

# Titan Athletic Code HANDBOOK

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Titan athletic code

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## PURPOSE

This handbook is not intended to create a contractual relationship with students; rather it is intended to describe the athletic program, its current practices, procedures, rules and regulations (code of conduct).

## Athletic Board

The Athletic Board shall have jurisdiction over the training regulations of all groups listed on the first page.

The members of the board will be the principal, an athletic director, or their appropriate designee as well as the head coach of athlete, which is in question. It shall be the duty of the Athletic Board to meet upon notification of a violation of the following training rules and act on each case as soon as possible. The Athletic Director from the school where the possible violation occurred shall be responsible for calling a meeting of the Board.

**Student/Athletes involved in the Co-op will be considered under athletic handbook policies for the entire year, 24 hours a day, 7 days a week. Also all school activities, school representations, and IHSA sanctioned practices before and after the school year are covered. Students/athletes are considered to be under these regulations during all seasons regardless of participation.**

These athletic programs are offered to Co-op students:  
Football, Boys/Girls Track, Football cheerleading, Football Poms, Boys/Girls Cross Country, Boys/Girls Golf, Any other sport added at a subsequent date

## Co-op Philosophy of Athletics

Co-op maintains the belief that athletics is an integral and important part of the total school curriculum. For through athletics, students can develop desirable learning habits, acquire knowledge that will correspond to situations that occur in later years, recognize their abilities to become leaders of their community, learn how to accept success or failure, develop sound physical and mental habits. Because of these desirable outcomes, the school district recognizes its responsibility to provide students the opportunity to develop their physical skills and abilities through organized school-sponsored sports programs.

The athletic program is designed to provide the athlete with an opportunity to reach personal goals through interaction and competition. It is important that each person in the athletic department (both staff and student) strive for growth in their personal selves and for growth in their desires to achieve excellence through hard work and determination. And, while the goal of each athletic contest is to win, the athlete should recognize that in losing a contest much can be learned and benefits can be reaped.

Finally, athletes must recognize that they are representatives not only of themselves but also of their families, school and community. They should manifest their pride for those areas through hard work and diligence and should conduct themselves in a mature manner that would make the people associated with that particular athlete proud to be a member of the community.

### Objectives of the Athletic Program

- To provide each athlete an opportunity to develop innate physical skill and abilities.
- To develop within the athlete a wholesome attitude and appreciation for athletics in general.
- To foster within the athlete a sense of self-pride and self-worth.
- To foster within the athlete a sense of pride for the school and community.
- To provide an opportunity for the athlete to develop leadership skills.
- To develop in each athlete a sense of common purpose, goal and team effort.
- To develop in each athlete an understanding of and an appreciation for good sportsmanship.
- To instruct the athlete in the basic rudiments of the sports in which s/he is participating.
- To foster with the student athlete a positive attitude toward his/her education and to provide assistance to the athlete who may be doing poorly in his/her school work.
- To strive for growth in the athletic program as demonstrated by increased participation of the student body and by continued support of its fans.

### Rules and Regulations

All student athletes are subject to the rules and regulations regarding eligibility and conduct established by the following organizations:

- 1) The National Federation of State High School Associations establishes rules and guidelines for various sports. State associations utilize these rules for conducting sports activities.
- 2) IHSA - The Illinois High School Association is our state representative for the National Federation. They establish eligibility rules, practice regulations, establish championship series and are responsible for supervision of all athletic programs in the state.

### CO-OP SCHOLASTIC ELIGIBILITY

Along with the IHSA concerns for scholastic ELIGIBILITY, we at the West Hancock Co-op encourage athletes to maintain good grades. With this in mind, classroom teachers, verifying each athlete's eligibility for the particular grading period, will file weekly eligibility sheets. Course grades are based on quarter work. **Any Co-op student participating in a co-op sports program will be governed by the rules and regulations in this handbook.**

### STUDENTS MUST BE PASSING ALL CLASSES TO BE ELIGIBLE

Eligibility is figured on a weekly basis. The ineligibility period begins on Monday morning and runs to the following Monday morning. The student-athlete will not be allowed to participate in any athletic contests during the ineligibility period. The student will be allowed to practice during weeks of ineligibility. The student-athlete will not be allowed to miss school to attend a

contest during the period of ineligibility/suspension. Students who attain ineligibility status for 4 weeks (any combination) will be dropped from the team.

