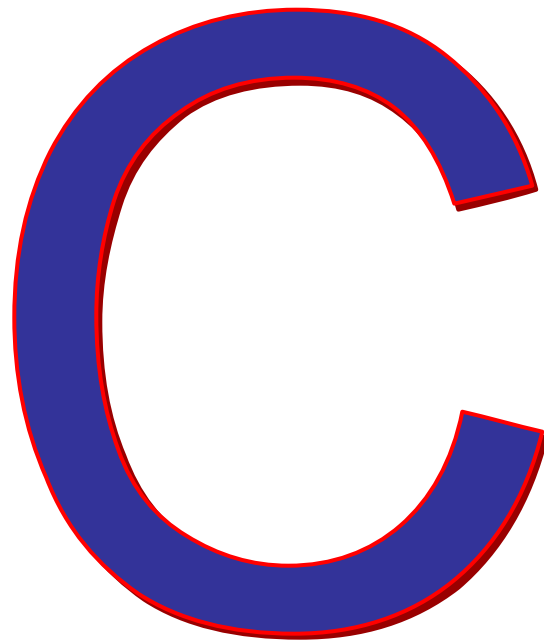


# **Claude ISD**

**Middle / High School**

**Athletic Handbook**

**2006 - 2007**



## **Character Class Commitment**

**Approved by the Claude ISD Board of Trustees**

**August 2006**

# Claude Middle / High School Athletic Handbook

## Introduction

This handbook communicates important information concerning athletic policies and procedures to our parents and students. After reviewing this information, we ask that the parents and student sign the signature page in the back of the handbook and turn it in to his/her coach.

The Athletic Handbook coexists with but does not supercede the Claude ISD Discipline Management Plan and Student Code of Conduct. If for any reason, the two documents conflict, the latter mentioned shall preside. Any inconsistencies will be directed to the Superintendent.

It should be noted that different sports might have additional rules and regulations that go beyond what is listed in this athletic handbook. All rules will be submitted to the Athletic Director for approval.

## **Philosophy of Athletics**

### Mission Statement

*The mission of Claude ISD Athletics is to provide a competitive athletic environment while promoting and embodying the ideals of teamwork, sportsmanship, hard work and self-discipline.*

The athletic program of Claude Middle/High School is part of the total educational program. Athletics are a vital part of the physical, mental, social, and moral growth of our students. Sports are extra-curricular activities, not designed to transcend the academic program, but to supplement it. Sports can give students the opportunity to develop outside of the classroom. The principles and lessons learned in the classroom at home, and even at church, can also be put into practice through athletics.

Claude Middle/High School offers its students a broad range of athletic activities from team sports like football and basketball, to more individualized sports like golf and tennis. The athletic program is designed to meet a variety of needs from team sports that teach teamwork, to individualized sports that promote lifelong wellness and recreation.

Participation in athletics is a privilege that carries with it responsibilities to the school, to the sport, to the student body, to the community, and to oneself. Because of this, athletes are expected to conduct themselves in an exemplary manner for their athletic careers. An athletic career begins when the student chooses to participate in sports that are sponsored by the school and governed by the University Interscholastic League, and ends when the athlete graduates or quits athletics for the second time. (Grades 6 – 12) A

student athlete must also understand that he/she represents the athletic program and school 24 hours a day, 7 days a week, 365 days a year. This handbook will govern the athlete during his/her athletic career.

At the **Junior High** level it is our belief that as many students should participate as is possible. Junior High teams have a no-cut policy and are primarily participatory. Each player will have the opportunity to participate in each game; however, the amount of playing time will be at each coach's discretion. Students will learn basic skills and introduction of game strategies, along with the importance of team play, commitment, and respect for fellow players, coaches, and officials.

At the **Junior Varsity** level it is our belief that opportunity for participation should be afforded, but that more skill development will be expected. JV teams have a no-cut policy. The amount of playing time is earned based on work ethic and skill. In cases where there are high amounts of participation; coaches will have the prerogative to separate teams into travel and practice squads. Athletes will continue to develop skills, commitment, good sportsmanship, and respect for fellow players, coaches, and game officials.

