

INTRODUCTION

It is an honor to be selected as a team member and to represent the Windham-Ashland-Jewett Central School District. Only those students in good standing at Windham-Ashland-Jewett Central School may become a member of an athletic team. Students must recognize that participation in the athletic program is a privilege, not a right; and that this privilege can be denied. Thus, being an athlete presumes responsibility to yourself, your family, your teammates, your coaches, your school, and your community.

An athlete is expected to exhibit exemplary behavior in school, at home, at all contests, and in his/her personal life. Behavior reflecting discredit to oneself or the athletic program could lead to suspension or dismissal. Every athlete is expected to adhere to the Athlete's Code of Conduct.

ATHLETE'S CODE OF CONDUCT

OVERVIEW OF CODE

- I. Eligibility
- II. Attendance
- III. Commitment
- IV. Conduct
- V. Care of Uniform & Equipment
- VI. Transportation & Away Contests
- VII. Training
- VIII. Consequences

I. ELIGIBILITY: I agree to meet all eligibility requirements, honestly and accurately provide the necessary eligibility information, and work to maintain my eligibility.

- a) **STATE ELIGIBILITY REQUIREMENTS FOR ATHLETES**
 - i) Full time student: taking four (4) courses including physical education.
 - ii) Eligible according to the requirements of NYSPHSAA.
 - iii) Eligible according to the monitoring body transfer rules (new students).
 - iv) Meet monitoring body age requirements (maximum age of nineteen (19) years of age eligible through the end of the school year during which that age is attained).
 - v) Maintained amateur status: never having used athletic skills for gain, including playing, coaching, or officiating.

- vi) Eligible for eight (8) consecutive semesters beginning in the semester he/she enters ninth (9th) grade (Selection/Classification athletes are eligible for up to twelve semesters beginning in seventh grade).

b) *ACADEMIC ELIGIBILITY REQUIREMENTS*

- i) Academic performance is as important as performance in an athletic event. It is the responsibility of the student athletes to make the appropriate effort in their academic work in order to reflect their abilities, including completion of all homework, class work, and exams. All athletes must fulfill the minimum academic requirements to remain a team member. Failure to do so will result in probation, suspension, or dismissal.

c) *CITIZENSHIP ELIGIBILITY REQUIREMENTS*

- i) Because athletes represent their school on and off the field, they are expected to maintain a high behavioral standard. To be a team member is a privilege, not a right. Students may be suspended or dismissed at the coach's discretion for citizenship reasons, including disorderly conduct at athletic events or practice, profanity, promptness, truancy, insubordination, fighting, and other conduct that violates the student code of conduct applicable to all students.

II. ATTENDANCE: I shall maintain a good attendance record and will adhere to all attendance requirements established by the school and by the coach.

a) *SCHOOL DAY ATTENDANCE*

- i) All athletes should be in attendance for the full school day. Athletes must be in school no later than 9:00 A.M. in order to compete in a contest and/or practice on that day. Legal excuses for part day absences, such as doctor's appointments or school related activities meet this requirement. The daily attendance will be faxed to each building so that coaches can be aware of team member attendance.
- ii) Athletes are to inform their teachers of any early dismissals because of a scheduled contest. Athletes are responsible for obtaining all assignments and completing all missed work resulting from classes missed due to a scheduled contest.

b) *PRACTICE/CONTEST ATTENDANCE*

- i) Promptness is expected. All athletes shall report to practices and contests at the time designated by their coach.
- ii) Athletes must attend all practices and contests.
- iii) Athletes must participate in scheduled physical education class in order to practice or play in a contest on that same day.
- iv) Coaches may provide voice mail numbers to athletes and parents so that they may be contacted if a scheduling/emergency situation arises.

