

# **Wauwatosa East High School Athletic Department - Player's and Parent's Handbook**

## *Philosophy and Objectives*

It is within the District's policy that we, at Wauwatosa East, provide a learning atmosphere that extends from the classroom to field, court, etc.. Wauwatosa East Athletic Department seeks to provide an outstanding student-athlete experience. Athletics can provide important developmental factors, such as, positive reinforcement, mental and physical development, self-esteem, healthy lifestyle, and teamwork. We seek to involve as many students as possible to learn, grow, and develop through the best possible environment. As athletics is a privilege, not an entitlement, we hold a student-athlete to a higher standard of conduct and behavior for all twelve months of the year.

So what does it mean to be a Red Raider?

***PRIDE ~ DEDICATION ~ PREPARE ~ ACHIEVE ~ STRIVE***

## **ATHLETIC CODE OF CONDUCT - TRAINING RULES - ELIGIBILITY - ATHLETIC EQUIPMENT - ATHLETIC AWARDS**

Refer to District Policy - located HERE-

<http://www.boarddocs.com/wi/wauw/Board.nsf/Public?open&id=policies#>

## **ATTENDANCE**

Repeated truancy and/or unverified absences will not be condoned by the Athletic Department as good student-athlete behavior. For those student-athletes that have multiple truanies or unverified absences, the athletic department approves that the head coach may suspend the student-athlete from practice(s) and/or game(s). The suspension is left to the discretion of the head coach to determine how the student-athlete will be suspended. Before a suspension is enforced, the head coach must notify the Athletic Director.

The head coach is required to sit a student-athlete for any unverified absence. If the unverified absence occurred on a practice day that student-athlete will be suspended for a similar practice. Attendance reports for unverified absences on practice days will be run weekly and each student-athlete will have until the end of the following week to possibly rectify the situation. If an absence is discovered at a later date, the coach will withhold the student-athlete from the next practice or competition; depending on what activity occurred the day of the absence.

## **AWARDS & CRITERIA**

The athletic department awards include a Most Valuable Player, Coach's Award, and Most Improved Award per varsity team. Any other awards above and beyond that are per the head coach's discretion. The types of awards and how these awards will be distributed are listed below.

First year and/or first award (FR)	Numerals
Second year (JV)	Minor - small W (certificate)
If received minor award as FR and on JV again as soph	Pin in respective sport(s)
Third year (VAR)	Major - large W (certificate)
After Major Varsity Award received	Chevron in respective sport(s)
4 year Varsity Award (earned varsity letter in one sport all four years of high school at East)	Plaque or chevron & pin (cheerleading/poms/dance)
**Player that was on varsity ½ season and JV ½ season OR a junior that played on JV for whole season	Major minor - patch
**Senior in first sport	Numerals and/or letter for respective level (small or large W)

Minimum criteria for earning a varsity letter will be:

- a member of the varsity team for ½ the season
- contributed significantly to team; and/or
- contributed significant points to team's total and/or performed in a certain time (individual sports).

Each coach may have a more detailed requirement that should be written and discussed at the player and parent meetings.

- Captain pins - awarded for varsity athletes
- State qualifier patch - awarded to any individual or team that competes at the state finals.
- Poms/Dance/Cheer - can receive awards, awarded as normal except when a senior she will receive a chevron and pin in place of a plaque
  - Fr - numerals, Soph - small w, Jr - large w, Sr - chevron & pin
- Managers - can receive awards, they can be awarded a certificate for each year of service/member of the team
  - If the student was a manager for all four years, with the same program at different levels, he/she will receive a special recognition award senior year.
- SAAC - members will receive a gold service bar for being a team representative and attending all meetings throughout the year.

### **AWARDS - others**

The booster club awards a student-athlete scholarship to two seniors - of \$1000. One girl and one boy will be awarded this annually at the spring scholarship night reception of that academic year.

The athletic department will award a Team Academic Achievement Award. The award will go to one girls and one boys team that has the highest team GPA for the school year. A plaque will be placed outside the gym hallway/entrance and recognized at next year's pep rally.

