

# GARFIELD HIGH SCHOOL BULLDOGS

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## **ATHLETIC HANDBOOK** FOR PARENTS AND ATHLETES

**A TRADITION OF EXCELLENCE**

**“ALL IN”**

REVISED 5/18/2015

**Upon completion of reading this handbook please sign the Handbook Signature page (pg. 28) confirming that you have read and agree to the content, policies, and expectations of the Athletic Department. Thank you.**

### ACKNOWLEDGMENT

We, gratefully acknowledge the following for their contributions to the Parent-Student Athletic Handbook.

National Interscholastic Athletic Administrators Association(NIAAA)  
 National Federation of State High School Associations(NFHS)  
 Washington Interscholastic Activities Association (WIAA)  
 Washington Secondary School Athletic Administrators Association (WSSAAA)  
 SeaKing District 2  
 Metro League Handbook  
 Metro League Athletic Directors Board  
 Seattle Public Schools  
 Garfield High School Teachers and Support Staff  
 Garfield High School Athletic Staff and Administration  
 Garfield High School Athletic Coaches

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## INTRODUCTION

Dear Parent/Guardian and Student-Athlete:

In most cases parents and students have some misconceptions regarding high school competitive athletic programs, this is completely understandable. Most parents are trying to navigate the High School experience for the first time as well as students first time at the high school level. Please take a few moments to read this letter. Hopefully, this will help you understand how a competitive program is conducted and what comprises our expectations and philosophy.

1. In each program, a coach and/or coaches are hired by the school district to be responsible for team selection. Criteria for selection are established by the head coach, possibly with input from the entire coaching staff. This may be a highly subjective process. Team selection, practices and decisions regarding game situations are the responsibility of the coaching staff.

If you have questions regarding the process, please feel free to address these questions directly to the head coach. Please call the coach to make an appointment outside of school, practice or game time. If you have further questions the coach has not been able to answer, please contact the athletic director.

2. Seattle Public Schools' athletics program have become highly competitive. Due to large schools and limited opportunities, we are not able to place every child on a team who wishes to participate. While this is not our desire, it is our reality. The hardest thing our coaches have to do is to tell young people they will not be on a team.

Please be sure when your child tries out for a team, both you and he/she understands there is a very real possibility he/she may not be selected. If selected, both you and your child should be prepared to accept placement at any team level, i.e., 9<sup>th</sup> grade, junior varsity, varsity. It is disturbing to have students make a team and then quit because they were not placed where they think they should be. By doing this, they have taken away someone else's opportunity to be on the team.

Normally, coaches have a very short amount of time to make team selections. They try to do the very best they can in keeping the student-athletes who best fit the overall team concept, filling positions for play, and appropriately placing them on the proper team. They are under a good deal of pressure to assemble the most competitive team possible. Any one of us might select different athletes for the team. It is the coaches' responsibility and right to select the team with whom they will work for the entire season. Each coach develops the criteria and expectations for each level of the their program.

3. In athletics there are many "select teams" (i.e., "All Stars" or traveling teams) sponsored by many different organizations. Each coach looks for something different in his or her players. Participation on a "select team" does not guarantee any player a spot on another "select team" or on any high school team. While players can gain valuable experience outside of the school athletic program, neither parents nor

students should count on this type of participation to ‘guarantee’ a spot on a high school team.

4. In order to make a varsity team as a senior, a player must be outstanding and also play a position the team needs. Underclass student-athletes possessing these qualities have the same opportunity to make a team as the senior does. Our team structure (9<sup>th</sup> grade, junior varsity, varsity) dictates there will always be more underclass players than upper class in the total program. At selection time, it will be the coaches’ decision.
  
5. A main goal of a competitive athletic program is to put the best members of a team in competition to win the contest. Starting positions and playing time are not guaranteed to seniors making a team, or to anyone else for that matter. Each member of a team is very valuable to the team’s overall progress. Some members may play a great deal of time in a contest while others may not see what a parent would consider “significant” playing time. Each student should have a personal improvement as one of his or her goals.

By being a member of a team, regardless of time spent in actual competition, a person can learn many valuable lessons. Among them are the following: citizenship, sportsmanship, appreciating good play by an opponent, seeing the “big picture”, learning to accept instructions and criticism, respect for others, winning and losing with dignity, self-control, and being responsible for one’s own actions.

We sincerely hope this helps you to understand the goals and philosophies of the competitive athletics program in Seattle Public Schools and Garfield in particular. Please feel free to contact us if you have any questions regarding any aspect of the athletic program.

### **GARFIELD HIGH SCHOOL SPORT OFFERINGS**

Garfield High School is a proud member of the Washington Interscholastic Activities Association (WIAA), SeaKing District 2, competes in the 3A classification and The Metro League. The League consists of three divisions; These divisions are Moutnain, Sound, and Valley. Some sports at Garfield play in different divisions.

An athlete who participates in athletics at Garfield agrees to abide by the rules. These rules come about from the Constitution, By-Laws and rules of the NFHS, WIAA, SeaKing District 2, The Metro League, Garfield High School, and the team rules given by the coach.

Garfield High School Athletic Department offers many sports at various levels throughout the school year. These sports include:

<b><u>FALL</u></b>	<b><u>WINTER</u></b>	<b><u>SPRING</u></b>
Cross country (B/G)	Basketball (B)	Baseball (B)
Football (B/G)	Basketball (G)	Softball (G)
Soccer (G)	Swim (B)	Tennis (B/G)
Volleyball (G)	Wrestling (B/G)	Track&Field (B/G)
Swim (G)	Gymnastics (B/G)	Soccer (B)
Golf (B/G)		
Cheer (Fall & Winter)		

*\*All Head Coaches and contact information can be found on the Athletic Website accessed through the school website*

## **EXPECTATIONS OF STUDENT-ATHLETES**

### **As simple as A B C:**

Attendance to school, meetings and practices

Be on time to class, practice and meetings

Commitment to do your best – respect your teammates – practice good citizenship

### **Be Good B.U.L.L.D.O.G.S.:**

**B**elieve in yourself and your team

**U**nity is what makes individuals a team

**L**egacy is what you will be remembered for

**L**earn from coaches, teammates, teachers, parents, other students, and experiences

**D**edication both in and out of athletics is what will help you excel

**O**vercome all obstacles whether internal or external... **YOU CAN DO IT!**

**G**ive of yourself to accomplish something you can't do on your own

**S**erve others and be the true leader

### **Interested in a particular sport?**

- Read website for meeting dates
- Consult with the Athletic Director/Athletic Secretary if you have questions.
- Attend pre-season meetings with coach.
- Obtain and complete Athletic Clearance package from the website or the Athletic Secretary.
- Make sure you are eligible.

