***Gayville-Volin School District***

***Co-Curricular Handbook***

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**2014-2015**

**INTRODUCTION**

Co-curricular activities are a supplement to the regular curriculum in the Gayville-Volin School District. These activities are a privilege to the students in the district and these students are held to the highest academic and behavioral standards.

**PURPOSE**

The purpose of this handbook is to give interscholastic coaches, directors of activities, participants, athletes, and parents a handy reference guide to clarify the usual questions on detail and policy. It is the responsibility of these entities to know and understand the rules and regulations that accompany participation in activities. Should any circumstance arise that is not outlined below, administration will use their discretion to remedy the situation.

**CO-CURRICULAR PHILOSOPHY**

Gayville-Volin believes in a comprehensive physical activity program for all students. The program seeks to promote mental, emotional, and social health in addition to the physical development necessary for an active life. Emphasis is given to the teaching of skills in diverse physical activities and educating students in the concept of fair play, cooperative effort, and the ability to handle stress.

The school will strive to offer its students the opportunity to participate in a wide range of individual and team activities. The school shall provide quality coaching and facilities to obtain this objective. Coaches will be charged with the effective implementation and management of their activity. They shall, first and foremost, communicate expectations with their students-athletes, as well as the parents, other coaches, and administrators within the school district.

Interscholastic sports offer the athlete an opportunity to compete at the highest level, locally and statewide. The school encourages each student to be engaged to the best of his ability in the sports of his choice. The athlete shall be expected to maintain the same academic standards of any other Gayville-Volin student.

Gayville-Volin will attempt to provide as many levels of participation as is feasible give adequate facilities, staff, and schedule. All activities sponsored by the school district will be done so through Board of Education action. No additional sports will be offered through the cooperation of the school district without the consent of the Gayville-Volin Board of Education.

**PHYSICALS AND MEDICAL HISTORY**

Gayville-Volin students (incoming grades 7-12) *are not* eligible to participate in practice or games if the student does not have on file in the GVHS Activities Director’s office the following forms:

* A signed physical examination that falls under the rules of the SDHSAA.
* A signed copy of the Medical Consent, Proof of Insurance, Training Rules, Consent to participate form, and Pre-participation physical history form. (signed annually)
* A concussion fact sheet for parents *and* a concussion fact sheet for athletes. (signed annually)

**CO-CURRICULAR ELIGIBILITY**

The mission of the Gayville-Volin School District is to empower students to be productive citizens. Student-athletes are students and athletes, but they are students first. There are lifelong skills and experiences that can only be gained through participation in co-curricular activities, yet in order for the students to participate, they must adhere to guidelines. These guidelines are the minimum expectations, and it is left to the discretion of the coaches and athletic administration to invoke more stringent standards. It is the responsibility of the student and the program directors to maintain and enforce these minimum standards.

* Students who are not making adequate progress, as deemed by the classroom teacher, will be placed on the academic alert list. Students will be notified and will have one week to fulfill their academic obligations. If, after that week, the student has not made adequate progress, they will be placed on the academic ineligible list for no less than one week or until the student is back on pace.
* Students will maintain a cumulative 1.5 grade point average through their high school career as determined at the end of each academic year.
* Students will pass 2.75 academic units per semester. This leads to 22 credits at the end of four years.

**CHEER AND DANCE**

**Cheer**

The Gayville-Volin School cheerleading squads will consist of the following:

Varsity Football

* Five (5) varsity cheerleaders from the 9-12 student body
* The football cheer team will be a non-stunting, non-competitive squad
* Cheerleaders may participate in a concurrent athletic co-curricular activity

Varsity Boys’ and Girls’ Basketball

* Five (5) varsity boys’ basketball cheerleaders from the 9-12 student body
* The basketball cheer team will be a non-stunting, non-competitive squad
* Cheerleaders may participate in a concurrent athletic co-curricular activity

Cheer team members will be selected on the basis of competitive tryouts. A tryout meeting will be held to cover procedures and forms. Cheerleaders from area colleges and their advisors will judge the tryouts. The National High School Federation criteria established for cheer teams will determine the tryout criteria.

