

BROOKWOOD

High School

&

Junior High



ATHLETIC HANDBOOK

2017 - 2018

**Brookwood High School / Junior High Athletic Handbook
2017 - 2018**

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BROOKWOOD HIGH SCHOOL & JUNIOR HIGH ATHLETIC HANDBOOK 2016 - 2017

General Eligibility Rules

1. It is understood and agreed that athletic participation is a privilege and a voluntary activity. It is also understood and agreed that certain expectations come with the privilege of athletic participation, and that conduct unbecoming an athlete will not be acceptable under any conditions.
2. Athletic Activities offered at Brookwood High School & Junior High School:
 - High School: Football, Volleyball, Cross Country, Basketball, Wrestling, Softball, Baseball, Track & Field, and Cheerleading
 - Junior High: Football, Volleyball, Cross Country, Basketball, Wrestling, Track & Field, and Cheerleading
3. A high school student - athlete must be under the age of 19 before August 1 of each school year.
4. For the 2017 – 2018, school year, student - athletes in grades 9 – 12 may participate in two sports during the same season. It should be emphasized that dual participation is only recommended for the **exceptional student – athlete**, and only in sports where conflicts of events is minimal. Dual participation will be permitted provided that ALL of the following guidelines are met:
 - The athlete is required to select one sport as the **primary** sport, and must participate in the primary sport whenever there is a conflict. Once the season has begun, changing the selection of the primary sport is not permitted, and the athlete cannot quit the primary sport to focus on the secondary sport.
 - The athlete can have no grades lower than C. If at any time, his/her grades drop below that level, then the athlete, if still academically eligible, may only participate in the primary sport.
 - There must be a meeting involving the athlete and the athletic director before dual participation will be permitted. This meeting must occur **before** practices begin in either sport. At the athletic director's discretion, attendance by parents / guardian and/or coaches at a meeting may be requested.
 - A contract detailing responsibilities and guidelines will be drawn up and signed by all parties.
 - At the approximate midpoint of the season, all parties should meet to evaluate the agreement.
 - A head coach **always** has the right to deny the dual participation if he / she feels that the dual participation is detrimental to the athlete's potential in either sport or to team chemistry.
 - The athletic director may deny the dual sport request if in the judgement of the athletic director and coaches, dual participation could potentially cause harm to one or both programs.
 - The athlete may have to practice at odd times in order to accommodate the needs of both teams (ie: before school or after normal practice times).
 - The athlete and his / her parents / guardians agree that splitting time between two sports might result in less participation time in both sports.
5. A student who quits a sport can not then go out for another sport without first meeting with the Athletic Director and the Head Coaches of both sports.

6. A student who has quit a sport in mid – season more than once may only come out for another sport once the student and parents have met with and received permission from the athletic director and the head coach of the new sport.
7. A student can not participate in an organized sport outside of school at the same time they are participating in that sport in school.
8. **The following documentation must be submitted to the office each year prior to a student’s participation in athletics:**
 - a. *Completed, current WIAA Physical or Alternate Year Card*
 - b. *Completed and Signed Extracurricular Registration, Permission, Waiver, and Code Agreement Form.*
 - c. *Completed and Signed Concussion Education Agreement (Act 172)*
 - d. *Completed and signed Emergency Medical Form*
 - e. *Verification of ImPact Baseline Concussion test completion (when applicable)*

NOTE: If an online registration process is utilized, the online registration must be completed prior to the start of the athletic season.
9. The student - athlete and at least one parent/guardian must attend a preseason athletic handbook meeting before participating in any athletic contests. For parents / guardians this requirement may be waived at the discretion of the athletic director.

NOTE: At the discretion of the Athletic Director, the preseason meeting may be replaced by having the student-athlete and a parent / guardian complete an online survey.
10. Students must meet school and DPI requirements defining a full-time student.
11. Sixth grade students who are permitted to participate in junior high sports must adhere to all handbook regulations as well as to any other academic or behavioral conditions imposed by their teachers and the athletic director.
12. Head Coaches will determine the date in their sport’s season where no new team members will be accepted.