## ATHLETIC GOALS AND OBJECTIVES

### **Our Goals.....The primary goals of our athletic program are as follows:**

- To provide an athletic program which is an integral part of the educational program.
- To provide an athletic program that meets the expressed needs and abilities of the students, consistent with available facilities, equipment, and quality staff.
- To provide an athletic program which will satisfy both the competitive needs as well as recreational needs of the students.
- To provide equal opportunity for all students.
- To provide an athletic program which will promote the physical well-being and desirable attitudes in leadership and sportsmanship for both the participants and spectators.

### **Our Specific Objectives.....The student shall learn:**

- **To work with others**.....In our society a person must develop self discipline, respect authority, and the spirit of hard work and sacrifice. The team and its objectives must be placed above one's personal desires.
- **To be successful**.....Our society is very competitive. We do not always win, but we succeed when we continually strive to do so. You learn to accept defeat only by striving to win with earnest dedication. Develop a desire to excel and always give your best effort.
- **To develop sportsmanship**.....To accept any defeat like true sportsman, knowing we have done our best, we must learn to treat others, as we would have others treat us. We need to develop desirable social traits, including fair play, emotional control, honesty, cooperation, dependability, and respect.
- **To improve**.....Striving for improvement is essential to good citizenship. As an athlete, you must establish a goal and you must constantly try to reach that goal. Try to better yourself in the skills involved and those characteristics set forth as being desirable.
- **To enjoy athletics**.....It is necessary for athletes to enjoy participation, to acknowledge all of personal rewards to be derived from athletics, and to give sufficiently of themselves in order to preserve and improve the program.
- **To develop desirable personal health habits**.....To be an active, contributing citizen, it is important to obtain a high degree of physical fitness through exercise and good health habits, and to develop the desire to maintain this level of physical fitness after formal competition has been completed.

## **ATHLETIC PHILOSOPHY**

Athletics at Garfield High School is an integral part of the educational process. It is meant to provide learning experiences for the students who participate. It should help develop habits, attitudes, and ideals necessary for ethical competition and cooperation in our society. It should also provide our students with the unique opportunities for self discipline, self sacrifice, and loyalty to the community, the school, and the team.

Garfield High School attempts to provide a well-rounded program of interscholastic athletics for both young men and women. Students will be encouraged to participate in sports.

Competition and cooperation are prized in our culture, and both are fostered by an athletic program under competent leadership.

Interscholastic athletics is a voluntary program. Thus, competition is a privilege and not a right. Along with the privilege is the responsibility to conform to standards established for the high school athletic teams. This privilege may be revoked when the athlete fails or refuses to comply with the rules.

## **SPORTSMANSHIP**

As the people out front, students, parents, and coaches have a unique opportunity to impact the future of athletics. Many of you are aware that in the past, WIAA has reported violence associated with player vs. player, player vs. official, coach vs. coach, coach vs. official, spectator vs. official, etc. Thus, before that or any other sportsmanship related confrontation happens here, PLEASE make sportsmanship a personal goal. No contest's outcome is worth an ugly incident due to some spur-of-the-moment action. In spite of all our efforts, an incident may occur. But if we have not practiced sportsmanship, we must shoulder the blame of the action. We must create an environment that is conducive to a higher goal than a win-at-all-costs environment. If we are successful in this, we will have attained a more lasting mark than any championship could possibly bring. Remember, victory with honor.



## **GARFIELD ATHLETES CODE OF BEHAVIOR**

All Garfield athletes will be expected to adhere to the following code of behavior:

- At all times represent Garfield High School in a positive manner
- Abide by the rules of discipline for Coaches, Garfield, Metro League, and WIAA
- Demonstrate respect for school staff, teachers, coaches, and fellow students
- Be on time
- Strive to improve
- Be positive
- Be responsible
- Be a team player
- Be coachable
- Ask for help when needed
- Be honest
- Use appropriate language
- Be generous
- Be a credit to your team in the classroom, community, and in competition

Violations in the Code of Behavior are subject to, but not limited to, the following consequences:

- Probation
- Suspension
- Dismal from the Athletic Program

### **AWARENESS OF INJURY RISK-WARNING AND AGREEMENT (Signature required on athletic participation form)**

I am aware that playing or practicing to play/participate in any sport can be a dangerous activity involving many risks of injury. "Because of the dangers of participating in sports, I recognize the importance of listening to and following all of the coach's instructions and warnings regarding playing techniques, training methods, rules of the sport and other team rules."

Players can reduce the chance of injury by reporting all physical problems to their coaches, following a proper conditioning program, and inspecting their own equipment daily.

**DAMAGED EQUIPMENT MUST BE REPLACED IMMEDIATELY**

# **ATHLETIC CLEARANCE**

## **GARFIELD HIGH SCHOOL ATHLETICS PARTICIPATION PACKET FOR ELIGIBILITY IN ATHLETICS**

1. The Athletic Participation packet is to be completed and returned to the athletic secretary before trying out for the team (packet can be found on the school website in the Athletics section). Athletes will not be issued any equipment nor will they be permitted to practice or play until the following Athletic Participation Packet is completed and turned in to the Athletic Secretary.
2. All students must have insurance. If a student does not have insurance, accident insurance may be purchased (see coach or athletic director for details.)
3. Student-athletes must be cleared from all prior fines at Garfield High School. All uniforms, equipment, fund-raising, and indebtedness, must be cleared with the coach of the previous sport.

