

**NORTH CLAY  
ATHLETIC HANDBOOK**

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## **Introduction to the North Clay Athletic Handbook**

It is the intent of this handbook to make available information regarding North Clay athletics to all athletes who participate in our program. We ask that you and your parents review the handbook carefully and keep it throughout your participation as a North Clay Athlete.

As a part of the athletic team, you are also a representative of North Clay. This requires you to demonstrate appropriate behavior on and off the field, court and in the classroom. Quality people/ athletes make for a quality athletic program. Quality athletes display good sportsmanship at all times. The staff and administration welcome you to the North Clay athletic Program. We will assist you in anyway necessary. Good luck and enjoy your participation in North Clay's athletics.

### **PHILOSOPHY OF ATHLETICS**

The belief is held that:

1. Athletics are an important part of the total school program.
2. Participation in a sound athletic program contributes to the development of good health, physical skills, emotional stability and social confidence.
3. A good athletic program should teach the participants a spirit of competition and the value of cooperation.
4. The ability to perform, to experience defeat without excuses, to experience victory without gloating, to learn self-discipline, to follow the rules of the game and team, to exhibit good sportsmanship, and to train one's body as is necessary for athletics participation are all important in the development of young men and women.

### **DISCLAIMER**

This handbook is not intended to create a contractual relationship with the parents or student/athletes. It is intended to describe the athletic programs, practices, processes, rules, and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a right. This handbook cannot be all-inclusive, and as in any situation in an ever-changing society, changes may occur without notice.

**Adopted by  
North Clay Unit #25 Board of Education  
June 2009**

## **CODE OF ETHICS FOR COACHES**

North Clay believes each student-athlete should be treated as an individual whose welfare shall be primary at all times. The coach must be aware that he/she serves as a model in the education of the student-athlete and, therefore, shall never place the value of winning above the value of character building.

The coach must constantly uphold the honor and dignity of the teaching profession, in all personal contact with the student-athletes, parents, officials, athletic directors, school administrators, the state athletic associations, the media and the public. The coach shall strive to set an example of the highest ethical and moral conduct.

The coach shall support and enforce school rules for prevention of drug, alcohol and tobacco use and abuse, and under no circumstances shall allow the use of these substances.

The coach shall promote the entire interscholastic program of the school and direct his or her program in harmony with the total district program.

The coach shall be thoroughly acquainted with the contest, state, and conference rules, and is responsible for their interpretation to team members. The coach shall abide by the letter and spirit of these rules at all times.

Contest officials shall have the respect and support of the coach. The coach shall not indulge in conduct which will incite players or spectators against the officials, or against each other. Public disrespectful criticism of officials or players is unethical and is **strongly** discouraged!

Coaches shall actively use their influence to promote sportsmanship by working closely with parents, athletes, and administrators. Before and after contests, rival coaches should meet and exchange friendly greetings to set the correct tone for the event.

## **EXPECTATIONS OF PARENTS**

The state athletic associations and North Clay believes that sportsmanship is a core value and its promotion and practice are essential. This code of conduct applies to all parents/fans involved in interscholastic athletics and activities.

1. Parents/Fans will promote academic, emotional, physical and moral well being above desires and pressure to win.
2. Parents/Fans will teach, enforce, advocate, model, and promote the development of good character to include:
  - a) Trustworthiness
  - b) Respect
  - c) Responsibility
  - d) Fairness
  - e) Caring
  - f) Citizenship
3. Parents/Fans will respect participants, officials, opponents, and all other involved.
4. Parents/Fans will promote fair play and uphold the spirit of the rules in the activity.
5. Parents/Fans will model appropriate behavior at all times.

## **PARENT/COACH COMMUNICATION**

As your son/daughter becomes involved in the sports program at North Clay, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way that they wish. This is the opportunity for your son/daughter to talk with their respective coach and discuss the situation. When they handle the problem, it becomes part of the learning and maturation process.

There may also be situations that require a conversation between the coach and the parent. These are encouraged. It's important that both parties have a clear understanding of the other's position.

**Please find the chain of command and procedures listed below to help promote a resolution.**

1. Please do not attempt to confront a coach before or after an athletic event/contest or practice. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolutions. A more productive meeting can be scheduled at a later date. **(Make an appointment to speak with the coach by calling the school office).**
2. If the concern is not resolved, call the Athletic Director to arrange a conference. A meeting will be arranged with the coach, parent and Athletic Director.
3. If the concern still can't be resolved then a meeting may be arranged with the Principal.

