

# **Waverly Junior High School**

## **Athletic Handbook for All JH Sports**

### **1. Sports Available**

WJHS offers Boys Basketball, Girls Volleyball, Boys/Girls Track, Scholastic Bowl, and Cheerleading. Coop sports: Cross Country (Franklin), Softball (Franklin), Girls Basketball (New Berlin)

### **2. Chain of Command**

- a. The Coach
- b. The Athletic Director
- c. The Principal
- d. The Superintendent
- e. Board of Education

### **3. Practice/Contest during Bad Weather**

a. If school is cancelled or dismissed early due to bad weather conditions, all practices will be cancelled. Contest cancellations will be determined by Principal and Athletic Director of the schools involved.

### **4. Eligibility**

- a. Student/athletes must have a sports physical exam within 1 year before they begin practicing.
- b. Student/athletes must pay the athletic fee \$25 prior to first practice.
- a. All student/athletes must be passing all classes at all times during the sport season.
- b. Eligibility goes from Monday to Sunday and grades are reviewed every Monday morning before 9:00am.
- c. Players that are Ineligible are not allowed to participate in regulation games/matches/meets. They are required to attend all games and sit on the bench with their team. They cannot wear their uniform but must be dressed in travel attire. Ineligible players are also required to attend and participate in all practice sessions. \*For Track and Field: Ineligible athletes will not travel to away track meets.
- d. Players who are Ineligible for a total of 5 weeks within the same sporting season- possible dismissal from team. This will be handled on a case by case basis by coaches and A. D.

### **5. Attendance**

a. Student/athletes who are absent from school with an illness may not attend or practice in evening school activities, including athletic practices unless they were present for at least the entire 4<sup>th</sup> block (1:10pm on regular days, 12:10 on early dismissal days). For absences not due to an illness, students may and are encouraged to attend and participate.

- b. When student/athletes are at school, they are required to attend practice
- c. All absences from practice will be excused when notification is given IN ADVANCE.
- d. Absences where no prior notification is given to the coaching staff, will be considered unexcused. Consequences will be explained by the coaching staff at the Parent Meeting.
- e. All head coaches are required to keep daily attendance at all practices and games on file.

## **6. Parent Meetings**

- a. All head coaches must have a meeting with parents before the first contest or activity.
- b. During the season, a parent meeting may be necessary and shall always be in a professional manner.
- c. Absolutely no parent meeting shall occur immediately following a contest, especially those concerning playing time or game strategy. Instead, the meeting can occur the following school day.

## **7. Uniforms and Practice Gear**

- a. All uniforms are property of the Waverly School District. They are to be worn only during games and when assigned to do so. Any damaged, or lost and stolen uniforms are the financial responsibility of the player and parents.
- b. Practice attire shall meet and follow the school dress code as expressed in the school hand book.

## **8. Dress Code, Grooming, and Appearance**

- a. Unacceptable for competitions: jeans, pants with holes, low cut shirts, thin strap shirts.
- b. What will be acceptable are team issued travel suits or dress pants with collared shirts or sweaters with nice looking shoes.
- c. No inappropriate body piercings or tattoos
- d. Grooming and appearance should not deter from the rest of the team. Hair color and the length should be appropriate for the sport.

## **9. Closed Practices**

- a. All practices are closed to parents, family members, students, and spectators.
  - b. If prior arrangements are made, a person may be able to watch a practice.
- \*This requires a 24 hour notice and must be approved by the A.D.

## **10. Lettering Guidelines**

Basketball – must play in at least half the total quarters at the level for which they are playing.

Volleyball - must play in at least half the total games played for the level they are playing.

Track – scoring system determined by the coach that will be approved by the A.D.

Scholastic Bowl – scoring system determined by the sponsor that will be approved by the A. D.

#### **11. Substance Abuse**

Consumption, usage, and selling of alcohol, tobacco, or drugs will not be tolerated. Student/athletes will face disciplinary action, suspension, and possible dismissal from the team if they are caught. The coaches, athletic director, and school administrators will work together to decide the appropriate punishments in this case.

#### **12. Miscellaneous**

Any situation not mentioned in the previous information will be handled by the coaching staff and proper school personnel on a case by case basis. Any rule that has been established is not to restrict; but rather to guide our teams as it pursues its goals throughout the season.

#### **13. Transportation**

All student athletes and coaches are expected to ride the bus or van to the event or contest. Coaches will keep a sign out log for those who ride home after the contest or event. Student athletes may only be signed out and ride home with parents or legal guardians. Parents who wish that their child ride home with another adult (grandparent, sibling, friend, aunt, uncle, neighbor, etc.) must make arrangements with the coach ahead of time, provide written documentation, and be signed out at the contest by that adult taking them.