### **PARTICIPATION PACKET**

Obtain a Participation Packet online from our school website in the Athletic section prior to the season. You must go through this process before each new sport season however you will only need to fill out the packet once during the school year. Begin the Athletic Clearance process early to avoid beginning ineligible, and very long lines when the season begins.

### **CODE OF ETHICS**

The WIAA, Metro League, and Seattle Public Schools encourages that the Code of Ethics be issued to and signed by each student athlete, coach, parent, and officials association as a guide to govern their behavior. Failure to follow the Code of Ethics as outlined will result in penalties as established by Seattle Public Schools and The Metro League.

- Be courteous at all times.
- Exercise self-control.
- Be familiar with all the rules of the contest.
- Show respect to players, officials, and others coaches.
- Refrain from using foul and abusive language.
- Respect the integrity and judgment of game officials.
- Refrain from illegal substances and performance enhancers.
- Win with character, lose with dignity.
- Victory With Honor.

## **ELIGIBILITY**

### **SCHOLASTIC ELIGIBILITY**

A student is scholastically eligible if:

- The student is currently enrolled in at least 5 semester periods (1 less for seniors with 18 credits or more)
- The student is maintaining progress toward meeting the high school graduation requirements as a prescribed by the governing board of the school district.
- The student has maintained during the previous grading period a minimum 2.0 grade point average on a 4.0 scale, in all enrolled courses and must pass 5 of those (non-weighted classes)

### **CITIZENSHIP ELIGIBILITY**

A student is eligible if:

- The student has maintained during the previous grading period a minimum 2.0 grade point average, on a 4.0 scale. Progress reports do not meet this requirement
- Referrals and/or suspensions could result in ineligibility
- Truancy and/or unexcused period absences will result in ineligibility that day for next practice and contest.

### **RESIDENCE ELIGIBILITY**

Students in Seattle Public Schools are residentially eligible to participate in extra curricular athletics from the date of their enrollment until graduation, unless:

1. Otherwise determined by the site administration, or
2. They are not in compliance with the rules and regulations as stated in the WIAA, SeaKing, or Metro League ByLaws or
3. An athlete must live within the geographical boundaries of Garfield High School. If the athlete has moved recently or if you have any questions on this rule, talk to your coach and to the athletic director immediately.
4. An athlete must live within his/her parent, legal guardian, or caregiver within the geographical boundaries of Garfield High School to be eligible. It takes court action to have someone declared your legal guardian or care giver if they are not your parents. Signing a custody paper is not enough. If this is your situation or if you have any questions, speak with your coach and/or see the athletic director.
5. Students considered for attendance at Garfield High School and not living in the residence area will be considered on a space-available basis.

## TRANSFER ELIGIBILITY (WIAA 18.11.0)

**PHILOSOPHY OF TRANSFER** - *The Transfer Rule is preventative in nature and is devised to eliminate the incentive to transfer schools when the motivation is for athletic purposes and after a student has initially chosen the school of his/her choice while he/she has been living with the family unit. The Transfer Rule protects students who have previously participated in athletic competition at a member school from being replaced by students who transfer for athletic purposes and further protects students at other member schools from the effects of "school shopping" by students and "recruiting" by member schools and their agents. The Transfer Rule encourages fair play, discourages the excesses and abuses of promotion, and protects the integrity of interscholastic athletic programs for the member schools and their students. While recognizing the educational experiences that each member school provides, the WIAA member schools support the right of parents and students to attend a school of their choice. The WIAA member schools believe that once an educational choice has been made there must be a special set of circumstances as covered in the "hardship rule" to warrant athletic eligibility when a student transfer occurs without a commensurate move on the part of the family unit.*

**18.11.0 TRANSFERRING STUDENTS** - After registering with, attending, or participating with a middle level or high school, students changing enrollment to/from one school district to another school district or from one high school to another high school within a multiple high school district shall be considered transferring students. In order to be eligible for varsity competition, transferring students must meet the transferring student requirements of 18.11.1, 18.11.2, 18.11.3, or be granted a waiver under 18.13.0 and 18.25.0. This section shall also apply to those students receiving home based instruction. NOTE: Refer to Article 3.1.1 for the status of a private school district.

**Q&A-1:** *I am a basketball player, and my entire family unit moved from another state to Washington State over the weekend. Can I play basketball at my new school? YES, you are immediately eligible as soon as you enroll in your new school and provide documentation to meet all conditions of athletic eligibility.*

**Q&A-2:** *I have attended a high school outside of my resident school district the past two years. My family is moving again to another school district. Where is my athletic eligibility? You actually have initial eligibility at two schools. 1) You can remain at your current high school with full athletic eligibility because you have more than one year of continuous enrollment. 2) You could move to your new high school and also have immediate athletic eligibility because your entire family unit has relocated. You must meet all other conditions of athletic eligibility.*

18.11.1 A student who is ineligible in a member school may not become immediately eligible at another member school without completing the conditions of ineligibility.

18.11.2 The following students who are attending a member school shall be deemed to meet the residence rule requirement and transferring student rule requirements:

A. A student whose transfer is based on a bona fide change of residence to a new school (district) due to an actual physical relocation of and with the entire family unit to a different residence and preceded by termination of all occupancy of their previous residence.

B. A student attending a school outside of his/her residence district for one (1) calendar year or more is eligible thereafter at that school provided the enrollment/attendance is continuous.

C. A student whose parent(s) or legal guardian(s) reside at different abodes as the result of a divorce or court approved legal separation is allowed one (1) transfer between parents or guardians after entering the ninth grade without being restricted to sub-varsity competition for one (1) year.

D. A student who is under commitment to the Department of Social and Health Services, a student who is on juvenile parole status and a student who has been adjudicated as a ward of a juvenile court where residence is the result of assignment by the government entity charged with his/her care.

E. A student who has a residence change because of the death of a member of the family unit or military deployment in order to reside with a relative.

