

# **STUDENT-ATHLETE HANDBOOK**

## A. Introduction

### To the parent:

This material is presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family interest in this important component of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences which assist students in personal adjustments.

We are concerned with the educational development of boys and girls through athletics and feel that a properly controlled, well-organized sports program can meet student needs for self-expression, social, mental and physical growth. It is our intent to conduct a program that is educationally sound in purpose and will enhance each student's personal growth.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct means exclusion from the squad. This concept of self-discipline and self-denial is tempered by our responsibility to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our athletes to compromise with mediocrity.

When your son/daughter enlisted in one of our sports programs, he/she committed our staff to the following responsibilities and obligations:

- a) to provide adequate equipment and facilities
- b) to provide well trained coaches
- c) to provide equalized contests with skilled officials

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for a well-organized program of athletics.

It is the role of the department of athletics to make rules that govern the spirit of competition for the school. These rules need a broad basis of community support, which is achieved only through communication to the parent. It is our hope to accomplish this objective through this athletic publication for students and parents.

### To the Athlete

Being a member of a Windsor High School athletic team is a fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A great athletic tradition is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad of Windsor High School, you have inherited a wonderful tradition which you are challenged to uphold.

Our tradition has been to win with honor. We desire to win, but only with honor to our athletes, our school and our community. Such a tradition is worthy of the best efforts of all concerned. Over many years our squads have achieved more than their share of league and state championships. Many individuals have set records and achieved AII-American, All-State and All-Conference honors.

It will not be easy to contribute to such a great athletic tradition. When you wear the colors of your school, we assume that you not only understand our traditions, but are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

Responsibilities to Yourself: The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences.

Your academic studies, your participation in other extracurricular activities as well as in sports, prepare you for your life as an adult.

The younger students in Windsor are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

Responsibilities to Your School: Another responsibility you assume as a squad member is to your school. Windsor High School cannot maintain its position as having an outstanding school unless you do your best in the activity in which you engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are on the athletic squad. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. You can make Windsor High School and your community proud of you by your consistent demonstration of these ideals.

Responsibilities to Others: As a squad member you also bear a heavy responsibility to your home. If you never give your parents anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability everyday and that you have played the game “all out,” you can keep your self-respect and your family can be justly proud of you.

## B. Athletic Philosophy

### Statement of Philosophy

The Windsor High School Athletic Program should provide a variety of experiences to enhance the development of favorable habits and attitudes that will prepare students for adult life in a democratic society.

The interscholastic athletic program shall be conducted in accordance with existing Board of Education policies, rules and regulations. While the Board of Education takes great pride in winning, it does not condone “winning at any cost.” It discourages any and all pressures which might lead to neglecting good sportsmanship and good mental health. At all times, the athletic program must be conducted in such a way that it is an educational activity.

### Athletic Goals and Objectives

Our Goal - The student-athlete shall become a more effective citizen in a democratic society.

Our Specific Objectives - The student-athlete shall learn:

- a) To work with others - In a democratic society a person must develop self discipline, respect for authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed higher than personal desires.
- b) To be successful - Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You can learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel.
- c) To develop sportsmanship - To accept any defeat like a true sportsman, knowing we have done our best, we must learn to treat others as we would have others treat us. We need to develop desirable social traits, including emotional control, honesty, cooperation and dependability.
- d) To improve - Continual improvement is an essential component of good citizenship. As an athlete, you must establish a goal and you must constantly try to achieve that goal. Try to improve in the skills and knowledge required and those personal traits that enhance the success of a team.
- e) To enjoy athletics - It is necessary for athletes to enjoy participation, to acknowledge all of the personal rewards to be derived from athletics, and to give sufficiently of themselves in order to persevere and improve the program.
- f) To develop desirable personal health habits - To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

## C. Governance

### The Board of Education

The Board of Education, responsible to the people; it is the ruling agency for the Weld RE-4 School District. The Board of Education is responsible for the following areas:

- a) Interpreting the needs of the community.
- b) Developing of policies in accordance with state statutes and mandates and in accordance with the educational needs and wishes of the people of Weld RE-4 School District.
- c) Approving means by which professional staff may make these policies effective.
- d) Evaluating the interscholastic athletic program in terms of its value to the community.

### The Colorado High School Activities Association

All schools are voluntary members of the Colorado High School Association and compete only with member schools. As a member school, Windsor High School agrees to abide by and enforce all rules and regulations promulgated by this association.

The primary role of the state association is to maintain rules and regulations that ensure equity in competition for the student-athletes and a balance with other educational programs. The association solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations.

The state association attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner.

