

## PHILOSOPHY

Participation in interscholastic athletics is both a right and a privilege. It is each student's right to be involved in athletics if he/she desires, however, it is also a privilege since it is a co-curricular activity which provides competitive experiences with athletes from other schools and places upon the student the responsibility of representing the school and community. This participation provides experiences in skill development, sportsmanship, competitiveness and physical activity. In addition, athletic competition can provide a foundation for school moral and community support.

## OBJECTIVES

1. To provide the best possible instruction to learn the skills of competitive and lifetime sport activities.
2. To provide experiences related to competition, cooperation and participation by rules during interscholastic competition while displaying a high degree of sportsmanship.
3. To learn and practice self- discipline, self-confidence, and self-understanding.
4. To provide experiences for students desiring to participate on teams in a healthy, competitive manner.
5. To help develop positive school and student value systems.
6. To promote community and school interaction through athletic and competitive experiences.

## GENERAL POLICIES

Guidelines must be established if any program is to operate smoothly. Thus, this set of regulations has been adopted by the Board of Education to govern the athletic program. It is the responsibility of the Athletic Director, coaches, athletes and any other directly or indirectly involved persons to adhere to these policies. Any item not expressly stated or implied shall be dealt with by the Athletic Director, High School Principal and/or Superintendent.

## SPONSORED PROGRAMS

Colfax High School is a member of the Dunn-St. Croix Conference and the Wisconsin Interscholastic Athletic Association (WIAA). The school participates in most conference sanctioned sports and participates in the WIAA Tournament Program, if there is a tournament program.

### SPONSORED PROGRAMS:

FALL: Football (7-12), Cross Country (7-12), Volleyball (7-12), Cheerleading (9-12), Cross Country (7-12), Pom Pon (9-12)

WINTER: Boys' Basketball (7-12), Girls' Basketball (7-12), and Cheerleading (9-12)  
Pom Pon (9-12)

SPRING: Baseball (9-12), Track and Field (7-12), Girls Softball (9-12), and Track and Field (7-12)

### W.I.A.A. AND COLFAX REGULATIONS

Below are listed some of the regulations of the W.I.A.A. pertaining to student eligibility. A complete set of regulations and/or their interpretations may be obtained from the Athletic Director or Coach.

1. A student is eligible for interscholastic competition only at the school in the district in which the parents or guardian are legal (physical) residents and must be in regular attendance or in a state school choice program or in a cooperative C.E.S.A. program and attending school in another district but are Colfax residents.
2. A student participating in a legislated open enrollment option must meet all statutory timeline requirements. If they transfer back to their school of residence after the established statutory timelines, he/she is ineligible for athletics for the balance of that year.
3. A student is ineligible if he/she reaches his/her 19<sup>th</sup> birthday before August 1 of any given school year.
4. A student may not participate in any non-school activity in the same sport during the season of competition established by the school. Nor may the student be engaged in an activity that resembles in any way a school team practicing or competing out of season.
5. The Board of Control may rule students ineligible for participation in activities regarded as contrary to the best interest of the participants or detrimental to the school athletic program.
6. A student may not participate until the school has written evidence on file attesting to (a) physical fitness as determined by a licensed physician, (b) alternate year card if needed, (c) athletic code signed by athlete and parent/guardian.
7. A student may be suspended from interscholastic athletics for acts at any time, (a) involving use of alcohol or tobacco or the use, possession, buying or selling of unlawful drugs, (b) violating the school's training, grooming and dress regulation, (c) the involvement in any other immoral unacceptable conduct, or lying contrary to the ideals, principles and standards of the school and this association, (d) flagrant violations of game rules, (e) acts of vandalism, (f) serious and/or continued violation of school regulations.
8. Medical Care
  - (a) In case of injury, the school will try to honor the parent's request for their family doctor to be called. However, the school reserves the right to seek any qualified person in cases of emergency.
  - (b) A medical information form will be provided for you to complete. This form must be returned before the athlete may compete in contests.
  - (c) Physicals are needed once every two years according to W.I.A.A. regulations.
  - (d) A summary of the school benefit plan is available in the high school office along with all necessary forms.

## 9. Uniform Fees

- (a) The following practice uniforms are required of all high school athletes:
- |                                  |                         |
|----------------------------------|-------------------------|
| Football, Volleyball, Basketball | Practice Jerseys/shorts |
| Baseball, Softball               | Caps and undershirt     |
| Track, Cross Country             | Practice Shirts/shorts  |
- (b) The practice uniforms must be purchased through the school via the athletic director.

### AGE OF MAJORITY DISCLAIMER

It shall be the policy of this school to apply to all athletes, the rules and regulations, without regard to age.