At the **Varsity** level of competition, the most dedicated and skilled athletes will be the primary participants. Leadership and enthusiasm will also be factors in participation. This level of play is highly competitive, and playing time is left solely to the discretion of each coach. Varsity teams will have roster limitation and all team members must be committed to practices and games. Varsity athletes will be expected to exhibit game knowledge, commitment, skill, sportsmanship, and respect for fellow players, coaches, and officials.

### **Goals of Athletics**

1. Emphasize that academics must come first and foremost.
2. Promote the development of the whole person--mind, body, and spirit by competing with full positive effort, self-control, and exemplary conduct.
3. Provide the opportunity for students to learn the value of hard work, discipline, commitment, and teamwork.
4. Conduct an athletic program in accordance with the letter and spirit of the rules and regulations of Claude Independent School District, the University Interscholastic League, and the National Federation of high Schools.
5. Learn how to win and become successful.
6. Teach athletes the value of experiencing “defeat with dignity” and “victory with grace”.
7. Develop sportsmanship in our athletes, coaches, and fans.
8. Have fun!

## **Eligibility**

### **Academic Eligibility**

All student athletes must meet the UIL academic guidelines to be eligible for competition. They must pass all courses to be eligible unless otherwise specified by the UIL or TEA. Students failing a course will be ineligible for three weeks. During this time, they are still allowed to practice. At the end of three weeks, if the student-athlete is passing ALL courses he/she will regain their eligibility. If they are not passing all courses, they will remain ineligible for the remainder of the six weeks. A student athlete who is ineligible on a regular basis could face consequences listed under the Poor Attitude section of the handbook.

### **School Attendance**

Claude ISD local policy requires athletes to attend three of four core subjects (Math, Science, English, Social Studies) class periods to be eligible to participate in a game or competition that day. Students enrolled in less than four core subjects must attend all of their core classes to be eligible. Well-patient visits (eye check, teeth cleaning, etc) documented to the office with a note from the doctor's office do not apply to this rule.

### **School Suspension**

Any student athlete suspended from school (ISS or AEP) for any reason will not be allowed to participate in any extracurricular activity until they have been reinstated by the school administration. The student athlete will not be able to participate in any contest the week of suspension. Example – An athlete is put in ISS on Monday and Tuesday, and has a game on Friday. He/she will not participate in the game on Friday. If the student athlete is suspended on the day of a game, he/she will miss that game plus the game after the school reinstates them.

## **Rules and Regulations**

### **Practice and Game Attendance**

It is the obligation and responsibility of team members to attend all scheduled practices, meetings, and games regularly and on time. Practice times will be scheduled and announced. Student athletes are expected to adhere to the following guidelines:

1. Attend the athletic period regularly and promptly. Students must participate in the actual class period to remain in good standing.
2. Dress out every day in school issued clothing and/or equipment. Students unable physically to workout must report to the head coach to get instructions on what they need to do.

3. Participation in the individual sports of golf and tennis does not require enrollment in the athletic period.

Being late is considered tardy. Each tardy will be dealt with on an individual basis. It is important that individual athletes are not pulled out of a team practice until the practice concludes.

The head coach should be notified immediately when a conflict arises with a practice or game. The following types of absences will be excused if the coach is informed in advance.

1. Funeral
2. Medical or dental emergency
3. Family emergency
4. School function
5. Religious function

Penalties for unexcused absences will include; but are not limited to the following:

**First offense:** Extra physical conditioning to be determined by the coach, possible loss of a starting position and/or possible loss of playing time.

**Second offense:** Extra physical conditioning, plus a one game suspension.

**Third offense:** Dismissal from the team.

After school workouts are limited to eight hours per week.

Claude ISD has an “open practice” policy and encourages parents to attend practice any time they wish. Coaches do reserve the right to deny access to practices to anyone that is deemed a distraction.

### **Practice Attire**

All athletes are required to wear school issued equipment and clothing at all practices. Failing to wear appropriate workout clothes or forgetting a game uniform will result in extra physical conditioning to be determined by the head coach.

### **Tobacco, Alcohol, and Drug Violations**

The purpose of this policy is to deter our student athletes from lifestyle choices that are detrimental to their well-being.

It is a violation for Claude ISD student athletes to use or possess alcohol, illegal drugs, drug paraphernalia, or tobacco products. All violations reported by a law enforcement official, school administrator, or coach will fall under the Claude ISD Athletic Policies.