High school students must pass ALL classes each semester to be eligible to participate during the next semester. Eligibility is carried over from semester to semester (including summer). Anyone removed from a class for disciplinary reason (i.e. A1-2-3" Rule, etc) will become ineligible on his/her 4<sup>th</sup> week of ineligibility status, and will be ineligible for the next semester (including summer carry-over).

## GENERAL GUIDELINES

### Definitions:

1. **Athlete**  
Athlete means a boy or girl enrolled in grades 9 through 12 in the schools associated with West Hancock Cooperative who is participating and/or intends to participate in interscholastic athletic activity sponsored by the West Hancock Cooperative.
2. **Organizational Participant**  
Organizational participant means a boy or girl enrolled in any of the following activities sponsored by the West Hancock Cooperative:
  - a. Boys Football
  - b. Boys Baseball
  - c. Boys/Girls Track
  - d. Boys/Girls Golf
  - e. Boys/Girls Cross Country
  - f. Cheerleading
  - g. Mascot
  - h. Boys wrestling
  - i. Any sport/activity to be added at a later date
3. **Activity**  
Activity means a tryout, practice, game, event, contest, competition, or tournament, match or recreation connected to the conduct of a sport, or extracurricular occasion, including school-sponsored weight training, summer league, camp or open gym.
4. **Sport**  
Sport means any interscholastic sport sponsored by the West Hancock Cooperative.
5. **When This Athletic Code is in Effect**  
The rules set forth in this Athletic Code are in effect throughout the regular calendar year and twenty-four (24) hours a day, whether or not school is in session, and including vacation periods and holidays. The rules apply on and off campus and whether or not the misconduct occurs at school, a school sponsored activity, or in some other locale. The rules apply from the students' first participation in a West Hancock Cooperative activity. The rules apply for one calendar year or until initial sponsored activities resume again, which ever is longer.
6. **Policy Conflicts**  
In the event of a conflict between any sponsoring school board policies, rule or regulation and rules contained in this Athletic Code, the rules in this Code shall apply and prevail.

## REQUIREMENTS FOR PARTICIPATION

1. Athletes: An athlete must have the following fully executed documents on file at the appropriate High School Office before the athlete's first participation in any sponsored activity.
  - a. A current physical examination report completed by a physician licensed to practice medicine in all its branches, which finds the athlete is physically able to participate. A current physical exam shall be valid for one calendar year from the date of the exam.
  - b. A permission slip to participate in the specific sport in which the athlete intends to participate signed by the athlete's parent or legal guardian.
  - c. Proof that the athlete is covered by medical insurance.
  - d. A receipt showing the athlete and his/her parents/legal guardian received a copy of the Athletic Code, understanding the terms of the Athletic Code and agree to abide by its terms and conditions.

## PRACTICE SESSIONS AND MEETINGS

All practice sessions and meetings shall be appropriately planned by the coaching staff to ensure the safety of and maximize instructional value for the participating athletes.

## ABSENCE FROM SCHOOL ON A DAY OF ACTIVITY

An athlete who is absent from school during any period of the day of an activity shall be ineligible for any activity on that day unless the absence has been approved in writing by the principal. The principal may make exceptions, such as medical absence or a death in the athlete's family.

An athlete who is absent from school on a Friday before a Saturday activity may be withheld from Saturday activities at the sole discretion of the principal. Participation will ordinarily be allowed on Saturday if the Friday absence is excused.