The athletic department also awards the top male and female Outstanding Athlete of the Year. The award goes to one boy and one girl that were nominated and voted upon the coaching staff who had an outstanding athletic career at Wauwatosa East. Each nominee had to be a multiple sport letter-winner, team leader and dedicated athlete.

An Athlete of the Month will be announced each month of one boy and one girl from any in-season team. During each month, all in-season coaches will nominate a student-athlete that had exceptional success on their varsity squad. Nominees will be submitted to the SAAC, then the SAAC will vote at their next meeting for a girl and boy athlete of the month. This award will be announced over the PA the next day and promoted via media outlets.

## **BOOSTER CLUB**

The Wauwatosa East HS Booster Club's objective is to solicit funds to support the interscholastic athletes and club sports. As such, a Parent Team Representative will be needed to communicate needs of assistance from the booster club for concessions volunteers, fundraising activities, etc. The Parent Team Representative does not need to attend all board meetings but is highly encouraged to attend one per school semester.

## **CAPTAINS**

The role of a team captain is a very special role. The team captain is expected to set the tone for the rest of the players on the team by actively assuming a leadership role and by setting a good example - on and off the field of play. Captains qualities criteria are listed below in order to be considered.

*\*Honesty \*Dedication \*Leadership \*Dependability \*Positive Attitude \*Selflessness \*Good Communicator \*Respectful \*Hard Worker \*Student Academic Success*

## **COMMUNICATION PROTOCOL**

Communication is key to a successful athletic or club program. The Athletic Department at Wauwatosa East places great emphasis on communication between coaches, athletes, and parents. If questions or problems occur, it is important to discuss them as soon as they happen in order to avoid misunderstandings. The proper order with which to discuss any problems or concerns is as follows:

1. The student-athlete brings their problem or concern to the COACH. Your son/daughter should be encouraged to sit down and discuss any problem or concern with the coach. This is a valuable skill that we need to encourage our student-athletes to acquire.
2. If your son/daughter is still not satisfied, a meeting with the coach, parent or guardian(s), and athlete should be scheduled.
3. If you feel the problem still exists after meeting with the coach, a meeting with the Athletic Director, coach, parent or guardian(s), and athlete will be held.

4. If the problem still has not been resolved, or at the discretion of the Athletic Director, a meeting with the Principal, Athletic Director, coach, parent or guardian(s), and athlete will be held.

Please know that we feel most problems can be solved by a meeting with the coach. You should always feel free to discuss with your son's/daughter's coach any concern(s) or question(s) you may have. It is however, appropriate to set up a meeting with the coach to discuss your concern in a private setting. ***It is never appropriate to approach a coach during practice, immediately before a game, or immediately after a game.*** This is time the coach needs to concentrate on coaching. Issues that are inappropriate to discuss with a coach include; playing time, team strategy, play calling, and other student-athletes.

### **DEFINED ROLES OF TEAM**

Your son/daughter's coach is expected to be honest with your child and best define the role of that child on the team. It should be noted, that roles may change through the course of a season due to injury, attitude, improvement in athletic ability, etc. What the athlete does or doesn't do reflects on his/her position on the team.

Your child has the opportunity be one or many of these roles during the season:

- All state athlete
- All conference athlete
- Starter
- Reserve - bench player - receives steady playing time
- Developmental player - fills in, continues to grow/develop
- Valued reserve - little playing time but shows strong team attitude
- Cut player - not as athletic or skilled as others, poor attitude, lack of commitment

### **DUAL PARTICIPATION IN ATHLETICS/CLUBS**

An athlete may be involved in only ONE school sponsored athletic team or club sport each season. At no time may an athlete participate on both an athletic team and a club sport team at the same time, nor quit one to participate on the other during the same season. You may *not* tryout for an athletic team, make the team, and then quit to join another athletic team or club sport in the same season.

### **INSURANCE COVERAGE**

Per the District policy, each student that wishes to participate in athletics must have insurance coverage. The District does not provide individual or group health/accident insurance for injuries that occur during athletic practices or games. The school does have available accident insurance through the Student Assurance Services, Inc. which forms are located in the high school office.