## THE LEADERSHIP QUALITIES OF A FLOOR/TEAM CAPTAIN

- Remember that team captain is a privilege and the following must be observed at all times: The team captain is chosen by the coaching staff of each sport.
- Role Model- hardworking, committed, dedicated, humble, leader by example, positive attitude, and shows respect for coaches, teachers, adults and peers
- Exhibits good citizenship- dependable, loyal, trustworthy, and unselfish-has a great deal of pride in the team, school and community
- Committed to be alcohol and drug free-shows social confidence
- Has strong self image, mature, motivated, good communication skills
- Good school behavior-acceptable academic progress
- Willingness to follow team rules and act as a liaison between teammates, coaches, athletic director and Principal.
- **If at any time these guidelines are not followed the privilege of being a captain may be forfeited.**

## STUDENT/ATHLETE CODE OF ETHICS

As a participant in the athletics at North Clay, I recognize the privileges of representation and participation that come to an athlete and assume sincerely the responsibilities and obligations that go with these privileges:

1. Will know and practice correct training routines in accordance with the North Clay Training Regulations.
2. Will recognize that I am expected to set a good example in regard to conduct and personal grooming as well as to dress appropriately. My coach/sponsor will determine appropriate dress.
3. Realize that my actions and appearance represent my parents, my coach, my school, myself, my athletic program, and my community.
4. Will work to apply the philosophy that nothing worthwhile is accomplished without hard work, application and the desire to succeed.
5. Will strive to avoid cliques or special groups within the squads or in the school, which are operating under selfish motives rather than for the **good of the team** and of the **school**.
6. Will respect and encourage excellence of performance and conduct regardless of who accomplishes it or where it is accomplished.
7. Will believe that each squad member has his/her unique contribution to make in the position that he/she holds.
8. Will recognize that a true athlete is one who, despite unjustified criticism, a losing season, or a better opponent, still has the determination to strive beyond his/her apparent ability.
9. Will strive to give more than I receive.
10. Will respect in good faith the role of teachers, coaches, officials, teammates and students as they affect my daily life.
11. Will follow all team rules that are determined by the coach for a particular sport.

12. Will realize that there are consequences for breaking the rules which may result in disciplinary action, determined by the school, coach, and athletic department. **The rules may vary depending on each sport/coach.**

### **SPORTSMANSHIP/CITIZENSHIP**

North Clay and the Athletic Department along with the state athletic associations place a high value on sportsmanship/citizenship. Sportsmanship/citizenship occurs during all athletic contests and everyday life. If a student /athlete exhibits poor sportsmanship/citizenship the following will apply.

- A. On the first infraction:
  1. Conference with the Head Coach, Athletic Director, Principal
  2. Suspension from two consecutive interscholastic contests at the player's highest level of participation. Player must also be on the bench in street clothes.
- B. On the second infraction:
  1. Meet before the Athletic Council and schedule a meeting with the District Guidance office.
  2. A minimum suspension of four consecutive interscholastic contests at the player's highest level of participation. Player must also be on the bench in street clothes.

### **HAZING**

Hazing is any act which subjects another student to physical or verbal harassment, mental or physical discomfort, intimidation, embarrassment ridicule, or demeaning activity committed by an individual student or group of students. **These acts will not be tolerated and will result in appropriate action by the administration.**

### **STUDENTS/ SPECTATORS CONDUCT AT ATHLETIC EVENTS**

Student/spectators represent their school just as the athletes do. The conduct of student/spectators and others at athletic contests is important to the climate of sportsmanship, as is the quality of athletic play. All spectators therefore should:

- Refrain from abusive remarks
- Recognize fine play and sportsmanship on the parts of both teams
- Be considerate of opposing teams, players and coaches
- Exercise self-control and personal responsibility in relation to others
- Show respect for the judgment of officials, referees and coaches
- Acknowledge fields, courts and equipment is the players and coaches domain during contests.
- **Failure to follow these guidelines could result in the loss of attendance privileges at athletic events.**

## **ATHLETIC INJURY AND ACCIDENT REPORTS**

Injuries to student athletes will occur. Proper and immediate care will help reduce the amount of time a student athlete will miss from team participation and is vital to their personal well-being.

- A. All participants in the athletic program must carry school insurance or sign an insurance waiver.
- B. Any school-related injury shall be reported to the coach and an Accident Report Form must be filed with the office secretary not later than (1) business day after the incident.
- C. If an individual has any special medical problem, the coach must be informed.
- D. Should an injury be discovered after the athlete has returned home, he/she should seek medical treatment and report the incident to the coach.

