



ATHLETIC HANDBOOK

I. ATHLETIC PHILOSOPHY

A. MISSION STATEMENT

Raymond School District is dedicated to providing a positive athletic experience for all participating student-athletes. We commit to ensuring the Raymond School Athletics Program contributes to the social, emotional, and athletic growth of all participants. It is our goal to prepare student-athletes for competitive play at the High School level.

B. PROGRAM GOALS

1. To provide a fun and safe opportunity for Raymond School students to participate in team athletics
2. To teach Raymond School students the necessary skills and knowledge needed to participate in team athletic events
3. To develop cooperation, sportsmanship, and athleticism

II. ATHLETIC POLICIES

A. ATHLETIC CONFERENCE

1. Raymond School District is a member of the Westosha Athletic Conference (WAC)
2. Raymond School District adheres to all policies, expectations, guidelines, and regulations set forth by the Westosha Athletic Conference (WAC) Handbook

B. PARTICIPATION

1. Tryouts will be open to all eligible students in grades six through eight. Tryouts may be opened to fifth grade students at the discretion of the Athletic Director
2. A, B, and C Team rosters will be awarded based on student:
 - a) Athletic ability
 - b) Work ethic
 - c) Attitude
3. The A Team is established for competitive play
4. The B Team is established to prepare athletes for competitive play
5. The C Team is established at the discretion of the Athletic Director. The purpose of the C Team is to help athletes learn game play

C. ACADEMIC ELIGIBILITY

1. The Academic Eligibility Policy is adopted from the Raymond School Student Handbook and restated below:

All fifth through eighth-grade students are eligible for participation in extracurricular activities based on progress reports run every Friday or the last school day of the week for the duration of the activities. Eligibility will begin the second week of a trimester, so limited grades would not have a disproportionate effect on eligibility. In order to be eligible, students must:

- a) Maintain a progress report with no failures;
- b) Maintain a grade point average of at least 1.66 on a 4.2-grade point scale.

Ineligible students may “try-out” for an activity. Students not meeting the eligibility requirements will be required to attend practices (or time with teachers to improve their grades, if pre-arranged with the coach/advisor) and events but will be ineligible to participate in extracurricular activities. The athletic director and/or principal will notify the student, teacher, coach and/or advisor when a student becomes ineligible. If a student becomes eligible, or if an administrative exception is made, the same groups would be notified of the student’s eligibility by the athletic director and/or principal. Ineligible students will regain eligibility immediately after the failing grade is removed or the 1.66-grade point average is achieved. Teachers will make reasonable efforts to update grades and inform the athletic director and/or principal when a student becomes eligible. However, there may be delays with late or missing work, as teachers still need to maintain their current assignments and responsibilities.

Notification of student grades is provided to parents/guardians and students through Skyward (online grading system) on a regular basis.

D. BEHAVIOR ELIGIBILITY

1. The Behavior Eligibility Policy is adopted from the Raymond School Student Handbook and outlined below:

When disciplinary action is taken, participation in extracurricular activities may also be affected with sufficient notice given. Suspension of extra-curricular activities or requirements for participating may be required. Modifications to the aforementioned information may be made at the administrator's discretion.

Detention: Participation in all extra-curricular activities, including after school and evening, is suspended until a missed detention is served.

Out-of-School Suspension: Participation in all extra-curricular activities is suspended for the duration of a student suspension. This will be outlined in the Out of School Suspension Form given to parents/guardians.

E. ATTENDANCE

1. Athletes are expected to maintain regular school attendance during the athletic season. Student attendance policies set forth in the Raymond School Student Handbook will be used to define student excused/unexcused absences and tardies.
2. Athletes must be in attendance for a minimum of ½ school day in order to participate in an after-school athletic event that takes place during the same day of the student absence
3. Athletes are expected to participate in all practices and games/meets. Unexcused and/or excessive absences from practices and/or games/meets may result in loss of participation privileges at the discretion of the Athletic Director

III. ATHLETIC GUIDELINES

A. SCHEDULE

1. Athletic seasons will begin and end according to the dates outlined in the WAC Handbook
2. All athletes and parents/guardians will be given a complete season schedule on the first day of practice
3. Any schedule changes will be communicated to athletes and parents/guardians with advance notice