All cheer team members are subject to training rules as provided in this handbook.

**Club Dance**

The Gayville-Volin dance squad is open to all eligible girls in grades 9-12. The dance team will adhere to the same rules as provided in this handbook.

**Competitive Dance**

The Gayville-Volin dance squad is open to all eligible girls in grades 7-12. The competitive dance team will conduct try-outs to determine team members, and adhere to the same rules as provided in this handbook.

**INTERSCHOLASTIC ATHLETICS**

Gayville-Volin offers a broad spectrum of competitive sports ranging from those requiring years of experience and skill to those that can give a competitive experience to a beginner. We hope the following explanations will help students choose a positive athletic experience.

**DESCRIPTIONS**

**Varsity Team**

Membership on a high school varsity team generally requires several years of experience in the sport. This level is very competitive. Varsity team members usually engage in a season of strength training in addition to the competitive season. Basketball, golf, and volleyball may require roster limits. There are no roster caps in the following sports: cross country, football, and track.

See the district master calendar for the start dates of practice.

**B-Team**

Participation at this level is for athletes who are not yet physically ready or experienced enough for varsity competition and usually includes athletes in grades 9, 10, and 11. While B-team participation is a step in the skill development needed for varsity play, it also serves the athlete who enjoys competing at this level but does not have varsity aspirations.

**Middle School**

There are separate seventh and eighth grade teams when numbers warrant. There are combined seventh and eighth grade teams in football and track. An important goal of the middle school program is to provide maximum participation by team members while also striving for winning seasons. Basketball cannot always accommodate every athlete who would like to participate. Though our middle school coaches do not make the demands that our varsity coaches do, the limited number who can play at one time makes some interscholastic teams very competitive, and tough decisions are sometimes necessary. Athletes who have become highly skilled playing in club leagues in elementary school have a definite edge. We encourage athletes who do not have as strong of a commitment to athletics to choose a sport that does not limit rosters. The SDHSAA allows the participation of 7th and 8th grade athletes at the varsity level. The school district supports this endeavor and leaves the decision to the coach at the varsity level. These athletes’ primary participation level is determined by their age and not skill level.

**INTERSCHOLASTIC SPORTS OFFERINGS**

|  |  |  |
| --- | --- | --- |
| **FALL** | **WINTER** | **SPRING** |
| Varsity Cross Country (B/G) | Varsity Basketball (B/G) | Varsity Golf (B/G) |
| JV Cross Country (B/G) | JV Basketball (B/G) | Varsity Track (B/G) |
| Varsity Football | Middle School Basketball (B/G) | Middle School Track |
| JV Football | 5th/6th grade Basketball (B/G) |  |
| Middle School Football | Varsity Cheer (fall/winter) |  |
| Varsity Volleyball | Club Dance |  |
| JV Volleyball |  |  |
| Middle School Volleyball |  |  |
| Competitive Dance |  |  |

**TEAM SIZE**

Gayville-Volin recognizes that safety, facility, and coaching availability, as well as the specific nature of some sports, may require squad size limitations in some sports in order to conduct a safe and educationally viable program. When squad size limitations occur, a competitive tryout will be conducted to determine the make-up of the team. The results of the tryout will be announced in a timely manner. Individual team coaches will be responsible to establish and announce guidelines for their own team’s tryout procedures to the prospective squad members at the start of the tryout period. Pertinent conference or state rules may affect selection to teams. Typically, tryouts occur in the first days of practice.