If a student misses more than ten consecutive days of school (sickness of self or immediate family excluded), s/he shall be declared ineligible for the remainder of the semester.

## SPORTSMANSHIP AND APPROPRIATE BEHAVIOR

Athletic coaches shall personally exhibit good sportsmanship and appropriate behavior. Athletic coaches shall require their athletes to exhibit good sportsmanship and appropriate behavior.

Profanity, fighting and un-sportsmanlike conduct will not be tolerated. Athletic coaches will not use profane language and shall require their athletes to refrain from the use of profane language. Each individual coach will deal with violation of this rule. (Standard guidelines will be determined and reviewed by the principal, athletic director and coaches to be consistent from sport to sport). Depending on the severity of situation, discipline under the Athletic Code of Conduct could be warranted.

## CARE AND MAINTENANCE OF EQUIPMENT

Athletic coaches shall be ultimately responsible for the care and maintenance of athletic equipment and other school equipment used in their respective sport or activity.

### CHAIN OF COMMAND

Assistant coaches shall be responsible to the head coach. The head coach shall be responsible to the Athletic Director of the administrative host school. The Athletic Director shall be responsible to the Building Principal of the administrative host school.

### ELIGIBILITY

Students must pass all subjects in order to participate in athletics. This policy is on a weekly basis with teachers turning the name of any student failing each Friday. Any student failing would be declared ineligible for the following week starting on Monday morning to the following Monday morning. The athlete will not be allowed to participate in any athletic contests during the ineligibility period. The athlete will be allowed to practice during the weeks of ineligibility. The athlete will not be allowed to miss school to attend a contest during the period of ineligibility/suspension. Students who attain ineligibility status for 4 weeks (any combination) will be dropped from the team.

Eligibility will be based on the quarter grade. Athletes must pass ALL classes each semester to be eligible to participate during the next semester. Eligibility is carried over from the semester to semester (including summer). Anyone removed from a class for disciplinary reason will become ineligible on his/her 4<sup>th</sup> week of ineligibility status, and will be ineligible for the next semester (including summer carry-over).

### INSURANCE

Before any student athlete shall be permitted to practice or compete in any athletic event, and before any athletic equipment is issued to the athlete, the athlete must:

1. Be currently enrolled in and have paid the current premium for the appropriate school district's health insurance; or
2. Provide proof of coverage for athletic injuries by a private insurance carrier and have on file with the administrative host school district a signed insurance waiver.

### REPORT OF INJURY

The student athlete shall promptly report all injuries and illnesses or medical conditions, regardless of severity, and whether or not caused by the athletic competition to the head coach of the sport in which the athlete is competing.

### STUDENT INJURY

No athlete is permitted to participate in a practice or athletic event if the nature or extent of an injury to the athlete dictates that the athlete should be withheld from participation. When doubt

exists as the ability of the athlete to practice or compete, competent medical advice shall be solicited.

**MEDICAL RELEASE TO RETURN TO COMPETITION**

When there is any question of an athlete’s medical fitness to practice or compete, coaches or school officials may require the athlete to provide a release to participate, signed by a physician licensed to practice medicine, before allowing the athlete to engage in further athletic activity.

**DRESS AND GROOMING**

The coach of each respective sport may develop rules regulating the dress or grooming of the athletes. Team/Organizational uniforms and necessary equipment shall be required. Other rules shall be limited to regulating forms of dress or grooming which present health or safety concerns for the athlete or other participants.

**EQUIPMENT USE AND RETURN**

Athletes shall be responsible for the care and maintenance of all athletic equipment and material issued to them. Each athlete issued equipment and materials shall return the equipment in good condition to the respective departments within one (1) calendar week of completion of the athletic season or one (1) calendar week from the end of the athlete’s participation of that sport, whichever ever comes first. If an athlete fails to return equipment or materials as required, or returns it in damaged condition, the athlete may be charged for replacement or repair, and/or disciplined with fines and/or other disciplinary as appropriate.

