



# **Central Wisconsin Christian Schools High School Co-Curricular Handbook**



**Updated July 2016**

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# Co-Curricular Staff 2016.17

Updated as of 8/1/2016

## Administration

<u>Position</u>	<u>Personnel</u>	<u>Work Ext</u>	<u>Home</u>	<u>Email</u>
<b>Administrator</b>	Mark Buteyn	Ext 311	318.1116	mbuteyn@centralwisconsinchristian.org
<b>Athletic Director (G)</b>	Mark Vander Werff	Ext 314	296.7095	mvanderwerff@centralwisconsinchristian.org
<b>Athletic Director (B)</b>	Gregg Zonnefeld	Ext 312	318.1349	coachz@centralwisconsinchristian.org
<b>Athletic Trainer</b>	Sara Blindauer	off campus	980.7086	s.d.blindauer@gmail.com

## Athletic Coaching Staff (HS)

<b>Girls Volleyball</b> Head Coach JV Coach JV2 Coach	Dan Ten Napel Abby Vree Jaimie Kok	Ext 111 off campus off campus	344.2645 382.0497 382.8291	dtennial@centralwisconsinchristian.org abby_vree@yahoo.com jaimie.kok@gmail.com
<b>Boys' Soccer</b> Head Coach Assistant Assistant Assistant	Gregg Zonnefeld Matt Hofman Dan Cupery Kevin Jansma	Ext 312 Ext 114 off campus off campus	318.1349 763.2639 296.4111 306.0505	coachz@centralwisconsinchristian.org mhofman@centralwisconsinchristian.org dmcupery@yahoo.com kevinjansma@gmail.com
<b>Girls' Basketball</b> Head Coach JV/Asst Coach Assistant Varsity Assistant	Charlie Mulder Jaimie Kok Katie De Boer Scott De Young	off campus off campus off campus off campus	763.5628 382.8291 210.9830 210.6631	charlie@centralcablecontractors.com jaimie.kok@gmail.com katie_m_deboer@yahoo.com sdeyo@municipalwellandpump.com
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<b>Track</b> Head Coach Assistant Coach Assistant Coach	Drew Buteyn Kayla Buwalda Russ Smies	off campus off campus Ext 120	344.2707 229.7330 319.2810	djbuteyn@gmail.com kayla.buwalda@gmail.com rsmies@centralwisconsinchristian.org
<b>Boys' Golf</b> Head Coach Assistant Coach	Mark Buteyn	Ext 311	318.1116	mbuteyn@centralwisconsinchristian.org
<b>Girls' Soccer</b> Coach Assistant	Alyssa Lentscher Matt Hofman	off campus Ext 114	210.3650 763.2639	alentscher64@gmail.com mhofman@centralwisconsinchristian.org

## Fine Arts/Activity Advisors

<b>Forensics</b>	Laura Venhuizen	Ext 228	344.2990	lvenhuizen@centralwisconsinchristian.org
<b>Math Team</b>	Matt Hofman	Ext 114	763.2639	mhofman@centralwisconsinchristian.org
<b>Art</b>	Gerri Buteyn	Ext 128	346.5891	gbuteyn@centralwisconsinchristian.org
<b>Band</b>	John Hall	Ext 104	948.5955	jhall@centralwisconsinchristian.org
<b>Choral</b>	Laura Ten Pass	Ext 105	960.7416	ltenpass@centralwisconsinchristian.org
<b>Drama</b>	Joe Venhuizen	off campus	344.7020	joevenhuizen@gmail.com

# A **Administration**

## **A.1. Mission Statement of Central Wisconsin Christian School**

Teaching children to glorify God and serve His world

## **A.2. Core Values of Central Wisconsin Christian**

**E**quipping hearts and discerning minds through Reformed, Biblically-based education (II Timothy 3:16-17)

**D**eveloping excellence in academics, the arts, athletics, and technology (Philippians 4:8-9)

**U**nifying partnerships with the Christian home, church, and community (Ephesians 4:3-6)

**C**ultivating Christ-like character as a family of faith (Colossians 3:12-14)

**A**pplying integrated faith and learning across curricular and co-curricular areas (John 6:45)

**T**raining students academically, emotionally, physically, socially, and spiritually (Deuteronomy 6:4-9)

**E**ngaging Spirit-led hearts through daily corporate prayer, devotions, and worship (Ephesians 5:18b-20)

## **A.3. Philosophy and Purpose of Co-Curricular Activities**

Co-curricular activities are an integral part of the total educational program at Central Wisconsin Christian. These activities are an extension of the classroom and the teaching and learning process, and participation in these activities is a privilege. The co-curricular program is designed to help students:

- (1) Develop Christian values and Christ-like attitudes toward those around them.
- (2) Mature physically, emotionally, socially, and spiritually.
- (3) Rejoice in the unique perspectives of life dedicated to Christ-like service.
- (4) Recognize the importance of individual commitment and dedication as a part of personal and community achievement.
- (5) Celebrate God's gifts in their fellow students and themselves.

## **A.4. Program Offerings—Fine Arts/Scholastic**

Central Wisconsin Christian offers the following other high school co-curricular programs:

Music—Concert Band, Pep Band, Junior Choir, Senior Choir, New Generations, Solo-Ensemble

Drama/Speech—Improv, Spring Play/Musical, Forensics

Academic—Math Team, Academic Bowl, Art Club

Spiritual—Praise Band

## **Program Offerings—Athletics**

Central Wisconsin Christian offers the following co-curricular high school athletic programs (by season):

Fall—Girls' Volleyball, Boys' Soccer

Winter—Girls' Basketball, Boys' Basketball

Spring—Girls' Soccer, Girls' Track and Field, Boys' Track and Field, Boys' Golf, Trap Shooting

## A.5. Administrative Organization

**CWC School Board**—The Board is responsible to the parents of Central Wisconsin Christian School to develop and approve policies which meet the mission and educational needs of the students at CWC and align with the guidelines of the WIAA. The Board also evaluates the co-curricular program in terms of its value to the community and its place within the mission of Central Wisconsin Christian.

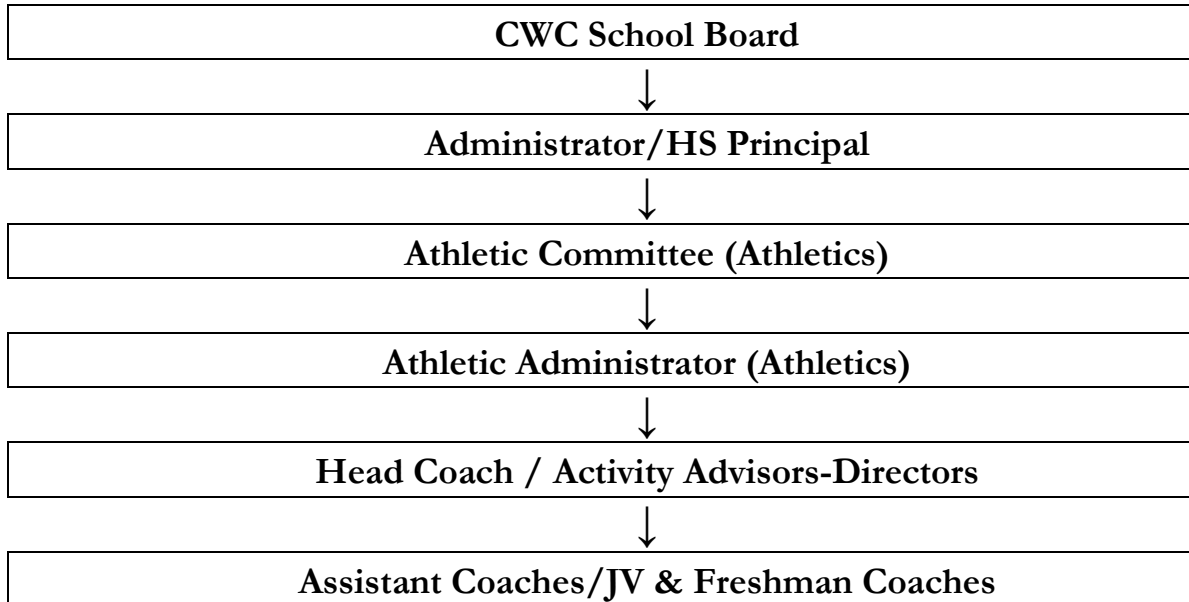
**Administrator/HS Principal**—The Administration is ultimately responsible for all phases of the school program, delegating authority to the athletic administrator. The Administration also coordinates the co-curricular programs and the scheduling of their activities. The importance of co-curricular activities, the implementation of ethical standards and professionalism among coaches and activity advisors, and the overall behavior standards expected of students, coaches, parents, and fans is the goal of the Administration in its involvement with the co-curricular program.