Teams with a roster cap:

Fall: Varsity Volleyball, Varsity Cheer

Winter: Varsity Basketball (B/G), Varsity Cheer

Spring: Varsity Golf

Teams with no roster cap:

Fall: Cross Country, Football

Winter: JV Basketball (B/G), Middle School Basketball (B/G), Varsity Dance

Spring: Varsity Track (B/G), Middle School Track (B/G)

**TRAINING RULES AND SCHOOL RULES**

**RULES OF CONDUCT**

1. Any student suspended from school (OSS) will be ineligible to practice, participate, or attend an extracurricular event until reinstated.
2. Any student found to have stolen, vandalized, be in possession of school property without permission, or be involved in any similar infraction shall come under the following disciplinary procedure:

**Disciplinary procedure:**

**The student will be dismissed from the activity in which they are involved. The student will remain ineligible until the next sport season. The student and incident will be referred to law enforcement and the district will cooperate with the entity to press charges.**

1. No student shall procure, use, or possess tobacco, alcohol, or other drugs commencing with the first practice and terminating after the last event of any co-curricular activity. Exception: Drugs prescribed to the student by medical professionals.

Note: Co-curricular activities are a privilege and not a right to the student-athlete. The Gayville-Volin School District expects that all participants refrain from activity, events, and situations that involve tobacco, alcohol, or other drugs. Students found to be in the immediacy of tobacco, alcohol, or other drugs will be considered as procuring these items and, subsequently, guilty of a violation of this policy. This policy is specific to the Gayville-Volin School District and has no correlation to the standards of a court of law.

**Disciplinary procedure:**

**Pertaining to all school sponsored activities:**

**First offense: The student shall miss the equivalent of 25% of all scheduled athletic contests. They will miss all activities within that timeframe, but will be able to practice. This suspension shall be reduced by half if the student completes a drug/alcohol evaluation and agrees to follow/complete the recommendations of that evaluation.**

**Second offense: The student shall miss the equivalent of 50% of all scheduled athletic contests. They will miss all activities within that timeframe, but will be able to practice. This suspension shall be reduced by half if the student completes a drug/alcohol evaluation and agrees to follow/complete the recommendations of that evaluation.**

**Third offense: Should any athlete have three infractions in a school year, the athlete will remain ineligible for any activities for the remainder of the school year.**

**ENFORCEMENT**

The enforcement and consequences of these rules will be by the Superintendent of School and, in his/her absence, the athletic administrator. Appeal of the enforcement shall be made only to the Board of Education. The appeal shall be made only on the grounds of improper enforcement and not on the subsequent guilt or innocence of the student-athlete. The suspension will not be reduced if the athlete has not completed the drug/alcohol evaluation prior to the reduced suspension ending.

**CO-CURRICULAR ATTENDANCE**

1. Unexcused absence from practice:
2. During the school year

First offense: Extra workout

Second offense: Extra workout and will not play one contest

Third offense: Termination of participation and loss of eligibility of awards and honors

1. Excused absence from practice:
2. If the school excuses the absence, it is excused for practice.
3. If absence is unexcused by the school, it is unexcused for practice.
4. Students must be in attendance for a minimum of three (3) consecutive class periods immediately prior to participation. EXCEPTION: Permission of the Superintendent.
5. Unexcused absence from a contest:
   1. First offense: No participation in the next contest.
   2. Second offense: Termination of participation and loss of eligibility of awards and honors
6. Unexcused tardies from a contest:
   1. First offense: Extra workout
   2. Second offense: Sit out next contest
   3. Third offense: Termination of participation and loss of eligibility of awards and honors

EXCEPTIONS: Illness, doctor appointment, extenuating circumstances (as approved by the coach and athletic director), participation in other school activities providing the coach has notification in advance.

**All rules and regulations of the SDHSAA will be followed.**

**CURFEW**

All participants in co-curricular activities must observe the following curfews:

Sunday-Thursday: Home at 11:00 pm

Friday-Saturday: Home at 1:00 am

\*Permission for later hours may be arranged in special cases providing requests are made in advance and the request is granted.

**TEAM SELECTION**

It is the duty of the coaches to select team members and distribute playing time. These are issues that are non-negotiable. It is the goal of the athletic department and coaching staffs at the middle school level to provide an opportunity for students to participate in each contest. Student-athletes EARN the privilege to play increasing amounts of time. At the discretion of the coach, student athletes who have not attended practice consistently or whose efforts in practice do not contribute to the team dynamic may not receive playing time.