F. A seventh and/or eighth grade student who transfers to a school without a corresponding change of residence by his or her family unit and who meets all other conditions of eligibility shall be eligible at the new middle school when properly enrolled. High school eligibility is subject to the transfer rule and one (1) year of continuous enrollment.

G. A student, except F-1 Visa students to a private school, upon enrollment to the initial first level of a private school within a 50-mile radius of the family residence from his/her public school of residence or his/her public school of residence from a private school within a 50-mile radius of the family residence.

If either the public or the private school declares its ninth graders as junior high athletes, the window of transfer is between the ninth and tenth grade years; if the school declares its ninth graders as high school athletes, the window of transfer is between the eighth and ninth grade years.

All transfers and hardships must fill out WIAA ELIGIBILITY PACKET FOR ELIGIBILITY OR TRANSFER

**These are special cases for eligibility or transfer:**

- Foreign exchange students or foreign students living with families
- Married students
- For emancipated minors
- Students transferring from boarding schools
- Families planning to move but the student transfers prior to the parent actually moving
- Students who transfer to a school then returns to the previous school
- Students who have a court action transfer
- Students who transfer due to disciplinary reasons
- Students who transfer due to school action

If you meet any of the above conditions, you need to contact the Athletic Director

**HARDSHIP (WIAA 18.25)**

**18.25.0 HARDSHIP** - The WIAA District Eligibility Committee and the Executive Director are given the authority to make specific exceptions to those student eligibility regulations contained in Article 18 provided such exceptions are based upon hardship conditions that are deemed to have contributed in a significant way to non-compliance with specific regulation(s) that may be appealed.

18.25.1 Any waiver of student eligibility regulations shall be based upon extenuating circumstances, beyond the student's, or where applicable, the parents' or legal guardian's control, that are deemed to have significantly influenced or contributed to the cause of the student's non-compliance to the eligibility regulation(s) involved. (The following criteria shall be used to determine if a hardship exists):

- A. A hardship exists only when some unique circumstances concerning the student's physical or emotional status exist and only when such circumstances are not the result of acts or actions by the student or family unit.
- B. The circumstances must be totally different from those that exist for the majority or even a small minority of students (e.g., usual maturation problems or family situations that do not cause severe and abnormal emotional problems, and academic or athletic deficiencies in a school's curriculum or co-curricular activities do not constitute a hardship).
- C. There must be no reason to believe that the decision and/or the execution of the decision concerning the student's academic status were for athletic purposes.
- D. The burden of providing evidence that a hardship exists shall be borne by the student.
- E. There shall be a direct, causal relationship between the alleged hardship and the student's inability to meet the specific eligibility rule(s).

18.25.2 Exceptions to student eligibility regulations based upon a hardship shall be subject to the following limitations:

- A. Loss of eligibility in itself or an injury in itself that prevents the student from being able to participate is not to be considered hardships. In addition, attending a school that does not offer interscholastic activities is not to be considered a hardship, nor shall it justify extending eligibility beyond the four (4) consecutive year period allowed.
- B. A hardship exception shall not be granted if there is sufficient evidence to make it reasonable to believe that the non-compliance to the eligibility rule in question was motivated by the student's, parents' or school's efforts to gain a desired athletic outcome or to intentionally circumvent a rule, or
- C. To grant additional eligibility based upon a hardship condition, a student must demonstrate that normal progression towards graduation has been

significantly interrupted as a result of either a long-confining illness (which can include a learning disability), an injury, or a family hardship, and that the interruption prevented the student from graduating in four (4) consecutive years.

18.25.3 The District Eligibility Committee shall waive the junior varsity rule in the case of a transfer student for a specific sport if the petitioner can provide documentation in one or more of the following criteria on Form 5 in the WIAA Eligibility Packet.

A. A transferring student has not participated at the school level or club/community equivalent in that sport for one (1) year prior to his/her transfer.

For the purposes of this rule, participation is defined as: Participation in ten (10) or more coach organized (or led) practices or one (1) contest at the school, club or community level in that sport.

B. A transferring ninth grade student from a middle level school to a four year high school shall not have played on an eighth grade team or club/community equivalent.

C. A transferring tenth grade student from a junior high school to a three year high school shall not have played on a ninth grade team or club/community equivalent.

**Q&A-1:** *My school does not offer German as a foreign language. I will be transferring to another school district in order to take German and other AP classes. Will I be able to play varsity sports?*

*NO, you will have automatic JV eligibility for one year in those sports you participated in the previous year if you meet all conditions of athletic eligibility. (18.25.3) Having or not having an academic or athletic program is not grounds for hardship by definition. (18.25.1B)*

**Q&A-2:** *I became pregnant last year and missed a year of athletic participation. Will I be able to participate in my fifth year?*

*In order to be granted a replacement year, you must show that you were unable to complete high school in four consecutive years as a result of a long-confining illness, an injury or a family hardship that prevented graduation in four years. (18.25.2C)*

**Q&A-3:** *Our son attends our resident public school, but it does not have a swim program and he wants to transfer to a neighboring school district that has a swim program. Can he go through the Eligibility Appeal Process to gain athletic eligibility?*

*NO, by definition, having or not having an academic or athletic program is not grounds for hardship. Note: The only way to participate in swimming would be for your school to enter into a combined or cooperative agreement with a school that has a swim program.*

**All Hardship applications SeaKing District 2 have to file through the Athletic Directors office. Contact the Athletic Director as soon as possible. This process can take several weeks.**

## STUDENT ATHLETE RESPONSIBILITIES

1. Academics
  - a. Focus on the curriculum work
  - b. Complete all assignments
  - c. Work hard in the classroom
  - d. Be on time to class
  - e. Achieve the highest academic success
  - f. Maintain a 2.0 GPA or higher in academics and citizenship
  
