

**ATHLETIC DEPARTMENT  
POLICIES  
2017 -2018**

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## **POLICIES**

### **1. COACHES' RULE**

Coaches may establish additional rules and regulations with the approval of the Athletic Director for their respective sports. The rules pertaining to a particular sport must be explained in writing by the coach at the start of the season. The coach shall administer penalties for violation of team rules. Copies of all team rules are on file in the Athletic Office.

### **2. DISCIPLINE TECHNIQUES**

Discipline yourself, so that others won't have to!!!

Each situation may require a different type of discipline. Whatever type of discipline is required, the purpose is to help athletes improve themselves, and to become better persons. Failure to accept this on the part of the athlete or parent/guardian may result in dismissal from the team and/or athletic program. The different discipline techniques listed below may be used alone or in combination for Student Code of Conduct and non-Student Code of Conduct violations. The listing is not intended to be a list of progressive sanctions.

1. Oral Correction
2. Counseling by coaches
3. Home-visits by head coach
4. Parent-Coach conference with Athletic Director
5. Behavioral contracts
6. Withdrawal of privileges such as participation
7. Techniques or penalties identified by individual coach of sport
8. Corporal Punishment
9. Dismissal from team or program

### **3. HAZING**

"Hazing" is against the law and will not be tolerated in the Athletic Department. "Hazing" means any intentional, knowing, or reckless act occurring on or off school property directed against a student, by one person alone, or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are to include other students. Under Education Code 37.152 a person commits an offense if the person commits any of the following:

1. Engages in hazing
2. Solicits, encourages, directs, aids, attempts to aid another in engaging in hazing
3. Recklessly permits hazing to occur
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the Principal, Athletic Director, or designee.

#### **4. ACADEMICS**

All Students are required to remain academically eligible to participate. Remember No Pass – No Play. Repeated academic suspensions may result in dismissal from the team.

##### ***A. Squad Selection***

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program, 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 on the most effective squad size for any particular sport.

##### ***B. Cutting***

Choosing the members of athletic squads is the sole responsibility of the coaches of those squads. Prior to tryouts, the coach shall provide the following information to all candidates for the team:

1. Extent of tryout period
2. Criteria used to select the team
3. Number to be selected
4. Practice commitment if they make the team
5. Game commitments

#### **5. DRUGS**

Will not be tolerated. First offense will result in disciplinary action and may result in dismissal from the team.

#### **6. ALCOHOL**

Will not be tolerated. First offense will result in disciplinary action and may result in dismissal from the team.

#### **7. PROFANITY**

We do not allow it. First offense will result in disciplinary action.

#### **8. STEALING**

Taking things that do not belong to you, especially taking from your teammates will not be tolerated. A player caught and proven guilty will be dismissed from the team.

#### **9. CONDUCT**

The student athletes that have preceded you have given a great deal of class and pride to our program. Don't do anything to take away from this. We are noted for our clean, tough, competitive play. We don't shoot off our mouths on or off the field or court. Praise opponents and play beyond your ability. We expect you to conduct yourselves as ladies and gentlemen at all times. This means that you are to follow school rules and procedures while attending class. You are expected to act properly in class, giving your teachers and administrator's courtesy and respect. We know that each of you do not have the same abilities, but we expect each of you to perform to the best of your ability. Failure to adhere to the above conduct will result in a conference and possible disciplinary action.

## **10. ATTENDANCE**

Be in class. Be on time. If you must miss an athletic period, be sure that it can't be helped. Avoid making appointments on our time. If you must be absent call and talk to one of the coaches before athletic period. You will be required to make up work missed when you are absent. Repeated absences may result in dismissal from the team.

## **11. INJURY OR ILLNESS**

We have a full-time trainer who knows his business. If you have an injury, see the trainer. He will either treat the injury or refer you to a physician. If you must leave school because of illness come by the field house and check with the trainer first. If you are ill or injured, we don't expect you to workout, but if you are at the field house, we expect you to wear the uniform of the day and accompany your group from station to station unless given special permission by the head coach.