Lockers are school property and are loaned to students for their temporary use. Lockers are subject to search by school officials at any time.

**TRAVEL/TRANSPORTATION**

The Co-op Schools will provide transportation to and from athletic events. Students are expected to ride the school-sponsored transportation both to and from the event. Students may, however, ride home with their parents if the parent signs the **RELEASE SHEET** at the game. Students may also ride home with a parent of another team member if s/he has provided a parental note before the game and the receiving parent signs the **RELEASE SHEET**. In no case shall a waiver be issued unless the parent or legal guardian will provide the alternate means of transportation anticipated by the waiver. Oral requests shall not be honored.

**TRAINING RULES**

The coach of each sport shall establish training rules in the sport, provided however, such rules shall not be inconsistent with the rules provided herein. Training rules, the purpose of which shall be to enhance the educational experience, provide for the safety, or protect the physical well-being of the student-athlete, shall be subject to the building principal of the administrative host school.

## ATTENDANCE AT PRACTICE, MEET, GAMES AND ATHLETIC EVENTS

For the protection for the health and safety of athletes, and protect the integrity of the team, athletes shall be required to attend all regularly scheduled practices, meets, games, and events of the team. Failure to attend by a team member may result in discipline may result in suspension or dismissal from the team.

### Leaving School

Normally students will not be allowed to leave school during the school day to get forgotten equipment, haircuts, and physicals or to put up athletic posters etc. Failure to verbally request an absence from school at the office for such activities is grounds for dismissal from the team.

### Additional Forms

The parental permission slip (page 12), emergency form (page 13), team and personal goals (if applicable) as well as athletic handbook must be signed and returned to the head coach before a student will be permitted to practice for, or play in, an athletic contest. No gear or equipment will be issued before forms are complete and submitted.

### Suspension

A student confined to the ILC or in OSS will not be permitted to practice or play in or attend any athletic contest on that day. If a student's OSS ends on a Friday, s/he may participate in a Saturday game. On the other hand, if the suspension bridges the weekend (ends Monday or Tuesday, etc. of the following week) s/he will not be eligible for any Saturday games or practices.

### Athletic Injury/Emergency

All injuries are to be reported to the coaches as soon as possible. Coaches will complete an accident report for any athletic injury, if notified. First aid treatment will, because of legal complications, only consist of peroxide, band-aids, etc. Any further needed treatment will have to be made by the parent or ambulance crews (in case of emergency). Due to legal restraints, a hospital will not treat our athletes unless s/he is unconscious, parents are present or we have the signed permission portion of our athletic emergency form. (page 13)

### Uniform Purchase

As a general rule, athletes will be responsible for purchasing their own shoes, socks personalized items of clothing and other personal items. The Co-op will provide uniforms and game equipment other than baseball/softball gloves.

### Curfew

The athlete must follow the curfew as set by the coaching staff.

## Training Regulations

The following training rules apply to any student in school who desires to be a member of any athletic squad. **These rules will apply starting the first day of practice or first day of school (which ever comes first) and running through the school year, through the summer up until one calendar year has elapsed or until the beginning of the next season that student started, which ever occurs later.**

1. S/he must conduct her/himself at home, at school and on school trips in such a manner that s/he is a credit to the squad, the school, and the community.
2. S/he must abstain completely from the use/or possession of tobacco.
3. S/he must abstain completely from the use/or possession of alcohol and illegal drugs.
4. S/he must not vandalize or steal.

\*Any individual found guilty of violating Rule #1 or #2 by the Athletic Board will be dealt with in the following manner:

- The first offense will result in the athlete being suspended from participating in 20% of the scheduled games/matches/meets/contests. (Round to the nearest whole number) Suspension will commence upon the convening of the athletic board and will be served in a consecutive manner.
- An athlete must participate in all practices during the time of these suspensions.
- For the second offense any time during the school year, the athlete will be barred from all sports for one calendar year - upon the meeting date of the Athletic Board meeting.