Academic Eligibility Rules

1. Grades will be reviewed for athletic eligibility during the following time periods:
 - End of Quarter Grade Reports
 - Mid-Quarter Progress Reports
 - End of Semester Grade Reports (ONLY if the class has no quarter grades)
 - **Weekly Grade Reports**
 - i. *The weekly grade reports will apply to ALL student-athletes in Grades 6 – 7 – 8.*
 - ii. *The weekly grade reports will apply to any student-athletes in Grades 9 – 12 who are considered “at risk for ineligibility.”*
2. A student will be ineligible to participate in WIAA athletic contests if he/she earns any failing grades during the grade reporting periods identified in #1.
3. It is the responsibility of the student – athlete to carefully monitor his or her grades for accuracy. Grades submitted to the athletic director for eligibility purposes shall be presumed to be accurate. If an issue arises over the accuracy of a grade, the student – athlete must meet with the teacher to discuss the issue. The student – athlete will remain ineligible unless the teacher informs the athletic director that the grade in question is incorrect.
4. A student in **Grades 9 – 12** may be granted a waiver to participate **with one failing grade** provided that all of the following provisions are satisfied:
 - a. The athletic director or 7-12 principal verifies that the student – athlete:
 - i. has completed all the required work for the course and has met any completion deadlines imposed by the teacher.
 - ii. has demonstrated consistent cooperation, effort and appropriate behavior in that class, and within the NOW Schools.
 - iii. is utilizing all teacher-provided opportunities to improve academically.
 - iv. has no more than one other grade lower than C-.
 - b. The athletic director or 7-12 principal has informed the student that he/she is academically-ineligible, but may be eligible for a waiver.
 - c. The student requests in writing a waiver conference with the teacher, 7-12 principal, and the athletic director **within 2 school days** of being informed that he or she may be eligible for a waiver. (A waiver may not be requested unless the student has been notified that he/she may be eligible for a waiver.)
 - d. The student agrees in writing to adhere to any academic conditions imposed during the conference. If, at any time, the student fails to completely follow the written conditions of the waiver, the waiver will be considered void, and the student will be immediately ineligible
5. In **Grades 7 - 8**, a student – athlete may be granted a waiver to participate **with one failing grade** provided that:
 - a. The athletic director or 7-12 principal has informed the student – athlete in writing that he/she is academically-ineligible, but may be eligible for a waiver. (A waiver may not be requested unless the student – athlete has been notified that he/she may be eligible for a waiver.)

- b. The student – athlete meets with the teacher and the 7 – 12 principal or athletic director within 2 school days of being informed of possible waiver eligibility. The student – athlete and parent agree in writing to adhere to any academic conditions imposed during the conference. If, at any time, the student – athlete fails to completely follow the written conditions of the waiver, the waiver will be considered void, and the student – athlete will be immediately ineligible.
- c. The athletic director or 7 – 12 principal verifies that the student – athlete is currently:
 - i. completing all the required work for the course and meeting any completion deadlines imposed by the teacher.
 - ii. demonstrating consistent cooperation, effort, and appropriate behavior in that class, and within the NOW Schools.
 - iii. utilizing teacher-provided opportunities to improve academically.
 - iv. has no more than one other grade lower than C-.
- 6. In **Grade 6**, a student – athlete may be granted a waiver to participate with one failing grade solely at the discretion of the 6th grade classroom teachers.
- 7. **A student may only be granted a waiver once a school year.**
- 8. **NO WAIVERS ARE PERMITTED FOLLOWING THE END OF THE 4TH QUARTER GRADING PERIOD.**
- 9. A student who is enrolled in a state-approved EEN program will be declared eligible if that student is found to be making satisfactory progress towards goals placed in his/her IEP, and he/she has completed all assignments in any class where the student currently has a failing grade.
- 10. Seniors who have acquired all necessary credits towards graduation are not exempt from the rules in this handbook.
- 11. Student-athletes taking courses through the Youth Options program must maintain passing grades in these courses. These classes will impact student eligibility in the same way as standard high school classes.
- 12. “Clean Slate Clause”: Students entering the fall semester of their freshman year will begin with a “clean slate” in regards to academics. This does not apply to violations of training rules & regulations (Levels 1, 2, 3, & 4).
- 13. *A student-athlete is considered “at risk for ineligibility” if the student-athlete has been declared academically ineligible after 3 or more grading periods in the past calendar year or 4 or more grading periods in the past two calendar years. (For the purposes of the 2017 – 2018 school year, the grading periods that will be considered will be retroactive to the beginning of the 2015 – 2016 school year.)*

Academic Ineligibility Period for End of Quarter / Semester Grades

- 1. A student not meeting grade requirements for End of Quarter / Semester Grades shall be ineligible for competition for no less than fifteen (15) consecutive scheduled school days and shall miss a minimum of one (1) scheduled athletic contest in the current athletic season.

