

# Madonna High School

“TO THINK AND ACT LIKE CHRIST”



## Athletic Handbook

## **MISSION STATEMENTS**

### **Diocesan School Mission Statement**

The mission of the schools in the Diocese of Wheeling Charleston is to engage our school/center communities in creating a quality education with a Catholic environment that fosters the current and future development of the whole child.

### **Madonna High School Mission Statement**

As a Catholic school, Weirton Madonna seeks to prepare its students for a successful future spiritually, intellectually, physically, and socially in the environment of a caring community in the service of the Gospel of Jesus Christ.

## **PHILOSOPHY**

Weirton Madonna endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, athletics, and a strong academic program in accord with the Catholic Schools in the Diocese of Wheeling Charleston.

1. To develop the total Christian personality by instilling in the athlete a respect for life and reverence for Christian living.
2. To build the student athlete: Spiritually-Intellectually-Physically-Socially
4. To aid students in evaluation of their own capabilities and vocational possibilities.

It is the consensus of the administration that every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background or sex. In the early education is often of the utmost importance because through education and guidance the children of today become the Catholic citizens of tomorrow.

# REQUIRED INFORMATION FOR ALL COACHES

It is the responsibility of all coaches to read and understand the following:

1. All policies and procedures set by **MADONNA HIGH SCHOOL**.
2. All information in the **MADONNA HIGH SCHOOL AND PARENT HANDBOOK**.
3. All rules and regulations set by the **WVSSAC**.
4. All information provided in the **WVSSAC Coaches Packets** (these packets can be found online at the WVSSAC website).
5. All information provided in the **“WVSSAC Interscholastic”** (this information can be found online at WVSSAC.ORG).
6. All rules and regulations set by the **National Federation of High Schools** for your sport.

If coaches have any questions or concerns about a policy, procedure, rule or regulation from any of the above organizations, they should contact their principal or athletic director for interpretation.

Above information can be found:

1. Contact your principal or athletic director for school student handbooks.
2. WVSSAC Rules and Regulations Handbook can be found online by going to [wvssac.org](http://wvssac.org)
3. WVSSAC Coaches Packets can be online at [wvssac.org](http://wvssac.org)->Sports and Schedules.
4. “WVSSAC Interscholastic” can be found online at [wvssac.org](http://wvssac.org)->The Interscholastic.
5. All Head Coaches should receive a copy of the National Federation of High Schools Rulebook for your sport. If you do not have a copy, contact your athletic director/game manager to assist in getting a rulebook.

### **Discrimination Prohibited**

As required by Federal laws and regulations, Madonna High School does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its educational programs and activities.

### **COACH'S CODE of ETHICS**

The following code of ethics is established for Madonna High School Coaches:

1. To understand that the aim of interscholastic athletics is to promote the physical, mental, moral and social well-being of the students.
2. To set an example of good conduct for his or her team members, students and community by:
  - a. Acting in a sportsmanlike manner at all times while maintaining self-control.
  - b. Not drinking, smoking or use profane language while supervising an athletic team.
  - c. Maintaining control of his or her team at all practices, games and team activities.
3. To respect the decisions of the officials and be respectful when questioning or challenging.
4. To be courteous to visiting teams, officials and media.
5. To strive for a good working relationship with the opposing schools and coaches.
6. To achieve a thorough knowledge and understanding of the rules and techniques of his/her sport which would include WVSSAC, NFHS, and Conference rules and regulations.
7. Being a Catholic school the use of social media must be used with good judgement. Remember, everything you post can be viewed (even if you think they can't). Inappropriate pictures, statements, comments, blogs should never be posted, especially when dealing with students, parents, and school personnel.