**Athletic Committee**—The Athletic Committee oversees the athletic program and all athletic related and sponsored events. Its primary task is to promote athletics as a means of spiritual growth and a way to praise God for gifts given. Their work involves supporting the work of the Athletic Administrators and to oversee implementation of policies, while promoting school spirit and serving as positive ambassadors for Crusader Athletics.

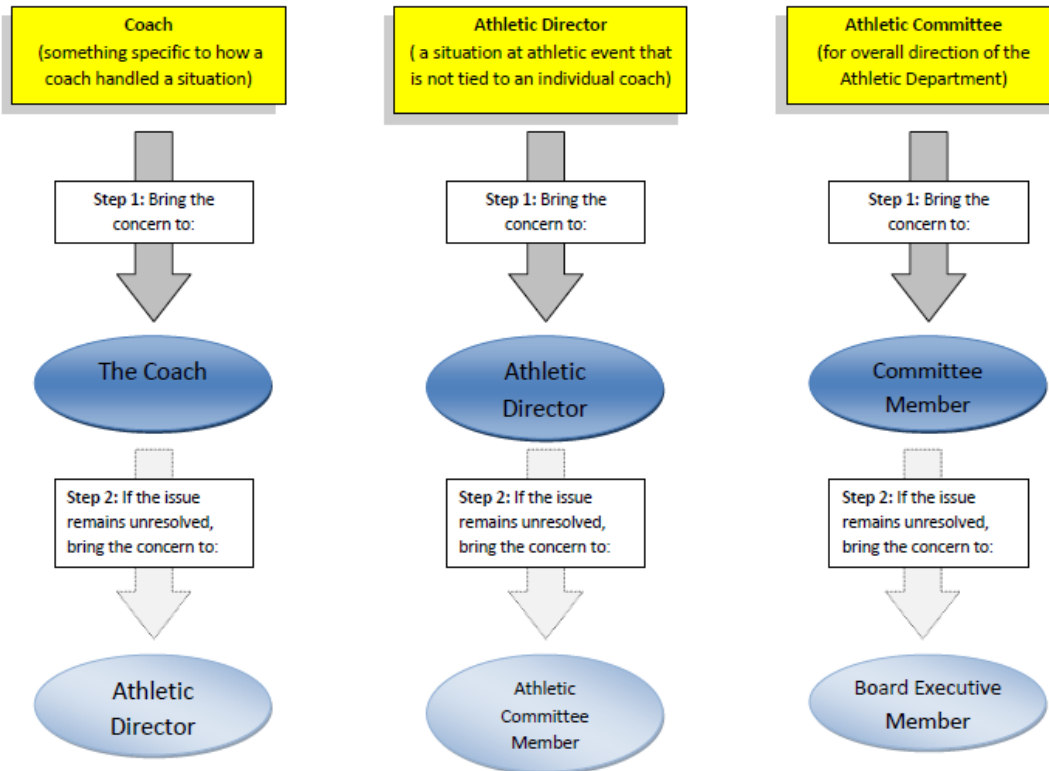
**Athletic Administrator**—The Athletic Administrator is responsible for scheduling, transportation, procurement of officials, adjustments in event schedules. The supervision of coaching staff and team personnel, evaluation of the athletic program, and inventory control of equipment and materials is the responsibility of the Athletic Administrator.

**Head Coach**—The Head Coach represents the school at interscholastic activities, operating within the framework of the policies of Central Wisconsin Christian. The enforcement of the eligibility codes, the fair and ethical treatment of participants, and the ability to see their specific activity as part of the bigger picture of the educational process at CWC are areas of importance.

### LINE OF AUTHORITY



## PROTOCOL FOR RESOLVING CONFLICT (ATHLETICS)



### A.6. Communication Guidelines/Procedures

All complaints and concerns are encouraged to be resolved using the principles of Matthew 18 where we are encouraged to go privately to the other person in humility and love seeking a solution. Applied to the co-curricular activity situation:

- If you have a concern with the coach, the first step is for the athlete to share it with the coach.
- If the issue is not resolved, then the parent and athlete can arrange to meet together with the coach.
- If the issue still isn't resolved, a meeting can be requested with the athletic director.
- When resolution still hasn't been reached, proceed up the line of authority (A4) on a step-by-step basis.

Success is greatly enhanced when a solution is sought closest to the problem with as few people involved as possible.

***\*\*Please refrain from confronting a coach with an issue at a contest or immediately after a contest. Wait until the next day—it's always the wisest method!!***

## A.7. Affiliations

**State:** Central Wisconsin Christian is a member in good standing of the Wisconsin Interscholastic Athletic Association, which supervises athletic activities for schools around the state. The Constitution, By-Laws, and Season Regulations of the WIAA set out the guidelines for these activities. The current update of these documents is found under Tab F. The principal and/or athletic administrator will represent CWC at all official WIAA representative councils, meetings, and functions.

**Conference:** Central Wisconsin Christian is a full member of the Trailways Conference and a partial member of the Wisconsin Flyway Conference (boys' soccer). Beginning in the spring of 2016, the girls' soccer team will play an independent schedule. Conference affiliation provides athletic, fine arts, and academic competition and programs to enhance the opportunities available to students. Membership in these conferences implies abiding by conference schedules, by-laws, rules and regulations. A copy of these documents is found under Tab G.

Our conference affiliations are as follows:

*Trailways Conference (administrative/track/cross country):* Abundant Life Christian (Madison), Cambria-Friesland, Central Wisconsin Christian, Deerfield, Dodgegeland, Fall River, Green Lake, Horicon, Hustisford, Johnson Creek, Madison Country Day, Markesan, Montello, Oakfield, Oshkosh Lourdes, Pardeeville, Princeton, Randolph, Rio, Valley Christian (Oshkosh), Wayland Academy, Williams Bay

*Trailways North (volleyball/girls' basketball/forensics/music/math):* Cambria-Friesland, Central Wisconsin Christian, Lourdes Academy (Oshkosh), Markesan, Montello, Oakfield, Pardeeville, Princeton/Green Lake, Randolph, and Valley Christian (Oshkosh), Wayland Academy (Beaver Dam) (GBB only)

*Trailways Central (boys' basketball):* Cambria-Friesland, Central Wisconsin Christian, Horicon, Pardeeville, Randolph, Wayland Academy

*Wisconsin Flyway (Boys' Soccer):* Central Wisconsin Christian, Lomira, Mayville, North Fond du Lac/Laconia/Oakfield/St. Mary's Springs, Omro, Oshkosh Lourdes/Valley Christian, St. Lawrence Seminary, Winnebago Lutheran Academy

## A8. Purpose of this Handbook

The purpose of this handbook is to acquaint students and parents involved in the high school co-curricular program at Central Wisconsin Christian with the policies and regulations of CWC and the Wisconsin Interscholastic Athletic Association as it relates to co-curricular activities.

All policies are in accordance with regulations as described in the WIAA Handbook and the National Federation of High School Activities unless otherwise specified in the constitution and by-laws of the Trailways and/or Wisconsin Flyway Conferences.

Any questions regarding the content of this handbook should be directed to the Athletic Administrator, who will then forward your concern as outlined in section A4 and A5 of this handbook (Administrative Organization/Communication Guidelines).

Questions regarding academic and fine arts activities should be referred to the Administrator or activity coach/advisor.

# B

## Co-Curricular Policies

### B1. Participation Requirements

Students who wish participate in co-curricular activities must:

- Meet eligibility standards as set by Central Wisconsin Christian and the WIAA
- Attend a mandatory pre-season co-curricular meeting (when offered)
- Have a signed (parent and student) copy of the Co-Curricular pledge and WIAA verification on file in the office.
- Have a physical or alternate year card on file prior to the first practice (athletics)
- Have a signed insurance policy or waiver on file in the office (athletics)

### B2. Participation Fee

Students who participate in co-curricular athletic activities will be assessed a fee of \$50 per co-curricular activity. This fee is due prior to the first contest/event. Families who have a financial issue with meeting the fee obligation should contact the athletic administrator or principal.

### B3. Co-Curricular Code

It is the consistent aim of Central Wisconsin Christian to provide students with the opportunity to participate in a variety of activities so they can select those that meet their interests and capabilities. Participation in these activities is a privilege, provided these students are able to assume basic Christian commitments relating to fundamental civic responsibilities. With these thoughts in mind, the CWC Staff and Board publish the following Co-Curricular Participation Code.