## **TRAINING REGULATIONS AND ACADEMIC STANDARDS**

In order to promote a high quality athletic program it is necessary to impose some rules on young men and women who have chosen to represent our school. (These rules apply to **all student/athletes regardless of their age** and in conjunction with the **District Drug Testing Policy**).

The athletic year round rules are: (1<sup>st</sup> day of practice of any sport until the Last game or practice of any sport)

1. If you are found in the possession or use of tobacco, drugs or alcohol:
  - A. On the first infraction:
    1. Conference with Head Coach, Athletic Director and schedule a meeting with the District Guidance Office.
    2. Suspension from four consecutive interscholastic contests in a schedule of 15 or less games at the player's participation level, or suspension from six consecutive interscholastic contests in a schedule of more than 15 games at the players participation level. Player must also be on the bench in street clothes.
  - B. On the second infraction:
    1. Conference with the Head Coach, Athletic Director, Principal, schedule a meeting with the District Guidance Office.
    2. Suspension from North Clay athletic program for one calendar year. Any student who is suspended for a year or more may appeal to the Athletic Council for review.

2. If an athlete decides to drop a sport, he or she will be expected to follow the procedure listed below. If this is not done in an acceptable manner, that athlete should realize that he/she is in danger of being refused the opportunity to participate in future athletics.
  - A. The procedure to be followed:
    1. See his/her head coach of that sport and explain the reason for deciding that they will no longer participate. In addition to a verbal explanation they will be required to put it in writing.
    2. Return any equipment that has been checked out.
    3. Any athlete who drops a sport must appear before the Athletic Council before they may participate in any other athletic program. (At the Jr. High this will be at the discretion of the Principal, A.D. and Coach).
3. Any act or disrespect or displays of flagrant misconduct will be cause for immediate dismissal from the squad and North Clay Athletics. Any student athlete who has been dismissed from a squad for an act of disrespect or misconduct shall be expected to meet before the Athletic Council to explain their behavior and apply for re-admission to the athletic program.
4. Any person making an allegation against a student/athlete must submit a signed statement and appear before the Athletic Council. The Athletic Council in consultation with the head coach of the sport involved will determine whether a student/athlete will be suspended.
5. If a student athlete wishes to go out for a sport they must do so before the first game. If the student athlete wishes to participate in a sport after the first game they must appear before the Athletic Council, unless they are a transfer student. (If a student is currently attending North Clay they will not be eligible to play in a game for 30 calendar days from the day they are allowed on the squad).
6. To be academically eligible, North Clay students must meet all state athletic and District standards. This includes the districts NO PASS/NO PLAY policy. **Eligibility is turned in on Monday of every week and runs from Tuesday to Monday.** (after three weeks of ineligibility the student/athlete will be dismissed from the squad). Ineligible student/athletes may be required to attend practice and games at the discretion of the parents.
7. **The Athletic Council shall consist of the following people:**
  - A. Building Principal, Athletic Director and a Head Coach from three sports.

## **GENERAL REGULATIONS**

- Each participant must abide by all rules and regulations of the State Athletic Associations and the sport they are participating in.
- Each coach or sponsor will distribute a list of their team rules on or before the first day of practice. The student/athlete and his/her parent or guardian should sign these forms along with the handbook form. These forms must be completed and returned to their coach before they will qualify to participate in an actual contest between schools.
- The signed forms should be turned in to the Athletic Director 48 hours before the first scheduled practice. All students/athletes must have all forms turned in by this time.
- School attendance (prior to an event)-An athlete must be in attendance at least 1/2 day to be eligible for the contest that evening, unless they have a doctors note or prior clearance through the principal. If a student becomes ill in the afternoon and leaves school, they will not be allowed to participate in that evening's events. Any participant with a doctor's excuse from P.E. on the day of a contest will automatically be ineligible from athletic competition. (Excluding scholar bowl).
- Suspension from school- The student/athlete is excluded from participating in any practice and/or game situation while the suspension is in effect.

## **PARENTS TAKING STUDENT/ATHLETE HOME AFTER GAMES**

All athletes will ride the bus. Any exceptions must be cleared with the Administration in advance of the scheduled event by submitting the Athletic Transportation Release form. Athletes will be released after an athletic contest to a parent/guardian provided the parent/garden has signed the designated sign-out sheet.

