



WARE JR SR HIGH SCHOOL

EXTRA-CURRICULAR
HANDBOOK

2011 – 2012

Table of Contents

Philosophy	2
Objectives	2
Student Athlete/Extra Curricular Code of Ethics	2
Student Athlete/Extra Curricular Eligibility	3
Rules and Regulations.....	3
Participation	3
Physical Education/Athletics and the State Law	3
Reporting Athletic Injuries	4
Tardiness	4
Dismissal	4
School Discipline.....	5
Team Travel.....	5
Locker Rooms.....	6
School Closing.....	6
Field and Building Use	6
First Aid Policy	6
Student Athlete Sign Up Packet	7-10
Agreement to Participate and Parental Consent Form.....	7
Player and Parent/Guardian Agreement	8
User Fee Policy.....	9
Acknowledgement Receipt of Ware Jr / Sr High School Extra-Curricular Handbook	
Student Athlete Emergency Form	10

PHILOSOPHY

Athletics and co-curricular activities at Ware Jr / Sr High School are an integral part of the total school program. We offer the student body the opportunity to participate in a wide range of activities that will enhance their educational experience. The Ware Jr / Sr High School believes that students will benefit through opportunities to grow physically, intellectually, and emotionally through athletics and activities. Athletics and activities also may develop qualities of good sportsmanship and personal values.

Participation in extra-curricular programs is a privilege that carries responsibilities to the school, discipline, teamwork, commitment, accountability, sportsmanship, and leadership. We encourage participation in extra-curricular activities at Ware Jr / Sr High School.

OBJECTIVES

1. To develop an interest and desire to participate and strive for excellence in and out of the classroom.
2. To provide opportunities for physical, personal, and emotional growth.
3. To provide a safe atmosphere for all students involved in extra-curricular activities.
4. To develop a commitment to good sportsmanship and self-respect.
5. To encourage student involvement by offering a variety of athletic/activity programs.
6. To generate unity and pride within the community through involvement in all extra-curricular programs.

STUDENT ATHLETE/EXTRA-CURRICULAR CODE OF ETHICS

1. Students must follow and support all Ware Jr Sr High School extra-curricular policies.
2. All participants are expected to conduct themselves in a respectful manner when representing WJSHS.
3. All participants are required to attend practice sessions and/or meetings unless excused by the coach / advisor.
4. Athletes are responsible for keeping their lockers, uniforms and any other school issued equipment clean and in good working condition.
5. WJSHS students must be present the **entire** school day in order to practice, play or participate in any sport or activity that day. Any exceptions to this must be approved by Administration or Athletic Directors.
6. All school rules apply to any school-sponsored event, on and off campus and while being transported for school related/sponsored events.
7. Student athletes, who do not meet the eligibility requirements at the beginning of the season, are encouraged to work hard to become eligible in the next marking period.

They may attend and observe practices only at the discretion of the coach and or administration. **They are not allowed to participate.**

STUDENT ATHLETE / EXTRA-CURRICULAR ELIGIBILITY

1. All student athletes must show that they have passed a physical examination within 13 months of the current season.
2. Academic eligibility for **fall** sports is based on the student's **final eight grades** from the previous year. Eligibility for winter sports is based on the student's grades for the first marking period. Eligibility standards must be maintained through the season. Eligibility for spring sports is based on the student's second marking period grades. Eligibility standards must be maintained through the season.
3. In order to be academically eligible a student must have a 1.70 GPA and no Fs on his/her report card. A student must also maintain a minimum 1.70 GPA or better to continue to play during the season. No waivers will be granted.
4. If a student is retained he/she will be ineligible for the entire fall season of the following year. That student may become eligible for the winter season, if he/she meets the above requirements for the first and second quarters.
5. A sports user fee of \$100.00 per athlete/per sport must be paid in full prior to participation in any sporting event (games or practices).
6. Any student athlete who has not returned equipment for the previous season will not be allowed to participate until payment is made or equipment is returned.
7. All students are required to complete an athletic permission packet to be submitted to the athletic director prior to the start of the season. (This includes practices.)

EXTRA-CURRICULAR RULES AND REGULATIONS

Participation

In order to participate in an athletic event or extra-curricular activity, students must attend school on the last day before the event.

Physical Education/Athletics and the State Law

Athletes will not be excused from physical education classes on game days as declared by the Massachusetts State Department of Education regarding participation in physical education.

Reporting Athletic Injuries

1. All injuries are to be reported immediately to an athletic director or school administrator via phone.
2. Coaches and advisors are required to complete an Accident Report on any student who was injured, and turn it in to the athletic director within 24 hours.
3. Students must have a doctor's note approving them to return to practice or competition after any injury.