## **12. RESPECT FOR OTHERS**

Coaches should receive "yes sir", "no sir" or "yes ma'am", "and no ma'am" responses from players. Players in return will be treated with respect by their coaches. Whenever a coach is speaking with you, either individually or as a group, you will give him/her your undivided attention and always establish eye contact with him/her.

Show respect for the opposing players, coaches, officials, spectators and support groups. Treat others as you would want to be treated.

## **13. PROMPTNESS**

Always be on time. On trips, the bus will not wait. After the final period bell rings, you do not have time to waste, go directly to your sport. The sooner you are ready to begin, the earlier you leave. Tardiness will result in disciplinary action.

## **14. DISCIPLINARY REMOVAL**

If it becomes necessary to consider removing a student from a team or the athletic program, the coach of that team will notify the Athletic Director. The student will have an opportunity to confer with the coach and the Athletic Director. Parents will receive notification and be invited to attend the conference.

## **15. DRESS AND APPEARANCE**

Athletic participation is voluntary upon the part of the student, and by entering the program, the athlete agrees to abide by the spirit, rules, and regulations, which pertain to athletes. One of the most important rules is that athletes must maintain a neat appearance at all times. You should be very professional in uniform and out. Your appearance away from the field house or gym, especially at school, should reflect the same class and pride that you show in our program.

Everyone will wear his/her uniform in the same manner. No one will be different. We will furnish your equipment, so do not bring your own. Men and women will wear attire requested by the head coach. Any lost clothes or equipment must be paid for before replacements will be issued.

The athlete's hair should be kept neat at all times. The athlete's hair should not be in a manner that will draw attention to the individual instead of the team. Example: A

Mohawk tail, lightning bolt, swirl parts, multiple parts, different color hair, or any other hair style considered inappropriate or dangerous (too lengthy or gang affiliated) by the coaching staff. (No facial hair.)

No jewelry of any kind will be worn during practice or games.

Athletes are public relations ambassadors for their school and such serve as role models for other students.

## **16. CONFLICT IN ACTIVITIES**

An individual student who attempts to participate in several extracurricular activities will, undoubtedly, be in a position of a conflict of obligations. 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 they can to avoid continuous conflicts. This would include being cautious about participation in too many activities where conflicts are bound to happen. It also means immediately notifying the faculty sponsor and coaches involved when a conflict does arise.

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

1. The relative importance of each event
2. The importance of each event to the student
3. The relative contribution the student can make
4. How long each event has been scheduled
5. Talk with parents

Once a decision has been made and the student has followed the decision, he/she will not be penalized in any way by either faculty sponsor or coach. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he/she should withdraw from that activity in a timely fashion so as not to place an unreasonable burden on the team, coach or sponsor.

## **17. CARE OF EQUIPMENT AND FACILITIES**

You are to hang your equipment in your locker as you are shown. You are to clean your equipment at least weekly. Do not track mud and dirt into our dressing rooms. Take off cleated shoes before entering the field house/locker room areas. When you change into workout gear, your clothes are to be hung up in your locker. Latrines and toilets are to be flushed; showers and faucets turned off so they don't drip, and all soda cans placed in the trash can. Clean up in and around your locker each day. Failure to adhere to this will result in disciplinary action.

## **18. PHONE USE**

The use of the field house phone is a privilege. Do not abuse it or the privilege will be taken away. Do not use the phone for social calls. There is a two (2) minute limit on all calls. Girls are not to use the phone in the boys' field house, or vice-versa.

## **19. QUITTING OR EXPULSION**

Anyone quitting a sport after a trial period (usually after the first contest) will not be allowed to participate in another sport until the season of the sport quit is completed or unless the head coaches of both sports agree that the student would be better off in the other sport. The Athletic Director may, at his discretion, make an exception to this rule when an event outside the control of the athlete or his/her family causes the athlete to drop a sport. A clear understanding is to be reached by the Athletic Director and the athlete at the time the sport is dropped. Anyone walking off the field or gym floor during a practice or game will be considered by the coach to have quit that team.