### ATHLETE'S RESPONSIBILITIES

1. Care and Maintenance of Equipment
  - (a) It is the athlete's responsibility to care for the equipment purchased by the school. Any equipment lost or damaged due to careless use or negligence shall be paid for by the athlete responsible for that equipment. An athlete may not participate in any sport while he/she has an athletic fine unpaid from another sport.
2. Class Attendance
  - (a) The athlete must be in school all day the day of a contest in order to participate. Exceptions, such as medical appointments, etc. may be made in advance and in writing with the high school principal using normal procedures. Unexcused tardies will count in determining attendance.
  - (b) Every effort should be made to attend school the day following a contest if applicable. Repeated failure to do so shall be dealt with by the principal and the due process guidelines.
3. Personal hygiene
  - (a) It is a well-established doctrine that a well cared for mind and body can perform better than an abused one. It therefore, is the athlete's responsibility to maintain a proper diet at all times and get an adequate amount of sleep.
  - (b) Cleanliness and personal appearances are also important factors, which each person must deal with to meet the established requirements of the coach. The athlete should remember that they are a representative of the school and community when participating.

4. Training Rules

- (a) Since interscholastic athletics is a voluntary involvement, each athlete must live within certain training rules. These rules are listed in the Athletic Code Section. It is the responsibility for each athlete to know and abide by the rules and procedures listed.

AWARDS

There are three types of awards given at CHS. They are: Varsity Letters, Individual Awards, Most Coachable, and Athlete of the Year.

1. Varsity Letters

- (a) Varsity letters will be given according to the criteria set up by each sport's coaching staff and approved by the Athletic Director. These are summarized in Appendix A. They will however, be given out right after the season.

2. Individual Awards

- (a) Individual awards or trophies will be given out at the appropriate athletic banquet. The athletes receiving these awards will have met the criterion specified by the coach at the beginning of each season. The individual awards are listed for each sport in Appendix B.

3. Athlete of the Year

- (a) Given to a senior boy and girl who meet the criteria listed in Appendix B.

4. Most Coachable

- (a) Appendix B

ATHLETIC COUNCIL

The Athletic Council chaired by the Athletic Director or Principal shall be the judiciary body to rule on alleged violations of the rules and regulations described herein. The Athletic Council will meet as needed.

1. Membership

The council shall be comprised of:

- (a.) Athletic Director or Principal (chairperson)
- (b.) Two non-coaching faculty representatives
- (c.) All head varsity coaches
- (d.) Two representatives (boy/girl) elected from the Letter Club.
- (e.) One appointed Board Member

2. Voting Power

- (a) All members have 1 vote per person.
- (b) The Athletic Director or Principal shall not be a voting member.

3. Quorum

- (a) A quorum of at least seven voting council members must be present before the council can hold a meeting. If a quorum is not present, the meeting shall be rescheduled and the accused will be notified either verbally if he/she is present or in writing if he/she is not present, of the new meeting date, time and place.
- 4. If a violation has occurred, the council shall then vote by motion, on the penalty taking into consideration the penalties stated in the Athletic Code section.
- 5. The Athletic Council may elect to go into executive session during which members shall be present. However, only discussion can take place and not actual voting.
- 6. The Council shall follow procedures described in the General Policies section.

B. Procedure for Athletic Council Action

- 1. Information pertaining to violations of the rules herein shall, be submitted to the Athletic Director or School Authorities **in writing. The statement should clearly describe the violation that has occurred, shall be dated and signed by the witness(es). Violations must be reported within twenty school days of the infraction.**
- 2. The participant who allegedly broke the rules will then be confronted with the allegation and depending upon the circumstances involved one of two things will occur:
  - (a) If the participant admits to the infraction, it will be ascertained whether or not he/she desires to have the matter brought before the Athletic Council. If he/she does not want the matter brought before the council, the penalty will be imposed and parents will be notified of the infraction.
  - (b) The Athletic Director, if deemed the matter warrants, shall set up a meeting of the Athletic Council within five school days, informing all members of the council, student(s) involved and parents of the meeting including time and place. The students may or may not attend the council meeting with parents or representatives present. Suspension, if determined to be warranted shall begin immediately following the council's decision.
  - (c) The decision of the Athletic Council shall be summarized in writing by the Athletic Director to the parents of the accused and the accused. If a violation has occurred, the penalty shall be administered in accordance with set policy and so stated in this letter along with the athlete's right of appeal described in the next section.
  - (d) If an athlete admits to the breaking of a rule or violation, the due process procedure will be explained; however, it may be waived and punishment administered.

C. Due Process Procedure

- 1. If the accused feels that a wrong decision has been made, he or she may follow the procedure-outlined below to appeal the decision of the athletic council. It is imperative that the accused follows this exact procedure.