## THE COACH'S RESPONSIBILITIES

1. Coaches will supervise players at all times: during practice, on the field, in the locker room, on the bus and at any team activity. A coach or coaches will be the last to leave the dressing facility. It is the responsibility of the coach to see that the facility is intact, lights are out and doors are locked. All equipment should be stored so as to not interfere with school the next day. The head coach may delegate this duty to assistants.
2. A coach cannot give permission to outside groups to use the school facilities or equipment. All use of school athletic facilities must be approved by the Principal and Athletic Director.
  - a. Reminder that out-of-season, coaches are not permitted by WVSSAC rules to have "open gyms". Strength and conditioning programs are appropriate, but no sport specific activities should take place during strength and conditioning activities.
  - b. School coaches are not to help organize activities for outside groups.
3. The head coach of each sport is responsible for the entire program of that sport. All assistant coaches are answerable to the head coach and will be expected to carry out his or her wishes. Non-paid authorized/certified coaches can only work under the direct supervision of an approved paid coach.
4. Coaches should have written and organized practice plan for each practice, which should be kept on file for review.
5. Coaches should inform athletes of expected arrival times from away contests so that transportation arrangements may be made. Coaches must stay until all athletes have left, never leave them unattended.
6. A list of athletes should be given to teachers at the beginning of the season. When athletes need to be excused from regular classes, the office should be notified at least 48 hours in advance.
7. It is the responsibility of the head coach of each sport in conjunction with the athletic director to make necessary preparations to the playing fields and courts for all home games and practices.
8. Beginning of the season materials to be given to the athletic director:
  - a. Return completed physical forms for all athletes to be listed on the eligibility sheets prior to the student-athletes beginning practices or try-outs.
  - b. Submit roster of names, heights, weights, class, position and numbers no later than ten days prior to the first contest.
  - c. Set up a time with photographers for team and individual pictures. Must use newbroughs. We have a contract with them.

- d. Madonna High School coaches will attend WVSSAC Rules Clinics and all coaches review information in Sport Specific Coaches Packets and Sport Specific Information from the “WVSSAC Interscholastic”
9. All head coaches must file an end for the year report with the athletic director within 4 weeks of the conclusion of the season. The report must contain the following for all teams:
- a. Final Rosters
  - b. List of Letterman
  - c. Final records with the schedule and scores
  - d. List of individual and team honors and achievements
  - e. List of individual and team highlights
  - f. Suggestions for next season’s schedule
  - g. Submit “Officials Ratings” to the WVSSAC
  - h. Evaluation will be completed at this time
- 10. Authorized or unauthorized initiation, hazing or bullying activities are strictly prohibited and subject to disciplinary action up to and including expulsion from school and removal from athletic participation.**

## **SPECIFIC ATHLETIC POLICIES AND PROCEDURES**

### **1 . POSTPONING CONTESTS**

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

- A. The athletic director may confer with the principal and coach.

### **2. INCLEMENT WEATHER**

- A. In hot and humid weather, coaches and the athletic director will closely monitor the conditions and determine when to modify or cancel practices and games.
- B. At the first sight of lightning, all outdoor practices and/or games will stop. All players and coaches will remain in a safe place until weather permits.

### **3. TRANSPORTATION**

All transportation requests forms will be completed by the Coach. The coach should inform the Athletic Director of departure times. Coaches are to maintain proper supervision on the bus at all times. In the event that cars are being used to transport student-athletes, the coach must submit a list of the drivers being used with proof of driver’s car insurance and release form.

All athletes will be transported to and from athletic events on school buses provided by the Hancock County. The coach’s responsibility is to have the members of his/her squad ready to board the bus at the designated time. The coach must exercise control and maintain proper supervision of his/her squad so that the bus is not vandalized or damaged in any way.

At no time will athletes be transported to or from athletic events in private cars unless prior arrangements have been made. Athletes may ride home from events with the parents/guardians with coach's consent. Parents/guardians must inform the coach in writing and in person when they are leaving.

#### **4. PARTICIPATION IN EXTRACURRICULAR ACTIVITIES**

**If you have any questions regarding the eligibility of a student-athlete or are in doubt about the effect any activity or action might have on their eligibility, check with the principal or athletic director. They are aware of the interpretation and intent of each rule. Meeting the intent and spirit of WVSSAC standards will prevent athletes, teams, and schools from being penalized. The WVSSAC Rule Number is listed with the rule title for help in finding the information. Rules cited below can be found in the WVSSAC Rules and Regulations Handbook.**

- i. Eligibility (Rule 126-26-3)
- ii. Enrollment and Team Membership (Rule 127-2-3)
- iii. Age (Rule 127-2-4)
- iv. Semester and Season (Rule 127-2-5)
- v. Scholarship (Rule 127-2-6)
- vi. Residence-Transfer (Rule 127-2-7)
- vii. Adoption/Guardianship (Rule 127-2-8)
- viii. Undue Influence-Recruiting (Rule 127-2-9)
- ix. Non-school Participation (Rule 127-2-10)
- x. Amateur (Rule 127-2-11)
- xi. Participation as an Ineligible (Rule 127-2-12)
- xii. Practice (Rule 127-2-13)

#### **5. DISCIPLINARY REPORTS FOR STUDENT-ATHLETES**

School demerit system will be used. Student handbook.