Tardiness

1. Students must be in attendance for the entire school day.
2. After the third tardy to school (prior to **8:15 AM**), students will not be able to participate that day in after school activities.
3. Any student arriving after **8:15 AM** will **not** be eligible for after school activities on that day.
4. Any student who accumulates **11** or more tardies to school throughout the semester will be ineligible for all extra-curricular activities (i.e. athletic participation, dances, prom, senior banquet, etc.) for the remainder of the year.

Dismissal

1. Students who will be absent or tardy or dismissed from school for documented legal or medical reasons must notify the office at least twenty-four (24) hours in advance. Exceptions may be made in severe emergencies only. Failure to follow this procedure will result in the student being excluded from extra-curricular and athletic activities for that day.
2. Prior to leaving school, all students must sign out with the main office. The student's parent or guardian may sign him/her out with the main office. Parents/guardians will be required to show proper identification before signing out their child/children.
3. Leaving the school grounds without permission will result in disciplinary action and make the student ineligible to participate in after school activities.

School Discipline

1. Students who are serving an **office detention** will not be able to participate in extra-curricular activities on that day. This means practice or games.
2. Students who are serving **teacher detentions** may attend after school activities after the teacher detention has been served.
3. Students who are internally or externally suspended will not be allowed to participate in, or attend any after school activities as a participant or spectator. This rule includes weekends and vacations when they fall within the suspension period.
4. Students who are absent from school are **not** eligible to participate in after school activities. This includes students who are absent for medical appointments or court dates.

Team Travel

1. Only team members are allowed to travel on the bus. The athletic director or principal must grant permission for non-team members at least 24 hours in advance. A parent note is required for this option.
2. All athletes are required to travel to and from each contest on the bus, unless permission has been granted by the Administration at least 24 hours in advance in writing.
3. Students are expected to conduct themselves appropriately while being transported for school events.
4. Bus departure times will be provided to students prior to the start of the season.
5. Students should not arrive to practice/meetings more than **30 minutes** prior to their start.
6. Students need to be picked up within **15 minutes** after practices/meetings/events.
7. Students/Athletes should not arrive to games any earlier than the assigned time by the coach.
8. No coaches shall leave any student unattended at any time. If a student has not been picked up after an event and/or practice, a member of the coaching staff will wait until a parent or guardian has arrived.

Locker Rooms

1. Only athletes in season are allowed to use the Team Room for changing. Once the season is over, they must change in the PE locker room for PE classes.
2. Athletes are responsible for providing a lock for their locker.
3. Athletes are responsible for keeping the common locker room area and their specific locker area clean at all times.

School Closing

1. If school is closed due to inclement weather or any other emergencies, all home contests, practices, and meetings will be cancelled.
2. The host school will determine the playing of away contests during school closings.

Field and Building Use

1. Event times and locations will be provided at least two weeks in advance to all participants.
2. All facilities should be cleaned and restored to their original condition after the event.

First Aid Policy

1. First aid kits must accompany each team at all practices and games.
2. All coaches must be familiar with the contents of the first aid kits.
3. Water must be available for all athletes during practice and games.
4. State law forbids coaches from handling any medications.
5. All medical supplies must be signed out of the training room.
6. If coaches need specialty items, they must request them in writing to the athletic director.

Ware Jr Sr High School Athletic Department

237 West Street, Ware, MA 01082

Tel. # 413-967-6234

Fax # 413-967-9053

AGREEMENT TO PARTICIPATE AND PARENTAL CONSENT FORM STUDENT ATHLETE

I am aware that participating in any interscholastic sport can be a dangerous activity involving many risks of injury.

I understand that the dangers and risks of participating in _____ include death, serious neck and/or spinal injury or impairment to other aspects of my body, general health or well being.

Because of the dangers of participating in the above sport, I recognize the importance of following the coach's instruction regarding playing techniques, training and team rules, and to obey such instructions. I also understand that in order to maintain my eligibility to participate in interscholastic sports, I must abide by these instructions, as well as all applicable athletic association, school and team rules.

In connection with the Ware Public School District permitting me to practice, play, or try out for the _____ team, and to engage in all activities related to the team, including practicing, playing and travel, I hereby voluntarily assume and understand all risks associated with participation.

Student's Name: _____ Grade: _____
(please print)

Student's Signature: _____ Date: _____

PARENTAL CONSENT

I have read a copy of the Agreement to Participate in Interscholastic Athletics. Therefore, I understand the potential risks of injury and the responsibilities of my child while participating in the interscholastic sports program.

I hereby grant my permission for my child to participate in _____
(Name of sport / activity)

I also give permission for my child to receive medical treatment in case of injury during a practice or game.

I understand that if my child has an IEP or 504 Plan, information in the plan may be shared with the coach(es) to insure every student receives what he or she needs.