III. COMMITMENT: I agree to make a firm commitment to my teammates, my coach, my school, and myself.

a) COMMITMENT TO THE TEAM

- i) Once a commitment to a school team has been made, a player must follow through with this commitment. It is unfair to teammates and coaches to leave a team in mid-season. It is also unfair to other aspiring players who have failed to earn a place on the team.
- ii) Failure to attend practices will be interpreted as a lack of commitment. Athletes are responsible to personally talk to their coach prior to missing a practice.

b) TRANSFER TO ANOTHER TEAM

- i) A student may transfer to another athletic team ONLY if (s)he:
 - a) Has the consent of the present coach.
 - b) Has the consent of the new coach.
 - c) Completes the Athletic Squad Transfer Form and all required paperwork. See page 16 of this handbook.
 - d) Has not made any other team transfers that school year.

c) LACK OF COMMITMENT

- i) If a player quits or is dismissed from a school team after the eligibility lists are submitted or the first game has been played, **THAT PLAYER IS INELIGIBLE TO PLAY FOR ANY SCHOOL TEAM FOR ONE CALENDAR YEAR.**
- ii) If an athlete quits or is dismissed from a team, (s)he may request a hearing as outlined in the **DUE PROCESS PROCEDURE** on page 11 of this handbook.

IV. CONDUCT: I shall adhere to all rules and responsibilities as outlined by the school and my coach. I understand that incidents of misconduct in or out of school may have a definite effect on my participation on the athletic team.

a) APPEARANCE & DRESS

- i) The appearance and dress of all athletes for practices and competitive events will comply with those requirements established by the school.

b) DEPORTMENT & SPORTSMANSHIP

- i) As role models to their peers and as representatives of their school, athletes shall exhibit respect for all teachers, students, and property (both school and personal).
- ii) All athletes will display good sportsmanship at all times.
- iii) Inappropriate language, gestures, and actions will not be tolerated, i.e. "in your face" gestures or actions after scoring.
- iv) All athletes will be aware of and adhere to the sportsmanship policy outlined by NYSPHSAA or receive the indicated disciplinary action. See page 17 of this handbook.

V. CARE OF UNIFORMS & EQUIPMENT: I accept responsibility for all equipment that is issued to me by the school. Further, I agree to properly use all team equipment.

a) UNIFORMS

- i) Athletes will not wear any part of their game uniforms at any time other than the actual game without the direct approval of the coach in conjunction with the athletic director. Any athlete found in violation of this policy will be subject to the following disciplinary action:
 - 1. First Offense -- Warning & parental contact
 - 2. Second Offense -- Suspension for one contest
 - 3. Third Offense -- Suspension for one contest from a TYPE "A" sport and two contests from a TYPE "B" sport. (TYPE "A" is a sport having a maximum of 12 contests. TYPE "B" is a sport having more than 12 contests).

b) EQUIPMENT

- i) The student athlete is expected to keep all equipment clean and/or in good repair. It is important to maintain the good condition of the equipment for the athlete's safety. **ALL EQUIPMENT MUST BE RETURNED CLEAN AND IN GOOD REPAIR NO LATER THAN ONE (1) WEEK AFTER THE LAST CONTEST.**
- ii) The student athlete is financially responsible for all equipment issued. Should (s)he fail to return issued item(s), the athlete must reimburse the district for the replacement cost. **THE STUDENT WILL NOT BE PERMITTED TO CONTINUE PARTICIPATION IN THE SPORTS PROGRAM UNTIL THE ITEM(S) ARE RETURNED OR REIMBURSEMENT IS MADE.**
- iii) Post season locker clean out is a mandatory requirement. If athletes fail to clean out their lockers within the designated period of time, coaches will remove the locks and upon due notice delivered personally or by first class mail dispose of items in locker.

VI. TRANSPORTATION & AWAY CONTESTS: I agree to follow the transportation policy established by the school. I will adhere to the additional requirements established by my coach and the athletic department.

a) TRANSPORTATION TO AND FROM PRACTICES

- i) During the summer months, athletes may travel to and/or from practices in their own vehicles **ONLY** if the parent in writing to the coach and athletic director indicates permission. Permission should be received prior to the practice and/or contest and included in the notice of permission should be the duration of the permission (i.e. a particular practice, game, seasonal.)
- ii) Athletes may travel to and/or from practices, during the normal school calendar, in their own vehicles **ONLY** if the parent in writing to the coach and athletic director indicates permission. Permission should be received prior to the practice and/or contest and included in the notice of

