game nights, at practices, or in other public settings. Failure to act professionally in these circumstances may result in consequences which could involve exclusion from athletic contests for the remainder of the year.

### **Principle 22: JUNIOR HIGH COACHING PHILOSOPHY**

The Annawan Grade School is committed to providing an athletic program in which the development of solid skills, good sportsmanship, and self-discipline are goals. Students should be encouraged to demonstrate positive attitudes, a respect for others, and an appreciation of their academic responsibilities. Skills and techniques introduced at this level will be based on practices used in the high school program. Coaches will determine starting positions and playing time for their athletes. Parents are encouraged to be positive and supportive of their own child as well as the officials, coaches, and other players involved in the program.

Our junior high program will be competitive, while instilling and promoting personal growth for our individual athletes, and an understanding of the fundamentals involved in the sport. Athletes are not guaranteed playing time, though a large point margin should allow for increased team participation. Tournament teams will consist of the most competitive athletes, base on the coach's assessment. It is important at the junior high level for us to instill a competitive attitude in our athletes, while supporting the development of solid skills, good sportsmanship, and self-discipline.

## **Principle 23: STATE CONTESTS/OVERNIGHT TRAVEL**

1. Athletes may be excused from school to attend the state contest in their sport if their coach is accompanying them and has accepted responsibility for their transportation and attendance at the event.
2. When overnight arrangements are necessary, the coach will make the reservations and plans with the approval of the district administration, and will be responsible for the students in his or her care.
3. Students attending these supervised events are subject to all district rules and regulations as well as those established by their coach or supervisor for the trip.
4. Athlete/Coaches who qualify for participation in a state competition will be reimbursed for the following expenses:

Breakfast - \$7.00

Lunch - \$7.00

Dinner - \$10.00

## **Principle 24: State Organizations**

### **IHSA**

All IHSA information is available on their website at [www.ihsa.org](http://www.ihsa.org)

- IHSA currently provides an online CPR and AED training video on their website. Parents and students are encouraged to view.
- Concussion information is available both on the IHSA website and on the school website. All IHSA participants are required to sign a concussion information sheet (see appendix)

### **IESA**

JH Track and Boys basketball are members of IESA. IESA information is available on their website at [www.iesa.org](http://www.iesa.org)

- Concussion information is available both on the IESA website and on the school website. All IESA participants are required to sign a concussion information sheet (see appendix)

