



Central Wisconsin Christian Schools Co-Curricular Handbook



Updated July 2019



Index

CWC Co-Curricular Staff Directory

Section A—Administration

- A1. Mission Statement of Central Wisconsin Christian School
- A2. Core Values of Central Wisconsin Christian School
- A3. Philosophy and Purpose of Co-Curricular Activities
- A4. Program Offerings
- A5. Administrative Organization
- A6. Communication Guidelines/Procedure
- A7. Affiliations
- A8. Purpose of this Handbook

Section B—Co-Curricular Policies

- B1. Participation Requirements
- B2. Participation Fee
- B3. Co-Curricular Code
- B4. Attendance
- B5. Early Departures
- B6. Transportation Policy

Section C—Athletic Policies

- C1. Statement of Risk
- C2. Athletic Insurance
- C3. Postponement of Events
- C4. Equipment/Facilities
- C5. Practice Sessions
- C6. Squad Selection
- C7. Quitting
- C8. Playing Time and Co-Curricular Activities
- C9. Sportsmanship
- C10. Facility Guidelines
- C11. Athletic Injuries
- C12. Athletic Awards

Section D—Other Information/Forms



Co-Curricular Staff 2019.20

Updated as of 8/1/2019

Administration

<u>Position</u>	<u>Personnel</u>	<u>Work Ext</u>	<u>Home</u>	<u>Email</u>
Administrator	Mark Buteyn	Ext 311	318.1116	mbuteyn@WeAreCWC.org
Athletic Director	Gregg Zonnefeld	Ext 312	318.1349	coachz@WeAreCWC.org
Athletic Director	Mark Vander Werff	Ext 314	296.7095	mvanderwerff@WeAreCWC.org
Athletic Trainer	Michelle Woods			

Athletic Coaching Staff (HS)

Girls Volleyball Head Coach Interim Head Coach JV Coach	Dan Ten Napel Abby Vree Mackenzie Mulder	Ext 111 off campus Ext 242	344.2645 382.0497 210.0507	dtennial@WeAreCWC.org abby_vree@yahoo.com mmulder@WeAreCWC.org
Boys' Soccer Head Coach Assoc. Head Coach JV Coach Assistant Assistant	Gregg Zonnefeld Paul Stuebs Matt Hofman Dan Cupery Kevin Jansma	Ext 312 Ext 190 Ext 114 off campus off campus	318.1349 636.3229 763.2639 296.4111 306.0505	coachz@WeAreCWC.org psteubs@WeAreCWC.org mhofman@WeAreCWC.org dmcupery@yahoo.com keviniljansma@gmail.com
Girls' Basketball Head Coach Assistant JV Coach	Mark Vander Werff Jaimie Kok Dave Austin	Ext 314 off campus off campus	296.7095 382.8291 382.4780	mvanderwerff@WeAreCWC.org jaimie.kok@gmail.com draustin50@gmail.com
Boys' Basketball Head Coach JV Coach	Josh Gibbons Logan Grahn	off campus off campus	369.6456 209.9109	josh.gibbons@delmonte.com grahnl@ripon.edu
Track Head Coach Assistant Coach	Craig Slings	Ext 104	219.806.0746	cslings@WeAreCWC.org
Boys' Golf Head Coach Assistant	Nicole Van Buren Scott Van Buren	Ext 247	382.1315	nvanburen@WeAreCWC.org
Girls' Soccer Coach Assistant Assistant	Tyler Jansen Matt Hofman Luke Ganz	off campus Ext 114 off campus	608.416.0423 763.2639 382.8029	coachjansen@WeAreCWC.org mhofman@WeAreCWC.org lwgan33@gmail.com
Baseball (JV) Coach	TBD			

Fine Arts/Activity Advisors

Academic Bowl	Jennifer Ritzema Russ Smies	Ext 118 Ext 120	324.0714 319.2810	jritzema@WeAreCWC.org rsmies@WeAreCWC.org
Art	Carlie Jansen	Ext 128	296.4343	cjansen@WeAreCWC.org
Band	Craig Slings	Ext 104	219.806.0746	cslings@WeAreCWC.org
Choral	Laura Ten Pass	Ext 105	960.7416	ltenpass@WeAreCWC.org
Drama	Joe Venhuizen	off campus	344.7020	joevenhuizen@gmail.com
Forensics	Laura Venhuizen	Ext 228	344.2990	lvenhuizen@WeAreCWC.org
Math Team	Matt Hofman	Ext 114	763.2639	mhofman@WeAreCWC.org