Wauwatosa East does have a certified athletic trainer that provides athletic coverage or access for all student-athletes. A certified athletic trainer will be at the home events for certain high risk sports: football, soccer, basketball, baseball, softball, etc. and will attend some of the away events. The other sports are able to receive treatment during open training room hours or by appointment.

## **LEVELS OF PLAY**

### Freshman Team

- This level is considered a preparatory level within the program
- The focus of this team is on the development of fundamentals and teamwork.
- Establish good work ethic and team attitude.
- Coaches are highly encouraged, but not required, to play as many players as possible.
- No one is guaranteed any amount of playing time.

### Junior Varsity Team

- This level is being prepared for the varsity level.
- The coach will continue to refine fundamentals, increase the intensity level of the athlete, and challenge the player physically and mentally.
- Juniors, sophomores, or freshman can play at this level.
- No one is guaranteed any amount of playing time.

### Varsity Team

- Talented and the best teammates will be on varsity regardless of age.
- The goal is to produce the best team approach for winning results.
- No one is guaranteed any amount of playing time.
- Provide the best varsity experience possible.
- Refine fundamentals and skill set for current team and/or post high school athletic participation.

## **KEYS TO SUCCESS**

- ★ Good time management skills
- ★ Full commitment to team during entire season
- ★ Parents and student-athlete communication
- ★ Communication with coaching staff in a timely manner
- ★ Understanding that expectations and commitment increase as a student-athlete progresses through the program

## **LOCKER ASSIGNMENTS/LOCATIONS**

Wauwatosa East has a designated team locker room for both girls and boys. While in season certain teams will be assigned a locker in the designated gender team locker room. Others, mainly those that practice outdoors, will be assigned a hallway locker that is in the 'athletic' hallway between the locker rooms and the small gym. At the end of a sport season, each athlete is responsible to clean out their locker of all personal items and return all uniforms and/or equipment to their coach or equipment manager.

Those that practice at Hart Park - football, boys tennis, girls tennis, and boys and girls track/field will be assigned lockers in the team locker rooms at Hart Park for the season. At the end of the season, each athlete is responsible to clean out their assigned locker, take any personal items with them, and turn in their uniforms and/or equipment to coach or equipment manager.

If a personal lock is placed on a locker and not cleared out by the designated time, the lock will be broken off and all items cleared out. Any items will be retained for a short period of time in the main office and the student-athlete may acquire their belongings from the athletic administrative assistant.

## **LOCKER ROOM BEHAVIOR**

As in any setting, a student-athlete is to conduct him/herself and represent the team, program, and school in a positive manner.

- No electronic devices (cellphones, tablets, Chromebooks) are permitted to be used - NO PHOTOS ALLOWED
- Only fellow student-athletes are allowed in home team locker rooms. No other students, friends from a different school, parents, etc. Everyone waiting for the student-athlete must wait in the hallway or gym area until the student-athlete is dismissed from the locker room .
- All student-athletes should dress appropriately and dress according to their team's rules. As you are representing the school, dress should look nice and clean and uniformed. Clothes should be properly worn; pants above the waist, shirts tucked in, properly fit, not overly revealing in nature. *I.E. no vulgar language, poor artwork, sexist picture or wording, etc.*
- General behavior should be to provide a positive, fun, energetic atmosphere that builds camaraderie among the team. Demeaning, belittling, or any physical altercation to a teammate or another person in the surrounding locker room area (hallway) is not tolerated. If this looks like it has or will occur, it is the captain's duty to find and notify the coach or administrator to address the situation.

## **OPPOSITE GENDER COACHING STAFF- locker room supervision**

Occasionally a situation may arise when the coaching staff of a sport is comprised entirely of coaches of the opposite gender in comparison to the student-athletes. Two highly responsible seniors and/or captains will be appointed by the coach to oversee conduct and clearance of the locker room for the season. *Horseplay will not be tolerated at any time in the locker room.* One student is to report to the coach immediately if any inappropriate conduct is developing or if an injury occurred, while the other student remains in the locker room until an adult arrives. On game days, those student-athletes appointed will also clear the locker room to ensure everyone is dressed so the coach may enter the locker room to conduct pre-game, halftime, and after game talks.