2. Attendance
  - a. Attend all classes on time
  - b. Must attend a minimum of FIVE CLASSES (Seniors FOUR) of instruction the day of competition
  - c. If you are absent from school all day or have not attended at least five classes you will not be allowed to participate in the competition.
  - d. It is the responsibility of the student-athlete to see their teachers before they are absent because of an athletic contest. The student-athletes are to remain in class until the teacher releases them for the athletic contest. The student-athlete must be a credit to the team, in the classroom and in athletic competition
  - e. Be at all practices and games
  - f. Be on time to all practices and games
  
3. Attitude
  - a. Use positive and correct attitude in the classroom, in the area of athletic events and throughout the community
  - b. Come prepared to do your best. This includes academics and your behavior. Bring all of the correct equipment to practices and games, proper nutrition, proper sleep, taking care of any injuries or illness.
  - c. Put your team before yourself
  - d. Come prepared to be part of a team
  - e. Use your individual skills to be part of the team
  - f. Respect school colors and traditions
  
4. Respectful communication
  - a. Communicate any problems in school or outside of school with the coach
  - b. Communicate any important doctor appointments with the coach well in advance
  - c. If you don't understand something, ask the coach for further clarification
  - d. If you need help in a subject for school ask the coach
  
5. Sportsmanship
  - a. Act at all times as a representative of Garfield High School
  - b. Respect your teammates, opponents, coaches, officials, teachers, administration, parents, equipment, and all other aspects of the athletic experience

## **PARENT/GUARDIAN RESPONSIBILITIES**

### **1. Attendance**

- a. Whenever possible, schedule appointments, vacations, etc. not to interfere with school, practices or games
- b. Expect student-athlete to be on time to class and all athletic functions
- c. Insist your student-athlete attend all team functions
- d. Position on a team can fluctuate based on your attendance

### **2. Attitude**

- a. Help your student-athlete understand the importance of academics
- b. Help your student-athlete know and understand the team concepts by explaining and supporting their role on the team
- c. Help your student-athlete come prepared to practices and games by bringing all of the correct equipment to participate
- d. Help your student-athlete come prepared to do their best by encouraging them to be physically and mentally prepared. This includes getting enough sleep, proper nutrition, proper rest, and taking care of any injuries or illness
- e. Help your student-athlete understand that the team comes before the individual (both in sports and life)
- f. Help your student-athlete understand that everyone on the team may come from different living areas, ideals, backgrounds, skill levels but the team must stay together and work hard in order to achieve their goals. Sometimes you must sacrifice individual success in order to achieve team success

### **3. Respectful communication**

- a. Use effective communication skills (speaking, listening, writing)
- b. Use the system of communication set up by the athletic department
- c. Encourage the student-athlete to communicate with the team

### **4. Sportsmanship**

- a. Act at all times with a positive attitude at all athletic events
- b. Help your student-athlete to understand what a positive attitude brings to a team
- c. Be a positive example for the community members, showing respect and acting in a positive manner in regards to all students, student-athletes, coaches, and officials
- d. Cheer positively for your team rather than against the opposition
- e. Use only positive spirit signs



## COACH'S RESPONSIBILITIES

### 1. Attendance

- a. Provide schedules of all practices and games
- b. Communicate any changes in schedule in writing to the Athletic Director, parents, and student athletes
- c. Record attendance of student-athletes daily
- d. Be on time

### 2. Attitude

- a. Come prepared for all practices and games
- b. Encourage student-athletes to always do their best academically and athletically
- c. Apply all school and team rules to all athletes equally
- d. Be professional in manner and words.
- e. Be positive about your team
- f. Produce a sense of pride through hard work

### 3. Communication

- a. Philosophy as a coach
- b. Expectations & Rules of the team, student-athletes academically, behavior on and off the field of competition, expectations of parent involvement
- c. Location of all practices, games, matches, and all other team activities posted on the website
- d. Communicate to each individual student-athlete their skills, role, position on the team
- e. Return parent phone calls in a timely manner
- f. Notice to staff and Administration for early release from class for athletic competitions.
- g. Communicate the standards for earning a varsity letter at the beginning of the season
- h. Varsity emblems may be purchased thru outside vendors (school does not supply varsity letters)
- i. Junior varsity and freshmen athletes will be awarded a certificate
- j. Any student-athlete who loses his/her eligibility because of grades forfeits all rights to letters and awards that he/she may have otherwise been eligible to receive (TBD by Coach and Athletic Director)
- k. Any student-athlete who quit their teams or are removed from the team by the coach or athletic director at any time during the season will forfeit any letters and awards that he/she may have otherwise been eligible to receive

### 4. Safety

- a. Check the area of play and the surrounding area for safety
- b. Report areas that are concern for safety to athletic director
- c. Check that all athletes are using all equipment necessary for sport

### 5. Sportsmanship

- a. Act at all times as a representative of Garfield High School
- b. Be a positive example for all student-athletes. Show respect and act in a positive manner in regards to all student-athletes, parents, coaches, staff from any school, and officials at all times
- c. Emphasize the proper ideals of fair play

## **ATHLETIC DEPARTMENT COMMUNICATION GUIDELINES**

In today's world both parenting and coaching are extremely challenging. Providing communication guidelines will provide a helpful and healthy environment for everyone. These guidelines will allow our athletes to reach their potential and allow them to enjoy their athletic experience at Garfield High School.