- permission should be the duration of the permission (i.e. a particular practice, game, seasonal.)
- iii) High school athletes may travel to and/or from practices in other students' vehicles **ONLY** if permission is indicated by the parents of **BOTH** the driver and the passenger in writing to the coach, athletic director, and the Assistant Superintendent. Permission should be received prior to the practice and/or contest and included in the notice of permission should be the duration of the permission (i.e. a particular practice, game, seasonal.)
 - iv) Middle school athletes (modified athletes) may not ride with any other student under the age of eighteen, with the exception of an older sibling. The Middle School athletes may travel to and/or from practices in a sibling's vehicle **ONLY** if the parent in writing to the coach, athletic director, and the Assistant Superintendent indicates permission. Permission should be received prior to the practice and/or contest and included in the notice of permission should be the duration of the permission (i.e. a particular practice, game, seasonal.)
 - v) Student athletes may ride with an adult, other than a parent, **ONLY** if **BOTH** the parent of the passenger and the adult who will be driving the car indicates permission in writing. Permission should be received prior to the practice and/or contest and included in the notice of permission should be the duration of the permission (i.e. a particular practice, game, seasonal.)

b) TRAVEL TO AWAY CONTESTS

- i) It is expected that all athletes will travel to and from all "away games" on the team bus. This is done for purposes of team unity, attendance, and insurance. The school has the responsibility to return the athletes to the school district. Only with a parent's written permission (*Post-Contest Travel Form*) may a student be released to the parent, another member of the immediate family, or an adult designated by that parent.
- ii) Student athletes are not permitted to drive a vehicle to the site of an away athletic contest.
- iii) Coaches are responsible for the supervision of the student athletes on the bus. While riding the bus, athletes are to follow the school behavior policy **AND** any additional requirements established by the coach.
- iv) No undue noise, shouting, or whistling inside **OR** out the windows of the bus is permitted.
- v) Cleats and spikes may not be worn on the bus.
- vi) Athletes should apply hair spray, cologne, and/or perfume **OFF** the bus.
- vii) No open food or beverages will be allowed on the bus without the consent of the coach **AND** bus driver.
- viii) Athletes are expected to pick up after themselves upon completion of a trip before they exit the bus.
- ix) Any problems arising during a trip may be reported to the Athletic Director and submitted in writing to the principal.

c) TEAM PROCEDURES AT VISITED SCHOOLS

- i) At away contests locker rooms will be kept neat, clean and undamaged. To ensure this practice athletes should enter and leave visited schools together. The locker rooms are to be checked by both coaches at the conclusion of a contest.

- ii) No athlete may wear cleats or spikes in any building.

VII. TRAINING: I understand that proper training is essential to my performance. I agree to adhere to the training regimen established by the coaching staff.

a) *PHYSICAL CONDITIONING*

- i) The physical conditioning requirements will be established by the coach for pre-season/season/off-season for team members.

b) *HEALTH HABITS*

- i) Athletes are expected to follow a balanced, nutritional diet.
- ii) Athletes are expected to provide for adequate rest and sleep within their daily schedule.
- iii) Athletes shall not abuse the use of prescription drugs. Any inhalers or other medications needed during practices and/or contests shall be kept by the coach.
- iv) Athletes shall notify the school nurse and the coach during the sports season of the use of prescription drugs.
- v) Athletes shall not consume or use alcohol, tobacco, steroids, and/or other illegal drugs.
- vi) Athletes shall not buy, sell, give away, or have in possession any substance defined by law as illegal.

c) *ACCIDENTS & INJURIES*

- i) Because many injuries can be more serious than they outwardly appear, athletes must report all injuries to the coach.
- ii) Athletes should notify the coach if they are planning to go or have gone to see a doctor regarding the athletic injury.
- iii) An athlete will be transported to the hospital if hospital treatment is necessary in the opinion of the coach, first aid staff, and/or school nurse practitioner. The coach or staff shall attempt to contact the parent of the athlete as soon as possible. (S)he will be accompanied by a coach or responsible adult (in the absence of the parent). This individual will remain with the athlete until the parent arrives, or treatment has begun. Under no circumstances will the remainder of the team be left unsupervised. If it is necessary for a bus driver or other uncertified individual to supervise the players, the contest or practice action will cease.
- iv) If an athlete is absent or does not participate because of an injury or illness for five days or more, a re-examination and approval to participate by the school nurse practitioner is required. No athlete should return to play before this re-examination/approval.