#### **6. COACH AND PARENT MEETINGS**

*Parents are encouraged to discuss issues concerning their child with their coach. Madonna High School recommends that if it is necessary for a parent to meet with their child's coach that they contact the athletic director to schedule a meeting. Having a parent speak with a coach about a concern is never recommended after a contest when emotions on both sides may be running high. 24 hour rule.*

#### **7. BEHAVIOR ON ATHLETIC TRIPS**

Remind athletes that the Madonna High School handbook applies to athletic trips and that they are representing Madonna High School when they travel to visiting schools and, as such, must be properly dressed and, at all times, demonstrate appropriate manners, values and ethics.

#### **8. USE OF OPPONENT DRESSING FACILITIES**

Coaches should discuss locker room edict with team members when using the dressing facilities of the opponents. Note the general condition of the dressing room both upon arrival and departure to prevent vandalism.

GO TO THE LOCKER ROOM WITH THE TEAM AFTER AN ATHLETIC CONTEST. A COACH OR ASSISTANT SHOULD REMAIN IN THE LOCKER ROOM UNTIL ALL PLAYERS HAVE LEFT. MAKE ONE FINAL CHECK OF THE LOCKER ROOMS BEFORE YOU LEAVE.

## 9. **INJURIES**

The coach has the initial responsibility for the welfare and safety of the athletes. Coaches are to use proper techniques in providing immediate care to the injured athlete and call the doctor and/or ambulance, when necessary. When an injury occurs, the coach should fill out an accident report and give to the Athletic Director.

## 10. **AUTHORIZED/CERTIFIED COACHES (PAID OR NON-PAID)**

All individuals working as an athletic coach must be approved annually by the WV Board of Education (form 39) as an employee paid or non-paid coach. All assistant coaches must be recommended by the head coach and approved by the A.D. and Principal for the sport in which they are to coach. To coach, an individual must hold a valid West Virginia teaching license or be an authorized/certified coach (no one can be just a "Volunteer Coach").

Authorized/certified coaches (paid or non-paid) must get:

VIRTUS, SEXUAL ABUSE POLICY, and BACKGROUND CHECK

No person recommended for coaching may begin coaching before the A.D. and Principal approves the recommendation.

## 11. **COACHES NOT TEACHING AT THE SCHOOL**

Coaches not teaching at the school must check with the Athletic Director on a regular basis during the season and during the off-season. All mail received will be put in the coach's mailbox at the school.



## 12. EQUIPMENT AND SUPPLIES

The head coach is responsible for ordering all equipment and supplies to be used for his/her sport. The head coach should confer with assistants when preparing the order. The head coach will then meet with his/her athletic director and decide what is to be ordered. The coach is to keep a complete and up-to-date inventory. The A.D. should be informed before any purchases over \$1,000 is made.

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## 13. COACHES RESPONSIBILITY AT ATHLETIC CONTESTS

### Coaches

1. Coaches influence not only the conduct of the players under their direction but also that of the student spectators, parents of squad members, and interested citizens who attend athletic contests. Since the coach is influential in setting the tone of conduct, he/she shall be a role model for self-restraint, fair play, and sportsmanlike behavior.
2. In dealing with the officials, the coach's approach must be professional at all times. The coach must exercise self-control and realize that the official sees through impartial and unbiased eyes. Coaches must familiarize themselves with the proper procedure for requesting a conference with an official.
3. The behavior of the coach must at all times be marked by dignity and self-control. He/she should not, at any time, use provocative language or engage in unsportsmanlike actions tactics. He/she must avoid any actions or remarks which would tend to incite the displeasure of the spectators or provoke disorderly behavior.
4. If the coach, as a professional, cannot exercise emotional control under stress, then such behavior cannot be expected from the young people on the team nor from the spectators in the stands.
5. The coach will immediately discipline any player who intimidates an official or displays unsportsmanlike behavior and notify the A.D. and principal.
6. Deliberate attempts to humiliate an opponent will not be tolerated by school officials, e.g. running up the score. Coaches are encouraged to substitute when the outcome of the game has more or less been decided.