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 School

Teaching children to glorify God and serve His world

A.3. Vision Statement of Central Wisconsin Christian

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

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

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

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

Applying integrated faith and learning across curricular and co-curricular areas (John 6:45)

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

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

A.4. 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.5. Program Offerings—Fine Arts/Scholastic

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

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

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

Academic—Math Team, Academic Bowl

Spiritual—Praise Band

Visual Arts—Art Club, Trailways Art

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, Baseball, 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.

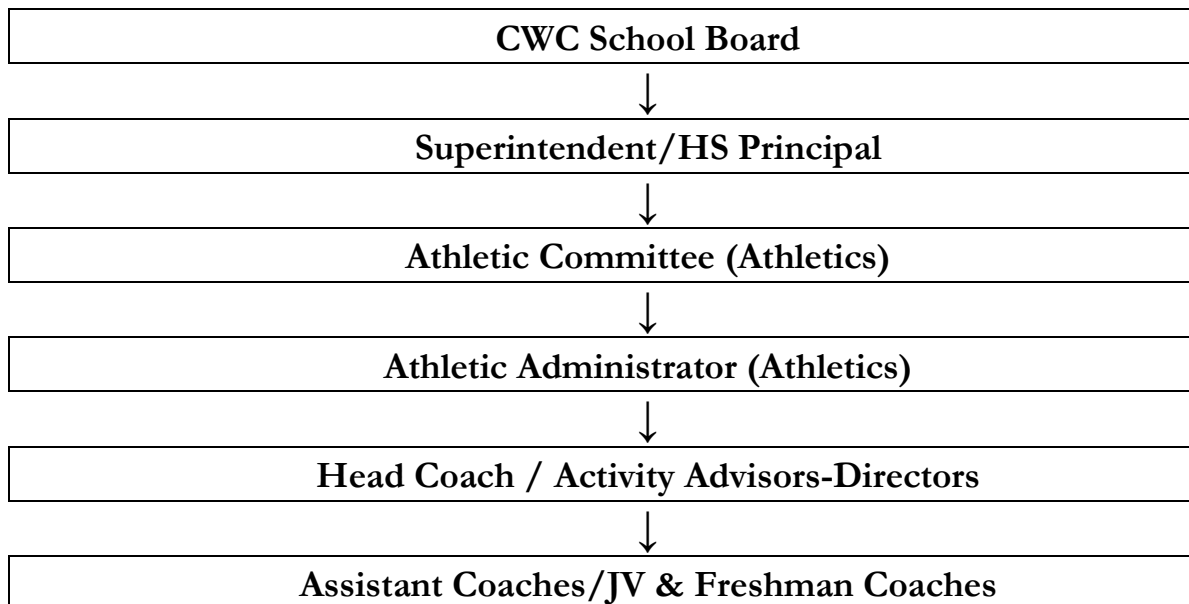
Superintendent/HS Principal—The Administration is ultimately responsible for all phases of the school program, delegating authority to the athletic administrator. The Administration also coordinates the co-curricular programs and the scheduling of their activities. The importance of co-curricular activities, 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.