## **EARLY DISMISSAL**

It is the policy of North Clay and the Athletic Department to schedule all athletic contests so that students miss a minimum of class time for travel to away games or home contests.

1. Head coaches should make sure arrangements with the Principal and/or Athletic Director to have students excused from class when ABSOLUTELY necessary because of travel or contest.
2. It is the responsibility of the student athlete to meet with his/her teacher the day before the class he/she is to miss because of an athletic contest.

## USE OF ATHLETIC EQUIPMENT

- One of the values of athletics is to teach responsibility and this should apply to the care of the athletic equipment as well as school property. Equipment is issued, and each athlete is expected to take excellent care of this equipment.
- If the equipment needs repair or is not the right size, the athlete will exchange it and see that the change is noted on the equipment sheet.
- The athlete agrees to accept responsibility for any uniform and other school equipment. In the event that the athlete should lose or damage it, the athlete agrees to reimburse North Clay for its replacement value.
- Any person with unauthorized and/or misused athletic equipment may be subject to legal action to obtain equipment or damages. Parents can help enforce this by seeing that the athlete does not have this lost equipment at home.
- When an athlete completes a sport, he/she is ineligible to receive equipment for a new sport until he/she has paid all fees for lost equipment and turned in all other equipment previously checked out to him/her. **They will also receive a one game suspension for each week that they are late in returning their equipment in any sport that they participate in during the school year (carried over to the next year if needed).**
- If equipment is not returned then, grade cards/transcripts may be placed on hold until all equipment is returned or the school is reimbursed. All equipment must be turned in no later than one week after the last date of competition.

## ISSUING OF ATHLETIC EQUIPMENT

Each head coach is directly responsible for the care and control of all equipment used in his/her program.

1. Coaches will follow the established system to distribute and collect athletic equipment that is determined by the Athletic Director. Each coach must also maintain an equipment list that is to be turned in to the Athletic Director at the beginning and conclusion of each season.
2. Coaches should select student managers and thoroughly explain their duties. These individuals are key to good equipment control and maintenance.
3. The head coach, although he/she may delegate the issuing of equipment to assistant coaches, is ultimately responsible for the issuing of equipment to all team personnel. Each coach should have the knowledge to ensure properly fitting equipment-DO NOT, leave this to the student manager.
4. Coaches must instruct players in the proper use, care (cleaning), and maintenance of their equipment at the time of issue.
5. Coaches must periodically inspect and review the equipment issued to the student athletes to ensure safety. Helmets, bats, nets, supporting poles, etc., may break or deteriorate and become unsafe during the year. Replace unsafe or defective equipment must be replaced. Facility hazards should be reported to the Athletic Director or Principal immediately.

## **WEIGHT AREA SAFETY**

1. Absolutely **NO** horseplay.
2. **Under no circumstances should anyone lift alone.**
3. **The weight area must be supervised at all times by a member of the athletic department or administration.**
4. NEVER interfere with a person who is lifting.
5. Make sure that the area is clear of equipment before lifting.
6. Make eye contact with nearby students before lifting.
7. Return weight to racks.
8. Make sure collars are snug.
9. Spot carefully!! Concentrate on the lifter.
10. Keep the weight area clean. Do not bring food, glass bottles, ect.
11. Protect the lower back: head up, buttocks down when lifting; spread the chest.
12. Help and encourage each other. Help make a friend great.

## **ATHLETIC AWARD** (High School)

### **High School**

#### **Certificate:**

A student/athlete that does not qualify for a varsity letter in their sport will receive a participation certificate.

#### **Numerals:**

A first year student/athlete that participates in a sport, including scholar bowl and cheerleading, will receive his or her 2 inch numeral signifying their year of graduation.

#### **Shield:**

A second year student/athlete that participates in a sport, including scholar bowl and cheerleading, will receive his or her 5 inch chenille block shield.

#### **Varsity Letters:**

A student/athlete who earns a varsity letter, will receive the 6 inch chenille block "NC" letter, with a pin to distinguish the varsity letter. Student/Athletes who qualify for second, third, and fourth varsity letters in a sport will receive gold awards bars.

#### **Senior Plaques:**

Seniors will receive a plaque from the North Clay Sports Boosters acknowledging each sport including scholar bowl and cheerleading in which the senior participated during his/her high school career.

#### **Earning a Varsity Letter:**

A student/athlete may earn one varsity letter for each sport they participated along with the appropriate pins. Any senior who has three years of honorable service in a particular sport will qualify for a varsity letter.