### The National Federation of State High School Associations (NFHS)

The NFHS consists of the fifty-one individual state high school athletic and/or activities associations. The purposes of the NFHS are to serve, protect and enhance the interstate activity interests of the high schools belonging to state associations; to assist in those activities of the state associations which can

best be operated on a nationwide scale; to sponsor meetings, publications and activities which will permit each state association to profit by the experience of all other member associations; and to coordinate the work to minimize duplication.

The NFHS is both a service and regulatory agency. The growth and influence of state associations and the NFHS ensures some degree of team work on the part of more than 20,000 schools and enables them to formulate policies for the improvement of interscholastic activities.

### The Athletic League/Conference

Windsor High School is a voluntary member of the Northern League. This League was established for the primary purpose of promoting selected interscholastic activities among member schools and the assurance of such advantages as may be gained by a union of effort.

The conference was established to encourage member schools to improve their co-curricular program in athletics. The conference membership facilitates the arranging of schedules, equalizing competition, and conducting league meets and determining league championships. The conference provides Windsor High School the opportunity for competition without excessive travel and with schools of similar size and athletic philosophy. Membership implies abiding by conference schedules, rules and regulations.

### Colorado High School Activities Association Rules and Regulations

(See respective [www.chsaa.org](http://www.chsaa.org) for pertinent regulations)

To be eligible for interscholastic athletics, a high school student must meet the following state regulations:

- a) Enrollment
- b) Age
- c) Physical Examinations
- d) Seasons of Competition
- e) Semesters of Enrollment (Scholarship)
- f) Residence Requirements
- g) Transfers
- h) Guardianship
- i) Awards
- j) Amateur Practices
- k) Participation on Independent Teams
- l) Undue Influence (Recruiting)

### Requirements for Participation

#### 1) Physical Examination

A yearly physical examination is required. The physical card must be completed by the physician and submitted to the coach prior to participation. The examination is valid for one calendar year and covers all sports during that time. The form will be kept on the file in the athletic office.

#### 2) Emergency Medical Authorization

Each athlete's parents shall complete an Emergency Medical Authorization form giving permission for treatment by a physician or hospital when the parent(s) are not available. The card will be kept in the medical kit for availability at all practices and contests.

### 3) Parental Acknowledgment of Athletic Policies

Upon entering high school or at the time a student tries out for an athletic team, he/she will be presented with this handbook containing all the necessary forms and information for participating in athletics.

Each parent or guardian and athlete shall read all of the enclosed material and certify that they understand the athletic eligibility rules and policies of the school district. This signed document will be filed in the athletic administrator's office.

### 4) Insurance

The school district does not carry insurance to cover student athletic injuries. Parents will need to sign the reverse side of the acknowledgment card verifying that they have purchased school insurance or possess a family insurance plan.

### 5) Scholastic Eligibility

In order to participate on a Windsor High School athletic team, each athlete must have satisfied all of the scholastic eligibility requirements prior to participation.

### 6) Risk of Participation

All athletes and parents must realize the risk of serious injury which may be a result of athletic participation. Weld RE-4 School District will use the following safeguards to make every effort to eliminate injury.

Coaches will conduct a mandatory parent/athlete meeting prior to the start of the season to fully explain the athletic policies and to advise, caution and warn parents/athletes of the potential for injury.

7) Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport.

8) Provide a certified athletic trainer to help insure proper care for all athletes.

## Financial Obligations and Equipment

- a) Pay to Play - Each sport season, when squads are selected, athletes may be assessed a small fee as established by the Board of Education to help maintain the high quality of the athletic program.
- b) Uniforms - In several sports, athletes will be required to purchase a portion of the game uniform, which will become their property.
- c) Equipment - All athletes are responsible for the proper care and security of equipment issued to them. School furnished equipment is to be worn only for contests and practice. All equipment not returned in good condition at the end of the season will be subject to a financial penalty.

## Athletic Codes of Conduct

### Conduct of Athletes

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The community, school administrators and the coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other consideration.

All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of law, tarnish the reputation of everyone associated with the athletic program and will not be tolerated.

### PENALTIES FOR VIOLATION

Due to the serious nature of this rule, the coach involved, the athletic administrator and the principal shall meet and determine the penalty according to the degree of the infraction. The penalty shall range from a minimum of one game of the season or succeeding season to a maximum of permanent denial of participation.

### Basic Athletic Department Policies

1) Participation: An athlete may participate in only one sport per season unless given special permission by the athletic director.

2) Dropping or transferring sports: Quitting is an unacceptable habit. A quitter may lose the privilege of participating in athletics. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

- a) Consult with immediate coach and then the head coach.
- b) Report situation to the athletic administrator.
- c) Check in all equipment.