2. For Fall Sports, where competition begins prior to the beginning of classes, the minimum eligibility period shall be the lesser of:
 - a. Twenty-one (21) consecutive calendar days, beginning with the date of the earliest allowed competition in that sport, or
 - b. One-third (1/3) of the number of scheduled meets and/or contests for that sport. (Rounded up if 1/3 results in a fraction of a contest)

Academic Ineligibility Period for Mid – Quarter and Weekly Progress Reports

1. A student – athlete in **Grades 9 – 12** not meeting grade requirements for Mid – Quarter Progress Reports shall be ineligible for competition for a minimum of 48 hours from the time that the Athletic Director is made aware of the failing grade(s). After the 48 hour period, the student-athlete may not return to competition until the student – athlete submits a Weekly Progress sheet which confirms that the student – athlete is now earning passing grades in all classes. **Thus, after 48 hours, the length of the academic suspension as a result of progress reports will be determined solely by the student – athlete.**
2. A student – athlete in **Grades 7 – 8** not meeting grade requirements for Mid – Quarter Progress Reports shall be ineligible for competition for a minimum of 48 hours from the time that the Athletic Director is made aware of the failing grade(s). After the 48 hour period, the student-athlete may not return to competition until the student – athlete submits a Weekly Progress sheet which confirms that:
 - the student – athlete’s grades have shown significant improvement as determined by the teacher, athletic director, and 7 – 12 principal.
 - **Waivers will not be granted for Mid – Quarter or Weekly Progress Reports.**

Restrictions When Academically – Ineligible

1. During the academic ineligibility period, a student may not leave school early to travel to any contests with his or her team. If the road contest does not require leaving school early, it will be at the discretion of the head coach whether the student – athlete may travel with the team.
2. An academically-ineligible student – athlete who attends his or her team’s contests must sit on the team bench.
3. A student with more than one failing grade may not participate in his / her team’s practices until he / she demonstrates that all homework for that day has been completed. Instead, he / she will work on schoolwork after school.
4. Students with more than one failing grade may not attend their team’s road contests.
5. Academically – ineligible students must submit a completed grade sheet to the athletic director by 3:00 PM on the first day of each week during the ineligibility period. Failure to submit a grade sheet will render the student ineligible to return to competition for at least the remainder of that week.
6. **Students who have at least TWO F’s, and at least THREE OR MORE D’S OR F’S WILL NOT be allowed to practice until they can raise their grades.**

Regaining Athletic Eligibility

1. A student - athlete may regain academic eligibility when:
 - The student has turned in a completed Weekly Progress sheet to the Athletic Director no later than noon on the day prior to the first day that they want their athletic eligibility to be regained.
 - The Weekly Progress sheet indicates that the student is currently receiving no failing grades.
 - The student's coach receives written notification from the Athletic Director that the student is now eligible.
 - The student has served the minimum required suspension period
2. Weekly Progress Sheets are available in the high school office.
3. A student with a suspension resulting from violation of the training rules and regulations can not receive credit for serving that suspension unless he or she is academically eligible. Thus, academic suspensions must be satisfied prior to serving a non-academic suspension.

Training Rules and Regulations

1. Level One Code Violations

Level One Code violations include:

- Inappropriate clothing at practice
 - A student-athlete who does not dress in an appropriate manner for practice will receive one warning from school personnel. After this warning, each instance of inappropriate dress will be considered a violation.
 - Appropriate clothing can be described as T-shirts or tank tops that have not been cut by scissors, and or jerseys and other school district-distributed practice gear.
 - In general, clothing considered "inappropriate" for wear in school will also be unacceptable for practice.
- 1st offense of swearing, writing with inappropriate content, using school computers to send or view inappropriate content, sending inappropriate content to school computers, or using the Internet to demean, embarrass, or defame others.
- Minor unacceptable conduct during a competition or activity
- Violations of the attendance or transportation rules.
- 1st Violation of state law regarding ban on cell phone use in locker rooms
- Refusing to purchase tickets or entering athletic events without purchasing a ticket or student pass.
- Other behaviors determined by the 7-12 Principal and Athletic Director to be Level One violations

Penalty: Each Level One code violation will result in a one (1) contest suspension.