#### **14. Co-op Sports Agreements**

Waverly Junior High currently participates and hosts co-op sports programs with Franklin and New Berlin. Under the co-op agreements, the host school district has total control of the extra-curricular athletic program being offered. Student/athletes from all districts will follow and abide by the rules and regulations of the districts offering the extra-curricular athletic program in which they are participating.

#### **15. 5<sup>th</sup> Grade Participation**

Only as a necessity will 5<sup>th</sup> graders be allowed to join the 7<sup>th</sup> grade team. If this situation presents itself, it will be understood by coaches and parents that 5<sup>th</sup> graders will be allowed to play and must follow the rules and school policies regarding athletics. The Waverly Board of Education must first approve this decision.

#### **16. Consequences (at coach's discretion)**

- a. Missed Games:
- b. Missed Practices:
- c. Insubordination:
- d. Disrespect and Poor Behavior:
- e. Poor Sportsmanship:

## RESPONSIBILITIES

### *The Athletic Director*

- Organize and Administer the overall program of extra-curricular athletics for the school district at the Junior High Level
- Provide input in the selection, assignment, and evaluation of coaches when asked.
- Foster good school/community relations by keeping the community aware of and responsive to the athletic programs
- Organize and schedule all athletic events
- Provides schedules to appropriate people in a timely manner
- Hire officials according to the event
- Participate in and Attend all IESA, MSM, and Morgan County Conference meetings
- Act as the IESA representative on all matters and communicate with them as needed
- Makes sure all IESA and conference rules are being followed properly
- Arrange transportation for athletic events
- Aid coaches with program supplies and uniforms
- Arrange for visiting team needs while visiting Waverly
- Supervise all home athletic events and encourage everyone involved to use proper sportsmanship behavior
- Plan and supervise Awards Ceremony
- Sees that gyms and floors are ready for competition
- Sees that academic eligibility is administered properly
- Calls meetings with coaching staff if necessary
- Participates in Concussion Protocol Team according to IESA policy
- Approves all team rules prior to start of season and before parent meeting
- Works with administration on cancellation or rescheduling of athletic events
- Performs other duties as may be required by the administration or Board of Education

### *Coaches*

- Is responsible for the overall supervision of their program
- Is responsible for assuring that the rules and regulations of the IESA and Conferences that they are a part of are followed
- Is responsible for the direct supervision of all athletes on the team
- Attend all conference meetings when necessary
- Is responsible for conducting a mandatory parent meeting before the first contest
- Planning all practices and provide a copy of the practice schedule to athletes and parents on a monthly basis
- Provides game schedule and bus departure times to parents or guardians
- Submits budget requests and supplies to the Athletic Director
- Maintains a daily attendance report for all practices and games

- Oversee safety conditions of the facilities and health conditions of athletes
- Enforce discipline and sportsmanship behaviors at all times
- Establish and oversee consequences for infractions and violations of team rules
- Conduct themselves in a professional and positive manner at all times and hold themselves to a higher standard
- Treat officials, participants, administrators, parents, and spectators, with respect
- Keep accurate inventory record of all equipment, supplies, and uniforms
- Fill out an accident or injury report in a timely manner and submit to the Athletic Directory, Principal, and Parent of the athlete.
- Contacts local media and submits results immediately after each home game.
- Provide a copy of the team rules to the Athletic Director prior to the parent meeting and start of the season. The Athletic Director and Administrator may require coaches to modify team rules.
- Is responsible for securing timers, score keepers, announcer, etc...
- Is the last person to leave the facility and make sure lights are off and doors are locked
- Keep and updated eligibility list
- Is responsible for turning in award winners prior to Awards Ceremony
- Is responsible for communicating and all parent issues, any additional meetings, requests, or confrontations to the Athletic Director
- Perform other duties as may be requested by the administration of the Board of Education
- Will work with the South County Viper sports co-op and develop a working relationship with the High School Head Coach
- Is responsible for promoting and facilitating a POSITIVE ATMOSPHERE in and around the program at all times. Positivity breeds successful student/athletes!

### *Student/athletes*

- Display good moral conduct on and off the field
- Show commitment to academics, athletics, and the school community
- Show confidence in self, team, and coaching staff
- Display good sportsmanship, which includes fair play, respect for teammates, opponents, spectators, officials, and school personnel.
- Attend all practices, team activities, and games
- Treat with respect all equipment, supplies, and uniforms
- Ride to and from contests on the team bus unless prior notification is given by text message, email, or personal note from parents or legal guardians.
- Communicate to the coaches any injuries, problems, or concerns that the athlete may be experiencing
- Are required to obtain a physic examination good for 13 months, sign an insurance waiver by parent or guardian, and pay \$25 athletic fee per sport.
- Be in compliance with all team, school, conference, and IESA rules and policies.