If at any time an athlete quits or is expelled from a team in or out of season, they give up all rights to any honors, which they have earned, but have not yet received.

He must bring a note from his parents stating they are aware of his intention to quit and its implications.

## **20. TRAVEL**

All athletes represent the community, school and coaches. Therefore, it is expected that all will dress in an acceptable manner on trips and conduct themselves in a proper manner. When missing classes because of an athletic event, it is the responsibility of the athlete to see his/her teacher the day before the missed classes. All work shall be made up at the convenience of the teacher. All athletes making a school sponsored trip shall be required to ride in transportation provided by the school to and from the event. Students may return home with the parent or guardian when the parent or guardian presents a written request to the coach. On school athletic trips, students will only be released in person to their parent or guardian. If an athlete is injured in a contest away from home, the above policy may be altered to meet the circumstances.

## **21. VACATIONS**

Vacations by athletic team members during a sport season are discouraged and while family values will always take precedence over program requirements, parents and athletes in conflict between vacations and program requirements may wish to reassess their commitment to being involved in athletics. We urge parents not to plan their vacations during times when there will be conflicts. In the event of an absence due to a vacation that is unavoidable, an athlete must:

1. Contact the head coach prior to the vacation
2. Practice one day for each practice or contest day missed prior to resuming competition (contest day will count as a practice day)
3. Be willing to assume the consequences related to their status on the squad as a starter, 2nd string, etc., for the time missed.

## **22. CLUB SPORTS**

A club is a sports program outside of school that is not affiliated with U.I.L. athletics. We are very fortunate to live in a community where the high school can be the main focus. We feel our athletes' obligations are to their school team first. We will not excuse our athletes to miss a school contest or practice for a club event. If an athlete pursues club participation he/she must:

1. Contact all head coaches of sports at the school in which he/she is participating in.
2. Be willing to assume the consequences related to their status on the squad as a starter, 2nd string, or even dismissal for the time participating in club activities without approval of all head coaches involved at the school.

## **23. TOBACCO – ALCOHOLIC BEVERAGES – USE OF ILLEGAL DRUGS**

There will be no use of tobacco products, drinking alcoholic beverages or use of illegal drugs at anytime (calendar year) for those students who desire to take part in the Elkhart Athletic Program.

## **24. THEFT**

Taking things that do not belong to you, especially taking from your teammates will NOT be tolerated. A player caught will be dismissed from the team. We ask that you do not bring valuables or large sums of money to the dressing room. Lock your lockers at all times!!!

## **25. CRIMINAL ACTIVITY**

Any activity that brings disgrace or dishonor to the Elkhart Athletic Program will not be tolerated. Such activity may result in dismissal from the program.

## **26. PARENT-COACH CONFERENCES**

Parents who wish to confer with coaches need to make arrangements to meet with them during their conference period. Conferences will not be held immediately after games or practices.

## **27. Social Media**

The use of social media by a student considered to be "unbecoming of an ELK" may result in discipline including suspension or removal from the activity group, leadership position, or team.

## AWARD POLICIES

U.I.L rules prohibit athletes from accepting anything of value other than as listed in these policies. All athletes must strictly adhere to all training, attendance, conduct, discipline and appearance rules set forth by the coaches for the entire school year before being considered for an athletic award. All scholastic eligibility rules established by the School Board, the University Interscholastic League and Texas Education Agency must be met. It must be clearly understood that the coach recommends an athlete for an award. Award criteria will be set in each sport. The criteria will be clearly explained before the start of each individual sport. Letters of recommendation for awards will be submitted to the Director of Athletics for final approval. The Elkhart Athletic Department will fit for jackets and order twice per school year. This procedure will be done in December and May.