2. Level Two Code Violations

Level Two Code Violations include:

- Conduct which results in an in-school suspension, other than offenses specifically listed as Level One offenses.
- Unacceptable conduct, other than traffic violations, in or outside of school, that results in a misdemeanor arrest or charge
- Serious unsportsmanlike or unacceptable conduct during a competition or activity
 - Such conduct may include, but is not limited to, an ejection from a contest or swearing at officials, coaches, other players, or fans.
- Cheating or committing academic fraud
- Bullying other students
- Additional violations of state law regarding ban on cell phone use in locker rooms
- Other behaviors determined by the 7-12 Principal and Athletic Director to be Level Two violations

Penalty:

- The first Level Two code violation will result in a two (2) contest suspension.
- A second or third Level Two code violation will result in a four (4) contest suspension

3. Level Three Code Violations

Level Three Code Violations include:

- Any additional Level Two offenses following the third Level Two offense in any period of two calendar years
- Major unacceptable conduct inside the school, on school property, or while riding in school vehicles which results in an out of school suspension
- Flagrant unsportsmanlike or unacceptable conduct during a competition or activity
 - Such conduct would include, but is not limited to, fighting with fans or other players.
- Illegal possession or use of drugs, including steroids or other performance enhancers, or attendance at events where drugs, including steroids and performance enhancers, are being illegally used or possessed
- The use or possession of alcohol or tobacco products, nicotine – based products (including E-cigarettes or “vaping” products), or attendance at events where these items are being illegally consumed by, or are in the possession of, minors
- Other behaviors determined by the High School Principal and Athletic Director to be Level Three violations

Penalty:

- **1st Offense: One half of a sports season**
- **2nd Offense: One full sports season**
- **3rd Offense: Ineligible for one calendar year**
- **4th Offense: Ineligible for remainder of High School / Junior High athletic career**

4. LEVEL FOUR CODE VIOLATIONS

- The first instance of a student – athlete hosting a party where alcohol / tobacco / drugs are illegally consumed will result in a suspension of **ONE CALENDAR YEAR** from the date of the violation. Additional violations of this rule will result in a **PERMANENT SUSPENSION** from athletic participation.
- Per WIAA rules, a student – athlete is immediately ineligible for **90 calendar days** from the date the player intentionally and aggressively contacts, or spits on, an official. **In addition, the player is ineligible to compete in the first 25 percent of the next season in that same sport** in which the altercation occurred.
- A Student – athlete accused of major unacceptable conduct inside or outside school which results in a felony arrest or charge will be ineligible for practice / competition until the issue is legally resolved. If a student is subsequently convicted of that felony charge, the student shall remain ineligible until a minimum of **ONE CALENDAR YEAR** has passed since the original event occurred. A second felony arrest or charge will result in a **PERMANENT SUSPENSION** from athletic participation.

Attendance

NOTE: Attendance rules may be waived in extreme cases such as funerals, family emergencies, or appointments as determined or approved by the 7 – 12 Principal or designee.

1. Student-athletes are required to:
 - a. *Attend school for the entire school day* in order to compete in an athletic contest or practice that same day.
 - b. *Attend school for the entire school day prior to a weekend athletic contest in order to compete in that weekend event.*
 - c. *Attend school for the entire school day* after the previous day's athletic contest. Note that this rule may be waived if there has been an **OBVIOUS** serious injury the night before, the student – athlete sees the trainer or a physician, and a note from the trainer or physician is presented to the office upon the student – athlete's return to school.

- d. *Follow all the student handbook rules and steps for advanced make ups for excused absences. (Note that in the case of advanced make ups, the student-athlete must be in attendance for AT LEAST HALF OF THAT SCHOOL DAY.*
 - e. *Follow all rules for validating excused absences.*
 - f. *Be on time for school and all classes (Tardies are not permitted.) Two tardies is considered ONE violation of the attendance rules.*
2. *At the discretion of the 7 – 12 Principal and Athletic Director, the attendance rules may be waived in extreme cases such funerals, family emergencies, or appointments as determined or approved by the 7 – 12 Principal or designee.*
 3. *For all student-athletes, the following system will be utilized to address attendance violations:*
 - a. *Every student-athlete will be permitted two violations (or two exceptions) of the athletic attendance rules each sports season without losing games. Each time a student-athlete violates the attendance rules, the student-athlete will be contacted by the athletic director. At that time, the student-athlete will be reminded of the attendance rules and will be informed of his / her remaining violations (exceptions) for that sports season.*
 - b. *If a student exceeds two attendance violations in a sports season, the student-athlete will miss one athletic contest for each additional violation after the allowed two exceptions.*
- Notes:**
- i. In the case of documented physical therapy, the twice a semester clause is waived FOR PRACTICE provided all the other above conditions are satisfied.
 - ii. LAST – MINUTE CALLS ABOUT APPOINTMENTS WILL NOT BE ACCEPTED!
4. School – sponsored field trips and approved senior privileges are exempt from the attendance rules above.