- (a) They may request in writing to the Athletic Director, a hearing before the High School Principal. This request must be made within 5 days of the decision of the Athletic Council. The Athletic Director shall summarize all information regarding the violation, including minutes of the hearing in writing and provide it to the accused and the parents of the accused within 5 days of the appeal request. The date, time and place of the appeal hearing shall be included in this letter. The principal shall also be informed of the appeal request and the date, time and place of the hearing.

Present at the hearing shall be the Principal, Athletic Director, athlete, parents of the athlete and any other directly involved individuals. The athlete may have representatives if desired. The proceedings of this hearing and the decision of the Principal shall be made to the accused and the parents of the accused in writing within 5 days after the hearing.

- (b) If the athlete and/or parents are not satisfied with the findings of this hearing, they may request in writing a hearing before the Superintendent. This request must be made within 5 days of the decision in part (a) above. A notice specifying times, date, and place shall be made to the athlete and the parents. Present at the hearing shall be the Athletic Director, Principal, Superintendent, athlete, and any other directly involved individuals. The athlete may have representation if desired. The proceedings of this hearing and the decision of the Superintendent shall be made to the accused and the parents in writing within 5 days.
- (c) If the athlete and/or parents are not satisfied with the findings of this hearing, they may request, in writing to the Superintendent, a hearing before the Board of Education. This request must be made within 5 days of the decision of part (b) above. The provisions of part (b) shall apply to the hearing before the Board of Education.
- (d) If the athlete and /or parents are not satisfied with the decision of the hearing, they may appeal the decision to the W.I.A.A. under the provisions in the W.I.A.A. handbook called the due process procedure. The Superintendent shall be responsible to see that the athlete and the parents receive a copy of this procedure if requested in writing. Any appeal to the W.I.A.A. must be made within 10 days of the Board's decision.

#### CLARIFICATION OF DISPUTES

Clarification of misunderstandings and/or disputes between athletes, coaches, parents or any other interested party shall first try to be resolved with the parties involved. If this is not possible, they should be brought to the following parties in order:

1. Head Coach is applicable
2. Athletic Director
3. High School Principal
4. Superintendent
5. Board of Education

NOTE: The appeal must be made in writing for steps 3,4, and 5.

### REVISION OF THE POLICIES

Revision of the policies stated herein shall usually be done each year and submitted to the Board of Education each summer. However, the Board reserves the right to make changes at any time where they deem necessary. The procedure listed in the previous paragraphs should be followed when making proposals for revisions.

### SEARCH AND SEIZURE

A student's athletic locker is the property of Colfax schools. This locker must be used for the purpose intended: a storage area for athletic apparel, clothes, and personal effects during practice and games. If school officials have a reasonable suspicion that the locker has stolen property, illegal or dangerous materials or substances in it, school officials may then search the locker, with or without the student's knowledge or consent. The Superintendent, Principal, or Athletic Director and coach will conduct the search.

### STATE TOURNAMENT ATTENDANCE

The following general policies have been established for students wanting to attend a state tournament.

1. Parental approval for release from school must be presented to the principal previous to final clearance on classes.
2. Individual or team participants in the tournament will attend according to W.I.A.A. regulations with expenses paid per WIAA regulations..
3. Transportation, lodging, meals, and proper chaperones will always be the responsibility of the student.
4. **CHEERLEADERS AND POM PON:** The school will provide assistance (equivalent to other sports) to an appropriate clinic held within area. Application for clinic attendance must be made by the advisor prior to the end of the school year..

### STUDENTS PARTICIPATING IN A STATE MEET/TOURNAMENT

1. The school will provide the following for a student participating in a state meet/tournament and the coach of the participant:
  - (a) Hotel accommodations arranged by the Athletic Director, Principal or Superintendent.
  - (b) Transportation
  - (c) Meals provided according to district policy.

## COACHES CODE

### A. SPORT SEASON

1. The regulation of the W.I.A.A., the Dunn-St. Croix Conference, and the Colfax Schools, including the athletic code, shall govern all athletic programs.
2. Seasons that are culminated by a State Tournament shall end with the conclusion of the tournament competition. Others shall end immediately following completion of the last regularly scheduled contest.
  - (a) In the event the basketball team is in Sectional or State Tournament competition, the track team will have to use the gym during “off hours”, (“off hours” are considered as time other than regular after school practices).
  - (b) A “sign-up” meeting for a given sport may be held prior to the start of the season.
3. A student may not quit a sport to begin practice in another sport without both head coaches approval. (Example: an athlete may not drop cross country in order to start football. or volleyball practice.)

### B GENERAL INFORMATION

1. Being a good coach requires a great deal of unnoticed effort. “Behind the scenes” labor often times means the difference between success and failure.

