



Dayton Intermediate School
Student Athlete
Handbook
2016-2017

Athletic Policy Handbook

Introduction

This Athletic Handbook is an effort to establish guidelines to serve those people who have responsibilities in connection with the administration of any phase of the Dayton Intermediate School athletic programs.

This should serve as a reference source for administrators, athletic directors, coaches, student athletes and other personnel working with the school programs.

The Handbook will probably not cover all circumstances, questions, and concerns but, hopefully, it may assist in providing information relating to athletics. The rules and regulations of policy and procedures incorporated in this handbook are designed so there is a clear understanding of what is expected of each member of the athletic DIS athletic program. They are not intended to restrain a any member in the performance of duties/responsibilities or hold back the Athletic Department in fulfilling its function in the total educational program.

Rules and regulations are designed to be followed. This must be kept in mind in maintaining a quality athletic program. If they are to serve the purposes for which they are intended, there should be no exceptions.

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Principal – Kevin Kranjcec

Assistant Principal – Damon Etter

Athletic Director – Dusti Houk

1. Statement of Athletic Philosophy

- a. We believe that the program of interscholastic activities is an integral part of the total education program. Athletics provide opportunities for students to participate in competitive sports involving physical activity. Boys and girls are encouraged to participate in the various programs offered by Dayton Intermediate School.
- b. We believe that all participants should have equal opportunity for varied sports experiences commensurate with their interests and ability, and they should have complete freedom of choice in selecting activities. Because of the vast numbers of individual differences in abilities and interests, the program should be broad and comprehensive. Competitive athletics should be selected on the basis of needs, interests and basic abilities of students and be organized to be appropriate to their physical and emotional maturity. The athletic program is only one of the many school activities and, therefore, is under the same administration and control as the rest of the school program. The students taking part in the program are expected to conduct themselves in an exemplary manner. Athletic contests are to be

the culmination of ethically and educationally sound instructional methods employed by the coaches of an athletic activity must assume a major role in the molding of youth in their charge. The coach should develop leadership and exhibit outstanding sportsmanship for emulation by students engaged in activities and/or as spectators. He/she must insist upon ethical behavior and good citizenship. The coach should instill a desire to win with a display of moderate self-esteem in winning and minimal dejection in losing. It is recognized that striving to win is a part of the American way of life and is one of the measures of success in any endeavor. The coach and athlete strive to win but not at “any cost”. Sportsmanship and excellence must be stressed at all times. The winning should transfer as an outgrowth of ethical coaching and competition.

2. Statement of Athletic Purpose

- a. The purpose of the Dayton Intermediate School athletic program is:
 - i. To enhance the image of school athletics.
 - ii. To strive always for playing excellence that will produce winning teams.
 - iii. To ensure growth and development that will raise the number of individual participants.
 - iv. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
 1. Physical, mental and emotional growth and development.
 2. Acquisition and development of special skills in activities of each student’s choice.
 3. Team play with the development of such commitments as loyalty, cooperation, fair play, and other desirable social traits.
 4. Directed leadership and supervision that stress self-discipline, self-motivation, excellence and the ideals of good sportsmanship that make winning and losing graciously.
 5. A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
 6. Achievement of initial goals set by the school in general and the student as an individual.
 7. Counseling and guidance while the athlete is involved in athletics and in the charge of a coach.
 8. Creating skills for worthy use of leisure time in later life, either as a participant or a spectator.
 9. Participation by the most skilled that will enable these individuals to ascertain possibilities for future vocational pursuits.

3. Code of Ethics:

- a. It is the duty of all concerned with school athletics:
 - i. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
 - ii. To eliminate all possibilities which tend to destroy the best values of the game.
 - iii. To stress the values derived from playing the game fairly.
 - iv. To show courtesy to visiting teams and officials
 - v. To establish a good relationship between visitors and host.
 - vi. To respect the integrity and judgment of sports officials.
 - vii. To achieve a thorough understanding and acceptance of the rules of the game and the standards of eligibility.
 - viii. To encourage leadership, use of initiative and good judgment by players on a team.
 - ix. To recognize the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
 - x. To remember an athletic contest is only a game – not a matter of life and death for player, coach, official, fan, community, state, or nation.