7. Opposing coaches must shake hands publicly and should ask players to shake hands with opponents after the game and behave with courtesy at all times.
8. Coaches must be sensitive to situations such as athletes losing control and must get potential troublemakers out of the game before difficulty begins.
9. Head coaches are responsible for the conduct of their entire staff.
10. Coaches who repeatedly conduct themselves in an unsportsmanlike manner may be subject to discipline actions by the WVSSAC and/or Madonna High School.

### Players

1. The less notice the players takes of the spectators and the more he concentrates on his/her part in the game, the more absorbed the crowd will be and the less likely to misbehave.
2. Players should refrain from questioning a call of an official.
3. Unsportsmanlike gesturing or the harassing of an individual opponent should be avoided and must not be condoned by the coaches.
4. Substitutes on the bench must not heckle the opposing team and should never enter the playing field/court.

### **ATHLETIC DIRECTOR JOB DESCRIPTION**

The athletic director (game manager) plays an important role in the successful operation of athletic programs in our high school. Although the school principal is ultimately responsible for all programs within the school, the principal relies on the athletic director to administer many aspects of the athletic program. For this reason, it is expected that all coaches will communicate effectively and cooperate with the athletic director.

Responsibilities of the athletic director include:

- 1) Organization and administration of the overall program of athletics.

- 2) Coordination of the operation of all athletic contests to include:
  - (a) Contracting of officials.
  - (b) Contracting for security.
  - (c) Arranging to have facilities properly prepared for events.
  - (d) Scheduling support personnel (ticket sellers, ticket takers, clock operators, announcers, chain crew, gate keepers, etc.)
  
- 3) Responsible for preparing the athletic schedule in cooperation with the principal and coaching staff.
- 4) Preparation and administration of athletic budget and bookkeeping.
- 5) Supervision of ticket sales and fund raising activities of the athletic program and the responsibility for proper handling for funds.
- 6) Administration of the physical and academic requirements of eligibility for participation in each sport and verification of the eligibility of each athlete.
- 7) Assist with the hiring and evaluation of the coaching staff.
- 8) Supervision to ensure that all state, Diocese, and school rules are followed.
- 9) Fostering of good school-community relations by keeping community aware and responsive to the athletic program.
- 10) In cooperation with the principal, plan, coordinate and maintain the school master calendar for the scheduling of student activities and the use of school facilities.
- 11) Attendance for administrative and supervisory purposes at home contests.
- 12) Attendance at select away contests for supervisory purposes as determined by the principal.
- 13) Coordination of the dissemination of information when contests are canceled or postponed to athletes, coaches, opponents, transportation, officials, security, support personnel and media.
- 14) Organization, administration and supervision of sectional, regional and play-off contests as assigned by the West Virginia Secondary Schools Activities Commission.
- 15) Administration and filing of all paperwork as required by the WVSSAC.
- 16) Administration of all operational procedures and duties are required by league membership.
- 17) Preparation of schedule cards, schedule posters, athletic programs, etc.
- 18) All other duties involving athletics as assigned by the principal.

# MADONNA HIGH SCHOOL STUDENT/PARENT ATHLETIC RULES AND POLICIES

## OBJECTIVES OF ATHLETICS AT MADONNA HIGH SCHOOL

- 1) Provide opportunities to develop skill and to experience the satisfaction of performing effectively in emotionally charged situations.
- 2) Contribute to development of a health and fitness attitude that will provide a carry-over interest which will function during leisure time.
- 3) Satisfy the physiological needs of the growing athlete.
- 4) Contribute to the development of a wholesome appreciation for a well-developed and properly conditioned body.
- 5) Contribute to the development of desirable social and citizenship qualities such as responsibility, respect for authority and property of others, harmonious and cooperative group action, and respect for individual differences.
- 6) Contributed to relief of emotional strains and stresses.
- 7) Contribute to the satisfaction of certain psychological needs as self-understanding, self-expression, understanding of others, challenge, acceptance, recognition, and approval.