### **COMMUNICATION PARENTS/GUARDIAN CAN EXPECT FROM ATHLETE'S COACH**

- Philosophy of coach
- Expectations of both individual student-athlete and team (including: academics and behavior on and off the field of competition)
- Location and times of all practices and games (please be flexible to schedule changes)
- Arrange team transportation in advance
- Team, Garfield, Metro League, SeaKing District, and WIAA rules
- Student-athletes role on the team and as a positive student leader
- Positive and negative feedback to both student-athletes and team
- Return parent phone calls in a timely manner

### **COMMUNICATION THAT COACHES CAN EXPECT FROM PARENTS/GUARDIANS**

- Concerns expressed directly to coaches
- Specific questions about philosophy or expectations
- Notification of any injuries or illness
- Notification of any absences prior to practices or contest
- Not attempting to discuss a player with the coach before or after a contest
- Attempting to help with transportation to and from practices or games

### **APPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

- Any treatment of your child (mentally or physically)
- Ways to help your child improve
- Concerns about your child's behavior
- Concerns about their academics

### **INAPPROPRIATE CONCERNS TO DISCUSS WITH COACHES**

- Playing time
- Team strategy
- Play calling
- Another student-athlete

## **PROCEDURE TO FOLLOW IF A PARENT/GUARDIAN HAS A CONCERN**

It can be very difficult to accept when your athlete is not playing as much as you may hope. Coaches make decisions based on what they believe to be in the best interest of the team. The coach must take into account all members of the team, not just one individual. As noted in the list under communication guidelines, certain concerns should be discussed with the coach. Other decisions like the examples on the list of “inappropriate concerns” must be left to the discretion of the coach.

### **GUIDELINES FOR COMMUNICATING WITH COACHES**

1. If appropriate, talk with your son/daughter about your questions. What is your child’s perspective? Can our child solve the problem by himself/herself?
2. Set up a meeting with the coach if you still have questions. This meeting remains as an informational meeting where you can ask questions, listen, and have a discussion. Remember that the coach makes decisions for the good of the team based on practice, ability, attitude, and chemistry.
3. Please do not attempt to discuss issues with a coach before or after a contest or practice. This can be an emotional time for both parent and the coach.
4. Garfield High School telephone number is (206)252-2270, ask for the coach by name. If the coach is NOT a Garfield staff member, leave a message with the Athletic Secretary (X-2279). E-mails are available on the school website.

If satisfactory resolution between parent and coach does not take place after the initial communications continue to step three:

1. Contact the Athletic Director, Ed Haskins, at ext 2314
2. The athletic director will set up a meeting with the parent, athlete, and coach
3. The athletic director will attempt to mediate a resolution
4. If a satisfactory resolution is not reached at the above meeting you will need to contact the administrator in charge of athletics, Lenora Lee, at ext 2463. The administrator will set up another meeting with all parties and will try to mediate a resolution

It is our intention to do our best in resolving any situations between athletes, parents, and coaches. In order for this to happen all of the parties involved must be willing to work together to find the best possible solution.

### **GUIDELINES FOR ALL MEETINGS**

1. The conversation must be in a professional manner with regard to both language and conduct.
2. Everyone will get a chance to talk, but everyone must listen
3. Emotional control by all parties is imperative.
4. Meetings must not occur on game days, practice time, Saturdays or Sundays, and are held by appointment only.

## **ATHLETIC EVENTS**

At all athletic events at Garfield or any site where Garfield is playing, school rules apply. Athletic events are school activities and represent Garfield High School. Remember to let the players play, the coaches coach, and the officials officiate. Do not bring any valuables with you to any athletic event. Remember to have all your items with you or have a responsible person watching your items. Garfield High School is not responsible for any lost or stolen articles.

When visiting other school sites for competition, all members of the team must remain with the team in the area of competition. No member or members of the team are permitted to leave the area of competition without approval of the coach. Do not bring any valuables with you to any athletic event. Remember to have all your items with you or have a responsible person watching your items. Garfield High School is not responsible for any lost or stolen articles

## **SPIRIT SIGNS**

Only positive booster or spirit signs, posters, etc. are to be used at the sites of any contest. No reference to opponents, either directly or indirectly, shall be made except in a positive manner.

## **NOISEMAKERS**

No noisemakers (miniature megaphones, cowbells, air horns, blocks, whistles, cannons, drums, thunder sticks, etc.) of any kind will be permitted at the site of any contest.

## **VIDEO**

Video recordings of contest in progress may not be viewed by the coaching staffs or competitors of competing schools, nor may information from the video recording be relayed to the team members, until the completion of the contest. Violation of this rule will result in forfeiture of the contest.

Coaching staff's video is usually for the purpose of the entire team. These tapes might be watched by the team, coaching staff, or parents. These videos are intended for the use of making the team better. The video is not intended for the recruitment of college, university or professional athletics. Parents are strongly encouraged to video their own child.

## OTHER ATHLETIC ISSUES (In alphabetical order)

### **ALCOHOL, DRUGS, TOBACCO**

Seattle Public Schools and The Metro League are committed to meet their legal and moral responsibilities to safeguard health, character, citizenship, and personality development of students. Certain student offenses, including those of drug and alcohol abuse, are barriers to the positive development of students and if students commit such offenses are grounds for suspension or expulsion. A student involved in possession, use, sale, furnishing or being under the influence of alcohol or drugs should also expect to be removed from the team for at least the remainder of the season.

### **APPEARANCE**

Garfield High athletes are expected to dress neatly and appropriately at all times. The coach may determine a dress code on the day of a contest.

### **BOOSTER CLUB**

Each team may have their own parent Booster Club. Parents, students, and coaches will establish the mission or purpose cooperatively.

### **CLUB SPORTS**

Garfield High School offers many Club Sports. Those Clubs fall under the authority of the Activity Coordinator not the Athletic Director.

### **GARFIELD SCHOOL COLORS**

The school colors for Garfield High School are purple and white. All athletic school uniforms, warm-ups, and spirit packs are to be variations of these colors. These colors represent Garfield High School and no individual team has the right to change them. Every Coach at Garfield High School has the responsibility of making sure that every athletic team wears and represents purple and white.

### **COACHING REQUIREMENTS**

A team of interviewers selects coaches after the position has been advertised. Every attempt is made to hire the best-qualified coach for each position. All coaches hired must be registered at the District Office, be fingerprinted, and receive training in First Aid and CPR. Coaches must also attend training sessions required and conducted by the Seattle Public Schools, attend pre-season and post-season meetings hosted by the school responsible for their particular sport, complete WIAA online clinics (concussion, general rules, and sport specific), and participate in training at the beginning of each new season at their school site. Coaches also have the responsibility for developing a complete schedule for the team and attend post season playoff seeding meeting and meetings for the all league selections.