If we wish students to show respect for coaches and other faculty members, we must show respect for each other as well as for the students as outlined in the following:

- (a) Be certain to address fellow coaches by the title “Coach” or “Mr.”
  - (b) Do not air petty grievances where students or others can overhear your conversation.
  - (c) Coaches should give serious thought to the use of alcohol or tobacco in situations where high school students are present. Examples set by the coaches is very important in terms of the image projected.
  - (d) Coaching appearance and behavior should be equal to or above the standards demanded of our athletes. This includes the highest standards of sportsmanship to be demonstrated by the coach and demanded of all athletes.
  - (e) Use of profanity will not be tolerated.
2. At the beginning of each sport season, each coach is to inform his squad of specific rules etc., as covered in the Athletic Code. All materials turned in to the Athletic Director’s office must be alphabetized by last name. These materials are:
    - (a) Squad lists
    - (c) Varsity letter winners. This list should be turned into the athletic director within one week of the conclusion of the season.

### C. ATHLETIC INJURIES

1. The coach in charge of the activity is to assume the responsibility for and be prepared to recognize and properly refer injuries to appropriate medical or dental personnel except when a medical doctor is in attendance. When there is any question as to the extent or



seriousness if injury the student will be referred to the Colfax Family Clinic for treatment and care by qualified medical personnel.

2. A stretcher is to be on the sidelines of the athletic field at every football game.
3. Ambulance services by the village of the Colfax will be used to transport any seriously injured students to Luther Hospital, Sacred Heart Hospital, or Myrtle Werth Hospital for emergency treatment. Transfer of the student to any other hospital shall be the responsibility of the parent.
4. Ambulance access to the athletic field is to be provided by the head coach of the sport involved. The head coach should have his key for opening the gate with him at all times.
5. Parents of the injured student should be notified of the injury. The coach must use his professional judgement regarding the necessity of notification.
6. If a student is injured and examined by a doctor at an "away" game, the head coach of the squad should be certain to do the following:
  - (a) Obtain the name and address of the attending physician.
  - (b) Obtain the name and address of any hospital involved.
  - (c) Provide the parents with the above information
7. Coaches must fill out the Coaches' Injury Report form and turn it in to the athletic director within three (3) days following an injury to an athlete. (see Appendix C)

#### D. ELIGIBILITY LISTS

1. The Athletic Director is responsible to maintain an updated eligibility list of all student athletes.

#### E. W.I.A.A. INFORMATION

1. The W.I.A.A. requires that each participant who wishes to compete in any interscholastic sport sponsored by the association, present a certificate of physical fitness and have written parental permission on file at the school before certified for competition. **The coach may not allow a student to practice without this requirement met.**

Thus, the Athletic Director must have on file the following information before a student can participate in any practice session or contest:

- (a.) Report of physical fitness signed by a licensed physician.
- (b.) Appendix D signed by the student and parent..
- (c.) Alternate year if needed.

#### F. ATHLETIC CODE

1. Most rules and regulations governing athletics are listed in the Athletic Code of Colfax High School. It is responsibility of all athletes and coaches to know these rules.

#### G. PRACTICE SESSIONS AND SCRIMMAGES

1. Coaches and managers must be the first to arrive and last to leave practice sessions (and school building following a contest).
2. Saturday and vacation practices may be held with the request of head coach with approval of the Athletic Director and Principal. An athlete may be excused at the discretion of the coach.
3. Sunday or holiday practices, (Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Memorial Day) formal or informal will only be permitted with the approval of the Athletic Director, Principal, and District Administrator.
4. A coach must be present for supervision each time there is any practice. The coach **MUST** be at the activity, not merely on the grounds or in the building.
5. The Athletic Director must be informed of any proposed practices, which would extend over a meal hour.
6. In the event school is called off and students sent home because of a snowstorm, bomb scare, etc., practices are automatically suspended and athletes are to go home on the busses with the other students.
7. Interschool scrimmages are to be held on the varsity level only.
8. There is to be no loss of school time for scrimmages.
9. The Athletic Director must approve request for scrimmage before scrimmages may be scheduled.

#### H. EQUIPMENT AND EQUIPMENT ROOMS

1. The head coach or his equipment manager will issue necessary equipment for each sport.
2. Each coach must have his equipment room and his locker room cleaned by the end of the first week following the end of his sport season.
3. Coaches are responsible for maintaining and providing a first aid kit for their squad.
4. Head coaches of a squad are responsible for factors other than game activity. They should be responsible for items such as the following:
  - (a.) Wearing equipment properly at all times, e.g. shirts tucked inside of pants. Uniform attire by our entire contestants.
  - (b.) Return and care for equipment after game. Put all equipment away.
  - (c.) Only approved equipment shall be worn by an athlete during participation in an athletic practice or event .
  - (d.) All equipment issued to an athlete is to be returned to the coach at the end of the season. Failure to do so will result in charges being pro-rated. The head coach must submit a complete inventory to the Athletic Director at the end of the sport season.
5. All spiked or cleated shoes must be put on and taken off outside of the building.