- 8) Contribute to the development of desirable character traits including persistence, determination, unselfishness, will-to-win, alertness, maximum effort, resourcefulness and tenacity.

## **Discrimination Prohibited**

*As required by Federal laws and regulations, Madonna High School does not discriminate on the basis of sex, race, color, religion, disability, age and national origin in employment and in the administration of any of its educational programs and activities. \_\_\_\_\_*

## **SPECIFIC POLICIES AND RESPONSIBILITIES**

- 1) All athletes will be expected to act and be treated in the same manner as all other students. They will have no privileges and/or restrictions not granted to all other students.
- 2) Athletes must meet all WVSSAC; \_\_\_\_\_ and school rules and regulations.
- 3) \_\_\_\_\_
- 4) All students have a right to try out for an athletic team, unless the coach can show that past performance was detrimental to the team or school.
- 5) If at any time an athlete must diet to lose weight for participation in any athletic activity, such diet and/or weight loss programs must be approved by and under the direction of a medical doctor.
- 6) If it is necessary for a parent to meet with their child's coach that they contact the athletic director to schedule a meeting. **Having a parent speak with a coach about a concern is never recommended after a contest when emotions on both sides may be running high.**
- 7) **Initiation, hazing or bullying activities will not be tolerated and are strictly prohibited at Madonna High School.**
- 8) \_\_\_\_\_ Policy on Expected Behavior in Safe and Supportive Schools applies during any school sponsored event/activity no matter where the activity occurs. This will include transportation to and from the event/activity.

## **SPORTS**

### **1. FALL SPORTS**

- Football (Varsity, JV, Freshman)
- Volleyball (Varsity, JV, Freshman)

Girls Soccer (Varsity, JV)  
Cross Country (Boys and Girls)  
Golf (co-ed)  
Cheerleading (Varsity, JV, Freshman, Middle School 7<sup>th</sup> and 8th)

## **2. WINTER SPORTS**

Boys Basketball (Varsity, JV, Freshman, Middle School 7th and 8th)  
Girls Basketball (Varsity, JV, Freshman, Middle School 7<sup>th</sup> and 8th)  
Wrestling (Varsity, JV)

## **3. SPRING SPORTS**

Baseball (Varsity, JV)  
Softball (Varsity, JV)  
Track (Boys and Girls: Varsity, JV)  
Tennis (Boys and Girls)

## **LETTER REQUIREMENTS AND AWARDS**

- 1) The coach shall recommend the athletes who have met the requirements for a letter.
- 2) Special consideration for awarding letters will be given for extended participation, injuries, etc.
- 3) Athletic awards will be presented at appropriate programs to honor student-athletes, these may include: Letters and/or pins with certificates, Participation certificates, Senior certificates, Plaques for individual sport honors, Trophies for outstanding and scholastic athlete (Boy and Girl).

## **INSURANCE**

- 1) The financial responsibility for athletic injury rests solely with the student and his/her parents/guardians. The school cannot assume any financial responsibility in this area.
- 2) It will be the responsibility of the parent/guardian of each athlete to make sure that he/she has an insurance plan in force.
- 3) Acceptable insurance plans for a student-athlete are an individual or group health/accident insurance provided through the family or a student classroom accident insurance which can be purchased at the school \_\_\_\_\_

## **INDIVIDUAL ELIGIBILITY RULES**

**If you have any questions regarding your eligibility or are in doubt about the effect any activity or action might have on your eligibility, check with your principal or athletic director. They are aware of the interpretation and intent of each rule. Meeting the intent and spirit of WVSSAC standards will prevent athletes, teams, and schools from being penalized. Rules cited below can be found in the WVSSAC Rules and Regulations Handbook.**