Schools may give one major award jacket, not to exceed \$70.00 in value, to a student during high school enrollment at the same school for participation in one of the U.I.L. interschool competitions. One additional symbolic award, not to exceed \$10.00 in value, may be presented for participation in each additional U.I.L. activity. The \$10.00 award shall not be given to a student for an activity during the same year that the major award is given for that activity.

Any athlete who letters as a freshman will not receive a letter jacket until after the completion of their sophomore year

The following guidelines will be the criteria for lettering. However, coaches may, at their discretion, award a letter to an athlete who has contributed in other ways to the program.

Football	Play in 50% of the varsity games
Volleyball	Play in 50% of the varsity district matches.
Cross Country	Score a point at the varsity district meet.
Basketball	Play in 50% of the varsity district games
Powerlifting	Score a point at the varsity district meet or qualify for regional competition.
Track	Score a point at the varsity district meet
Tennis	Medal at the district meet
Golf	Medal at the district meet
Softball	Play in 50% of the varsity district games
Baseball	Play in 50% of the varsity district games
Managers	Attend every practice and game

## INSURANCE

Elkhart ISD strives in providing each and every student athlete with the best care possible under the guidance of a certified and/or licensed Athletic Trainer. Each year we hope to avoid injuries but unfortunately that is something that cannot be controlled. The reality is that all medical expenses resulting from an athletic injury are inherently the parent's responsibility. Therefore, Elkhart ISD has elected to purchase an excess insurance policy for all UIL sanctioned participants even under these tough economic times. Elkhart ISD also provides all students the opportunity to purchase an insurance policy with the current insurance company under contract at a minimal cost. We encourage all parents to check with the Head Athletic Trainer for details to see if this is something that may benefit them.

Listed below are two (2) scenarios that a parent and/or guardian may find themselves in when their child is hurt during an athletic event and must follow in order to qualify for our "excess" coverage.

**I. If the parent and/or guardian carry primary insurance on the student the following steps should be followed:**

1. All injuries must be reported and documented by the Head Athletic Trainer or one of his assistants.
2. Injury must have resulted during a sanctioned practice or competition under the supervision of a coach.
3. The Head Athletic Trainer must approve all visits to the doctor or other providers.
4. Parents and/or guardian must fill out a claim form within 90 days of injury.
5. Parents and/or guardian must show proof of insurance when claim form is filled out.
6. Parents and/or guardian will submit itemized bills in a timely fashion from all doctors, hospitals or other providers that rendered services to the student athlete.
7. Insurance company will pay on what ever the primary insurance has not covered. Please do be aware that the "excess" coverage may not totally pay all the remaining balances.
8. Parents and/or guardian are asked to submit a copy of all correspondence from the "excess" insurance company to the Head Athletic Trainer in a timely fashion.

**II. If the parent and/or guardian do not carry primary insurance on the student the following steps should be followed:**

1. All injuries must be reported and documented by the Head Athletic Trainer or one of his assistants.
2. Injury must have resulted during a sanctioned practice or competition under the supervision of a coach.
3. The Head Athletic Trainer must approve all visits to the doctor or other providers.
4. Parents and/or guardian must fill out a claim form within 90 days of injury.
5. Parents and/or guardian must submit itemized bills in a timely fashion from all doctors, hospitals or other providers that rendered services to the student athlete.
6. Insurance company will become primary and pay on reasonable and customary charges of any athletic related injury. Please be aware, any balances remaining after the insurance has paid, the parent and/or guardian is responsible for the entire amount of balances.
7. Parents and/or guardian are asked to submit a copy of all correspondence from the "excess" insurance company to the Head Athletic Trainer in a timely fashion.

**PARENT/STUDENT ACKNOWLEDGEMENT**

This Elkhart ISD Athletic Handbook has been drawn up to help you gain the greatest possible benefit from your participation in athletics.

The school is in need of your help and cooperation. It is important that every parent and student athlete understands the policies of the Athletic Department and follows the rules and regulations set forth in the handbook. The handbook will be explained to you by the coaches. Your signature acknowledges receipt and review of the Athletic Handbook.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date