#### I. SCHEDULES GAMES, ETC.

1. The Athletic Director must approve all schedules, (games, scrimmages, and practices).
2. The Athletic Director and Principal will be responsible for determining the date or dates for rescheduled contests.

#### J. HOUSEKEEPING AND TRAINING ROOM

1. Each coach who uses the coaches' dressing room is responsible for leaving it in a neat and orderly condition.
2. Towel and equipment rooms must be locked at all times. No one but coaches, or their reliable representatives, should be permitted in the towel rooms and no one but coaches and designated managers in the equipment and training room.
3. The head coaches of the sport in season are responsible for cleanliness and order in the training room.
4. Athletes shall never be allowed to use the whirlpool without a companion assisting them. A coach must be present to check the athlete into the whirlpool room and check them out.

#### K. BUSES AND TRIPS

1. At the beginning of each sport season, (fall, winter, spring, and summer) the head coaches of sports involved will meet with the Principal and decide upon the time at which the athletic buses shall leave school for the away contests. A schedule will be printed and distributed to the proper persons.
2. Before taking a squad anywhere, be certain to inform members of the estimated time of return. Give them this information at least one day prior to the day of the trip.
3. If the bus is involved in an accident, notify the Principal and the Athletic Director as soon as possible.
4. All bills for expenses incurred on trips are to be turned in to the Athletic Director's office on the first school day following the trip.
5. All athletes are required to ride and return from contest on the bus. Coaches may allow an athlete to ride home with PARENTS ONLY if prior approval has been received in the office and the parents make a personal request to the coach.
6. Coaches must ride on the player bus and are directly responsible for the athlete's conduct on the bus.

#### L. MANAGERS AND TRAINERS

1. Managers and trainers are to have the same training rules as other squad members.

#### M. CONDUCT AT CONTESTS

1. Once in uniform or at a contest, home or away, all athletes are to be together as a unit at games or contest. They are not to be in the stands visiting with their relatives, friends, etc. The exception is some individual sports like (track).

#### N. PHYSICAL EDUCATION

1. All athletes are required to take physical education in the same way as students not out for athletics.

#### O. POLICY OR SYSTEM

1. The head varsity coach shall determine the formation or system used by all squads in his sport at the junior high and senior high school level. There should be a free exchange of ideas between the junior and senior high school coaches. Winning is desirable at all levels of interscholastic athletics. Winning is not, however, more important than general

all-around development. (We do not want to win at the expense of such ideas as good sportsmanship and citizenship).

#### P. ORDERING SUPPLIES

1. All desired supplies are to be placed in the coach's budget in January of the school year prior to the year for which his supplies are needed. Be certain to give all of the following information:
  - (a.) Items needed
  - (b.) Number needed
  - (c.) Catalog number
  - (d.) Sizes
  - (e.) Manufacturer
  - (f.) Price
2. This completed information is then to be turned into the athletic director.
3. In the event emergency supplies are needed during a given sport season, the coach should make a written request and submit it to the athletic director for approval. Complete information is necessary on all purchased requests.
4. Whenever possible, the athletic director should make certain that requested equipment is ordered so as to be available at the beginning of the sport season.

#### Q. STATE TOURNAMENT/CLINIC ATTENDANCE

1. Each head varsity coach and the junior varsity coach( also defensive coordinator for football) may attend the state tournament of the sport that they coach. The school will provide a substitute teacher (if necessary) and up to \$275 reimbursed with appropriate receipts.
2. Head coaches may attend an appropriate clinic/workshop by making application to the athletic director. A substitute teacher will be provided (if necessary), plus expenses not to exceed \$100/day with appropriate receipts.
3. The athletic director may attend the state tournament of his choice with the same provisions as the coaches.

#### R. SCHOLASTIC ELIGIBILITY AND TRAINING RULES

##### A. Scholastic Eligibility

1. No student may have an "F" in any subject during a grade report period.
2. Any student who received an "F" for any grading period will be ineligible for 15 school days during which time the grades will be reviewed. If the "F" is upgraded, a student will regain eligibility. If the "F" remains the same, the student will remain ineligible.
3. Determination of fall eligibility shall be based on the previous spring term.

##### B. Training Rules

1. Athletes shall not use, sell or deliver or have in their possession during the calendar year, item lists below. This regulation has been adopted because of the effect these items have on the athlete and also because of Chapter 161 of the Wisconsin Statutes.
  - (a.) Intoxicating liquor or fermented malt beverages (beer)
  - (b.) Any form of tobacco
  - (c.) Illegal drugs or controlled substances as defined by Chapter 161.02 and 161.275 of the Wisconsin Statutes.