At the Junior Varsity or “B” team level, student-athletes EARN the privilege to play in each contest. Skill development is especially important since the main objective of this level is to prepare students for varsity play. Team membership does not guarantee more than limited game time.

Varsity team membership is based on fitness, ability, attitude, consistent effort, knowledge of fundamentals, and commitment. A student-athlete EARNS the privilege to make the team and play. The best student-athletes, at the coach’s discretion, play as much as required in an attempt to achieve competitive excellence and win the contest. A valued team member in good standing may play every minute of a contest or not at all.

At the discretion of the coach, student-athletes at any level who have not participated in practice consistently or whose effort does not contribute to the team dynamic may not receive playing time.

**LETTER AWARDS AND AWARDS PROGRAMS**

There will be an awards ceremony held under the direction of the athletic director to highlight the accomplishments of all co-curricular activities. The type, number, and criteria for awards will be specific to each sport and specified in that section of the handbook. Please refer to that section for more detail. No student will be eligible for awards or distinction if they have not completed the full year of participation.

**PARENT/COACH COMMUNICATION**

Parents and coaches are important role models for students. They both provide necessary guidance to young adults in their development and their understanding of the world in which they will live and work as adults. When parents and coaches understand and respect each other, they can work together to benefit students. You have a right as a parent to understand the commitment, expectations, and responsibilities that accompany participation in the Gayville-Volin School District athletic program. Clear communication between parents and coaches facilitates this understanding. It is important also to remember that the first link in the communication network is the one established between coach and student. Encourage your student to exercise the opportunity to speak directly with his/her coach/director about any topic, preferably before a parent/coach conversation is scheduled.

It is a requirement of the Gayville-Volin School District that every activity at every level have a parent meeting to outline expectations for that particular activity. During that meeting, a parent and participant must attend the meeting and provision made for a make-up time in case of conflict.

**GAYVILLE-VOLIN ATHLETIC COACHES’ RESPONSIBILITIES**

* To fully support the Gayville-Volin School District mission statement.
* To know and abide by all Gayville-Volin School District general school and athletic policies.
* ***Support the overall athletic program and the coaches of other sports, and encourage students to participate in as many athletic activities as they may desire.***
* ***No athlete will be encouraged to participate in one sport over another. The coach must realize that their sport is a part of the total educational program of the school. Therefore, it is important to support, promote, and cooperate with other coaches and activity sponsors for the well-being of the total school program.***
* The coach is to know and abide by all SDHSAA rules and regulations.
* No coach will promote or encourage participation in non-sponsored (sanctioned) SDHSAA events.
* The coach’s primary responsibility is to ensure the safety and welfare of the athlete.
* Coaches will promote and teach only ethical, aggressive, and fair play, while stressing good sportsmanship at all times.
* The coach’s public demeanor and decorum shall always reflect positively on the school.
* Coaches are responsible for the proper use and care of the school-owned equipment associated with their sport.
* The coach should take advantage of any professional development opportunity when school funds are available for such.

**COACHES’ EDUCATION**

All Gayville-Volin coaches are to complete SDHSAA training as required. Below are the guidelines taken directly from [www.SDHSAA.com](http://www.SDHSAA.com).

**Beginning with the 2014-15 school year**, all coaches for all athletic activities will be required to have completed the following coursework through the [NFHSLearn.com](http://www.nfhslearn.com/) website with NO equivalencies and NO “grandfather” clauses being allowed for substitution:

* Fundamentals of Coaching (one-time requirement)
* First Aid, Health and Safety for Coaches (must be taken every two years)
* Concussion in Sport:  What You Need to Know (must be taken annually)
* All SDHSAA Member School Head Coaches must view an online rules meeting, as well as pass an open book

rules exam. A fine of $50.00 will be assessed against any member school whose head coach fails to complete the rules

meeting or pass the open book test. If the head coach fails to complete both requirements, the fine will be $75.00.