## **OUTSIDE ATHLETIC COMMITMENTS**

We understand that students frequently participate in sports outside of those offered at Tosa East. However, Tosa East does expect the student-athlete's first priority to be the Tosa East team, should a conflict arise. Coaches must be made aware of potential conflicts well in advance (# of days), and students who choose to participate in non-school team events should expect to face some kind of consequence as decided upon by the coach.

## **POST HIGH SCHOOL ATHLETIC OPPORTUNITIES**

If you are viewed as talented, athletic, hard working and determined, there is a chance to continue your athletic career past high school in several ways. At most colleges and universities, there are intramurals and club sports that you can join. Intramurals have teams competing against each other from within the school. A club sports team is a team that is supported by the recreation department that will compete against other colleges and universities. There is also the varsity intercollegiate opportunity where you represent and compete against other liked schools in an association like the NCAA, NAIA, or NJCAA.

The NCAA has three divisions, two which offer athletic scholarships. The NAIA has two divisions that offer athletic scholarships. The NJCAA are two-year schools that offer varsity intercollegiate sports and athletic scholarships .

Athletics can be a lifelong activity that can continue a variety of ways past high school. Besides college/university opportunities, there are several cities or communities that offer sports through their recreation department, semi-pro teams, or other leagues in the area. We hope that all our Wauwatosa East athletes continue in athletics in one way or another!

## **QUIT DURING THE SEASON**

A student who quits a particular sport during the season, or is dropped for a sport for a disciplinary reason, may not participate in another sport during the same season, without consent of both coaches and the Athletic Director.

## **REGISTRATION OF STUDENT-ATHLETE**

Please follow the steps below:

1. Go to athletic's website - [www.tosaeastathletics.com](http://www.tosaeastathletics.com)
2. Go to Registration tab on top banner
3. Click on Athletic Team Registration
4. Set up a parent account
5. Complete all steps, submit information

If you can not upload the physical or alternate year form, bring or send it to the athlete's office and the \$50.00 participation fee. Checks should be made out to Wauwatosa East Athletics. Credit cards will be accepted at the office.

A clearance card will be issued for participation and a list of eligible athletes will be given to the Head Coach on the first day of try-outs. ***If all requirements are not met, the athlete cannot participate in tryouts.*** If you have any questions, contact the Athletic Department at (414)773-2032 or via email at [flatlesu@wauwatosa.k12.wi.us](mailto:flatlesu@wauwatosa.k12.wi.us)

## **RESPONSIBILITIES OF STAKEHOLDERS**

It is well known the advantages and success a student has by being a member of an athletic team. With that stated though, it is a privilege not a right to join a team. As well, it should be in good, honest fun that all groups involved support to make it a productive and positive experience for everyone. A brief outline is listed below on the expectations of those involved.

- **Student-athletes**
  - Be the best student in the classroom and athlete in your playing area
  - Represent yourself, the team, the school, your family and community in positive manner - HAVE PRIDE
  - You made a commitment to the team, honor that
  - Be accountable for your actions
  - Support your teammates
  - Be respectful to everyone involved: coaches, officials, opponents, fans, and support staff
  - Talk to your coach if you have any questions about your role, performance, etc.
  - Enjoy, work hard, and have fun!
- **Parents**
  - Cheer positively for all student-athletes
  - Be engaged - offer assistance, attend games, etc.
  - Let the kids play, officials officiate, and the coaches coach
  - Encourage your son/daughter to work hard and give their best, no matter the outcome
  - If you have questions/concerns about the health and safety of your son/daughter, talk to the coach first. Give a 24 hour 'grace' period after a game to discuss anything from that game. Coach won't talk about playing time but ways he/she can improve performance
- **Fans**
  - Encourage and cheer for all players and coaches in a positive manner
  - Respect the coaches and officials that are working to do the best for the game and the teams
  - Remember this is high school athletics, no one is getting paid to perform and the coaches and officials don't make anywhere near the money seen from those on TV
  - Conduct yourself in a respectful manner to all involved in the game, i.e. game workers, coaches, officials, administrators
- **Coaches**
  - Provide hard but fair atmosphere to develop good student-athletes
  - Communicate frequently and clearly with student-athletes and parents
  - Follow the rules - District, WIAA, Department, NFHS, etc.
  - Coach to develop and be a mentor for your student-athletes
  - Conduct yourself in a professional manner
- **Administrators**
  - Support the teams as best as possible
  - Encourage and engage with student fans to conduct themselves in a positive manner
  - Assist enthusiastically with game management with
  - Look to provide a fun and safe environment for all teams, fans, coaches, officials
  - Hold all in attendance to high standard of good behavior
- **Officials**
  - Perform job to highest ability to provide a safe and positive playing experience for the student-athletes
  - Engage with athletes and coaches to assist their development and understanding of the game
  - Seek assistance from game/event manager for special needs