In addition to any penalties enforced by the Claude ISD Discipline Management Plan and Student Code of Conduct, the minimum penalties for the above violations shall include:

### **First Offense**

1. Parent notification of infraction and consequences.
2. Administrative notification and possible law enforcement involvement.
3. Thirty mile run and thirty hours of community service to the Athletic Department. The athlete will not be able to complete the first offense until he/she completes the running and community service.
4. Six weeks suspension to be served during the athlete's competitive season. Practices and scrimmages do not count during the suspension. The suspension will be served while the athlete's team is competing in contests.
5. The athlete will complete at least eight hours of appropriate counseling accompanied by a parent before being allowed to participate in athletics. Counseling services must be approved by the athletic director, principal, and superintendent.
6. The athlete will make a presentation on alcohol, alcoholism, and its consequences to a group approved by the athletic director, principal, and superintendent.

### **Second Offense**

1. Parent notification of the infraction and consequences.
2. Administrative notification and possible law enforcement involvement.
3. Six months suspension from the athletic program. The student athlete may be permitted to participate in off-season activities if the coaching staff so decides. He/she will not be permitted to participate in any in season sport, and if deemed a problem, could be removed from the athletic period entirely at the coaching staff's discretion.
4. Must complete the Claude ISD Athletics Re-Entry Program before competing in a sport.
5. The athlete will complete at least twenty hours of appropriate counseling accompanied by a parent before being allowed to participate in athletics. Counseling services must be approved by the athletic director, principal, and superintendent.

Any subsequent violations during the suspension or after re-entry will result in the athlete's expulsion from the athletic program for the remainder of his/her athletic career.

### **Poor Attitude**

An athlete may be suspended for all or part of a sports season for demonstrating any of the following or similar types of behavior.

1. Inappropriate language

2. Unwilling or lazy attitude
3. Disrespect to the coaching staff or officials
4. Fighting
5. Causes poor team morale
6. Repeatedly remains academically ineligible
7. Anything that could be considered detrimental or disruptive to the team environment.

If the coaching staff has to address poor attitude 3 times, the student athlete will be dismissed from athletics for the remainder of the year.

### **Unsportsmanlike Behavior**

Any athlete participating in an athletic event who flagrantly violates the rules of good sportsmanship should be removed from the game immediately by the coach regardless of the action taken by game officials. Consequences for a game ejection will include:

1. Suspension from the next scheduled game or contest.
2. A formal letter of apology to the opponent and the game official.
3. A second ejection will result in a two game suspension.
4. A third ejection will result in the athlete being removed from the athletic program for the remainder of the school year.
5. A fourth ejection will result in the athlete being permanently removed from the athletic program.

### **Off-Season Programs**

Athletes not practicing in an in-season sport during the athletic period are required to participate in an off-season program. Both physical and mental conditioning is necessary to become a better athlete. Off-season programs will include weight training, agility and quickness drills, specific sport fundamentals, and various activities designed to improve mental discipline.

Students not completing an off-season program will be at a definite disadvantage when competing for varsity positions in the season.

### **Quitting a Sport**

Quitting is an intolerable habit to acquire. Athletes quitting any sport are also quitting or “giving up” on the athletic program as a whole. Commitment is one of the most valuable lessons learned in athletics. Concerns and frustrations can usually be worked out with proper communication between the athlete and coach.

1. Any athlete wishing to quit a sport must notify the head coach in writing. The athlete, parents, coach, and athletic director must all sign a form. The Athletic

- Director will notify the parents. If the parents, coach, or athletic director want to request a conference they may do so.
2. If an athlete quits a sport, without justifiable cause (injury, family hardship, etc), after the team's first scrimmage or contest, then the athlete will not be allowed to participate in any other sport until the season of the dropped sport is complete.
  3. Athletes removing themselves from participation will be sent to the counselor's office for a schedule change.
  4. Any athlete quitting a sport may choose to participate in the Athletic Re-Entry Program.

### **Athlete Re-Entry Program**

After quitting a sport, an athlete can regain participation privileges by choosing to complete the Athletic Re-Entry Program as detailed below.

1. Successfully complete a ten-mile run at a pace acceptable to the coach. The athlete will not be able to participate until the running is complete.
2. Quitting a second sport (or the same sport twice) will require a twenty-mile run.
3. Quitting for a third time will disqualify any athlete from further participation in the athletic program.