#### **Qualifications for a Varsity Letter**

1. The student/athlete must be in a varsity sport for a full season.
2. The student/athlete must stay eligible as to the rules of the I.H.S.A. and the districts no pass/no play policy.
3. Length of time spent in practice and faithfulness in attendance.
4. Number of seasons engaged in activity.
5. Attitude toward self-improvement, team play and general practice regulations
6. Observance of training regulations.
7. Special factors, such as injuries, illness, etc.
8. General conduct and sportsmanship in all school activities, including athletic and non-athletic activities.
9. Have participated in a minimum of 50% of scheduled varsity games, matches or meets. (Baseball/Softball pitchers, who play no other position, must have participated in 25% of varsity games).

#### **Cooperative Team**

A student/athlete who is a member of a cooperative team must meet the guidelines of the cooperative school.

### **Athletic Manager:**

He/She must carry out the duties as assigned by the coach and been a member of the squad for the entire season.

- First year manager will receive numerals only.
- Second year manager will receive a shield
- Manager of varsity teams with no previous experience in that sport shall receive an award at the discretion of the coach.
- Managers of varsity teams with at least one (1) previous season of experience, and junior class standing shall receive a varsity award.

### **QUALIFICATIONS for MVP**

1. The coaching staff shall choose the MVP and take into consideration the following criteria:
  - A. Leadership Qualities (on field/court and off)
  - B. Sportsmanship/Team Player
  - C. Maintains good faith towards coaches and fellow players.
  - D. Adheres to the guidelines of the Athletic Code of Conduct and team rules.
  - E. Any violations may result in the loss of privilege to receive any individual award.

## **ATHLETIC AWARD** (Jr. High)

**SPORTS** Students may earn school letters (monograms) for participation in athletics. Students are not issued more than one letter per school year; additional letters earned are designated by metal emblems. School letters (monograms) may be earned in the following manner:

**Certificate** A member of the varsity team that does not qualify for a varsity letter in their sport will receive a participation certificate.

**BASEBALL**

- 1) Participation in 50 percent of the varsity scheduled games. **(innings, etc.).**
- 2) An eighth grader who is a member of the squad for the entire baseball season.
- 3) Varsity performance based upon specific needs of the team.

**BASKETBALL**

- 1) Participation in 50 percent of the varsity scheduled games. **(quarters, etc.).**
- 2) An eighth grader who is a member of the squad for the entire basketball season.

**TRACK**

- 1) Fifteen points earned during the track season, including conference and state sponsored meets.
- 2) One point earned at the conference or state track meets.
- 3) An average of one point earned in all meets including conference meets.
- 4) Participation by an eighth grader for the entire track season.
- 5) Fifth Grade students are not eligible for track letters.

**VOLLEYBALL**

- 1) Participation in 50 percent of the varsity scheduled games. **(matches, etc.).**
- 2) An eighth grader who is a member of the squad for the entire volleyball season.

**CHEERLEADING** A varsity cheerleader may earn a school cheerleading letter by serving the entire season as a cheerleader.

**ATHLETIC MANAGER** Athletic managers are selected on an individual basis by the junior high coaches. Students are recommended for letter awards by the coaches; however, only students serving as managers for the entire season shall be eligible for the award.

**SCHOLAR BOWL** Students who participate in scholar bowl earn a letter during their first year of participation and a pin during their second and third year of participation.

### **QUALIFICATIONS for MVP**

1. The coaching staff shall choose the MVP and take into consideration the following criteria:
  - F. Leadership Qualities (on field/court and off)
  - G. Sportsmanship/Team Player
  - H. Maintains good faith towards coaches and fellow players.
  - I. Adheres to the guidelines of the Athletic Code of Conduct and team rules.
  - J. Any violations may result in the loss of privilege to receive any individual award.

**ATHLETIC CODE/HAND BOOK**  
**NORTH CLAY UNIT #25**  
**LOUISVILLE, IL 62858**

Date\_\_\_\_\_

The undersigned agrees to accept responsibility for issued uniforms and other school equipment. In the event that the athlete should lose or damage it, the athlete and parent agree to reimburse North Clay for its replacement value.

The athlete and parent acknowledge that they have read the Athletes Code of Conduct, Expectations of Parents and the Athletic handbook of North Clay Unit #25 and hereby agree to follow the rules and regulations stated.

**DISCLAIMER:**

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\_\_\_\_\_  
(Student's printed name)

\_\_\_\_\_  
(Student signature)

\_\_\_\_\_  
(Parent signature)

\_\_\_\_\_  
(Date)