B. PRACTICES

1. All practices will be scheduled in accordance with season guidelines set forth by the WAC Handbook
2. All practices will be scheduled at Raymond School during a time period set forth by the team's coach and approved by the Athletic Director
3. Parents/Guardians are responsible for transportation to/from practices. Athletes must be picked-up/dropped-off within 10 minutes of the start/end times of practices. Failure to provide prompt transportation to/from athletic events may result in loss of participation privileges at the discretion of the Athletic Director.

C. GAMES

1. All games are scheduled at the discretion of the WAC
2. A, B, and C Teams are required to participate in all games scheduled by the WAC
3. Raymond School is responsible for transporting athletes to/from Raymond School and to/from away game/meet locations for all athletic events hosted outside of Raymond School property. Parents/Guardians are responsible for transporting athletes to/from Raymond School before/after game/meet times. Athletes must be picked-up/dropped-off within 10 minutes of the start/end times of games. Failure to provide prompt transportation to/from athletic events may result in loss of participation privileges.
4. Athletes may take an alternative form of transportation to/from an athletic event if the coach is provided written consent from the athlete's parent/guardian

D. UNIFORMS

1. All athletes will be provided a school issued uniform. Uniforms will be distributed to players *after* parents/guardians of participating athletes sign-up to work one shift in the concession stand during applicable athletic seasons
2. All athletes are required to wear school issued uniforms during game play
3. Individual athletes are responsible for the care of their school issued uniform. Athletes may be charged a uniform replacement fee at the discretion of the Athletic Director for any damaged or unreturned uniforms

E. CONCESSIONS

1. Raymond School District allows for the operation of a concession stand under the direction of the Raymond School Booster Club
2. The Raymond School Booster Club is responsible for the management and operation of the concession stand. Funds raised by the concession stand will be used to support the Raymond School Athletics Program at the discretion of the Raymond School Booster Club
3. All parents/guardians of athletes are required to work one shift in the concession stand during applicable athletic seasons

F. PRIVATE TOURNAMENT/COMPETITION PARTICIPATION

1. Teams may participate in non-WAC tournaments and/or competitions at the discretion of the Athletic Director

2. Tournament and/or Competition fees may be covered by Raymond School District at the discretion of the Athletic Director and District Administrator. Any tournament and/or competition fees not covered by Raymond School District are the responsibility of individual athletes
3. Athletes are not required to participate in non-WAC athletic tournaments and/or competitions
4. Parents/Guardians of athletes are responsible for transportation to/from non-WAC tournaments and/or competitions

IV. ATHLETIC DIRECTOR RESPONSIBILITIES

A. WESTOSHA ATHLETIC CONFERENCE

1. The Athletic Director is required to attend all WAC meetings and participate as an advocate for Raymond School District
2. The Athletic Director is responsible for overseeing Raymond School District's implementation of the WAC Handbook

B. COMMUNICATION

1. The Athletic Director will annually communicate all WAC Handbook changes and updates to the District Administrator and Principal
2. The Athletic Director will provide a copy of the WAC Handbook to the District Administrator, Principal, and all coaching staff
3. The Athletic Director will communicate all athletic event schedules to Raymond School staff, students, and families
4. The Athletic Director will communicate tryout results to athletes via Raymond School email
5. The Athletic Director will maintain regular and timely communication with all coaching staff

C. SCHEDULING

1. The Athletic Director is responsible for maintaining current and accurate scheduling of all athletic events on the Raymond School Calendar
2. The Athletic Director is responsible for reserving appropriate facilities for all athletic events
3. The Athletic Director is responsible for scheduling all referees, umpires, line judges, clock operators, score keeps, student chaperones, and other necessary personnel for athletic events
4. The Athletic Director is responsible for scheduling and reserving transportation to/from WAC athletic events