### **Locker Room**

Locker rooms are provided for athletes changing into practice or game attire. Coaches and athletes are the only people allowed in the athletic locker rooms. Books, food, drinks, and dirty clothing are not allowed. It is the responsibility of the athletes, not the coaches or janitors, to throw away trash, pick up equipment, and keep the locker room clean.

Please lock up all valuables every day. Ask a coach for a combination lock if you do not have one. Claude ISD is not responsible for any loss or theft in the locker room. Be on the safe side; do not leave cash, jewelry, or anything of value in the locker room.

Quite often, certain locker rooms will be off limits due to visiting teams using during our home games. Please be sure to remove your items on time and clean up for our guests.

### **Personal Appearance and Conduct**

Claude Mustangs and Lady Mustangs are quite often the only contact that many people in other communities have with our school. Appearance, expressions, and actions influence the opinions of others about our athletes, teams, and our school. It is expected that Claude ISD athletes will conduct themselves in a manner that will be positive for our school. Our student athletes are expected to:

1. Respect fellow teammates, coaches, managers, and school officials.
2. Respect our opponent's team, coaches, managers, and school officials.

3. Respect all officials, umpires, and referees, etc
4. Display desirable behavior, desirable language, cooperative and polite attitudes, and great sportsmanship on and off the field or court.
5. Be well-groomed and dressed appropriately at all games and contests.

All athletes representing Claude ISD should establish and maintain a high standard of appearance at all time. Athletes must follow the student dress code and grooming policy as outlined in the Claude ISD Discipline Management Plan and Student Code of Conduct. The head coach of each sport will establish attire guidelines for the team at the beginning of each season.

### **Team Travel**

The school will provide a bus or van for transportation for away games, meets, and contests. Team members, managers, statisticians, etc must ride the bus to and from the game. This policy is necessary for liability reasons.

For the protection of our students, exceptions may be made only if the procedures below are followed:

1. Students may be released to their own parents with written parental notification of the coach. Parents may only take their own children.
2. A parent must make a written request 24 hours in advance to release their child to specifically designated adult. An adult is a person who has reached the age of 21.
3. The designated adult must present himself or herself to the coach immediately after the game and, if requested, furnish identification.
4. If there will be “permanent” car pool arrangements, then written notification from all parties must be on file.

Please do not ask for exceptions or deviations to this policy. Please plan ahead.

### **Hazing**

No athlete at any time, by means of practical jokes, initiation rites, horseplay, etc., will humiliate any fellow athlete. The Claude ISD Athletic Department will not tolerate hazing, in any form, either mental or physical.

No one has to “earn his or her way” on to a team by submitting to ridicule from other members of the team. It is the duty of each team member to discourage this behavior.

### **College Athletic Scholarships**

Athletic scholarships from various universities and colleges are offered to high school athletes whose talents and grades are exceptional. It must be understood that the philosophical intent of the high school athletic program is not to guarantee college athletic scholarships to its participants.



## **Athletic Lines of Communication**

### **Parent / Coach Relationship**

Both parenting and coaching are different vocations. By establishing lines of communication and understanding each position, we are better able to accept the actions of the others and provide greater benefit to children. As parents, when your child becomes involved in our program you have the right to understand what expectations are placed on your child. This begins with clear communications from the coach of your child's program.

### **Communication You Should Expect From Your Child's Coach**

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

### **Communication Coaches Expect From Players**

1. Notification of any schedule change well in advance.
2. Specific concerns in regard to a coach's philosophy and /or expectations. It is important to understand that there may be times when things do not go the way your child wishes. At these times, a discussion with the coach is encouraged.

### **Appropriate Concerns to Discuss With Coaches**

1. Treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

### **Issues Not Appropriate to Discuss With Coaches**

1. Playing time
2. Team strategy
3. Play calling
4. Other student athletes

### **Parent/Coach Conference Procedure**

If you have a concern to discuss with a coach, please follow the procedure below.