If an athlete wishes to change sports during a season, or after having won an award in one sport and he/she wishes to change sports, he/she shall consult with both coaches concerned and the athletic administrator. This procedure assures a smooth transfer which is in the best interest of the student.

3) Equipment: School equipment checked out by the student-athlete is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of any equipment is the athlete's financial obligation.

4) Missing practice: An athlete should always consult his/her coach before missing practice. Missing practice or a game without good reason will be dealt with severely.

5) Travel: All athletes must travel to and from out-of-town athletic contests in transportation provided by the athletic department unless previous arrangements are made by the parents for an exceptional situation.

- a) Athletes will remain with their squad and under the supervision of the coach when attending away contests.
- b) Athletes that miss the bus will not be allowed to participate in the contest unless there are extenuating circumstances.
- c) All regular school bus rules will be followed.
- d) Dress should be appropriate and in good taste.

6) College recruitment policy: In the event an athlete should be contacted personally by a college recruiter, he/she has an obligation to work through his/her coach and the athletic department. Coaches should be contacted as soon as possible. College recruitment information is available in the athletic office. NCAA standards are available to students and families in the athletic office.

7) Conflicts in extracurricular activities: An individual student who attempts to participate in several extracurricular activities will create conflict of obligations and interests. The athletic department recognizes that each student should have the opportunity for a broad range of experiences in the area of extracurricular activities, and to this end, will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything possible to avoid continuing conflicts. Positive efforts might include being cautious about joining too many activities where conflicts are unavoidable. It also means notifying the faculty sponsors/coaches involved immediately when a conflict arises.

When a conflict arises the sponsors/coaches will work out a solution so the student does not feel caught in the middle. If a solution cannot be found, the principal will make the decision based on the following:

- a) The relative importance of each event to the student.

- b) The importance of each event to the school.
- c) The relative contribution the student can make.
- d) How long each event has been scheduled.
- e) Talk with parents.

Once a decision has been made and the student has committed to that decision, he/she will not be penalized in any way by either faculty sponsor/coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity.

8) Attendance: Students who miss part of the school day due to illness must be in attendance two continuous periods in order to play a contest or practice on that date. Students missing school for reasons other than illness must have an excused absence in order to participate. Final authority for infractions of this rule will rest with the principal. Students absent from school on Friday with a contest the following day (Saturday) will be eligible to participate provided the absence is excused by a school administrator.

9) Release From Class: It is the responsibility of athletes to see their teacher the day before the classes they will miss because of an athletic contest. All work shall be made up at the convenience of the teacher.

10) Grooming and Dress Policy: A member of an athletic team is expected to be well-groomed. "He/she shows up best that shows off least." Appearance, expression and actions always influence people's opinions of athletes, the team and the school. Members of a squad have made a choice to uphold certain standards expected of athletes in this community.

The following grooming and dress rules will be adhered to by team members:

- a) Hair styles are to be maintained in a neat and clean manner so as to present a positive image for both the team and the school.
- b) An athlete shall dress presentably at all times, on trips, or at assemblies or banquets.
- c) Only uniforms issued by the athletic department will be worn for contests.
- d) Athletes will not be permitted to participate until deviations of the above rules are satisfactorily corrected.

11) Vacation Policy: Vacations by athletic team members during a sport season are discouraged. Parents/athletes wishing to do so may wish to reassess their commitment to being an athlete. In the event of an unavoidable absence due to a vacation, an athlete must:

- a) Be accompanied by his/her parents while on vacation.
- b) Contact the head coach prior to the vacation.
- c) Practice one day for each practice or contest day missed prior to resuming competition. (Contest day will count as a practice day.)
- d) Be willing to assume the consequences related to their status on that squad as a starter, (reserve status, etc.)

12) Squad Selection: In accordance with our philosophy of athletics and our desire to see as many students participate in the athletic program as possible while at Windsor High School, we encourage coaches to keep as many students as they can without unbalancing the integrity of their sport. Time, space, facilities, equipment, personal preference and other factors will place limitations of the most effective squad size for any particular sport.

13) Squad Reduction Policies: Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. Prior to trying out, the coach shall provide the following information to all candidates for the team:

- a) Extent of try-out period
- b) Criteria used to select the team

- c) Number to be selected
- d) Practice commitment if they make the team
- e) Game commitments

14) Reporting of Injury: All injuries which occur while participating in athletics should be reported to the trainer and the coach. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed. Once athletes are treated by a physician, the athlete must obtain the doctor's permission to return to the activity.