#### A. Participation Rules

Rule 1: A student shall not drink or possess any beverage containing alcohol, nor use or possess any unauthorized drug, tobacco, non-prescription steroids, or other performance-enhancing product regardless of quantity during the time they are students at Central Wisconsin Christian School (year round policy). Any penalty assigned and not completed will be extended into participation in the next activity the student is involved in or the next calendar year. Violations of the rules will be cumulative for two years beginning with the date of the first infraction.

Activity	First Violation	Second Violation	Third Violation
Athletics/Drama/Music	Suspension for 25% of scheduled contests or events, extending into the next activity if necessary	Suspension for 50% of scheduled contests or events, extending into the next activity if necessary	Suspension from all activities for 365 days.
Athletics/Drama/Music—attendance at a drug/alcohol party	Suspension for 10% of scheduled contests or events, extending into the next activity if necessary	Suspension for 50% of scheduled contests or events, extending into the next activity if necessary	Suspension from all activities for 365 days.
Music/Drama/Forensics/Math Team/ Student Council or Class Officer/Appointments/Overnight Trip Participants	Administrative review	Administrative review	Administrative review

***\*\*A student found to be lying in the course of an investigation will have their penalty doubled.***



Scheduled Events	10%	25%	50%
1	1	1	1
2	1	1	1
3	1	1	2
4	1	1	2
5	1	1	2
6	1	2	3
7	1	2	3
8	1	2	4
9	1	2	5
10	1	3	5
11	2	3	6
12	2	3	6
13	2	3	7

Scheduled Events	10%	25%	50%
14	2	4	7
15	2	4	8
16	2	4	8
17	2	4	9
18	2	5	9
19	2	5	10
20	2	5	10
21	3	5	11
22	3	6	11
23	3	6	12
24	3	6	12
25	3	6	13

Students involved in co-curricular activities who are processed under the above will be required to meet with the Student Assistance Program counselor/coordinator and follow his/her recommendations.

Rule 2: A student must attain academic, effort and citizenship criteria eligibility as listed in the Student Handbook.

First: any student who receives more than one failing grade during the most recent nine-week marking period will be ineligible for the next 4 ½ weeks, provided that student is doing passing work after the ineligibility period.

The second part is based on citizenship:

If a student receives an "S-" in two (2) consecutive 4 1/2 week periods, he/she is ineligible.

If a student receives a "U" in any 4 1/2 week period, he/she is ineligible for the next grading period in that school year.

All students are eligible at the beginning of the year. However, if a student's most recent citizenship grade from the previous school year was an "S-" or "U" and that student receives another in the first 4 1/2 week period of the next year, he/she is ineligible.

The third part is determined by effort. Effort points are totaled from all subjects taken, including teachers' aides, and will be totaled every 4 1/2 weeks. Students are ineligible if they have:

Five subjects and less than 13 points.

Six subjects and less than 15 points.

Seven subjects and less than 18 points.

## **B. VIOLATION PROCEDURES AND DUE PROCESS**

1. All violations of the Participation Code of Central Wisconsin Christian Schools must be recorded on the Activities Violation Form. This form will include all circumstances, all persons involved, and will be presented to or filled out by the principal. Any person suspecting or knowing a violation has occurred or is about to occur should contact the superintendent, principal, coach, advisor, or athletic director, who will then file a report if the information warrants. All reports made within **a reasonable length of time** will be investigated and, if substantiated, penalties will immediately be administered.
2. Parents will be notified that a violation report is on record and that an investigation is being made. After investigating a violation report, the principal will send the parents a letter indicating the result of the investigation.
3. After notification has been given, a student and/or his/her parents may formally appeal the decision in writing to the principal. Appeals must be postmarked within three days (excluding Sundays) from the first day of notice to the parents. The principal will notify the Appeal Board that an appeal is in his hands, will set up a hearing day, and will send appropriate notices.
4. Appeal Board
  - a. The purpose of the Appeal Board is to hear and to consider all appeals by students
  - b. The members of the Appeal Board shall be:
    1. Principal, chairperson (votes as tie breaker)
    2. One or two School Board members previously appointed by the School Board.
    3. Coach or advisor of the activity the student is involved in
    4. School Board President or Education Committee chairperson
    5. President of the Student Council
    6. Superintendent or designee\*\*\* The principal may appoint alternates to board members unable to attend.
  - c. The Appeal Board will invite the student involved, the parents and others involved in filing the report to the meeting. Each participant will be given the opportunity to make a presentation. The Board shall make its decision after listening to the presentations. Discussion will be moderated by the principal. Informal questioning and/or cross examination will be allowed. At the end of the discussion a ballot will be taken and the chairperson will announce the results of the ballot.
  - d. The Appeal Board may proceed in the absence of the appellant or his/her representatives, who after due notice, fail to be present or fail to request a postponement. Postponement requests are to be directed to the principal two school days prior to the date of appeal.

NOTE: If an athlete is suspended for a violation of the training code, coaches have the option to insist that the athlete attend practice during suspension.

## **C. APPEALS**

1. If a student or parent feels he/she has not been given a fair hearing, the parent has the right to make a second appeal -- this time to the School Board in writing, submitted to the principal and postmarked within three days.
2. The student may participate in activities during an appeal; if the appeal is not sustained, the original penalty will immediately begin and all statistics for those activities relating to an award accumulated during the appeal process will be treated as if they did not occur.

## **D. STUDENT'S AND PARENT'S COMMITMENT**

Parents and the student-athlete will annually sign a copy of this policy and the pledge listed below. A copy will be maintained on file in the school office.

*We have read the participation rules, understand them, and support the enforcement of these rules. We do so in clear recognition of the Christian calling to honor God with our whole lives and to care for and seek the welfare of the student body and the community of faith.*

#### **B4. Attendance**

All students involved in co-curricular activities must be in school by the beginning of 5<sup>th</sup> period the day of a contest, performance, competition, or practice in order to participate in the event. Exceptions to this rule would include:

- Participation in another school-sponsored event
- Cases of family emergency (approved by Athletic Administrator/Principal)
- Others at discretion of the administration

Students serving suspensions (either in-school or out-of-school) will not be eligible to practice or participate in any contests. A student whose suspension was served on a Friday would be eligible for Saturday competition, provided they have fully completed their suspension period.

#### **B5. Early Departures**

At times a scheduled event/contest will necessitate an early dismissal from school. These absences do not count towards attendance totals. All class work assigned due to this type of absence must be completed. It is the **student's responsibility** to get this work and turn it in at the assigned time. Failure to maintain acceptable levels of academic performance due to early departures may result in this privilege being revoked or an academic detention being assigned during the next practice session.

#### **B6. Transportation Policy**

##### a. Overview

Central Wisconsin Christian will provide transportation for all players, personnel, and coaches of athletic/activity teams in authorized school vehicles or other approved forms of transportation. All participants in co-curricular activities must ride the school-approved vehicles to and from all games/contests. Exceptions are very limited. Students may be released to a parent utilizing the sign-out sheet at the contest. No third-party transportation is allowed without a Third-Party Transportation form, must be forwarded to the coach/advisor prior to 3:15 PM the day of the contest. The bus will travel home from games via Randolph at games played in Cambria, Fall River, Green Lake, Montello, Pardeeville, Princeton, Randolph, and Rio.

##### b. Guidelines for use of school transportation

- i. A minimum of one coach/advisor must accompany the team when traveling by bus.
- ii. A copy of emergency forms must be with the coach/advisor at all times.
- iii. A first aid kit must be taken on all athletic trips.
- iv. The coach/advisor will assume all responsibility for conduct and discipline on the bus and will cooperate with the driver who has ultimate responsibility.
- v. All athletes/participants are to be instructed to be at the departure point 15 minutes prior to departure time.
- vi. Athletes/participants who miss the bus and arrive at the contest later may not be allowed to participate.
- vii. If food and drink are allowed on the bus, it is the responsibility of the coach/advisor to see to it that the bus is litter free.
- viii. All students are expected to conduct themselves in a Christ-like manner at all times on trips.
- ix. Radios and their use may be restricted at the discretion of the coach/advisor. Headphones are preferred.
- x. The coach/advisor will check with the driver to be sure all items are removed at the end of a trip.
- xi. It is the responsibility of the coach/advisor to supervise team members at all times on trips, including the visiting locker room, gymnasium, restaurant, etc.
- xii. All students shall return home in the same vehicle they travel in to the contest or as stated in the Transportation Release Policy.