1. Please do not attempt to confront a coach before or after a contest or practice. This can be an emotional time for both the parent and coach. Meetings of this

- nature do not promote resolution. Productive meetings always require calm, rational attitudes in a private setting.
2. Call the school (806-226-2341) to set up an appointment with the head coach during his/her conference period the next school day.
  3. If you are not satisfied with your conference with the head coach, you may then call to set up an appointment with the Athletic Director.
  4. After discussing the issue with the head coach and Athletic Director, you may then contact the Principal if you feel the situation has not been justly attended to.
  5. If you believe the situation has not been resolved, you may then contact the Superintendent.
  6. Any decision of the Superintendent may then be appealed to the Board of Trustees.

## **Health Issues**

### **Athletic Physical Examinations**

No student athlete will be eligible for practice or play a school sport until they have passed an adequate physical examination and have it on file with the head coach. The UIL physical form must be completed and signed by a licensed physician, a parent or legal guardian, and the student.

Claude ISD local policy requires a yearly physical examination for all student athletes. Students may use their own physician or attend the CHS sports physical day offered by our local clinic. Specific dates and times of these physicals will be announced and posted.

### **Injury**

The potential of injury is inherent in all interscholastic sports. Even with the best coaching, the most advanced protective equipment, and a strict observance of rules, injuries can happen. Although serious injuries are not common in supervised school athletic programs, it is impossible to eliminate the risk. Parents and students must be willing to accept the risks associated with school sports.

All injuries that occur while participating in athletics should be reported immediately to the coach and parents of the athlete. Please remember that coaches are neither doctors nor athletic trainers. They can make suggestions and give advice, but they are not certified to diagnose, treat, and release athletes from injury. Please obtain professional medical attention at all times, if an athlete is seriously injured, he/she must have a doctor's release before continuing practice or competing in athletic contests.

## **Insurance**

Claude ISD offers parents the opportunity to purchase “at school” and “athletic” insurance policies for their children. Forms will be available for rather inexpensive policies for interested families.

A supplementary insurance plan is provided by the school district for high school and middle school athletes. It insures the athletes while participating in school activities. It most often will not cover the total cost of a doctor’s bill. Athletes are advised to have other insurance.

The combination of parental and school insurance plans has been very effective in covering the reasonable and customary costs of athletic medical expenses. All Claude ISD athletes are covered by the school’s supplemental policy. However, all claims must first be submitted to the individual’s personal insurance carrier. Once the parent’s primary carrier has assigned its benefits, the school’s supplemental plan will review the claim and pay only the usual and customary portion of the balance of the medical expenses not provided or reimbursed by the parent’s insurance.

In order to expedite payment of claims, parents of students who have sustained an injury as a result of athletics should obtain a claim form from the head coach or athletic director as soon as possible. Remember, filing claims is the parent’s, not the school’s responsibility.

## **AWARDS**

### **Letter Jackets**

Athletes will receive upon the head coaches’ recommendations, an athletic letter jacket at the completion of their first varsity year in a particular sport. Students will receive only one jacket with one varsity letter during their high school career. The school will not provide varsity letters for every sport or patches for every championship. Student athletes must order and purchase these items themselves.

Listed below are the criteria to letter for each sport. The head coach, however, has the prerogative to issue or withhold a letter jacket for extenuating circumstances, such as injuries, value to a team without meeting playing time quotas, team violations, etc. Coaches must provide documentation of these circumstances to the Athletic Director.

All athletes in all sports must meet the following requirements in order to be eligible for a letter jacket.

1. Must complete the entire scheduled season in the lettering sport in good standing.
2. Must turn in or pay for all equipment and uniforms used in all sports.
3. Nor been suspended from any games due to violations of team rules and regulations.

### **Varsity Letter Criteria**

- Football            Participate in one half (50%) of the scheduled varsity football games.
- Cross-Country    Participate in three (3) meets and the district meet
- Basketball        Participate in one half (50%) of the scheduled varsity games
- Track              Participate in three (3) meets and the district meet.
- Tennis             Participate in two (2) tournaments and the district meet.
- Golf                Participate in two (2) tournaments and the district meet.
- Baseball          Participate in one half (50%) of the scheduled varsity baseball games.

Qualifying for regional as an individual in any of the above sports will also earn a letter jacket.

**RECEIPT OF CLAUDE ISD ATHLETIC HANDBOOK**

Athlete's Name: \_\_\_\_\_

I have received a copy of the Claude ISD Athletic Handbook. I understand that all athletes will be held accountable for the information outlined in this handbook.

Athlete's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_