VIII. CONSEQUENCES for CODE VIOLATIONS: I realize that with my choices are consequences. I accept that I will suffer the consequences listed, if I fail to adhere to the Athlete Code of Conduct. * As a matter of policy, it is recognized that not all foreseeable situations or their severity can be anticipated. Student-Athletes and parents should understand that if such a situation arises, the administration will deal with the offenses as his or her discretion.

| CHOICE & CONSEQUENCE | | |
|--|---|---|
| Area of Code of Conduct | 1st Infraction | Flagrant or 2nd Infraction |
| ELIGIBILITY | | |
| State Requirement | <ul style="list-style-type: none"> Student is IMMEDIATELY AND AUTOMATICALLY DISMISSED FROM THE TEAM WITH NO APPEAL PERMITTED -- consequently, the team must forfeit all contests in which the student participated. | |
| Academic Requirement | <ul style="list-style-type: none"> Please refer to the attached academic eligibility policy. | <ul style="list-style-type: none"> Please refer to the attached academic eligibility policy. |
| Citizenship Requirement | <ul style="list-style-type: none"> If the athlete receives a 5:00 detention or IN-SCHOOL SUSPENSION, the athlete must attend (when possible) but may not participate in the practice or contest. Athlete and parent must sign the Athlete's Contract to remain in the activity if deemed necessary by the administration. | <ul style="list-style-type: none"> For a flagrant violation or repeated infractions, the athlete may be dismissed from the team. Athlete and parent must sign the Athlete's Contract to remain in the activity if deemed necessary by the administration. |
| ATTENDANCE | <ul style="list-style-type: none"> Must attend practice/contest but cannot participate | <ul style="list-style-type: none"> Must attend practice/contest for a period of one week (five activity days) but cannot participate |
| COMMITMENT | | |
| Attendance of Practices | <ul style="list-style-type: none"> See above attendance policy | <ul style="list-style-type: none"> See above attendance policy |
| Quitting or Dismissal From Team | <ul style="list-style-type: none"> Ineligible to participate in any sport until (s)he files an application for reinstatement and a written explanation for leaving the team which must be approved by the Principal & the Athletic Director after consultation with the previous coach. | <ul style="list-style-type: none"> INELIGIBLE FOR ONE CALENDAR YEAR FROM PARTICIPATION ON ANY SCHOOL TEAM |

| CHOICE & CONSEQUENCE | | |
|---------------------------------|-----------------------|-----------------------------------|
| Area of Code of Conduct | 1st Infraction | Flagrant or 2nd Infraction |

| | | |
|--|--|--|
| CONDUCT | <ul style="list-style-type: none"> • See above citizenship policy | <ul style="list-style-type: none"> • See above citizenship policy |
| CARE of UNIFORM & EQUIPMENT | | |
| Improper Wearing of the Uniform | <ul style="list-style-type: none"> • Warning & parental contact | <ul style="list-style-type: none"> • Must attend contest but cannot participate |
| Care & Return of Equipment | <ul style="list-style-type: none"> • If uniform or equipment is damaged, the athlete must pay the replacement cost for item(s). | <ul style="list-style-type: none"> • If not returned, the athlete may not participate in the school sports program. |
| TRANSPORTATION & AWAY CONTESTS | | |
| Practice | <ul style="list-style-type: none"> • The athlete must attend but may not participate in practices/contests for a period of one (1) week. • The athlete and parent must sign the Athlete's Contract to remain in the activity. | <ul style="list-style-type: none"> • The athlete is dismissed from the team for the remainder of the season. |
| Away Contest | <ul style="list-style-type: none"> • The athlete must attend but may not participate in practices/contests for a period of one (1) week. • The athlete and parent must sign the Athlete's Contract to remain in the activity. | <ul style="list-style-type: none"> • The athlete is dismissed from the team for the remainder of the season. |
| TRAINING | | |
| Physical Conditioning | <ul style="list-style-type: none"> • Consultation with athlete | <ul style="list-style-type: none"> • Athlete Contract |
| Health Habits Nutrition, Sleep, etc. | <ul style="list-style-type: none"> • Consultation with athlete | <ul style="list-style-type: none"> • Athlete Contract |
| Abuse, Possession, and/or Use of Illegal Substances | <ul style="list-style-type: none"> • Automatic suspension from the team for a time to be determined by the Athletic Director. • Upon return, the athlete and Parent must sign the Athlete's Contract to remain in the activity. • Mandatory counseling program, minimum of 3 hours (If counseling is not attended, the athlete will be dismissed from the team) | <ul style="list-style-type: none"> • The athlete is dismissed from the team for the remainder of the season. |

* The athlete has the right of due process as outlined on page 11 of this handbook.