##### c. Overnight Trips—In-season

On occasion, a coach/advisor may have the desire for an overnight trip for his or her team/group. Athletic requests will initially go to the athletic administrator, who will forward the request to the Athletic Committee for approval. Non-athletic requests will be handled by the high school principal. This request should also include the following information:

- ❖ Purpose of the trip
- ❖ Itinerary including date and time of departure, return, and activities
- ❖ Plans for housing arrangements
- ❖ Method of travel
- ❖ Budget and source of income

After obtaining approval, the coach/advisor should send a form letter to parents including an itinerary, housing arrangements, travel procedures, emergency contact numbers, and financial responsibilities of the student-athletes/participants. A separate parental consent form should also be attached that will be filed upon receipt. A student athlete may not travel without the consent form on file.

\*\*Lodging will follow established CWC Overnight Trip Guidelines

## **B7. Co-Curricular Awards/Letters**

At times a scheduled event/contest will necessitate an early dismissal from school. These absences do not count towards attendance totals. All class work assigned due to this type of absence must be completed. It is the **student's responsibility** to get this work and turn it in at the assigned time. Failure to maintain acceptable levels of academic performance due to early departures may result in this privilege being revoked or an academic detention being assigned during the next practice session.

# **C Athletic Policies**

## **C1. Statement of Risk**

Physical activity yields many benefits to its participants, but also may result in injuries. All athletic programs involve some contact. Sports may be a high-risk area for serious injuries. Although the Board of Education and Central Wisconsin Christian seek to operate athletic activities in a safe manner, it is impossible to eliminate all risks associated with physical activities and sports. Therefore, parents and athletes should consider these risks carefully before deciding to participate in interscholastic activities.

## **C2. Athletic Insurance**

All participants in co-curricular athletic programs must either be enrolled in the Student Accident Insurance program provided by CWC through the First Agency or have a signed activities insurance waiver on file in the school office. If the parent/guardian has adequate accident insurance, their policy information must be filed. Student Accident Insurance is designed to supplement your own insurance coverage. Brochures and details are available from the school office.

## **C3. Postponement of Events**

If a game must be postponed due to weather or any other factor not conducive to good game conditions, the following procedure should be followed:

1. Coaches confer with the athletic administrator (or principal if unavailable)
2. Factors considered in the decision are:
  - Playing conditions of the field
  - Safe travel for the team
  - Safe travel for the opponents
  - Factors involving gate receipts
  - Safe travel for fans
  - Damage to equipment/field
  - Safety to spectators in or on the school grounds, gym, field

After considering factors, it will then be up to the athletic administrator to play the game or postpone the game prior to its scheduled start. Once the contest begins, the authority rests with the game officials. The athletic administrator will reschedule the contest. Proper notification must be given to the transportation director, officials, visiting schools, parents, and media. The decision to postpone afternoon events should be made by 2:00 PM. A decision regarding an evening event should be made by 3:30 PM. Exceptions may be made if necessary. **Check the CWC Website ([www.centralwisconsinchristian.org](http://www.centralwisconsinchristian.org)), CWC Twitter, and CWC Facebook for information.**

## C4. Equipment/Facilities

One of the key values of co-curricular activities is to teach responsibility. This also should apply to the care of equipment that is issued to the student-athlete, as well as care for school property. Equipment and uniforms are very costly items in the co-curricular budget. CWC prides itself on furnishing good quality and safe equipment for its student-athletes.

### a. Issuing Athletic Equipment

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

1. The head coach ultimately is responsible for the issue and return of all equipment and its inventory. Coaches are to track each piece of equipment and its user.
2. All uniforms (except track) will be washed and maintained by the coaching staff during the season. They are always to be washed in cold water and hung to dry. No uniform should be dried in the dryer, only air fluffed.
3. Athletes will be responsible for all equipment and warm-ups issued to them. Damage caused by misuse or failure to return will result in the student being assessed **replacement cost**. Lost items must be replaced at the expense of the participant.
4. Coaches should inspect equipment and facilities periodically during the season and report and facility hazards immediately to the athletic administrator.

### b. Use of Athletic Equipment and Facilities

It is important to emphasize to all athletes the importance of caring for school equipment and facilities and to report any misuse or damage to their coach or athletic administrator. Replacement of equipment and repair of facilities can only result in a loss of funds that could be used elsewhere to benefit and build the athletic program.

1. Athletic department-issued uniforms and school-issued warm-ups are only to worn during practice sessions and interscholastic contests unless specific permission is given by the coaches. At no time are student-athletes to wear school-issued warm-ups or uniforms for:
  - a. PE Classes
  - b. Work/job
  - c. Socially
2. Students who need uniforms for senior pictures are to request them and sign them out through the athletic administrator.
3. No awards will be presented until equipment is either returned or financial reimbursement has been received for damages or replacement.

## C5. Practice Sessions

1. Regular practice sessions will be scheduled by the athletic administration so as to create the minimum amount of daily conflict with normal family activities.
2. Practice sessions on Wednesday will have students *leaving* the building no later than 6:00 PM.
3. Morning practices will end no later than 15 minutes prior to the beginning of the school day.
4. Coaches who wish to extend their practices beyond the completion of their scheduled practice should obtain prior clearance from the athletic administrator.
5. **Coaches should be the first to arrive and the last to leave the practice sessions. At no time are students to be left without supervision.**
6. No student-athletes should be left in the school building. It is the responsibility of the head coach or their designee to see to it that all student-athletes are picked up.
7. All equipment should be returned to its proper place at the end of each practice. The building and equipment areas should all be cleaned and secured.
8. Students absent from school may not practice on that day unless:
  - a. He/she returns to school before noon.
  - b. An acceptable parent/doctor's excuse is submitted to the athletic administrator.
  - c. Permission is granted by the principal.
9. Restricted Practice Days
  - a. Weekend and Holiday Practices
    - All practices are to be held on school days if at all possible. Saturday practices should be the very rare exception and must be approved by the athletic administrator.
    - The schedule for vacation period practices must be approved by the athletic administrator prior to informing student-athletes.

- Practices held on vacation days should be scheduled earlier in the day and take into account family commitments of the majority of team members. Students missing part or all of these holiday practices due to specific family events will not be penalized.
- b. Early Dismissal of School or Emergency Closing
- In the event there is a scheduled early dismissal of school, practices may be held at the time only if the coach(es) is/are available. Normally, the dismissal results in the on-staff coach attending a meeting, seminar, or workshop.
  - Emergency weather closings will result in practices being cancelled or voluntary. Coaches are encouraged to consider the safety of students traveling to/from their homes if they participate in these practices.

## **C6. Squad Selection**

### a. Philosophy

In accordance with our philosophy of co-curricular activities and our desire to see as many students as possible involved in the programs offered, we encourage coaches and activity advisors to keep as many students as they can without unbalancing the integrity of the activity. Time, space, facilities, equipment, staff availability, personal preference, and other factors may place limitation on the most effective size of team for a particular activity. However, when developing policy with respect to squad selection, please strive to maximize opportunities for students without diluting the quality of the program.

### b. Squad Selection Policies

#### 1. Responsibility

- i. Choosing the members of squads is the sole responsibility of the coach/activity advisor of those activities.
- ii. Non-varsity coaches shall take into account the policies established by the head coach and in consultation with the head coach when selecting final team members.
- iii. Prior to squad selection, the coach shall provide the following information to all members of the team:
  1. Inform them that cutting is a possibility.
  2. Extent of try-out period.
  3. Criteria used for selection.

#### 2. Procedure

- i. When a squad assignment is necessary, the process will include a minimum of five practices and one intrasquad scrimmage.
- ii. Participants are to be personally informed of the team assignment by the coach and the reason for the action.
- iii. Squad lists are not to be posted until after students have been informed in person.
- iv. Coaches will discuss alternative possibilities for participation in the activity (such as JV/JV2 placement) or other areas of the activities program.
- v. If a coach anticipates difficulties arising as a result of squad selection, he/she should discuss the situation with the athletic administrator.

## **C7. Quitting**

A student who quits during the season or is dropped from a team for disciplinary reasons is not eligible to compete in another co-curricular within the same season without the mutual agreement of both coaches/advisors and the athletic administrator.

## C8. Playing Time and Co-Curricular Activities

Parents and athletes often have questions about the issue of playing time. It should always be remembered that much of the learning experience offered by participation in athletics does not take place during contests but during practice sessions, team devotions, bus rides, and other interactive experiences. Full participation in these situations is every bit as important as taking part in the contest. In order to provide quality practice experience, it is beneficial to have enough athletes on each team to develop a variety of practice drills and situations. Unfortunately, not everyone can take part in contests to the same extent that they can in practice.