### **COMPETITION ON AN OUTSIDE TEAM**

WIAA rules state that a student-Athlete MAY participate on an outside team while competing on the High School team. However, NO special or preferential treatment shall be given to students with schedule conflicts or other outside issues, the school sport MUST take priority throughout the entire season. (Article 17 WIAA handbook)

### **CONDUCT AND BEHAVIOR**

Athletes represent their sport, school and community. Proper conduct and behavior is expected at all times.

### **CUTS**

The Athletic Department at Garfield High School wants to encourage all students to go out for a sport and participate. All of our coaches want to include as many student athletes in their programs as they are able to accommodate. It is not always possible, however, for all students to make every team for which they try out. Each coach determines their own specification and conducts a try-out to select the most capable student athletes for their particular team. The coach has the final decision on student athletes who will participate on their team.

### **DEDICATION**

An athlete must be willing to dedicate himself/herself to sports. The athlete should be aware that nothing worthwhile is accomplished without hard work and a sincere desire to succeed. The athlete must also work out of season as well as during the season. He/she must also be willing to sacrifice his/her own desires for the good of the team. "A team will only be as strong as its weakest link."

### **END OF SEASON**

At the end of your season a meeting will be held and an evaluation will occur and the coach will determine a date for your awards ceremony.

### **EQUIPMENT AND UNIFORMS**

Athletes should treat equipment as though it was their own personal property. Athletes must not abuse any equipment. All changes must be made on proper equipment forms. They must not trade equipment with another athlete without first checking with the coach, and then having it reissued. When players lose uniforms or equipment, they will not take part in any sport until it is found and returned, or paid in full

1. Athletes are financially responsible for all equipment checked out to them
2. All equipment will be turned in immediately after the last contest

#### **NO ATHLETE:**

- Will be cleared from school until he/she is clear on equipment
- Will receive credit on items turned in if they are not the items that had been checked out to him/her
- Will receive any awards, trophies or letters until he/she is clear in all areas
- Will allow friends to borrow their equipment
- Who is a senior, will receive a diploma until clearance has been established on all equipment

### **EXPECTATIONS**

Coaches generally review specific expectations for their sport at the beginning of every season. Many coaches also distribute written expectations/discipline to the student athletes and their parents.

## **FUNDRAISERS**

Teams may fundraise during various times throughout the year. This can be done to augment the money distributed by the Administration and can be used to purchase additional equipment and accessories, hire additional coaches, and enter tournaments, official fees, and up-keep of athletic facilities. This is only a small percentage of the amount needed to fully equip athletic teams with every type of equipment that might be needed for their sport. This is why the coaches of various teams at Garfield, fundraise to support your son/daughter with the best equipment possible. It is the hope of the athletic department that student-athletes and parents support the teams in these endeavors. Please be aware that when an athlete checks out fundraising materials he/she will be held responsible for those items. If at the end of the fundraiser, the athlete does not return the checked out items, they will be held monetarily accountable. If payments are not received the athlete will no longer be eligible for any athletic team at Garfield until the matter is resolved.

**All fundraising events must be first approved by the coach and then submitted to ASB for approval.** All money earned in any fund-raiser is submitted to the Fiscal Office and placed in a club account for that team.

## **GRIEVANCE PROCEDURE**

The grievance process is intended to be a process whereby concerns of alleged unfair treatment of athletes can be addressed in a timely manner. It is our belief that a quick and honest discussion between all parties will result in the positive resolution of concerns and an improvement of the atmosphere for both athletes and coaches. The list below of legitimate and non-legitimate grievances are intended to be guidelines, not an all-inclusive list.

### **Legitimate grievances:**

1. Failure to provide due process in disciplinary action.
2. Failure to provide a fair opportunity to compete to make the team
3. Any violation of an adopted code: Ethics, conduct, expectations

### **Non-legitimate grievances:**

1. Athlete not given enough playing time.
2. Athlete not playing the right position.
3. Strategies used by the coach.
4. Win/loss record of the team or coach.

It is the intent that problems be resolved before coming to a formal grievance process. When a problem or concern develops between a student/parent and the coach and a meeting or discussion has been held but a resolution was not achieved, a procedure and time line should be followed.

## **HAZING**

Activities that involve in hazing are **strictly forbidden**. Those activities include, but are not limited to the following: initiations, inductions, pranks, acts of violence, unwanted physical touching and sexual battery. Acts of hazing should be immediately reported to the coach, Athletic Director, Counselor, or Athletic Vice Principal.

## **INJURIES**

Coaches make every attempt to provide a safe environment to prevent injuries. All coaches are trained in First Aid and CPR and always carry with them the Emergency Information Cards. The coach will file an Accident Report Form within 24 hours after an injury has occurred with Athletic Trainer or School Nurse.

## **LANGUAGE**

Anyone associated with athletics needs to use socially acceptable and appropriate language. Profanity or vulgar language will not be tolerated on or off the playing field at any time.

### **LEAVING A SPORT**

Student athletes cut from one sport may want to try out for a second sport during the same season and are encouraged to do so. Student athletes need to make contact with second coach responsible for the sport. See the Athletic Director/Secretary to arrange this contact. When an athlete drops or quits a team, he/she cannot begin another sport until there is either a mutual agreement between the coach of the dropped sport and the coach of the new sport, or a resolution made between the two coaches. The Athlete should be cleared of all obligations from the sport they quit prior to participating in a new sport.

### **PHYSICALS**

Students are required to obtain a physical from a licensed physician or medical practitioner as part of the Athletic Clearance process. Physicals are good for two calendar years. Physicals must be good throughout the entire season (if a physical expires at any point of the season, it is NOT VALID).

### **PHYSICAL EDUCATION CREDIT**

Student Athletes may earn Physical Education waiver for successful participation in school-sanctioned athletics (see school counselors for details).

### **PROFESSIONAL TRYOUT**

A student-athlete shall become ineligible for WIAA competition if he/she participates in any tryout for a professional team in any WIAA approved sport.