Parent/Guardian Name: _____ Date: _____
(please print)

Parent/Guardian Signature: _____ Address: _____

Daytime Phone #: _____ Evening Phone #: _____

Name and telephone number of person to contact in the event of an emergency if the above person is unavailable: _____

Ware Jr Sr High School Athletic Department
Player and Parent / Guardian Agreement

Player Agreement

I agree to:

- Treat coaches, teammates, opponents, referees and spectators with courtesy and respect.
- To follow the Ware Jr Sr High School student handbook and athletic policies.
- To follow the MIAA rules of participation in interscholastic athletics.
- To refrain from any use of alcohol, drugs, or tobacco during the season. This includes **ON** or **OFF** school grounds. Violation of this will result in serious disciplinary action in compliance with the MIAA and Ware Jr / Sr High School policies.
- Return promptly all practice/game equipment and uniforms issued to me or pay for such equipment if lost or stolen.
- Play to win but always fairly and with good sportsmanship.
- Accept the decisions of referees without gesture or argument.
- Control my temper and not use inappropriate, derogatory or vulgar language.
- Never criticize the play of others and never blame others for my mistakes.
- Follow the instructions and training rules of my coach(es) without argument. This includes instructions regarding playing time and position.
- Work hard, concentrate, cooperate and not be disruptive in practices and games.
- Obey any team rules the coach puts in place.

If I am accepted on the squad or team, I promise to obey all training rules and regulations listed above. I understand that failure to obey them will result in my dismissal from the team. This code is in effect during the entire sport season and all athletic activities, including practices, games, and bus trips. I also understand that I am not allowed to participate in athletic activities without prior documentation of an updated physical examination.

Player Name: _____ Player Signature: _____

Date: _____

Parent / Guardian Agreement

I understand that:

The Ware School District policy is that use of alcohol and tobacco products is prohibited anywhere on the Ware Public School grounds. (The Ware Public School Campus is made up of the Koziol Elementary School, Ware Middle School, Ware Jr Sr High School, and the adjoining fields and grounds including Memorial Field and Grenville Park during the spring season)

I agree to:

- Not coach or give instructions to the players, including my own child, during games or practices.
- Not to be present on the playing field or playing court during practices and/or games as a volunteer or spectator.
- Avoid openly expressing criticism for players of either team.
- Avoid openly criticizing referees during a game.
- Never confront the coach(es) or team manager with emotional issues in front of the players.
- Never use inappropriate, derogatory or vulgar language during a practice or game.
- Ensure my child has the means to arrive and be picked up on time for practices and games.
- Encourage my child to be the best team player that he or she can be!

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

Date: _____

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237 West Street, Ware, MA 01082

Tel. # 413-967-6234

Fax # 413-967-9053

USER FEE POLICY

WE UNDERSTAND THAT A \$100.00 USER FEE IS REQUIRED FOR EACH SPORT THE STUDENT ATHLETE PARTICIPATES IN AT WARE JR SR HIGH SCHOOL. WE ALSO FURTHER UNDERSTAND THAT ONCE HE/SHE MAKES THE TEAM THE USER FEE IS NON-REFUNDABLE IF HE/SHE IS SUSPENDED, EXPELLED, BECOMES INELIGIBLE, OR LEAVES THE TEAM FOR ANY OTHER REASON.

Student's Name: _____ Grade: _____
(please print)
Student's Signature: _____ Date: _____
(please print)
Parent/Guardian Name: _____ Parent/Guardian Signature: _____
Date: _____



**ACKNOWLEDGMENT RECEIPT OF WARE JR SR HIGH SCHOOL
EXTRA-CURRICULAR HANDBOOK**

I HEREBY ACKNOWLEDGE THAT I HAVE RECEIVED A COPY OF THE WARE JR SR HIGH SCHOOL EXTRA-CURRICULAR HANDBOOK. I UNDERSTAND THAT IT IS MY OBLIGATION TO IMMEDIATELY READ THE POLICY AND ABIDE BY THE POLICY AT ALL TIMES.

Student's Name: _____ Grade: _____
(please print)
Student's Signature: _____ Date: _____
(please print)
Parent/Guardian Name: _____ Parent/Guardian Signature: _____
Date: _____

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STUDENT ATHLETE EMERGENCY FORM

Student's Name: _____ Grade: _____
(please print)

Student's Signature: _____ Date: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____
(please print)

Date: _____

Health Insurance:

Company: _____ Insured Name: _____
Type: _____ Number: _____

(Example: BC/BS, Master Medical, HMO, etc.)

I hereby give a physician or medical person permission to treat the above named student in case of an emergency.

Emergency Phone Numbers: _____
(day)

(evening)

Other Contact Person:

Name: _____
(please print) _____
(day)

(evening)

Parent/Guardian Name: _____ Parent/Guardian Signature: _____
(please print)

THIS FORM IS TO TRAVEL WITH THE TEAM