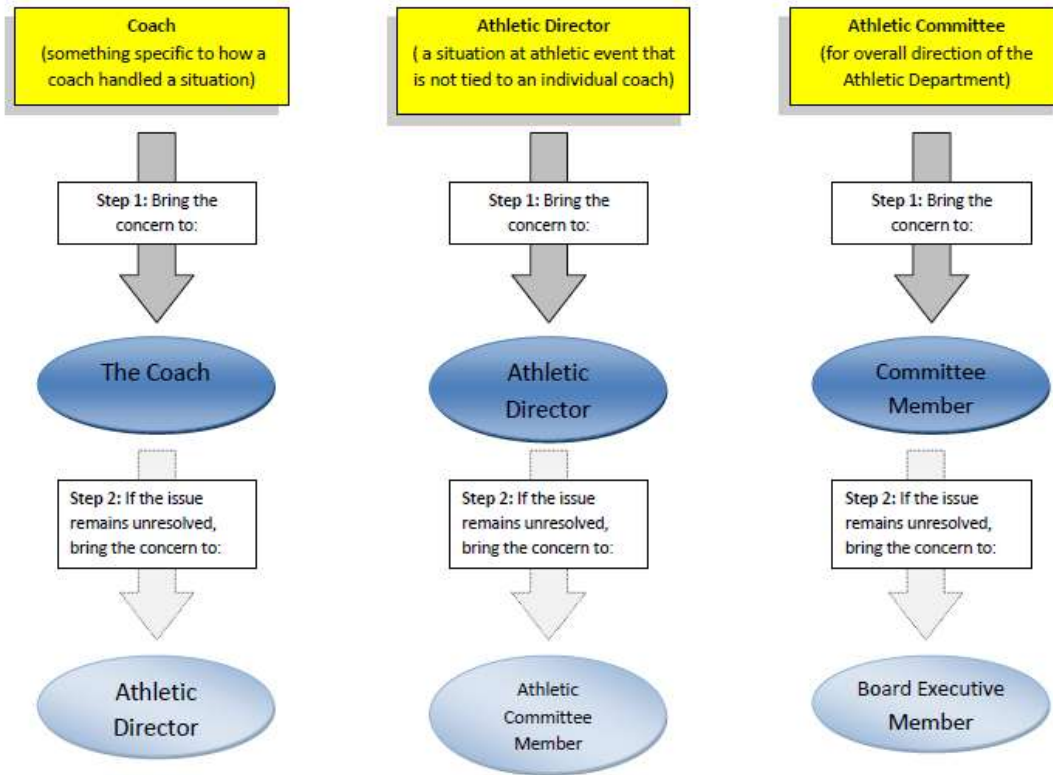
Athletic Administrator—The Athletic Administrator is responsible for scheduling, transportation, procurement of officials, adjustments in event schedules. The supervision of coaching staff and team personnel, evaluation of the athletic program, and inventory control of equipment and materials is the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

Head Coach/Activity Advisor—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). Girls' soccer plays 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): Abundant Life Christian (Madison), Cambria-Friesland, Central Wisconsin Christian, Deerfield, Dodgeland (Juneau), Fall River, Green Lake, Horicon, Hustisford, Johnson Creek, Lourdes Academy (Oshkosh), Madison Country Day, Markesan, Montello, Oakfield, Palmyra-Eagle, Pardeeville, Parkview (Orfordville), Princeton, Randolph, Rio, Valley Christian (Oshkosh), Wayland Academy (Beaver Dam), Williams Bay

Trailways North (academics): Cambria-Friesland, Central Wisconsin Christian, Green Lake, Lourdes Academy (Oshkosh), Markesan, Montello, Oakfield, Pardeeville, Princeton, Randolph, Valley Christian (Oshkosh), Wayland Academy

Trailways East (athletics, fine arts, math): Central Wisconsin Christian, Dodgeland, Horicon, Hustisford, Lourdes Academy, Oakfield, Valley Christian, Wayland Academy

Wisconsin Flyway (Boys' Soccer): Central Wisconsin Christian, Lomira, Mayville, North Fond du Lac/Oakfield/St. Mary's Springs/Laconia, Omro, Oshkosh Lourdes/Valley Christian, St. Lawrence Seminary, Wayland Academy, 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 A5 and A6 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 \$75 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, vaping materials, 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	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.
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 1/2 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 5th 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 office prior to 3:15 PM the day of the contest (dishonesty completing this form will result in a one-game suspension). 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

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 for information (www.centralwisconsinchristian.org).**

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 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 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. Any student who is cut from a co-curricular activity may participate in another co-curricular activity during that same season.

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.
 - 4. Cell phone use in the locker room is prohibited by state and federal statutes.
 - 5. Students should be directed to clean up after themselves under the supervision of the coaching staff.
 - 6. 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 and wipe down all equipment.
 - 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 attempts to provide supervision at most varsity contests with a NATA certified trainer.
 - 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.

C12. Athletic Awards

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

1. Post-season celebration gatherings will be on dates set by the athletic administration.
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 quarters 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.

**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. Accident Insurance Waiver