**EQUIPMENT**

The head coach of a team is responsible for all equipment and uniforms involved with his sport. An accurate roster of game uniforms shall be maintained with copies for the athletic office and the athletic administrator. These counts should coincide with district inventory lists.

**Issue of Equipment**

No equipment will be issued unless a coach is present.

When equipment has been issued, the coach must keep a roster of all equipment.

**End of Season**

* Student-athletes will be informed about when the season ends and what day equipment/uniforms are to be returned.
* A specific day that all team members will be able to return equipment, ideally the first day following the end of the season, will be set.
* Coach must be present to check off names on roster of athletes returning equipment.
* There should be no acceptable excuse (unless not in school) for an athlete not showing up at the announced day and time for returning equipment. For instance, no football player shall be excused to go to basketball practice until he has returned all football equipment.
* Any athlete that has not retuned equipment is still the responsibility of the coach.
* Team managers should assist in the above but should not be given full responsibility for such.

**EQUIPMENT PURCHASE**

The head coach of each sport program is responsible for identifying the replacement of needed equipment. The coach of a lower team should make equipment needs known to the head coach. The head coach, in cooperation with the athletic director, will purchase needed equipment. No equipment may be ordered without the approval of the head coach, athletic director, and superintendent.

**SCHEDULING POLICIES**

All contest schedules should be cleared through the athletic director.

Contests should be scheduled with some consideration given to coaches and their preferences. Conference contests must be scheduled before non-conference in order to prevent possible conflicts.

A contest will only be cancelled with consent of the superintendent. In the absence of the superintendent, the duty falls to the athletic director.

**PRACTICES**

All students should be made aware of the following practice expectations prior to becoming a team member:

* Practices may be mandatory during school holidays.
* Practice absences are excused for any day a student misses school because of illness.
* Practices are not excused for dances, music lessons, ski trips, etc.
* Routine doctor and dental appointments should be avoided during practice or game time.
* Coaches must be present at all practices.
* There shall be no Sunday practice unless approved by the athletic director.
* All coaches shall give the athletic director a list of practice dates.

**TRANSPORTATION**

All transportation will be scheduled by the athletic office. Keys will be available in the athletic office the day of use. Keys may be returned to the drop box at maintenance or to the athletic office. It is the responsibility of the coach to make sure the vehicle is not littered when it is returned. All defects, etc. should be reported to the athletic office.

**OFFICIALS**

Officials will be obtained by the athletic director. Officials will be secured with a contract and that contract will be submitted to the business manager for pay. Only the athletic director, with consultation of the business manager, may approve a voucher for officials.

**ATHLETIC TRIPS**

Coaches must submit a list of students taking part in an athletic trip that requires missing a class or an overnight stay to the athletic director or principal. This should be done one week prior to the trip.

All athletes going on a trip as members of the team party will also return to the school with the team with the following exception: an athlete may be allowed to return home with his parents if they (parents) personally make the request to the coach and sign the release waiver form. It is at the discretion of the coach as to whether athletes are allowed not to return with the team.

**MEAL/TRAVEL MONEY**

Meal, lodging, and travel money will only be issued for state competitions. Meals may be paid through activity funds if those funds should exist.

Coaches will make a written request listing the number of people, number of meals, lodging, etc. This should be done one week in advance. The coaches will:

* + 1. Get money from the business office.
    2. Keep all receipts of expenses.
    3. Complete an expense report and return any unused funds to the athletic office.

**BUDGET**

Each head coach should meet with all his sport coaches to establish team needs for the coming year. A complete list of equipment and uniform needs should be given to the athletic director by **March 15** for discussion of sport budgets for the following year.

Budget items should include:

1. Officials
2. Uniforms
3. Travel
4. Balls/Equipment
5. Coaches’ supplies
6. Clinic costs
7. Awards

Basic principle: if you haven’t listed it on your budget, please don’t ask for it. Include it on the next year’s budget.