The ideal situation would be to have all team members participate in the same amount of time in every contest. However, what is ideal is seldom what is real. The talents and abilities of athletes differ, and consequently, so do the amount of time they will participate. A coach has the responsibility of putting together the best team possible, first of all to glorify our Lord, and secondly to achieve the team goal of victory for His glory. Effort will be made to give all student-athletes as much participation as possible, but the athletes must also be willing to sacrifice their own goals in favor of the goals of the team. In keeping with the purpose and philosophy of athletics at Central Wisconsin Christian, the following framework will be used on the issue of playing time.

At the varsity level, the coach will determine the playing time for the members of the squad. The coach determines this by assessing the skills and attitude of the player in practice as well as in games, the circumstances of the contest, and the ability of the player to contribute to a winning effort.

The junior varsity level is considered a transition time, in which the athlete has the opportunity to move from a participation experience to a more competitive experience. The coach will have discretion in determining playing time. At this level, some players will be getting more time than others. The coach will use the same criteria as the varsity coach: the attitude of the players toward the team, the willingness of the player to work on personal and team skills, the skills that the player displays in practice and contests, and the ability of the player to contribute toward the team effort.

At the freshman level, each team member should receive some playing time. Stopwatch type equality is virtually impossible because of the nature of most contests. In some instances, playing time may be altered because of the behavior of a particular student-athlete. If all players receive equal playing time even though some are working hard toward the team goals and others are not contributing or, worse yet, are openly defying the coach's authority, the lessons and benefits of this experience will be lost for all. The coach must have some recourse to gain the attention of the player who is being uncooperative.

## C9. Sportsmanship

It is expected that students, coaches, parents, and fans will display exemplary sportsmanship at all contests. This includes showing proper respect and courtesy to all visitors, whether they are players, coaches, officials, or spectators. We carry the name of Central Wisconsin Christian with us wherever we are—let's reflect Christ and His standards!

## C10. Facility Guidelines

### A. Locker Room

1. Rough-housing, hazing, and throwing of objects is prohibited in the locker room.
2. No glass containers are allowed.
3. Students may receive a school-issued padlock by request. Padlocks must be secured whenever leaving the locker room. Failure to secure your lock will result in a warning followed by reassessment of a new lock at a \$5 fee.
4. All clothing/gear should be stored in your school-assigned box locker. The large lockers are reserved for hanging of clothes during PE/games and for use by our visiting teams that use the locker rooms.
5. Cell phone use in the locker room is prohibited by state and federal statutes.
6. Students should be directed to clean up after themselves under the supervision of the coaching staff. Clothing left in large lockers and elsewhere in the locker room will be placed in lost & found, which will be emptied quarterly and taken to Bargains Galore.
7. Cleats and dirty shoes should be only be cleaned outside the building.

### B. Equipment/Laundry/Coaches' Rooms

1. Athletes are not to be in the equipment rooms, training room, coaches' office, or laundry room without a coach present at any time.

### C. Weight Room Rules

1. Shirt and shoes are required at all times.
2. **NOBODY** in the weight room alone.
3. All students must sign in and sign out of the weight room.
4. Lifters must work with a partner.
5. Replace all weights on the racks **immediately** following use.
6. Warm-up properly, cool down adequately.
7. Use trash containers.
8. Coaches are responsible to be the last one to check the weight room. Failure to keep the weight room neat will result in a team losing its scheduled time and privilege to use the weight room.

## C11. Athletic Injuries

- A. Responsibilities
  - a. Injuries to athletes will occur in interscholastic athletics at all levels, regardless of the precautions such as safe playing conditions, proper coaching techniques, the best safety equipment, and the required warnings of injury. Realizing this fact, Central Wisconsin Christian provides supervision at most varsity contests with a NATA certified trainer in partnership with Beaver Dam Community Hospital.
  - b. The trainer, when present, will have the responsibility of administering to all injured athletes and making the proper recommendations.
  - c. In the absence of a trainer, the coach in charge of the activity will assume the responsibility. He/she must be prepared to recognize and properly administer first aid or refer injured players to the appropriate medical personnel.
  - d. No member of the coaching staff should exceed his/her capability or scope of responsibility and attempt to diagnose or treat an injury. Because athletes will have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.
  - e. It is the responsibility of the coach in charge of the team to have a first aid kit available at every practice and contest.
- B. Emergency Procedures
  - a. Check for consciousness and vital signs (breathing, bleeding, and pulse); look for abnormally displaced or misshapen body parts. If the athlete is unconscious, assume the injured athlete may have a spinal injury.
  - b. Take appropriate steps to control excessive bleeding.
  - c. Movement of the injured athlete should be kept at a minimum.
  - d. Keep the injured athlete as warm and comfortable as possible, except with heat related illnesses.
  - e. When there is **any question** as to the extent, seriousness or nature of the injury by the trainer or coach, seek professional medical help immediately.
  - f. Notify the parents of the injured athlete immediately.
    - i. Parents should assume the responsibility for contacting the family physician for any injury. However, the coach or trainer should make recommendations as a routine procedure.
    - ii. Less serious injuries—have parents provide transportation for necessary medical attention.
    - iii. In more serious injuries and when professional medical help is not readily available, an ambulance should be called.
  - g. Emergency Medical cards must be on hand at all practices and contests.
  - h. If parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention. The Emergency Medical Authorization card will be taken to the treatment facility by the coach. The coach should continue to attempt to contact the parents.
  - i. Notify parents of all noticeable injuries, illnesses, infections, etc. **Always err on the side of caution!!**
- C. Accident/Injury Report Procedures
  - a. Reporting Procedures
    - i. Any student who is injured during a practice or contest should report the injury to their coach/advisor at once.
    - ii. The trainer/coach will complete an “Athletic Injury Report” form immediately following all athletic injuries or accidents that involve any student under their supervision during a practice, contest, or while traveling to or from a contest.
    - iii. The form shall be turned in to the athletic administrator’s office the following day. The coach or trainer will be given a duplicate copy.
    - iv. Copies of the report will immediately be given to the principal and sent to the parents.
    - v. The trainer/coach shall list the injury in the log maintained in the binder in the coaches’ office.
    - vi. Coaches should follow up on all injuries by attempting to make personal contact with the parents.
  - b. Return to Participation
    - i. Athletes that have been out of action for a time because of illness or injury and were under the treatment of the trainer or family physician must have a written statement allowing return to practice or competition.
    - ii. CWC endorses current NATA, NFHSA, and WIAA guidelines for Concussion Management and Rehabilitation. Concussion Policy
- D. Heat Related Illness (WIAA/National Federation Guidelines)  
- [http://www.wiaawi.org/Portals/0/PDF/Health/Heat-Related\\_Illness\\_-\\_NFHS\\_SMAC.PDF](http://www.wiaawi.org/Portals/0/PDF/Health/Heat-Related_Illness_-_NFHS_SMAC.PDF)
- E. Concussion Management Program





# GUIDELINES FOR CONCUSSION MANAGEMENT

Adapted from:  
National Federation of State High School Associations (NFHS)  
Sports Medicine Advisory Committee (SMAC)

## Introduction

A concussion is type of traumatic brain injury that interferes with normal function of the brain. It occurs when the brain is rocked back and forth or twisted inside the skull as a result of a blow to the head or body. What may appear to be only a mild jolt or blow to the head or body can result in a concussion.

The understanding of sports-related concussion has evolved dramatically in recent years. We now know that young athletes are particularly vulnerable to the effects of a concussion. Once considered little more than a “ding” on the head, it is now understood that a concussion has the potential to result in short or long-term changes in brain function, or in some cases, death.

## What is a concussion?

You’ve probably heard the terms “ding” and “bell-ringer.” These terms were once used to refer to minor head injuries and thought to be a normal part of sports. There is no such thing as a minor brain injury. Any suspected concussion must be taken seriously. A concussion is caused by a bump, blow, or jolt to the head or body. Basically, any force that is transmitted to the head causes the brain to literally bounce around or twist within the skull, potentially resulting in a concussion.

**It used to be believed that a player had to lose consciousness or be “knocked-out” to have a concussion. This is not true, as the vast majority of concussions do not involve a loss of consciousness. In fact, less than 10% of players actually lose consciousness with a concussion.**

What exactly happens to the brain during a concussion is not entirely understood. It appears to be a very complex injury affecting both the structure and function of the brain. The sudden movement of the brain causes stretching and tearing of brain cells, damaging the cells and creating chemical changes in the brain. Once this injury occurs, the brain is vulnerable to further injury and very sensitive to any increased stress until it fully recovers.