4. Eligibility of Students

- a. BY 12 pm on Monday of each week the athletic director will generate an ineligibility list through Power School.
- b. **Eligibility: In order to be eligible for any extra-curricular activity, the student:**
 - i. Must meet all eligibility requirements prior to the first tryout/practice date.
 - ii. Must have a completed and signed Middle School Athletic Participation Form prior to the first tryout/practice date or any open gym.
 - iii. Must purchase regular school accident insurance or provide proof of insurance coverage by filling out the insurance information waiver on the Athletic Participation Form.
 - iv. Students are only eligible to play for a total of two years at the middle school level, and may not be 16 years of age to participate in a sport at any time.
 - v. Must not be retained by the school. Students that are retained and forced to repeat a grade (7th and 8th grade students who would be eligible under #4) will be ineligible for the upcoming fall semester.
 - vi. Must carry a cumulative grade of a “D” or better in order to participate for the week and must not have a “U” for conduct. Each Student will have one warning week per individual season. This will allow all students the opportunity to experience participating in a given activity. During the warning week students will still be

allowed to practice and participate in events. However, if the student fails to bring up their grade by the following Monday they will then be ineligible for the week.

- vii. Must not be ineligible twice in a quarter or season following the warning week. If this occurs, the student will then be removed from the team and unable to participate in practice or the actual events. It should also be understood that there is and will be extenuating circumstances that may be reviewed and taken into consideration by the athletic director and the administration who will ultimately have the final say on whether a student is to be removed or not.
- viii. Once ineligible the student remains ineligible until the following Monday.
- ix. May not participate in events if ineligible but may practice.
- x. May not participate in any event or practice if suspended or actively serving in in-school suspension or APEP for that day or days. If a student is suspended, in or out of house or serves in APEP they will also be ineligible for the following week based on the behavior conduct of receiving a "U" for the previous week.
- xi. Must be present in school the entire day in order to participate in games/practice.
- xii. Must practice a total of six (6) days before playing in a game in all sports; coach will keep attendance record verifying attendance of each player.
- xiii. Must be a member of the team prior to the first game of the season.
- xiv. Requiring medical attention and/or absent due to illness must meet eligibility requirements and must have practiced the required number of days above (# 12). The student may not participate in practice or a contest without a doctor's note. Students absent from athletic practice 5 or more days due to illness or injury shall receive a medical release by a licensed physician before re-admittance to practice or play.
- xv. If school is not in session or school closes early, no practice or game will take place, unless approved through AD or principal.

5. Selecting The Team

- a. Most coaches agree that dismissing players in try-outs is the single most difficult task that coaches face. Yet it must be done. When we approach the task as professionals who are concerned about the students who try-out for our teams, we can gain fans and supporters for our program who might otherwise have become embittered with problems.
- b. Each coach must have a grading rubric specific to their sport and the skills needed for that sport in order to properly evaluate each individual's talent. This rubric must be kept by the coach for the duration of the season. When it comes time to eliminate players during the selection process the coach should be prepared to discuss their reasons for dismissing a student. Before final selections are made, the coach should discuss with all students involved the standards for making the team and the responsibilities and details involved with being a team member.
- c. We prefer to make all cuts on the same day, if at all possible. However, if we have 75 students competing for 12 roster spots we may have to space out the dismissals over the course of a couple of days so that we can talk with the players individually and discuss the reasons for their dismissal and their prospects for playing in the future. But we **WON'T** post names on a bulletin board or call out the names of those who don't make the team, because those methods are too impersonal.
- d. Incidentally: if you have a player who won't make the team but loves the game and is loyal to you, you might consider asking him/her to be a team manager. And if he/she's young and potentially talented, continued exposure to your daily practices may show him/her the way to become a player in your program.