- (d.) Immoral unacceptable conduct, lying and unacceptable behavior.
2. Athletes may not:
- (a.) Violate the school's training and grooming rules.
  - (b.) Commit flagrant violations of game rules.
  - (c.) Commit acts of vandalism.
  - (d.) Commit serious and/or continued violations of school regulations.
  - (e.) The involvement in any immoral, unacceptable conduct, or lying contrary to the ideals, principals and standards of the school and athletic association.
3. Violations
- (a.) Violations of Part II B shall be dealt with in the following manner:  
**Information pertaining to violations of the rules herein shall be submitted to the Athletic Director or School Authorities in writing. The statement should clearly describe the violation that has occurred, shall be dated and signed by the witness(es). Violations must be reported within twenty school days of the infraction."**
- Students who in good faith, refer themselves or parents who refer their son or daughter for help in dealing with Chemical use, will have their penalty reduced as deemed appropriate be the Student's School Counselor and Athletic Director.
- 1. 1<sup>st</sup>. Offense: Suspension from the team for a minimum of 25% of the total scheduled contests in the sport that he/she is participating and will carry over to the next sport they participate in. The athletic director will reduce this by 50% if the athlete seeks an AODA Assessment from a community agency and follows all recommendations of the assessor.
  - 2. 2<sup>nd</sup> Offense: (Within one year (twelve months) of the enactment of any previous suspension) the athlete will be suspended for the equivalent of one sport season. (For example: If an athlete is suspended with 40% of a season remaining, then they shall remain suspended 60% of the next season in which they participate). The athletic director may reduce this penalty if the athlete seeks an AODA assessment from a community agency and follows all of the recommendations of the assessor.
  - 3. 3<sup>rd</sup> Offense: (Within 2 years of any pervious suspension) the athlete shall be suspended for one year.
  - 4. The rules and regulations of this code shall apply to a suspended athlete throughout the calendar year.
4. Enactment of Suspension
- (a.) If the violation requires suspension, the suspension shall not take effect until due process procedures have been exhausted if desired by the athlete. The athletic director shall determine when the suspension shall take effect.
  - (b.) Athletes who have committed a violation may not join a sport already in progress in order to serve that penalty.
  - (c.) If an athlete, under suspension, quits a sport prior to its conclusion, it will be determined that the penalty has not been served.

5. Athletic Council Guidelines

- (a.) Any calculations to the number of contests making up a suspension shall be rounded off by normal rounding procedure.

6. Individual Sport Regulations

- (a.) These regulations are thus imposed by the individual coaches (e.g. practice attendance, etc.). Each athlete and the Athletic Director shall receive a written copy of these regulations prior to the first scheduled contest.

7. Class Attendance

- (a.) The athlete must be in school all day the day of a practice/contest in order to participate. Exceptions, such as medical appointments, etc. may be made in advance and in writing with the high school Principal using normal procedures. Unexcused tardies will count in determining attendance.
- (b.) Every effort should be made to attend school the day following a contest if applicable. Repeated failure to do so shall be dealt with by the Principal and the due process guidelines.

## STUDENT ATHLETIC CODE

### 1. GENERAL REGULATIONS

#### A. PHILOSOPHY

Participation in interscholastic athletics is both a right and a privilege. It is each student's right to be involved in athletics if he/she desires, however, it is also a privilege since it is a co-curricular activity which provides competitive experiences with athletes from other schools and places upon the student the responsibility of representing the school and community. This participation provides experience in skill development, sportsmanship, competitiveness and physical activity. In addition, athletic competition can provide a foundation for school, moral and community support.

- B. The School District of Colfax has adopted an Athletic Policies Handbook, which contains three general categories: General Policies, Coaches Code and Student Athletic Code. Each student will receive only the Student Athletic Code but will be given the remainder of the Policies Handbook upon request.

The policies discussed herein shall apply to all athletes involved in interscholastic athletics, managers, cheerleaders, and Pom Pom personnel in grades seven through twelve.

All members of the above groups shall hereafter be referred to as "athlete" and all persons in charge of coaching or directing a group shall be referred to as "coach". Also all parents or guardians shall be referred to as "parents".

The rules and regulations shall be in effect from the time the athlete and parent sign the agreement (Appendix D), on a continuous basis, for one calendar year. For example: if a girl participates in only volleyball, she will be governed by the Athletic Code through the rest of the school year. Also, if a boy participates in only baseball and signs the code at the beginning of the baseball season, the code shall govern his actions for one calendar year.

The athlete and parent must sign the agreement in Appendix D only once for each school year. This signed agreement must be returned to the athletic director before the athlete can participate in interscholastic athletics in the Colfax Schools.