**To be eligible to represent your school in any interscholastic contest, you:**

- must be a regular bona fide student in good standing of the school. (See exception under Rule 127-2-3)
- must qualify under the Residence and Transfer Rule (127-2-7)
- must have earned at least 2 units of credit the previous semester. Summer School may be included. (127-2-6)
- must have attained an overall “C” (2.00) average the previous semester. Summer School may be included. (127-2-6)
- must not have reached your 15<sup>th</sup> (MS), 16<sup>th</sup> (9<sup>th</sup>) or 19<sup>th</sup> (HS) birthday before August 1 of the current school year. (127-2-4)
- must be residing with parent(s) as specified by Rule 127-2-7 and 8.
  - unless parents have made a bona fide change of residence during school term.
  - unless an AFS or other Foreign-Exchange student (one year of eligibility only).
  - unless the residence requirement was met by the 365 calendar days attendance prior to participation.
- if living with legal guardian/custodian, may not participate at the varsity level. (127-2-8)
- must be an amateur as defined by Rule 127-2-11.
- must have submitted to your principal before becoming a member of any school athletic team Participation/Parent Consent/Physician Form, complete filled in and properly signed, attesting that you have been examined and found to be physically fit for athletic competition and that your parents’ consent to your participation. (127-3-3)
- must not have transferred from one school to another for athletic purposes. (127-2-7)
- must not have received, in recognition of your ability as a HS or MS athlete, any award not presented or approved by your school or the WVSSAC. (127-3-5)
- must not, while a member of a school team in any sport, become a member of any organized team or as an individual participant in an unsanctioned meet or tournament in the same sport during the school sport season. This includes, but is

not limited to: practicing, try-outs, fundraising activities, team pictures, etc. (See exception 127-2-10).

- must follow All Star Participation Rule. (127-3-4)
- must not have been enrolled in more than (8) semesters in grades 9 to 12. Must not have participated in more than two (2) seasons in the same sport in grades 7 or 8 or more than three (3) seasons while in grades 6-7-8. (Rule 127-2-5).
- must not have been retained without failing in grades 6, 7 or 8. (127-2-5)

**Eligibility to participate in interscholastic athletics is a privilege you earn by meeting not only the above listed minimum standards but also all other standards set by Madonna High School and the WVSSAC.**

## **ATTENDANCE POLICY**

1. Athletes must be in attendance in school for a **FULL DAY** during a day of any athletic event or contest in which they may be involved, unless it is the judgement of the Principal or Athletic Director and/or prior arrangements are made that they are excused. It should be noted that this is to include all practice sessions. Also, tardiness to homeroom or classes will constitute attendance.
2. Athletes must be in school the day after the contest.

## **PHYSICALS**

1. All students participating must have a yearly physical exam by a licensed physician and dated after June 1 prior to tryouts or practices.
2. Costs involved in physical examinations are to be borne by the individual athlete, unless prior arrangements are made and approved by the Principal and Athletic Director.

## **PARENTAL CODE OF CONDUCT FOR SPORTS PARTICIPATION**

Madonna High School believes that participation in sports is a privilege that should never be taken for granted; and



Madonna High School believes that parents should provide a supporting, positive athletic environment where children will be able to enjoy sports participation and maintain a proper perspective concerning winning; and

Madonna High School believes that parents should allow and encourage their children to experience fun in their participation on athletic teams and minimize the pressure on them. The focus should be to learn the lessons in life and to be a positive team member; and

Madonna High School believes that parents should teach their children in model respectful behavior, to handle frustrations, and to understand what is best for the team rather than what is the athlete's personal best interest; and

Madonna High School believes that athletes should be given the opportunity to participate in a variety of sports so that they can be introduced to multiple skills that are necessary for athletic development; and

Madonna High School believes that adults need to separate their ego from the accomplishments of the children. Adults also need to view money and time dedicated on a child's sports experience as an investment in which children demonstrate a positive admirable effort and not an investment on which they expect a monetary return; and

Therefore, be it resolved that Madonna High School believes that parents should always provide unconditional love and support regardless of the athletic performance or their child. Mistakes made in competition should not result in negative responses from a parent; and

Be it further resolved that Madonna High School believes that parents need to teach their children to embrace their role as a team member and to reinforce the importance of always focusing on the elements that they can control – attitude, effort and contributions to the team. Children need to honor the game in which they are participating and competing with integrity.