6. Parent Meetings

- a. Parent meetings will be required prior to the beginning of each season and before tryouts (AD will schedule the date and time). At this time each coach will participate in discussing their method and philosophy on their sport and team membership, as well as, try-out criteria. At this time LCSD and school policies, forms, and student conduct responsibilities and regulations will be presented.
- b. If parents of interested athletes do not attend the meeting each coach **MUST** send home a letter describing their coaching philosophies, expectations, practice times, and consequences for missing practice. These should be signed and returned to you. **NO** student will be allowed to participate until all the necessary paperwork is returned.

7. Supervision of Teams

a. Discipline

- i. Coaches are to remain with students after practices and games until the last participant is picked up. Athletes are not to re-enter the building to retrieve things from their lockers unless accompanied by a coach.
- ii. Students CANNOT be dropped off at designated locations (bus stops). All students will be brought back to their school. At this time parents may pick up their athletes. Adult supervision will be provided until all students are picked up.
- iii. Athletes perform in public and represent their teams, school, and community. Therefore, they must be expected to conduct themselves at all times in an exemplary manner. A student who willfully performs or fails to perform any act that materially interferes with or is detrimental to the orderly operation of the program or welfare of their team or school is subject to discipline, suspension or expulsion for the activity. In applying discipline the coach:
 1. should inform students, parents, and the administration (in writing) of all rules, codes and standards expected of them. A copy of these rules will be kept with the attendance record for the entire season. A coach must require signatures from each athlete verifying receipt of these documents.
 2. be fair, consistent, and firm in applying discipline.
 3. be honest in dealing with players.
 4. should respect individual differences in players but not play favorites. Should provide disciplined athletes with conditions he/she can meet for corrective action or reinstatement to participation if the situation so warrants.

8. ALL DISCIPLINARY ACTIONS INVOLVING SUSPENSIONS FROM GAMES MUST BE PRE-APPROVED BY THE ATHLETIC DIRECTOR.

9. Students are expected to behave to the highest standards of Dayton Intermediate School behavior policies while participating in school activities and on trips. Any student who engages in inappropriate or illegal activity while affiliated with a DIS activity may face legal recourse and/or school discipline.
10. All student athletes are to adhere to the LCSD dress code guidelines while practicing, participating in and following an event where the team remains to spectators.

11. Unsportsmanlike conduct: NIAA Regulation 2080

- a. if an unsportsmanlike act occurs that results in a coach or player being removed from a contest, the coach or player is ineligible to participate in the next scheduled contest in that sport. Coaches and players may not be in uniform or on the bench, court, field or mat during the contest in which they are excluded.
- b. **Athletic Emergency and Medical Release Forms;** Coaches must carry the medical release form for all students at all practices and contests. These forms will be provided by the athletic director prior to the season and must be returned to the athletic director at the end of the season. If a student requires any medical attention, you will have to present this form to the attending medical personnel..

12. Injuries: Any serious injury shall be reported to the head coach, athletic director, and an administrator. All serious injuries shall be documented on the Accident Report Forms and returned to the office immediately.

13. Locker Rooms:

- a. The supervision of the locker rooms, both at home and away, is the responsibility of all coaches, and they must see that after practices and games all of their team members leave the dressing rooms as they found them. Whenever student athletes are in a locker room, there must be a coach, or an adult designee in the locker room at all times. DIS students can not use perfume, body sprays, deodorant spray, or any other type of spray or aerosols; only solid deodorant will be allowed. Property abuse and destruction, stealing, disruptive behavior, and vandalism are prohibited. The coaches will be the last ones to leave after each practice and game after inspecting the rooms.
- b. The coach has additional locker room supervision responsibilities during away games. The coach must make a quick check of the locker room area prior to their team entering the locker room. Report any problems to the home school athletic director or administrator before allowing your team to enter. Supervise the team the entire time they are in the locker room area. After the game, when the team leaves, check the area again. Make sure the area is as clean or cleaner than when your team came in.