D. COACHING STAFF

1. The Athletic Director is responsible for overseeing the hiring process of all coaching staff. The Athletic Director will report hiring recommendations to the District Administrator. The District Administrator will have final say in the hiring process
2. The hiring process for coaches is as follows
 - a) Existing coaching staff will be allowed to retain their current position upon recommendation by the Athletic Director
 - b) Any open position will be posted prior to the start of the athletic season. Positions will be posted internally for Raymond School staff prior to public posting.
 - c) The Athletic Director will evaluate interested applicants on the following criteria:
 - (1) Prior coaching experience
 - (2) Prior athletic experience
 - (3) Prior work with children
 - (4) Organization skills
 - (5) Communication skills
 - (6) Successful background check
 - d) After evaluation of all candidates, Athletic Director will make a hiring recommendation to the District Administrator
3. The Athletic Director is responsible for managing and supervising the work of all coaching staff
4. The Athletic Director is responsible for providing a written performance evaluation to all coaching staff upon the completion of each athletic season

E. ATHLETES

1. The Athletic Director will keep records of all team rosters.
2. The Athletic Director will monitor student eligibility in accordance with Raymond School policy and communicate eligibility status to the Principal, as well as relevant coaching staff, parents/guardians, and athletes
3. The Athletic Director will coordinate with the School Nurse to oversee all healthcare needs of student-athletes. The Athletic Director will ensure coaching staff attend to all student healthcare needs during athletic events

V. COACH RESPONSIBILITIES

A. CONDUCT

1. All coaching staff will conduct themselves in a professional manner that is consistent with Raymond School District values and beliefs

2. Coaches will communicate with athletes, Raymond School staff, other coaches, referees/umpires, parents/guardians, fans, and all other athletic event attendees with respect and professionalism
3. Coaches will behave in a professional manner in all dealings with athletes, Raymond School staff, other coaches, referees/umpires, parents/guardians, fans, and all other athletic event attendees

B. COMMUNICATION

1. Coaches will provide all athletes and parents/guardians with an informational packet on or before the first day of practice. The informational packet will include all of the following and any additional information at the coach's discretion:
 - a) Coach contact information (phone/email)
 - b) Season calendar including the dates, times, and locations of all practices, games/meets, and tournaments/competitions
 - c) List of equipment to be supplied by individual athlete(s)
 - d) Concession stand sign-up information (for applicable athletic events)
2. Coaches will communicate schedule changes to athletes, parents/guardians, and the Athletic Director with advance notice
3. Coaches will maintain regular and timely communication with the athletes, parents/guardians, and Athletic Director

C. TEAM MANAGEMENT

1. Coaches are required to submit season schedules to the Athletic Director prior to the start of tryouts. Schedules can be distributed to athletes and parents/guardians after approval from the Athletic Director
2. Coaches may choose to conduct no more than three days of tryouts prior to selecting athletes for team rosters. If a coach chooses to conduct tryouts, final rosters are to be communicated to the Athletic Director within 24 hours of the completion of tryouts. The Athletic Director will notify athletes of final team rosters via Raymond School email
3. All team rosters are to be submitted to the Athletic Director prior to the first scheduled game of the season. Rosters must include athlete first/last names, grade levels, and uniform numbers (if applicable)
4. Coaches are responsible for distributing, collecting, and maintaining records of school uniforms.
5. Coaches will uphold Raymond School eligibility policies

6. Coaches will maintain current and accurate records of team line-ups and/or athlete positions/events
7. Coaches will coordinate with Athletic Director and School Nurse to provide necessary healthcare during athletic events

D. GAMES/MEETS

1. A minimum of one coach is required to ride the bus with athletes to/from all games/meets
2. Coaches are required to maintain student transportation records during athletic events hosted outside of Raymond School property. If an athlete takes an alternative form of transportation to/from an athletic event, the coach is required to keep written record of parent/guardian permission to take alternative transportation
3. Coaches are required to keep a copy of student emergency contact information when travelling to athletic events outside of Raymond School property. Emergency contact information should include the following:
 - a) Athlete first and last name
 - b) All Parent(s)/Guardian(s) first and last name(s)
 - c) Primary and secondary contact phone number
 - d) Primary and secondary contact email
 - e) Relevant healthcare information