## **SOCIAL MEDIA USE**

It is an expectation of all athletes to refrain from using all forms of social media to represent oneself as a spokesperson for Tosa East and the sport he/she represents. At no time should an athlete demean or threaten Tosa East, Tosa East representatives, coaches, teammates, officials, or the opposing team. Such behavior may be a cause for disciplinary action on the part of the school.

## **SPORTSMANSHIP**

*“The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. In perception and practice, good sportsmanship should be defined as those qualities of behavior which are characterized by generosity and concern for others. Good sportsmanship is a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity.”*

**-National Federation Sportsmanship Committee**

### **General Sportsmanship Guidelines:**

- Stand and applaud during the introduction of our players and coaches.
- Applaud during the introduction of the opposing team.
- Accept the decisions of the officials as final.
- Be supportive and positive at all times. Cheer for our team, not against the other team.
- At the end of the contest, applaud the efforts of both teams.
- Foul language is never appropriate.
- Taunting or trash talking the other team or other school’s fans is never appropriate.

## **STUDENT-ATHLETE ADVISORY COMMITTEE - SAAC**

Each coach will choose two representatives to serve as part of the committee. If the sport is intermixed with boys and girls, the coach will choose two representatives from each gender. The coach will look for leaders on their team that have a sense of purpose to serve outside of their sport. The representatives should be a positive representative of their sport and demonstrate good communication, leadership, positiveness, and willingness to see outside of their own sport. To help continue the SAAC, there is a preference for the selection to be sophomores or juniors.

Meetings will be held the second Wednesday of every month in the library right after early dismissal. Four officers will be elected: President, Vice-President, Secretary, and Social Director. Officers will meet the week before the whole committee meeting to discuss agenda issues and upcoming projects.

## **STUDENT-ATHLETE FEEDBACK**

Approximately three weeks after the end of the season, a survey will be sent to every member of that program. The questions are not exclusive but pertain to coaches conduct, instruction, behavior, team bonding, equipment, travel, athletic trainer, etc. The feedback is anonymous, sent via Google Survey and will be used as part of the coach’s overall evaluation but not extensive in the evaluation process.

## **TEAM MEETINGS - beginning of the season**

Each head varsity coach will have a mandatory team meeting at the beginning of each season for all levels to attend. At that time they will discuss the athletic code, practice schedules, fundraising, team goals and expectations, etc. Both parents and athletes are expected to attend, regardless of first year in sport or fourth.

## **TEAM RULES / EXPECTATIONS**

Each head varsity coach and sub-varsity coaches is to have established a set of team rules and/or expectations for their program and discuss or distribute information at the beginning of the season meeting. These rules should provide an outline of expected behavior, attitude, lines of communication, selection process of team, participation, awards criteria, attire on game days, etc.

## **TRANSFER STUDENTS**

Per the district and WIAA guidelines, a transfer student has to establish residency within the Wauwatosa School District. Per the WIAA, different rules are involved for a student to participate in athletics, which vary for each grade level. Restrictions may be imposed on eligibility, or in some cases a denial of eligibility to participate in athletics. Contact the Athletic Director as soon as possible to determine the student athlete's status.

## **TRANSPORTATION**

Bus or van transportation will be arranged by the Athletic Director for all teams. Transportation will be provided for all away contests and some home contests or practices. Typical transportation (walking or driving) for home practices and off-site home contests is the responsibility of the student-athlete and parent. A transportation waiver is required for each student-athlete and parent to complete prior to the start of the season.