- C. All students must travel to and from all athletic contests in a vehicle supervised by their coach or designated chaperone. To and from being defined as from the Colfax High School to the opponent's school and back. The school is not responsible for transportation from the home to the school or back from the school to the home. After the athletic contest the students will be returned to the

school building from which the students must secure his or her own transportation home.

The only exemption, on occasion, will be if the parent or guardian wishes to give their son or daughter a ride home from the contest. The parent or guardian must give written notification to the coach in advance as well as obtaining prior approval from the office before this regulation will be waived.

## 2. SCHOLASTIC ELIGIBILITY AND TRAINING RULES

### A. Scholastic Eligibility

1. No student may have an "F" in any subject during a grade report period.
2. Any student who received an "F" for any grading period will be ineligible for 15 school days during which time the grades will be reviewed. If the "F" is upgraded, a student will regain eligibility. If the "F" remains the same, the student will remain ineligible.
3. Determination of fall eligibility shall be based on the previous spring term.

### B. Training Rules

1. Athletes shall not use, sell or deliver or have in their possession during the calendar year, item lists below. This regulation has been adopted because of the effect these items have on the athlete and also because of Chapter 161 of the Wisconsin Statutes.
  - (a) Intoxicating liquor or fermented malt beverages (beer)
  - (b) Any form of tobacco
  - (c) Illegal drugs or controlled substances as defined by Chapter 161.02 and 161.275 of the Wisconsin Statutes.
  - (d) Immoral unacceptable conduct, lying and unacceptable behavior.
2. Athletes may not:
  - (a.) Violate the school's training and grooming rules.
  - (b) Commit flagrant violations of game rules.
  - (c) Commit acts of vandalism.
  - (d) Commit serious and/or continued violations of school regulations.
  - (e) Be involved in any immoral, unacceptable conduct, or lying contrary to the ideals, principals and standards of the school and athletic association.
3. Violations
  - (a) Violations of Part II B shall be dealt with in the following manner:
 

**Information pertaining to violations of the rules herein shall be submitted to the Athletic Director or School Authorities in writing. The statement should clearly describe the violation that has occurred, shall be dated and signed by the witness(es). Violations must be reported within twenty school days of the infraction."**



Students who in good faith, refer themselves or parents who refer their son or daughter for help in dealing with Chemical use, will have their penalty reduced as deemed appropriate by the Student's School Counselor and Athletic Director.

1. 1<sup>st</sup>. Offense: Suspension from the team for a minimum of 25% of the total scheduled contests in the sport that he/she is participating and will carry over to the next sport they participate in. The athletic director will reduce this by 50% if the athlete seeks an AODA Assessment from a community agency and follows all recommendations of the assessor.
  2. 2<sup>nd</sup> Offense: (Within one year (twelve months) of the enactment of any previous suspension) the athlete will be suspended for the equivalent of one sport season. (For example: If an athlete is suspended with 40% of a season remaining, then they shall remain suspended 60% of the next season in which they participate). The athletic director may reduce this penalty if the athlete seeks an AODA assessment from a community agency and follows all of the recommendations of the assessor.
  3. 3<sup>rd</sup> Offense: (Within 2 years of any previous suspension) the athlete shall be suspended for one year.
  4. The rules and regulations of this code shall apply to a suspended athlete throughout the calendar year.
4. Enactment of Suspension
- (a) If the violation requires suspension, the suspension shall not take effect until due process procedures have been exhausted if desired by the athlete. The athletic director shall determine when the suspension shall take effect.
  - (b) Athletes who have committed a violation may not join a sport already in progress in order to serve that penalty.
  - (c) If an athlete, under suspension, quits a sport prior to its conclusion, it will be determined that the penalty has not been served.
5. Athletic Council Guidelines
- (a) Any calculations to the number of contests making up a suspension shall be rounded off by normal rounding procedure.
6. Individual Sport Regulations
- (a) These regulations are thus imposed by the individual coaches (e.g. practice attendance, etc.). Each athlete and the Athletic Director shall receive a written copy of these regulations prior to the first scheduled contest.
7. Class Attendance
- (a) The athlete must be in school all day the day of a practice/contest in order to participate. Exceptions, such as medical appointments, etc. may be made in advance and in writing with the high school Principal using normal procedures. Unexcused tardies will count in determining attendance.
  - (b) Every effort should be made to attend school the day following a contest if applicable. Repeated failure to do so shall be dealt with by the Principal and the due process guidelines.

## APPENDIX D

Please complete this page and return it to the head coach before the first scheduled practice. The medical information (Part I) is not mandatory. However, you will not be allowed to participate in any interscholastic competition before Part II is completed and returned.