Injuries / Trainer

1. Athletes must report all injuries to their coach immediately.
2. If an athlete goes to a doctor as the result of an injury, the athlete must obtain a written release from a doctor or trainer before he/she can return to practice or competition.
3. A student – athlete who receives emergency care FOR ANY REASON may not participate in any practices or contests for a MINIMUM OF 24 HOURS from the time the care was received. To return to practice / competition after the 24 hour waiting period, a note must be presented from the trainer or physician stating that the student – athlete has been cleared to participate.
4. A student – athlete who is transported to a medical facility by ambulance FOR ANY REASON may not participate in any practices or contests for a MINIMUM OF 48 HOURS from the time the care was received. To return to practice / competition after the 48 hour waiting period, a note must be presented from the trainer or physician stating that the student – athlete has been cleared to participate.

5. A certified athletic trainer from Gunderson – Lutheran Sports Medicine is employed by our district to specifically deal with injuries to student – athletes. Typically, a trainer visits our school two mornings each week. In addition, there is typically a trainer in attendance for home contests in varsity volleyball, basketball, and cross – country, as well as junior high and high school football and wrestling.
6. If a trainer or physician declares that an athlete cannot participate in athletics due to injury, then that athlete can not participate until cleared by the trainer or a physician. **Note: a physician’s assistant may not clear an athlete if the trainer rules that the athlete cannot participate.**
7. **If an athlete is diagnosed with a concussion, that athlete may not return to practice or competition until he/she has passed the appropriate concussion tests administered by the athletic trainer.**

Transportation

1. All students in athletic activities must ride district transportation to events. With the approval of the 7-12 Principal, exceptions to this rule may be granted for extreme emergencies.
2. Students must ride district transportation home from events unless, prior to departure from the contest site, a parent personally signs out their student – athlete. Every coach will have a sign out sheet. Violation of this rule will be considered a Level One violation.
3. A student – athlete who is signed out must ride home with his / her parent. (*Note: A parent who signs out a student-athlete and then allows that student-athlete to ride home with someone other than the parent accepts ALL LIABILITY for that child’s transportation, and agrees that the NOW School District, its employees, and school board members CANNOT be held liable in any way.*) Violation of this rule will be considered a Level One violation.
4. With prior written approval from the high school principal and/or athletic director, a student – athlete may ride home from an event with **an adult over 21** who is not the student – athlete’s parent. A form is available in the HS office for these situations. In these cases, the sign – out procedure in #2 above must be followed. Under no circumstances will a student – athlete be allowed to ride home with any person under 21 years of age.

Other Athletic Code Rules

1. Per WIAA rules, any athlete who is ineligible to play in any part of the WIAA Tournament Series is ineligible for the remainder of that tournament series.
2. An athlete can not participate in subsequent sports in any way until he or she returns all the equipment and uniforms from the previous sports, and pays replacement costs of any damaged/missing school-issued uniforms/equipment.
3. A student who commits a code violation involving drugs, alcohol, tobacco, e-cigarettes, or vaping products may have the penalty reduced by half by