- At away games, a parent or guardian may sign out their son or daughter to travel home with them from the game. Each coach of every level should have a check out sheet with a roster list for parents to sign their child(ren) out. **A student-athlete can not check themselves out.**

Each student-athlete is to conduct themselves in a positive manner when engaging with any personnel that is transporting them to their games and to workers at away events. No foul language, rudeness or anything that shines a negative light on Wauwatosa East Athletics will be tolerated.

## **TRYOUT PROCEDURES**

Tryouts will typically take anywhere from 2-3 days from the first day of practice. Each potential student-athlete is expected to be at all tryout dates. All cuts are final. Every head coach has an evaluation process for tryouts. Each potential student-athlete will be evaluated fairly, honestly, and based upon what is seen during the entire tryout dates.

Upon the decision to not have a student as a member of the team; the head coach will communicate the reasons clearly and considerately to the student as to why they didn't make the

team. The coach can provide areas of improvement if the child so wants to tryout again the following year.

If a parent or student-athlete feels that they were dismissed unfairly, the three parties should meet to discuss further the rationale. If there are still further feelings of mistreatment, a meeting between the student, parents, coach and athletic director can be requested. Any further action, refer to the district's appeal policy.

### **WEBSITE / SOCIAL MEDIA**

The Wauwatosa East Athletic Department's website is filled with all information pertaining to becoming a Red Raider, while a Red Raider and afterwards. Registration and tryout information will be posted either on the homepage or the sport specific page. Articles with results on current teams, athletic department information or any recognition of the student athletes will be posted. A parent or family member can sign up for an alert(s) for a specific team to follow. Photos of teams will be available for viewing also. It is the one stop shop for all of you Tosa East Athletic information. The athletic department also has a Facebook and Twitter accounts to follow.

- [www.tosaeastathletics.com](http://www.tosaeastathletics.com)
- Facebook - Wauwatosa East HS Athletics
- Twitter - @TosaRedRaiders
- Instagram - TosaRedRaiders

### **WEIGHT ROOM / FITNESS CENTER**

East is fortunate to have a certified strength & conditioning coach to administer fitness programs to teams and/or individual student-athletes. It is highly encouraged that every student-athlete utilize this to gain the best possible chance of athletic success. Yearly testing will be conducted to showcase improvements from one year to the next. The sport coach will coordinate goals and objectives for the team regarding fitness with the strength & conditioning coach. Any team while in or out of-season is able to schedule and utilize the weight room. *No student-athlete may use the weight room or fitness center unless they are being directly supervised.* Each of the areas have different open hours where a worker is there to supervise.

### **WIAA GUIDELINES FOR ATHLETIC PARTICIPATION:**

1. An athlete must be an amateur in all recognized sports of the WIAA in order to compete in any sport.
2. An athlete may not receive reimbursement for play in the form of salary, cash or merchandise.
3. An athlete may not accept merchandise awards such as jackets, sweaters, watches, rings, balls, etc.
4. An athlete may not permit the use of her name, picture, or personal appearance, as an athlete, in the promoting of any commercial endeavor.
5. An athlete may not play in a contest under a name other than her own.

6. An athlete may not play in a non-school contest at the same time that she is a member of a school team in that sport.

### **UNIFORMS/EQUIPMENT**

Each student-athlete will be provided a uniform and any other supplemental clothing or equipment at the beginning of each athletic season. The student is responsible for the care and maintenance of their uniform and/or equipment provided. Upon the completion of the season, the student-athlete is responsible to return all apparel and equipment distributed to them. If a piece was lost, the student-athlete and/or parent is responsible for the financial amount to replace the item.

If the student-athlete does not provided all pieces of equipment back and wishes to participate in the next athletic sport season, they will not be given a clearance card. All items from the completion of one season must be returned in order to receive their clearance card for the next season. Coaches and/or the equipment manager will coordinate information to the athletic administrative assistant to ensure all collected information is updated. If the student only participates in one sport their entire high school career and does not return items, by their senior year they will receive an obligation letter with the missing items and cost of replacement.