Common sports injuries such as torn ligaments and broken bones are structural injuries that can be seen on MRIs or x-rays, or detected during an examination. A concussion, however, is primarily an injury that interferes with how the brain works. While there is damage to brain cells, the damage is at a microscopic level and cannot be seen on MRI or CT scans. Therefore, the brain looks normal on these tests, even though it has been seriously injured.

## Wisconsin State Statutes/WIAA Policy/Central Wisconsin Christian Policy

Wisconsin State Statute 118.293 creates mandates that relate to concussion education, information, and policy implementation. WIAA and Central Wisconsin Christian School policy follow these same guidelines and protocols.

CWC utilizes IMPACT testing for establishing baseline readings for concussion management. All freshmen, juniors, and new students will be baseline tested prior to their first day of practice.

At the beginning of a season (prior to practice or competition), concussion and head injury information sheets will be distributed to each person who will be coaching, to each person participating, and to the parent/guardian of the student participant. These information sheets must be signed prior to participation and be kept on file in the school office.

## Recognition and Management

If an athlete exhibits any signs, symptoms, or behaviors that make you suspicious that he or she may have had a concussion, WIAA Policy states that the athlete must be removed from all physical activity, including sports and recreation.

Continuing to participate in physical activity after a concussion can lead to worsening concussion symptoms, increased risk for further injury, even death.

Parents and coaches are not expected to be able to “diagnose” a concussion. That is the role of an appropriate health-care professional. A certified ATC is the preferred provider of this exam, as they are the most versed on concussion management procedures. Recommendations on concussion management will be coordinated by our school Athletic Trainer and communicated with/through the athletic administration.

You must be aware of the signs, symptoms and behaviors of a possible concussion, and if you suspect that an athlete may have a concussion, then he or she must be immediately removed from all physical activity.

Students should not be taking ibuprofen or Advil, as they mask the symptoms and can increase bleeding on the brain. Students suspected of having a concussion also should not be driving under any conditions.

#### **Signs of Concussions:**

- Dazed or stunned appearance
- Change in level of consciousness or awareness
- Confused about assignments
- Forgets plays
- Unsure of score, game, or opponent
- Moves clumsily
- Answers more slowly than usual
- Shows behavior changes
- Loss of consciousness
- Asks repetitive questions or memory concerns

#### **Symptoms of Concussions:**

- Headache
- Nausea
- Dizzy or unsteady
- Sensitive to light or noise
- Feeling mentally foggy
- Problems with concentration and memory
- Confused
- Slow

## ***When in doubt, sit them out!***

#### **RED FLAG Signs to watch for over the first 24-48 hours:**

You should not be left alone and must go to the hospital at once if you:

- Have a headache that gets worse
- Behave unusually or seem confused: are very irritable
- Are very drowsy or can't be awakened
- Pupils are not equal or reacting correctly
- Have seizures
- Can't recognize people or places
- Have weak or numb arms or legs
- Vomiting
- Are unsteady on your feet
- Neck Pain
- Unusual behavior change
- Loss of Consciousness
- Slurred speech

The signs, symptoms, and behaviors of a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours. An athlete should be observed following a suspected concussion and should never be left alone.

Athletes must know that they should never try to “tough out” a suspected concussion. Teammates, parents and coaches should never encourage an athlete to “play through” the symptoms of a concussion. In addition, there should never be an attribution of bravery to athletes who do play despite having concussion signs or symptoms. The risks of such behavior must be emphasized to all members of the team, as well as coaches and parents.

If an athlete returns to activity before being fully healed from an initial concussion, the athlete is at risk for a repeat concussion. A repeat concussion that occurs before the brain has a chance to recover from the first can slow recovery or increase the chance for long-term problems. In rare cases, a repeat concussion can result in severe swelling and bleeding in the brain that can be fatal.

#### **Cognitive Rest / Classroom Implications**

A concussion can interfere with school, work, sleep and social interactions. Many athletes who have a concussion will have difficulty in school with short- and long-term memory, concentration

and organization. These problems typically last no longer than a week or two, but for some these difficulties may last for months.

The first step in recovering from a concussion is rest. Rest is essential to helping the brain heal, and decreasing stress on the brain early on after a concussion may lessen symptoms and shorten the recovery time. Students with a concussion need rest from physical and mental activities that require concentration and attention as these activities may worsen symptoms and delay recovery. Exposure to loud noises, bright lights, computers, video games, television and phones (including texting) all may worsen the symptoms of concussion. As the symptoms lessen, increased use of computers, phone, video games, etc., may be allowed.

It is best to lessen the student's class load early on after the injury. This may include staying home from school for a few days, followed by a lightened schedule for a few days, or longer, if necessary. Most students with concussion recover fully. However, returning to school, sports, and other regular activities too quickly can prolong the recovery.

### **Return to Play**

Current recommendations are for a stepwise return to play program. The newest studies and research have shown us that the young brain needs more time to recover before returning to play. In order to resume activity, the athlete must be symptom-free and off any pain control or headache medications. The athlete should be carrying a full academic load without any significant accommodations. Finally, the athlete must have clearance from an appropriate health care provider (MD, PA, NP who is knowledgeable in current concussion management and the protocols set forth by the WIAA).

The program described below is a guideline for returning concussed athletes when they are symptom free. Athletes with multiple concussions and athletes with prolonged symptoms often require a very different return to activity program and should be managed by a physician that has experience in treating concussion.

The following protocol allows for one step per 24 hours. The program allows for a gradual increase in the heart rate/physical exertion, coordination, and then allows contact. If symptoms return, the athlete should stop activity and notify their healthcare provider before progressing to the next level.

### **Progressive Physical Activity Program**

*Step 1:* About 15 minutes of light exercise: stationary biking or jogging

*Step 2:* More strenuous running and sprinting in the gym or field without equipment

*Step 3:* Begin non-contact drills in full uniform. May also resume weight lifting

*Step 4:* Following medical clearance from a **physician**, full practice with contact

*Step 5:* Full game clearance

*Note:* If any symptoms occur during the progression, the athlete has to drop back to the previous level and try to complete that level after a 24-hour rest period.



# RETURN TO PLAY PROGRESSION/PROTOCOL



## POTENTIAL CONCUSSION SYMPTOMS OBSERVED

Immediate removal from activity/game/practice as per WIAA policy  
If a concussion is suspected, no return to play is allowed  
Evaluation from the ATC (preferred) or medical provider

## FOLLOWING DIAGNOSIS

No activity with complete physical and cognitive rest  
No school, TV, computers, texting, video games, driving: **REST**  
IF NO SYMPTOMS and no medication for 24 hours progress to the following 5-day plan:

### DAY 1

Light Aerobic Exercise (less than 70% of maximum heart rate)  
Riding a stationary bike or jogging for 15 minutes

### DAY 2

More strenuous sport-specific exercise  
(drills specific to athlete's sport – without equipment)

### DAY 3

Non-contact training drills  
Weight Training may resume  
(more intense sport drills with no contact from other players)

### DAY 4

Full practice with contact  
(following medical clearance by MD, PA, NP who is knowledgeable in  
current concussion management and the protocols set forth by the WIAA)

### DAY 5

Return to play – full game clearance

### NOTE:

If any symptoms occur during the progression,  
the athlete has to drop back to the previous level  
and try to complete that level after a 24 hour rest period.



*“When in doubt, sit them out!!”*

## **C12. Athletic Awards**

The head coach of each sport shall be responsible for coordinating the post-season program for their particular sport.

1. One month prior to the end of the season the head coach will inform the athletic administrator as to the type of banquet, location, date, and starting time.
2. It will be responsibility of the coach to inform student-athletes and their parents and family members of the details of the banquet.
3. Coaches will be responsible to request letters and pins from the athletic administrator and to order plaques from Custom Trophies within the guidelines of the awards policy. Submit all bills to the athletic administrator who will forward them to the Booster Club treasurer.
4. A list of award winners and honorees must be included with the post-season report.

### Letters (varsity):

- Soccer—A letter can be earned by playing in as many halves as there are matches.
- Volleyball—A letter can be earned by playing in one-third of the games (not matches) played.
- Basketball—A letter can be earned by playing in as many halves as there are scheduled games.
- Track—A letter can be earned by gaining as many points as there are scheduled meets or by placing in a quadrangular meet or larger.
- Manager or Statistician—A letter can be earned after two years of service and in each additional year.
- Golf—A letter is earned by playing in one-half of varsity matches.
- Pom Squad—A letter can be earned by participating in varsity pom squad for at least two years and in each additional year afterward.
- Trap Shooting—A letter can be earned by participating in 75% of all practices and matches.