OTHER DOCUMENTS & PROCEDURES

The **DUE PROCESS PROCEDURE** has been established for an athlete to have recourse in the event the athlete deems the disciplinary action taken against them is unjust.

DUE PROCESS PROCEDURE

1. A form letter from the Athletic Director will be sent to the parents/guardian of the athlete, OR an athlete over the age of 18, OR an emancipated athlete to inform them of possible disciplinary action being taken by the coach in compliance with the Code of Conduct.
2. If an athlete in a sport season is not satisfied with the discipline imposed by the coach as taken from the Code of Conduct, (s)he is entitled to a hearing with the coach and the Athletic Director.
3. If suspension and/or dismissal from a sport activity occurs, the athlete and parents are entitled to and may initiate a hearing with the principal.
4. If the parents are not satisfied with the results of the hearing in #3, they are entitled to a hearing with the Superintendent.
5. If the parents are not satisfied with the results of the hearing in #4, they are entitled to a hearing with the Board of Education.

POST-CONTEST TRAVEL FORM

POST CONTEST TRAVEL FORM

SPORT: _____

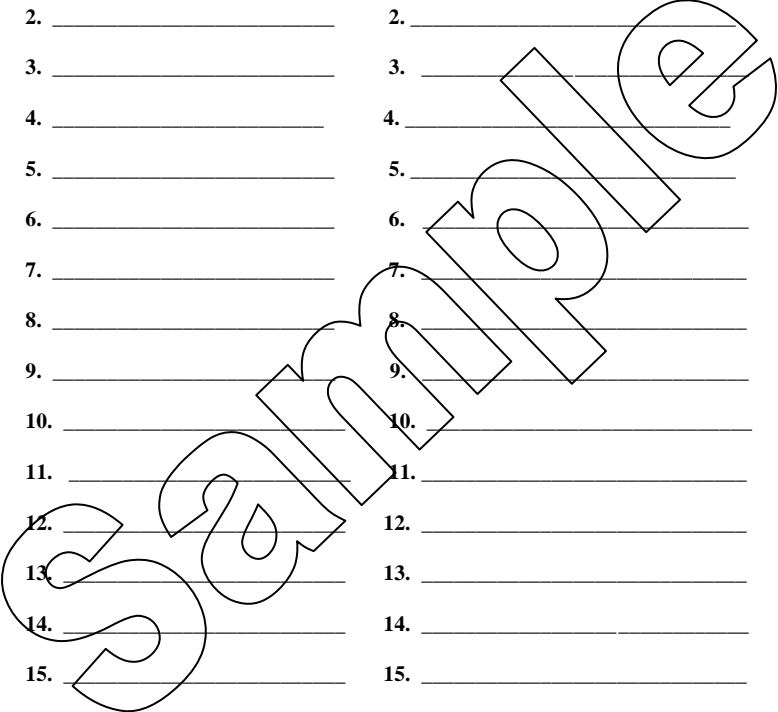
DATE: ____/____/____ **GAME:** _____ **VS** _____

*I hereby request that my child be permitted to accompany me home after the game.
I accept full responsibility for my child's safety for the return trip.*

ATHLETE'S NAME

PARENT'S/GUARDIAN'S SIGNATURE

- | | |
|-----------|-----------|
| 1. _____ | 1. _____ |
| 2. _____ | 2. _____ |
| 3. _____ | 3. _____ |
| 4. _____ | 4. _____ |
| 5. _____ | 5. _____ |
| 6. _____ | 6. _____ |
| 7. _____ | 7. _____ |
| 8. _____ | 8. _____ |
| 9. _____ | 9. _____ |
| 10. _____ | 10. _____ |
| 11. _____ | 11. _____ |
| 12. _____ | 12. _____ |
| 13. _____ | 13. _____ |
| 14. _____ | 14. _____ |
| 15. _____ | 15. _____ |