\* Any individual found guilty of violating Rule #3 by the Athletic Board, will be dealt with in the following manner:

- The first offense will result in the athlete being suspended from participating in 33% of the scheduled games/contests/matches/meets. (Round to the nearest whole number) Suspension will commence upon the convening of the athletic board and will be served in consecutive manner. The athlete will be suspended for one calendar year upon the meeting of the Athletic Board unless s/he enrolls and completes an approved counseling/rehabilitation program. Enrollment in counseling/rehabilitation must begin at the earliest possible time, and the cost is to be incurred by the student. Proof of successful completion must be provided to the athletic director.
- An athlete must participate in all practices during the time of these suspensions.
- For the second offense any time during the school year, the athlete will be barred from all sports for one calendar year - upon the meeting date of the Athletic Board meeting.

\* Any individual found guilty of violating Rule #4 by the Athletic Board, will be dealt with in the following manner:

- The first offense will result in the athlete being suspended from participating in 33% of the scheduled games/contests/matches/meets. (Round to the nearest whole number) Suspension will commence upon the convening of the athletic board and will be served in a consecutive manner.
- An athlete must participate in all practices during the time of these suspensions.

- For the second offense any time during the school year, the athlete will be barred from all sports for one calendar year - upon the meeting date of the Athletic Board meeting
- \* If the suspension is longer than the remaining season, the remaining portion of suspension will be imposed on the next sport in which s/he participates and competes.
- \* Suspensions may be served in non-cooped sports, as long as the suspension adheres to the number of match/games stated in above consequences.
- \* Failure to complete suspension and season to the satisfaction of the coach and/or administration will result in the nullification of any time served under suspension. Full suspension will be imposed in the next sport in which s/he participates and completes.
- \* Failure to complete suspension and season to the satisfaction of the coach and/or administration will result in the nullification of any athletic awards.

### High School Awards

Athletes who have successfully completed a sports season will receive awards as listed below:

	<b>1st year</b>	<b>2nd year</b>	<b>3rd year</b>	<b>4th year</b>
<b>1st sport</b>	<b>numerals</b>	<b>bar</b>	<b>bar</b>	<b>major letter(*)</b>
	<b>maj/min letter</b>			<b>sport pin</b>
	<b>sport pin</b>			
<b>2nd sport</b>	<b>sport pin</b>	<b>bar</b>	<b>bar</b>	<b>bar</b>
<b>3rd sport</b>	<b>sport pin</b>	<b>bar</b>	<b>bar</b>	<b>bar</b>

Athletes will receive only one Major Letter or one Minor Letter during their high school career (a student could receive both). Sport pins will be awarded for each subsequent sport (major or minor qualifying). Bar pins will represent each year of participation (except the first). A student could receive a minor letter/sport pin and a major letter/sport pin in the same sport. Major lettering criteria will be determined under the administrative host's guidelines.

If an awards banquet is held for a particular co-op sport, the athlete must attend to receive his/her letter/award. If unable to attend, notification prior to awards banquet must be given to the appropriate Athletic Director.

(\*)Any athlete who has participated all four years in one sport, but has not earned a major letter will receive one. Sports medals will be given for specific recognition to athletes at coaches' discretion.

**\*\*Note\*\*** All athletes who meet letter requirements, will be awarded a letter. If an athlete has fallen just short of letter requirements but demonstrates the qualities of good sportsmanship, attitude, effort and team spirit a coach may use his/her discretion to award a letter.

- If a student is team manager for the same sport for two years s/he will be awarded a Major Letter.

- If a student-athlete is expelled from the team or quits any time during the season, s/he will not receive any letters, awards or recognition for that season.- If a student-athlete misses a total of four weeks during as season (not necessarily for weeks in a row) for any reason of combination of reason (except medical conditions as determined by the coach) s/he will not receive any letters, awards, or recognition for that season.