- proving completion of a school – approved AODA review / counseling program.
4. A student-athlete who commits a first time code violation involving drugs, alcohol, tobacco, e-cigarettes, or vaping products may have the penalty reduced by half by reporting the incident to the principal or athletic director prior to the principal or athletic director being informed of the incident. (Honesty Clause)
 5. A student serving an athletic suspension of one full sports season or less will only receive credit for the suspension if that student completes the season as a member in good standing with the team.
 6. A student who commits a Level Two, Three, or Four violation is immediately ineligible for ANY team or conference awards, including MVP or All-Conference honors during that season, and that student may not serve as a team captain for any sport for one calendar year from the date of the violation.
 7. A penalty that cannot be completed during a single sports season will continue into future sports seasons until the penalty has been completely served.
 8. Where a code violation penalty is a percentage of a season, the penalty can only be served in full contests, and must be rounded up.
 9. A student with a suspension resulting from violation of the training rules and regulations can not receive credit for serving that suspension unless he or she is academically eligible. Thus, academic suspensions must be satisfied prior to serving a non-academic suspension.
 10. A student – athlete is not considered eligible to participate in competitions until the student’s coach receives written notification from the Athletic Director that the student is now eligible.
 11. Individual coaches may have written team policies which are more detailed than those specified in the athletic handbook, but they may never have policies which are less restrictive, or penalties that contradict those outlined in this handbook.
 12. “Clean Slate” Clause: A student who commits no Level One, Two, or Three violations for a period of two calendar years will have a “clean slate.”
 13. Student – athletes are expected to be groomed properly.
 14. Student – athletes are expected to demonstrate proper respect for our country and flag during athletic events and in school. This rule may be waived by the 7-12 principal & athletic director under legitimate religious / health grounds.
 15. Student – athletes staying after school to wait for home contests or the bus for road trips must remain in the HS commons areas. They may not disrupt other activities, nor “sit in” on other teams’ practices.
 16. All rules in this athletic handbook are in effect 12 months per year.
 17. The 7-12 Principal and the Athletic Director have the discretion to interpret all rules relative to this athletic code.
 18. Coaches cannot administer medications of any type to student athletes. Student – athletes **MUST** supply prescribed inhalers and epipens for the team medical kit.

Reporting a Violation

Any reporting of violations of the co-curricular code must be made in writing to the 7-12 Principal or the Athletic Director. The Athletic Director and/or 7-12 Principal will then investigate the matter, interviewing the student accused of the violation and any pertinent witnesses if possible. A meeting will then occur between the Athletic Director and/or the 7-12 Principal and the accused student, and if possible, the accused student's parents, and a ruling on athletic eligibility will be made.

Appeals Process for Athletic Code Rulings

A student, or a student's parents or guardians may appeal a code violation suspension within seventy-two (72) hours from parental notification of the suspension. A review committee will then be formed consisting of a member of the school administration team, the High School Guidance Counselor or designee, two (2) 7-12 faculty members chosen by the athletic director and 7 – 12 Principal, and one (1) faculty member chosen by the student – athlete. The athletic director may be required to attend the meeting to provide relevant information, but cannot be a voting member of the review committee. The review committee will then hear the appeal within seventy-two (72) hours after the parents notify the Athletic Director or 7-12 Principal of the desire for an appeal hearing. A majority vote will uphold or overturn the suspension. The decision of the review committee will be based simply on whether or not the original suspension was imposed in accordance with the rules as specified in the athletic handbook. The appeals committee can not shorten or lengthen suspensions; it may only rule whether a suspension was justified or not. Student-athletes cannot participate in contests in any sport while the eligibility ruling is under appeal.

Students, parents, or guardians may then appeal to the Norwalk-Ontario-Wilton Board of Education, and then finally to the WIAA if the suspension is upheld. Students, parents or guardians need to contact the Superintendent of Schools within seventy-two (72) hours of the initial appeal hearing if they wish to appeal after the review committee ruling.

Pre-Season Athletes/Parents Meeting

Each student-athlete and at least one (1) of student-athlete's parents or guardians are required to attend a pre-season meeting before the athlete may begin participation. At this meeting, the athletic handbook, other athletic paperwork, as well as important WIAA information will be reviewed. In addition, student-athletes and parents/guardians will receive a copy of the athletic handbook as well as various athletic handouts and schedules. ***Where it is determined by the athletic director to be appropriate and acceptable, students and parents may satisfy the pre-season meeting requirement by completing an on-line handbook survey, which will be accessible through the NOW District website.***

Individual team coaches will also host meetings with parents and student-athletes. Information given at these meetings will cover team rules, game and practice schedules, and other pertinent information deemed important by the individual coach.

High School Sports Manager Criteria

High school sports managers will consist of students who are not participating in that high school sport but take an active role with the varsity and junior varsity teams. The role of the sports manager is to perform all reasonable tasks requested by the head and assistant coaches. A list of these tasks will be developed and distributed by the assistant and head coaches of a given high school sport. The list of tasks will be distributed to all prospective sports managers.