TEAM TRANSFER FORM

**Windham-Ashland-Jewett Central School District
Athletic Department
PO Box 429 Windham, NY 12496**

TEAM TRANSFER FORM

Athlete's Name: _____

Current Team: _____

Desired Team: _____

Reason for transfer request: _____

I, _____, will permit the above named athlete to transfer to another team as long as (s)he has fulfilled all other requirements for team transfer.

signature of coach (current team)

I, _____, attest that the above named athlete meets all health and physical requirements to participate in the sport of _____.

signature of school nurse/nurse practitioner

I, _____ will permit the above named athlete to transfer to my team as long as (s)he has fulfilled all other requirements for team transfer.

signature of coach (desired team)

CHECKLIST:

- Parent's Permission Slip/Sports Emergency Treatment Authorization Form for new team participation
- The completed and signed Team Transfer Form

I, _____, have completed all appropriate paperwork and have received permission from the involved coaches. Having completed all requirements, I am formally requesting a tem transfer.

signature of athlete date

THIS FORM MUST BE RETURNED TO THE ATHLETIC DIRECTOR FOR APPROVAL BEFORE PARTICIPATION ON THE DESIRED TEAM MAY BE PERMITTED.

New York State Public High School Athletic Association *
Sportsmanship Policy

SPORTSMANSHIP: The Association recognizes and appreciates that the influence and responsibility of the school administration with regard to good sportsmanship extends to all levels of competition. However, it must also be seen that the NYSPHSAA has been vested with the responsibility to ensure that all contests under its jurisdiction are conducted satisfactorily. This standard applies to all regular season and post schedule play.

B. PLAYER

1. Any member of a squad ruled out of a contest for an unsportsmanlike conduct or for a flagrant foul shall not participate in that sport in the next previously scheduled contest with a member school or in NYSPHSAA tournament play. Disqualifications from one season carry over to the next season of participation.
2. Any member of the squad who strikes, shoves, kicks, or makes other physical contact with the intent to do so to an official shall be expelled from the game immediately and banned from further participation in all sports for one year from the date of offense. **NOTE:** Member of the squad includes player, manager, scorekeepers, timers, and statisticians.

* 1996-98 New York State Public High School Athletic Association (NYSPHSAA) Handbook

ATHLETE'S PLEDGE

Each athlete must make a commitment to the athletic program to assure success. We ask that you read the following Athlete Code of Conduct and pledge your commitment to follow these rules and regulations.

I. ELIGIBILITY: I agree to meet all eligibility requirements, honestly and accurately provide the necessary eligibility information, and work to maintain my eligibility.

II. ATTENDANCE: I shall maintain a good attendance record and will adhere to all attendance requirements established by the school and by the coach.

III. COMMITMENT: I agree to make a firm commitment to my teammates, my coach, my school, and myself.

IV. CONDUCT RULES: I shall adhere to all rules and responsibilities as outlined by the school and my coach. I understand that incidents of misconduct in or out of school may have a definite effect on my participation on the athletic team.

V. CARE OF UNIFORMS & EQUIPMENT: I accept responsibility for all equipment that is issued to me by the school. Further, I agree to properly use all team equipment.

VI. TRANSPORTATION & AWAY CONTESTS: I agree to follow the transportation policy established by the school. I will adhere to the additional requirements established by my coach and the athletic department.

VII. TRAINING: I understand that proper training is essential to my performance. I agree to adhere to the training regimen established by the coaching staff.

VIII. CONSEQUENCES FOR CODE VIOLATIONS: I realize that with my choices are consequences. I accept that I will suffer the consequences listed, if I fail to adhere to the Athlete Code of Conduct.

I have read and understand this Athlete Handbook. YES ____ NO ____

I have read and understand the Concussions Student and Parent Information Sheet YES ____ NO ____

I have read and understand the District's Academic Ineligibility Policy YES ____ NO ____

Parent's Name (please print)

Athlete's Name (please print)

Parent's signature

Athlete's signature

Date

Date