\*\*A letter or award may be given under special circumstances at the discretion of the coach and in consultation with the athletic administrator or principal. Any participant removed from an activity for disciplinary reasons may forfeit the privilege of being considered for an award.

### Team Awards:

- All sports will choose a Most Valuable Performer based on the vote of team members.
- Each coach will select a Sportsmanship Award winner based on his/her evaluation of overall attitude and cooperation.
- Additional awards may be given with the consent of the athletic administrator.

Crusader Award—A student-athlete who has participated in all 12 athletic seasons during their years at Central Wisconsin Christian will be eligible for the Crusader Award, a special plaque which will be awarded at the Senior Awards Night.

# **D** **Other Information/Forms**

1. **CWC Co-Curricular Code / WIAA Eligibility Bulletin**
2. **Transportation Release Form**
3. **Proof of Accident Insurance**
4. **Concussion Agreement**



# CENTRAL WISCONSIN CHRISTIAN

## CO-CURRICULAR PARTICIPATION RULES (2016.17)



It is the consistent aim of Central Wisconsin Christian to provide students with the opportunity to participate in a variety of activities so they can select those that meet their interests and capabilities. Participation in these activities is a privilege, provided these students are able to assume basic Christian commitments relating to fundamental civic responsibilities. With these thoughts in mind, the CWC Staff and Board publish the following Co-curricular Participation Code.

### A. PARTICIPATION RULES

**Rule 1:** A student shall not drink or possess any beverage containing alcohol, nor use or possess any unauthorized drug, tobacco, non-prescription steroids, or other performance-enhancing product regardless of quantity during the time they are students at Central Wisconsin Christian School (year round policy). Students will serve these penalties in all areas of involvement. Any penalty assigned and not completed will be extended into participation in the next area of activity the student is involved in or the next calendar year. Violations of the rules will be cumulative for two years beginning with the date of the first infraction.

Activity	First Violation	Second Violation	Third Violation
Athletics	Suspension for 25% of scheduled contests or events, extending into the next activity if necessary	Suspension for 50% of scheduled contests or events, extending into the next activity if necessary	Suspension from all activities for 365 days.
Athletics—attendance at a drug/alcohol party	Suspension for 10% of scheduled contests or events, extending into the next activity if necessary	Suspension for 50% of scheduled contests or events, extending into the next activity if necessary	Suspension from all activities for 365 days.
Drama/Music/Pep Club/Class Officer/Appointments Student Council/Overnight Trip Participants	As determined by Administration	As determined by Administration	As determined by Administration

*A student found to be lying in the course of an investigation will have their penalty doubled.  
\*\*The Board reserves the right to review all co-curricular violations*

Scheduled Events	10%	25%	50%
1	1	1	1
2	1	1	1
3	1	1	2
4	1	1	2
5	1	1	2
6	1	2	3
7	1	2	3
8	1	2	4
9	1	2	5

Scheduled Events	10%	25%	50%
10	1	3	5
11	2	3	6
12	2	3	6
13	2	3	7
14	2	4	7
15	2	4	8
16	2	4	8
17	2	4	9
18	2	5	9

Scheduled Events	10%	25%	50%
19	2	5	10
20	2	5	10
21	3	5	11
22	3	6	11
23	3	6	12
24	3	6	12
25	3	6	13

Students involved in co-curricular activities who are processed under the above will be required to meet with the Student Assistance Program counselor/coordinator and follow his/her recommendations.

**Rule 2:** A student must attain academic, effort and citizenship criteria eligibility as listed in the Student Handbook.

First: any student who receives more than one failing grade during the most recent nine-week marking period will be ineligible for the next 4 1/2 weeks, provided that student is doing passing work after the ineligibility period.

The second part is based on citizenship:

1. If a student receives an "S-" in two (2) consecutive 4 1/2 week periods, he/she is ineligible.
2. If a student receives a "U" in any 4 1/2 week period, he/she is ineligible for the next grading period in that school year.

All students are eligible at the beginning of the year. However, if a student's most recent citizenship grade from the previous school year was an "S-" or "U" and that student receives another in the first 4 1/2 week period of the next year, he/she is ineligible.

The third part is determined by effort. Effort points are totaled from all subjects taken, including teachers' aides, and will be totaled every 4 1/2 weeks. Students are ineligible if they have:

1. Five subjects and less than 13 points.
2. Six subjects and less than 15 points.
3. Seven subjects and less than 18 points.

## B. VIOLATION PROCEDURES AND DUE PROCESS

1. All violations of the Participation Code of Central Wisconsin Christian Schools must be recorded on the Activities Violation Form. This form will include all circumstances, all persons involved, and will be presented to or filled out by the principal. Any person suspecting or knowing a violation has occurred or is about to occur should contact the superintendent, principal, coach, advisor, or athletic director, who will then file a report if the information warrants. All reports made within *a reasonable length of time* will be investigated and, if substantiated, penalties will immediately be administered.
2. Parents will be notified that a violation report is on record and that an investigation is being made. After investigating a violation report, the principal will send the parents a letter indicating the result of the investigation.
3. After notification has been given, a student and/or his/her parents may formally appeal the decision in writing to the principal. Appeals must be postmarked within three days (excluding Sundays) from the first day of notice to the parents. The principal will notify the Appeal Board that an appeal is in his hands, will set up a hearing day, and will send appropriate notices.
4. Appeal Board
  - e. The purpose of the Appeal Board is to hear and to consider all appeals by students
  - f. The members of the Appeal Board shall be:
    1. Principal, chairperson (votes as tie breaker)
    2. One of two School Board members previously appointed by the School Board.
    3. Coach or advisor of the activity the student is involved in
    4. School Board President or Education Committee chairperson
    5. President of the Student Council
    6. Administrator or designee

\*\*\* The principal may appoint alternates to board members unable to attend.
  - g. The Appeal Board will invite the student involved, the parents and others involved in filing the report to the meeting. Each participant will be given the opportunity to make a presentation. The Board shall make its decision after listening to the presentations. Discussion will be moderated by the principal. Informal questioning and/or cross examination will be allowed. At the end of the discussion a ballot will be taken and the chairperson will announce the results of the ballot.
  - h. The Appeal Board may proceed in the absence of the appellant or his/her representatives, who after due notice, fail to be present or fail to request a postponement. Postponement requests are to be directed to the principal two school days prior to the date of appeal.

NOTE: If an athlete is suspended for a violation of the training code, coaches have the option to insist that the athlete attend practice during suspension.

## C. APPEALS

1. If a student or parent feels he/she has not been given a fair hearing, the parent has the right to make a second appeal -- this time to the School Board in writing, submitted to the principal and postmarked within three days.
2. The student may participate in activities during an appeal; if the appeal is not sustained, the original penalty will immediately begin and all statistics for those activities relating to an award accumulated during the appeal process will be treated as if they did not occur.

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### WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION

### HIGH SCHOOL ATHLETIC ELIGIBILITY INFORMATION – 2016.17



**To: Student-Athletes and Their Parents**  
**From: Wisconsin Interscholastic Athletic Association and Central Wisconsin Christian**

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school. This information bulletin is a **summary** of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at [www.wiaawi.org](http://www.wiaawi.org).

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility which are greater than the minimum prescribed by WIAA rules. There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office. **Student-athletes, as well as parents are asked to read this bulletin, then sign it and have their signature statement (attached) on file at their school prior to practicing and competing.**

These are WIAA eligibility rules, current for the 2016-17 school year:

#### AGE

A student shall be ineligible for interscholastic competition if he/she reaches his/her 19th birthday before August 1 of any given school year.

#### ACADEMICS

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances the schools requirements prevail and must be applied as written.

## ATTENDANCE

A student-athlete is eligible for interscholastic competition at a member school if he/she is carried on the attendance rolls as a duly enrolled full-time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.)

Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

- A. A student must complete eligibility in the four consecutive years starting with Grade 9 and the three consecutive years starting with Grade 10, unless there are documented extenuating circumstances and a waiver has been provided.
- B. A student is ineligible if he/she has graduated from a school offering studies through Grade 12 or its equivalent.
- C. A student who graduated in May or June retains eligibility for (a) any portion of a spring athletic schedule not completed by the end of the academic year and (b) the school's summer athletic schedule.
- D. A student is ineligible if he/she has not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.
- E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

## DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

- A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.
- B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.
- C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).
- D. A student who has been in attendance in a non-public, self-contained school (i.e. K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that non-public school upon entering Grade 9.
- E. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive semester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.
- F. Except in situations involving transfer after a student's fourth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

## TRANSFERS

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. **Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility.** For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

- A. A student who transfers from any school into a member school after the fourth consecutive semester following entry into Grade 9 shall be ineligible for competition at any level for one calendar year, but may practice, unless the transfer is made necessary by a total change in residence by parent(s). The calendar year (365 days) will be determined from a student's first day of attendance at the new school.
- B. Open enrolled and/or tuition paying students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.
- C. Open enrolled and/or tuition paying students entering 11th grade are restricted to nonvarsity opportunities for one calendar year.
- D. Open enrolled and/or tuition paying students entering 12th grade as transfer students are ineligible to compete at any level for one calendar year, but may practice.
- E. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.
- F. 10th or 11th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).
- G. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete for one calendar year, but may practice.
- H. District policies with respect to intra-district transfer do not supersede WIAA transfer rules in situations involving post-sixth semester transfers. Intradistrict transfers occurring after the sixth consecutive semester following entry into grade 9 result in the student being ineligible for competition at any level for one calendar year (365 days beginning with first day of attendance at the new school), but may practice.
- I. Unless transfer, including an accompanying change of parents residence, is effective at the outset of a semester, a student cannot establish eligibility at his/her new school until the fifth calendar day of such transfer.
- J. If within the first four consecutive semesters following entry into grade 9, a student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for nonvarsity opportunities only for the balance of the calendar year. In situations involving transfer after the sixth consecutive semester following entry into grade 9 the student is ineligible to compete at any level for one calendar year, but may practice.
- K. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total move.



- L. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at his/her new school for the same period as decreed by the former school.
- M. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

#### **PHYSICAL EXAMINATION and PARENT'S PERMISSION**

A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics and he/she must have a physical examination (signed by a licensed physician or advanced practice nurse prescriber) every other school year.

A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for remainder of that school year and the following school year.

#### **TRAINING and CONDUCT**

A student-athlete must follow his/her school's code of conduct (training rules) on a year-round basis.

- A. A student-athlete who violates his/her school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).
- B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.
- C. A student-athlete who violates his/her school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.
- D. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.
- E. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event.
- F. Any player who spits on, strikes, slaps, kicks, pushes or intentionally and aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.
- G. A school must provide an opportunity for the student to be heard prior to a penalty being enforced. If a student appeals a suspension, according to the schools appeal procedure, the student is ineligible during the appeal process.

#### **AMATEUR STATUS**

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

- A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of cash or merchandise such as shirts, jackets, sweaters, sweatshirts, jerseys, warm-ups, equipment, balls, duffel bags, backpacks, watches, rings, billfolds, coupons, gift certificates, regardless of their value for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.
- B. A student-athlete may receive awards for school achievement which are symbolic (non utilitarian) in nature – badges, certificates, trophies, medals, banners, ribbons, pictures, plaques, event T-shirts, event hats, game balls, unattached emblems, letters, season highlight DVD or video, e.g.
- C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete. This includes receiving free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.
- D. A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.
- E. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than his/her own name.

#### **SPORTS ACTIVITIES OUTSIDE OF SCHOOL**

Athletes may compete in not more than two non-school competitions with school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Nonschool competition will not be allowed during the respective WIAA tournament series in a sport. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series).

- A. WIAA rules do not prevent athletes from practicing with nonschool teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including "banditing") in more than two nonschool competitions or races, including scrimmages against other teams (with school approval).
  - (1) This restriction applies to normal nonschool games as well as "gimmicks," such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.
  - (2) During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.
  - (3) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school's official opening day of practice in order to continue nonschool training and/or competition.
- B. During the school year before and/or after the school season of a sport and in the summertime, members of a school's team may voluntarily assemble with their teammates (without school and/or school coach involvement) at their own discretion.
- C. A student-athlete or his/her parents must pay the fee for specialized training or instruction such as camps, clinics, and similar programs.
- D. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be his/her coach in that sport in the following school season. All sports except football are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.

- E. A student-athlete must not participate in an all-star game or similar contest except for summertime activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in post-season play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.
- F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

**USE OF STUDENT IMAGE**

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events.

*In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator.*



## STUDENT/PARENT COMMITMENT PLEDGE

We have read the 2016-17 participation rules, understand them, agree to abide by these rules, and support the enforcement of the CWC Co-Curricular Code and rules of eligibility of the Wisconsin Interscholastic Athletic Association (WIAA). I further certify that if I have not understood any of the information contained in this document and the WIAA Rules of Eligibility, I have sought and received an explanation of the information prior to signing this statement.

We do so in clear recognition of the Christian calling to honor God with our whole lives and to care for and seek the welfare of the student body and the community of faith.

\_\_\_\_\_ Date

\_\_\_\_\_ Student's Signature

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

(A copy of the above will be dated, signed, and maintained on file in the school office prior to participation/practice.) 2016.17

## PROOF OF ACCIDENT INSURANCE

All students attending Central Wisconsin Christian that are involved in athletics, physical education, industrial arts, or any co-curricular activities are required to have their child(ren) covered by accident insurance. This insurance can be the family's normal insurance coverage, or they can purchase accident insurance coverage through an agent provided by the school. Signing this waiver signifies that the undersigned will have their primary insurer be responsible for any accidental injuries, thus absolving Central Wisconsin Christian of liability and medical claims costs.

**Student Name(s):** \_\_\_\_\_

**Parent's Name(s):** \_\_\_\_\_

\_\_\_\_\_ We will use our primary insurance

Insurance Company \_\_\_\_\_

Policy Number \_\_\_\_\_

\_\_\_\_\_ We will be purchasing accident insurance from the First Agency



**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**\*\*If you are participating in athletics, you must complete the Concussion Agreement on the back side of this form before each sport season in accordance with Wisconsin Statute 118.293, the guidelines of the WIAA, and the Central Wisconsin Christian Athletic Handbook.**

# PARENT & ATHLETE CONCUSSION AGREEMENT

As a Parent and as an Athlete it is important to recognize the signs, symptoms, and behaviors of concussions. By signing this form you are stating that you understand the importance of recognizing and responding to the signs, symptoms, and behaviors of a concussion or head injury.

## ATHLETE AGREEMENT

I \_\_\_\_\_, a student-athlete at Central Wisconsin Christian, hereby acknowledge having received education about the signs, symptoms, and risks of sport-related concussion. I also acknowledge my responsibility to report to my coaches, parent(s)/guardian(s) any signs or symptoms of a concussion. I certify that I have **read, understand, and agree to abide by all the information contained in this sheet.** I further certify that if I have not understood any information contained in this document, I have sought and received an explanation of the information prior to signing this statement.

I understand that I must be removed from practice/play if a concussion is suspected. I understand that I must provide written clearance from an appropriate health care provider to my coach before returning to practice/play.

I understand the possible consequence of returning to practice/play too soon and that my brain needs time to heal.

\_\_\_\_\_  
Athlete Signature

\_\_\_\_\_  
Date

## PARENT AGREEMENT

I, the parent/guardian of the student-athlete named above, hereby acknowledge having received education about the signs, symptoms, and risks of sport-related concussion. I certify that I have **read, understand, and agree to abide by all of the information contained in this sheet.** I further certify that if I have not understood any information in this document, I have sought and received an explanation of the information prior to signing this statement.

I understand that it is my responsibility to seek medical treatment if a suspected concussion is reported to me.

I understand that my child cannot return to practice/play until providing written clearance from an appropriate health care provider to his/her coach.

I understand the possible consequences of my child returning to practice/play too soon.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



## QUESTIONS/CONTACT INFORMATION



Name \_\_\_\_\_

Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Age \_\_\_\_\_ School *Central Wisconsin Christian* School District \_\_\_\_\_

Check all that apply—I participate in:

- |  |  |                                     |                                       |
|--|--|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> Basketball    | <input type="checkbox"/> Cross Country | <input type="checkbox"/> Golf       | <input type="checkbox"/> Soccer       |
| <input type="checkbox"/> Track & Field | <input type="checkbox"/> Trap Shooting | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Other: _____ |

1. Have you ever had a concussion?  Yes  No. If yes, how many? \_\_\_\_\_

2. Have you ever experienced concussion symptoms?  Yes  No Did you report them?  Yes  No

(A copy of the above will be dated and signed at the beginning of each school year, and maintained on file in the school office prior to participation/practice.)