## PART I

In case of possible injury to my son or daughter please contact the medical persons listed below if possible:

Physician \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Hospital \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address \_\_\_\_\_  
 Dentist \_\_\_\_\_ Telephone \_\_\_\_\_  
 Address \_\_\_\_\_

## PART II

TO BE COMPLETE BY ATHLETE(S):

I have read and understand the rules and regulations as stated in the Colfax high School Athletic Code and agree to abide by all the rules and regulations so stated.

Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

Athlete's Signature \_\_\_\_\_ Date \_\_\_\_\_

TO BE COMPLETED BY THE PARENT:

I have read and understand the rules and regulations as stated in the Colfax High School Athletic Code.

I hereby give my permission to allow a Licensed Athletic Trainer, Family Physician or Orthopedic Surgeon to inform the coaches, physical education teachers and athletic director of the medical condition or injury pertaining to the student athlete.

I also attest to the fact that the above named student(s) has not been hospitalized or suffered any serious illness or injury since the time of their last physical examination. If the above has suffered a hospitalization or serious injury, another physical examination may be required before he/she may compete.

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: RETURN THIS PAGE ONLY. YOU SHOULD KEEP THE REMAINDER OF THE ATHLETIC HANDBOOK.**

\*\*REVISED 10-22-00

## APPENDIX A

The following are criteria for earning a varsity letter at Colfax High School.

GENERAL REQUIREMENTS

Each athlete must participate during the entire season. An athlete who quits will not receive a varsity letter. Special consideration shall be given to an athlete injured during the season and because of that injury does not meet the minimum requirements.

- NOTE:
- (a) Excused absence will be permitted if the coaches notified prior to practice of performance. The coach will determine whether an absence is excused or unexcused.
  - (b) The coaching staff reserves the right to award a letter to any individual that displays exceptional dedication and desire but fails to meet the minimum requirements.

Baseball

1. Must participate in  $\frac{1}{2}$  of the varsity games

Boys Basketball

1. Participate in  $\frac{1}{4}$  of the total quarters during the season.

Girls Basketball

1. Participate in  $\frac{1}{4}$  of the total quarters during the season.

Cheerleading

1. Must be a varsity cheerleader
2. Must attend 90% of all practice sessions.
3. Must attend all games/matches unless excused by the coach.

Football

1. An athlete must play in at least  $\frac{1}{4}$  of the quarters of varsity competition.

Pom Poms

1. Must complete one full year on the squad.
2. Must attend all required practices unless excused by the coach.
3. Must have participated in all required performances unless excused by the coach.

Softball

1. Must have completed in  $\frac{1}{2}$  of all varsity games.

Track

1. Must participate in 70% of all varsity track meets.
2. The athlete must participate in the Conference or Regional meets.
3. The athlete must attend 90% of the practices.
4. Must earn 20 points or more per season.

Golf

1. Must have competed in  $\frac{1}{2}$  of the varsity contests.

Volleyball

1. The athlete must play in at least one game in half the total matches. For example: if there are 12 matches during the season, the athlete must play in at least 6 games.
2. Attend 90% of the scheduled practices.
3. Coaching staff evaluation for those not meeting the above.

Cross Country

1. The athlete must participate in 70% of the meet as a varsity runner.
2. The athlete must show improvement as seen by coach.

APPENDIX B  
INDIVIDUAL AWARDS

BASEBALL

Most Valuable Player  
Leading Hitter

BOYS BASKETBALL

Most Valuable    Top Rebounder  
Most Improved    Best Defensive Player

GIRLS BASKETBALL

Most Valuable    Top Rebounder  
Most Improved    Best Defensive Player

CHEERLEADING

Outstanding Cheerleader (All Varsity Sports)

Cross Country-BOYS

Most Valuable    Most Improved

CROSS COUNTRY-GIRLS

Most Valuable    Most Improved

FOOTBALL

Most Valuable                      Back of the Year  
Lineman of the Year              Head Hunter of the Year

POM PON

Most Improved    Best Showmanship  
Most Valuable    Best Choreographer

SOFTBALL

Most Valuable    Most Improved

TRACK-BOYS

Most Valuable  
Most Improved

TRACK-GIRLS

Most Valuable  
Most Improved

VOLLEYBALL

Most Improved    Most Valuable  
Top Spiker            Top Setter

**MOST COACHABLE ATHLETE**

1. Awarded to a senior boy and girl.
2. Selected by the Varsity coaches.
3. **Most have committed no Athletic Code Violations**

**ATHLETE OF THE YEAR**

1. Awarded to a senior boy and girl
2. Must have lettered at least two years in two separate sports.
3. Individual's contribution to athletics.
4. Chosen by the Letter Club.
5. **Must have committed no Athletic Code violations.**