15) Locker Room Regulations:

- a) Rough-housing and throwing towels or other objects is not allowed in the locker room. Hazing of other players is not allowed.
- b) All showers must be turned off. The last person to leave the shower room is expected to check all showers.
- c) No one except coaches and assigned players is allowed in the locker room.
- d) No glass containers are permitted in locker rooms.
- e) All spiked or cleated shoes must be put on and taken off outside of the locker room in extreme or muddy weather conditions. No metal or hard-plastic spikes or cleats are ever allowed in any other part of the school building.

16) Weight Room Regulations:

- a) Any student who uses the weight room must have a signed parental permission and release form on file in the athletic office.
- b) Shirts and shoes are required at all times - tank tops are acceptable.
- c) No one is to be in the weight room alone.
- d) All students must be under the supervision of the instructor assigned.
- e) Lifters must work with a partner.
- f) Replace all weights on racks immediately following use.
- g) Know your limits! Work with the instructor to determine your limits.
- h) Do the lifts correctly. It is better to use lighter weights for correct lifting than heavier weights and run the risk of injury.
- i) Warm-up with proper stretching exercises.
- j) No chewing gum or eating candy while lifting.
- k) No food or drinks inside weight room.
- l) No horseplay or profanity.
- m) No abuse of equipment. Any equipment that is broken must be reported immediately.

17) Athletic Awards Policy

a) Varsity Letter Requirements

The varsity award shall be presented to an athlete who satisfied the participation requirements as listed below, completes all team obligations and receives the recommendation of the coach. (The coach may recommend a waiver of these requirements under an unusual circumstance.)

a) Specific sport requirements

(1) Baseball / Softball:

- a. play in one-fourth of all innings played
- b. pinch hit or pinch run in three fourths of the games played
- c. pitch in four starts or six game appearances

(2) Basketball: (boys/girls) make the league tournament roster

(3) Cheerleaders: meet ninety percent of contest and practice requirements

(4) Cross Country: (boys/girls) place seventh or better in one-half of the dual meets or in the top 10 in conference meet or top 15 in regional or state

(5) Football: participate in a total of 150 varsity plays

- (6) Golf: (boys/girls) participate on the varsity team in at least fifty percent of the matches
- (7) Lacrosse: play in 50% of the quarters during varsity games
- (7) Soccer: participate in fifty percent of periods played or appear in a playoff game
- (8) Swimming: (boys/girls)
  - (a) place in the top 16 in league championships
  - (b) qualify for the state meet
  - (c) score 45 points during dual meet season
  - (d) have 100% practice attendance
- (9) Tennis: (boys/girls)
  - (a) earn as many points, as there are matches
  - (b) one point for playing and one additional point for winning
- (10) Track: (boys/girls)
  - (a) earn a total of 17 points during the season at varsity meets
  - (b) one participation point for finishing in top four in a meet plus actual points won in a meet. Points will be tripled in large meets with eight or more teams
- (11) Volleyball: participation in fifty percent of scheduled games
- (12) Wrestling: participation in fifty percent of matches or earn 50 wrestling points:
  - fall - 6;
  - technical fall 5;
  - decision - 3, 4

- Season is defined as that period of time from the first practice to the awards program.
- Junior varsity and freshman awards are given based on the recommendation of the coach.
- To be eligible, athletes must complete the season.
- Manager's award will parallel the regular awards system if they manage for the entire season.
- Statistician's award satisfactorily compile statistics for the entire season.

## 2) Award Criteria That Pertain to All Sports

- a) An athlete who moves from one level of competition to another will letter at the level of the highest competition provided the athlete has met combined requirements.
- b) A coach will have the prerogative to letter a senior who has not met the seasonal requirements for lettering.
- c) Injury Rule: Any athlete who is a starter or plays regularly and was thereafter injured may be awarded a letter, if in the coach's judgment, he would have met the lettering requirements.
- d) In a sport where state tournament play is sponsored, athletes may letter if they have become a starter and play 75% of the quarters, innings, matches, or score team points in individual competition in tournament play regardless of other lettering criteria.
- e) Complete the season in good standing with the school and coach.

## 3) Awards

### Varsity awards

- 1st-year award: Chenille award letter with gold medal with insert signifying the sport and gold service bar which indicates one year of lettering and certificate. (Note: Should the athlete letter in another sport, he/she will not receive a second chenille letter.)
- 2nd-year award: Gold service bar and certificate.
- 3rd-year award: Gold service bar and certificate.
- 4th-year award: Gold service bar and certificate

Junior varsity awards: Participation certificate

Freshman awards: Participation certificate

Non-letter awards: All members of a varsity athletic squad who successfully complete an athletic season for a particular sport, but who have not earned ample points for a varsity letter, are to be awarded a varsity participation certificate.

Championship award: All members of a varsity team that wins a league, district, regional or state championship will receive a chenille emblem of that sport which will indicate the championship.