Any student interested in serving as a team manager must meet all athletic eligibility criteria established in the Brookwood athletic handbook in order to be a sports manager. This includes completing all athletic paperwork, meeting academic standards, school attendance, and being free of all handbook violations. Other expectations in being a sports manager are:

- Attend practice.
- Attend meets.
- Attend tournaments.

If a student has an excused absence from school they are excused from attending any of the aforementioned activities. Students may also be absent from the aforementioned activities if their absence is cleared by one of the coaches prior to the activity.

A student at Brookwood can request to become a sports manager by submitting, in writing, a request to be a manager to the head coach and athletic director. The number of managers allowed for any given sport is determined by the Head Coach and the Athletic Director. Sports managers will be selected primarily using academic grades, school attendance, eligibility, dependability, and attitude.

Any sports manager may participate with the high school team during practice situations if:

- The sports manager meets all eligibility criteria of the Grades 7-12 Handbook.
- The sports manager has completed a physical and/or parent permission card as designated by the WIAA and the Brookwood Athletic Handbook.
- The Head Coach has received written permission from the sports manager's parents.
- If the Head Coach determines that participation in practice will benefit the team as well as the manager, and the manager's participation will not infringe on team members' practice and drill times.

Participation with the high school sports team for a manager will be limited to the following:

Wrestling: At practices, a manager in wrestling may compete against a high school wrestler, but that wrestler must be of comparable or less weight.

Football: Any manager in football may never be involved in scrimmages or contact drills. When deemed appropriate by the head coach, a manager may participate in drills and conditioning.

All other sports: When deemed appropriate by the head coach, a manager may participate in drills as well as practices.

BROOKWOOD JUNIOR / SENIOR HIGH SCHOOL ATHLETIC DEPARTMENT

Guidelines for Parent - Coach Communications

Be A Good Sport!

Both parenting and coaching are extremely difficult vocations. By establishing an understanding at each position, we are better able to accept the action of the other and provide a greater benefit to children.

Research indicates that students involved in extracurricular activities have a greater chance for success in adulthood. The character traits such as **leadership, communication, respect, integrity, and teamwork** are exactly those that will promote a successful life after high school.

As parents of children who are involved in our programs, you have the right to understand the expectations that coaches have of your child. This begins with clear communication from the coach of your child's program.

We hope the information provided here makes both your child's and your experience with the Brookwood Senior / Junior High School extracurricular programs less stressful and more enjoyable.

You can expect communication from your child's coach about these topics.....

1. Philosophy of the Coach.
2. Expectations the coach has for your child as well as all players on the squad.
3. Locations and times of all practices, contests, and meetings.
4. Team requirements, fees, special equipment, off-season conditioning, etc.
5. Procedure should your child be injured during participation.
6. Discipline that results in denial of your child's participation.

What do coaches have the right to expect from parents?

1. Concerns expressed directly to the coach in a respectful and professional manner.
2. Respect as a person and professional.
3. Support for their time and effort.
4. Responsible communication efforts.

As your children become involved in programs at Brookwood, they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you or your child wishes.

These are appropriate concerns to discuss with coaches.....

1. Ways you can provide support.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

Coaches are professionals and are expected to act and make decisions as such. They make judgment decisions based on what they believe to be the best for all students involved.

As you can see from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those identified below, must be left to the discretion of the coach.

These are issues not appropriate to discuss with coaches.....

1. Playing time / Participation level.
2. Team strategy / Game planning.
3. Play calling, decision making, etc.
4. Issues related to other students / athletes.

In many cases, issues related to participation may have already been discussed between your child and their coach. Please talk to your son / daughter and encourage them to discuss participation issues with coaches directly.

Conflict Resolution.....

There are situations that may require a conference between the coach and the parent(s). It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

If you have a concern to discuss with a coach, this is the procedure you should follow.....

1. Call the coach to set up an appointment.
2. The coach will inform the athletic director of the request for a meeting, etc.
3. Telephone number: BHS 337 – 4401 Elementary 337 – 4420
4. **Please do not attempt to confront a coach before or after a contest and / or practice.** These can be emotional times for both the parents and the coaches. Meetings of this nature do not promote constructive communication and / or resolution. Violations of this procedure may result in consequences for the violator that could include suspension from attendance at home events or even legal charges.

If the meeting did not provide a satisfactory resolution, you may.....

1. Call the Athletic Director to discuss the situation.
2. Any additional meetings, if appropriate, will be determined after the athletic director has spoken with all parties involved.

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