14. Spirit Packs: Please consider the cost of your supplemental items and keep the spending to a minimum. Spirit Packs are intended to supplement the issued Dayton Intermediate School uniform. They are not to exceed \$30 in cost, **must have approval by the athletic director and the principal.** There will be no fund raising to support the purchase of supplemental uniform pieces. Spirit Packs are not mandatory and will be paid for by the student, the athletic department will not be responsible for picking up any of the cost.

15. Bus or other Transportation:

- a. The coach is responsible for safe for safe and proper behavior of his/her squad on all bus trips. Disruptive behavior of any kind shall not be tolerated. If a team is disruptive on a bus, the bus drivers are instructed to ask the coach to bring the team under control. Each student-athlete is responsible for cleaning their area once they reach their destination.
- b. Coaches will separate boys and girls in all co-ed situations on bus trips. The separation will be one group in the back of the bus and one group in the front. If more than one coach is riding the bus they will need to separate themselves so that there is supervision in the front and back of the bus. All coaches will ride the bus unless approved by the administration prior to the trip. All coaches must ride the bus to and from each athletic event. Failure to do some will compromise the integrity of the team and result in a lack of supervision.

16. List of Students Removed from Class: When a team will miss any class time due to an athletic event, the coach is responsible for distributing a list of those students who will be leaving to all staff members. This list should be distributed no later than the morning on which the students will be gone (earlier if possible). Classes will not be interrupted by an all call at release time, so please indicate your desired release time on your roster to teachers.

17. Absence from Class: Students must attend a minimum of 3 classes to participate in a practice or a contest unless there is proof of an appointment or a prearranged absence for that day. It is up to the coaches' discretion whether or not to allow a student to participate if they miss the practice the day prior to an event.

18. On the Bench and Sideline: The coach is responsible at all times for the behavior of the team on the bench and in the designated team boxes or areas. Players can encourage their teammates but not abuse their opponents nor bring discredit to their school.

19. Facilities: Security of the facility is critical. Any coach or team using the facilities on the weekends or after hours must secure the building after their use -- even if they do not believe they are the last user for the day. Any breach of the security under these conditions will require that the coaching staff be limited to their use of the building and the coach will forfeit all building access keys. DIS students can not use perfume, body sprays, deodorant spray, or any other type of spray or aerosols; only solid deodorant will be allowed.

20. Athletic Travel

- a. Trip List:
 - i. the head coach must obtain a trip roster containing student name, contact names, and contact phone numbers from the athletic director. Check the trip list to insure the release, departure, and planned arrival times will allow for sufficient warm up for the team; take attendance on the list; submit a copy to the office (Mrs. Jones), a copy to the bus driver, and keep a copy for your own records. If there is a problem on the trip list, the coach should notify the athletic director or an administrator immediately.
 - ii. The athletic director or assistant principal will notify the principal immediately of any transportation problems or other problems that may occur.

21. Release of Students to Parents on Away Trip

- a. Parents/Guardians who want their sons or daughters to return home with them after the games, meets, or matches must sign a Lyon County request and give it to the coach prior to the student's departure from the event. Parents must sign the request in the presence of a coach, sponsor or school administrator. Coaches MAY NOT release students to anyone else without the prior written permission from an administrator.

22. Uniforms and Equipment

- a. If uniforms are not returned by the student to the coach from a previous sport, the athlete is ineligible to try out, practice or play in another sport/event until the uniform/equipment is returned.

23. School Insurance: LCSD requires that every student athlete be insured before participating in any athletic try out, practice or game. Parents may have their own personal insurance or may obtain school insurance if needed.

24. Appeal Process: When conflicts arise with athletes or parents that a coach is unable to resolve, he should refer the matter to the athletic director. If the athletic director cannot resolve the issue, he/she will refer it to the vice principal. If the vice principal is unable to reach a satisfactory solution, the issue will be referred to the principal. Always try to resolve the conflicts/issues at the lowest level possible.