### **SUSPENSIONS**

Students who have been suspended from school are not allowed to compete, practice, or be on school property at any time for the duration of the suspension. Students cannot attend games or contests at any school during the time they have been suspended

### **EXTRA-CURRICULAR SUSPENSIONS (LOSS OF PRIVILEGES LIST)**

Students may be suspended from extra-curricular activities including athletics for disciplinary issues or being placed on the Lost of Privileges list (LOP)

### **TRANSPORTATION**

Transportation to and from competitions is usually by school bus. Transportation permission slips must be on file with the coach or athletic director and must be signed by both the student and his or her parent or guardian before any traveling takes place. (Required signature of parent authorization form and driver form located in the Participation Packet)

### **TRYOUTS HELD DURING PLAYOFFS**

An athlete participating in a WIAA playoff, by Garfield policy, must be permitted a late tryout for a new sport. The athlete must contact the coaching staff of the new sport to arrange a tryout schedule.

### **VACATION POLICY**

Vacations by athletic team members during a sports season are discouraged. Parents/athletes wishing to do so may wish to reassess their commitment to being an athlete. In the event an absence due to a vacation is unavoidable, an athlete must:

1. Contact the head coach prior to the vacation
2. Be willing to assume the responsibilities and consequences of missing practice.



## **TEN RECOMMENDATIONS FOR PARENTS WITH ATHLETIC CHILDREN**

1. Make sure your children know that, win or lose, you love them, appreciate their efforts, and are not disappointed in them. This will allow them to do their best without a fear of failure. Be the person in their lives they can look to for constant, positive encouragement.
2. Try your best to be completely honest about your children's athletic capability, competitive attitude, sportsmanship and actual skill level.
3. Be helpful, but don't coach them on the way to the game or match or on the way back, at breakfast, and so on. It is tough not to, but it's a lot tougher on children to be inundated with advice, pep talks, and often critical instruction, if they initiate then respond.
4. Teach them to enjoy the thrill of competition, to be "out there trying," to be working to improve their skills and attitude. Help them to develop the feel for competing, for trying hard, for having fun.
5. Don't compete with the coach. If the coach becomes an authority figure, it will run from enchantment to disenchantment, etc. with your athletes... coaches coach, parents parent.
6. Don't talk negatively about a coach or his decisions in front of the student-athlete, other parents, or fans.
7. Don't compare the skill, courage, or attitudes of your children with other members of the team, at least within their hearing.
8. Get to know the coach so that you can be assured that his/her philosophy, attitudes, ethics and knowledge are such that you are happy to have your children under his/her leadership.
9. Remember that children tend to exaggerate, both when praised and criticized. Temper your reaction and investigate before overreacting.
10. Make a point of understanding courage, and the fact that it is relative. Some of us can climb mountains and are afraid to fight. Some of us will fight, but turn to jelly if a bee approaches. Everyone is frightened in certain areas. Explain that courage is not the absence of fear, but a means of doing something in spite of fear or discomfort. The job of the parent of an athletic child is a tough one, and it takes a lot of effort to do it well. It is worth all the effort when you hear your youngster say, "My parents really helped. I was lucky, in this respect."

# ***RULES ON ROLES***

## **Coaches' Roles**

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1. Set a good example for student-athletes and fans to follow
2. Be positive, fair, and consistent with the student-athletes
3. Make playing time and strategy decisions with thought and care
4. Establish and organize practice for the team on a daily basis
5. Be a good communicator with student-athletes and parents
6. Protect the safety of all student-athletes
7. Know and employ injury prevention procedures
8. Make sure student-athletes know team and individual expectations, procedures, regulations, and rules
9. Make sure everyone has schedules and calendars
10. Be professional practitioner; stay current with X's and O's
11. Work to improve
12. Keep track of academic progress of athletes
13. Be available to talk with student-athletes and parents

## **Parents' Roles**

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1. Be a fan of everyone on the team
2. Respect the decision of officials
3. Respect other fans, coaches, and student-athletes
4. Keep any negative thoughts about the coach, the program, or teammates to yourself
5. Don't talk to coaches on game day about a complaint
6. Understand the coaches' responsibility is to make certain students are safe and become better people on and off the field
7. Be supportive of your child
8. Talk to your child about any concerns they may have about the program

## **Student-Athletes' Roles**

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1. Be positive and have a good attitude
2. Support your teammates
3. Work and play hard
4. If there are any questions ask the coach
5. Know and follow school and team rules
6. Challenge yourself as an athlete, student, and human being
7. Meet classroom expectations
8. Notify the coach of any scheduling conflicts in **ADVANCE**
9. Talk to the coach about any special concerns

## **GENERAL WEBSITE LINKS FOR MORE INFORMATION**

Garfield High School Athletics

[http://www.edlinesites.net/pages/Garfield\\_High\\_School/Athletics](http://www.edlinesites.net/pages/Garfield_High_School/Athletics)

Seattle Public Schools Athletic

<http://www.seattleschools.org/modules/cms/pages.phtml?pageid=214082>

SeaKing District 2

<http://www.wiaadistrict2.com/index.php?district=2&league=0>

WIAA

<http://www.wiaa.com/>

Max Preps

[www.maxpreps.com](http://www.maxpreps.com)

Seattle Times High School Sports

<http://www.seattletimes.com/sports/high-school/>

NCAA Information

[www.ncaa.org](http://www.ncaa.org)

NCAA Clearinghouse Applications

[www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net)

**GARFIELD HIGH SCHOOL ATHLETICS HANDBOOK**  
**SIGNATURE PAGE**

A copy of the Garfield Athletic Handbook can be found on the Garfield Athletic website (see next page for link).

I Certify that I have been provided with a copy (or ecopy) of the Garfield High School Athletic Handbook. I have carefully read the information in the handbook and agree to adhere to the policies and procedures set forth therein.

Student-Athlete Full Printed Name: \_\_\_\_\_ Grade \_\_\_\_\_

Signature of Student-Athlete: \_\_\_\_\_

Parent/Guardian Full Printed Name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_