

Parent / Student Handbook
West High School Athletics 2012 - 2013

Welcome to the West Trojan Athletic program. We are very excited about the opportunity to be associated with our community, its coaches and staff as well as our fine student athletes. We are very proud of the accomplishments of our teams and athletes and look forward to the opportunity to build and grow on its foundation that has been set by many that have come before us. The entire staff takes great pride in its role as part of the education provided by West Independent School District.

The athletic department is proud of the accomplishments of their teams, but it also is proud of the intangibles that students learn, such as the meaning of hard work, discipline, making personal sacrifices for the good of the team, goal setting, and many other things which are important to the well-being of a person and society as a whole.

This handbook is designed so that parents and athletes understand the policies of the athletic department. Practice, game expectations, responsibilities toward academics, and personal conduct will be mentioned.

The coaching staff feels that we are extremely fortunate to have the opportunity to work with all the young men and women in the West High School Athletic Program. As the Athletic Director I have an open door policy in regard to your questions and concerns. Feel free to contact me at any time. We look forward to having your son/daughter in our athletic program.

Thank You,

Sam Gillispie
Athletic Director
West Independent School District
254-826-7515

West Trojans Commitment to Excellence

**“One Heart Beat”
Creates Excellence
“Where We Go One, We Go All”**

Excellence is never an accident. It is achieved in a “Team” only as a result of an unrelenting and vigorous insistence on the highest standards of performance. It requires an unwavering expectancy of quality from the coaches and players.

Excellence is contagious. It infects and affects everyone on the team. It charts the direction of the program. It establishes the criteria for planning. It provides zest and vitality to the team. Once achieved, excellence has talent for permeating every aspect of the life of the team.

Excellence demands commitment and a tenacious dedication from the leadership of the team. Once it is accepted and expected, it must be nourished and continually reviewed and renewed. It is a never-ending process of striving and searching. It requires a spirit of mission and boundless energy. It is always the result of a creatively conceived and precisely planned effort.

Excellence inspires. It electrifies. It empowers every phase of the organization’s life. It unleashes an impact, which influences every program, every activity, every player, and every coach. To instill it in an organization is difficult: to sustain it, even more so. It demands adaptability, imagination, and vigor. But most of all, it requires from the leadership of the “Team” a constant state of self-discovery and discipline.

Excellence must be our “Team’s” lifeline. It energizes a stimulating and pulsating force (One Heart Beat). Excellence as an athlete is important... Because it is everything.

West Trojan Athletic Mission Statement

To build confidence, self-esteem and a feeling of contribution within each player

Give every player a feeling of importance and unified purpose

Encourage open and honest communication between staff and players

Focus on solutions rather than problems

Respect the dignity and faith of each person in our Athletic Program

Commitment to team unity and strong leadership, trust each other

Create an environment for innovation and growth

Must believe each and everyone will overachieve, if given the opportunity

Above all else, our student athletes will be athletes of character

Vision for the West Trojans Athletic Program

“To make sure that the West Athletic Program will be respected as one of the best athletic programs in the state.”

“Where We Go One, We Go All”

West High School Athletics

1. Drugs, Alcohol, and smoking will not be tolerated. The WHS Extracurricular/ Co-curricular Drug, Alcohol, and Tobacco Policy will be strictly enforced. A copy of the policy is provided in this booklet. Please read this policy carefully!

a. Reasons for being released from an athletic team. If your desire is to stay a member of the West Trojan Athletic program then don't test any of the rules mentioned. Disciplinary action will be taken by the Head Coach and Athletic Director.

1. Drinking
2. Drugs
3. Smoking
4. Stealing

b. If the Athletic Department is informed by Law Enforcement, School Administration, or self-admittance of breaking these rules the following consequences will apply:

1st offence: 6 weeks or no more than twelve game suspensions.

2nd offence: Athlete will set out 1 full year. (One full calendar year from the time of the offence)

3rd offence: Athlete will be removed from the program.

****Additional consequences may be enforced by the Head Coach or Athletic Director such as:**

1)25 miles of running to be completed in 5 consecutive days

2)20 hours of community service

3)Completion of a Substance Abuse Class in matters involving Drugs or Alcohol***

2. PROFANITY - will not be tolerated. First offense will result in disciplinary action.
3. STEALING - Taking things that do belong to you will not be tolerated. A player caught and proven guilty will result in dismissal from the Athletic Program.
4. CONDUCT - If you want to be a member of any athletic team you must follow all school rules and procedures while attending class. You are expected to act properly in class, giving your teachers and staff courtesy and respect. Any assignment to ISS or suspension from school for any reason will result in disciplinary action by your coach.

5. ATTENDANCE - Do not cut classes or be tardy. Do not miss an athletic period unless it is absolutely unavoidable. If you must be absent please call and talk to your coach before your athletic period. If you miss an athletic period or practice you will be required to make up all worked missed. The coach of that particular sport will determine playing time. The Head Coach of that sport can approve extenuating circumstances. Excessive absences will result in game suspensions or termination from the team. Regular attendance to practice and period is very important in order for the team to improve. Everyone is expected to come to practice and stay until all work is done. It is expected for all athletes to attend school the day after a game.
6. INJURY OR ILLNESS - If you have an injury, see one of the coaches and they will treat you or refer you to the trainer. If you are going to miss a practice or a game because of injury or an illness, we must have a note from the trainer or an MD. If you are unable to physically participate, you will still be expected to dress out and accompany your team and watch all of the practice unless given special permission from your coach. "Absent from practice and unable to participate at practice may result in the loss of playing time." This extends to all extracurricular activities the athlete may be involved in. Example: Cheerleading and Dazzlers. The athlete must have Trainer or MD's note to return to any activity.
7. RESPECT FOR COACHES - Coaches should receive "Yes ma'am," "No ma'am," "Yes sir" and "No sir" responses from players when talking to them. Players in return will be treated with respect by their coach.
8. EQUIPMENT - You are responsible for all equipment checked out to you, if you lose any item you will have to replace it at cost. Do not lend you clothes to anyone. You are responsible for taking care of your locker room area. Coaches are not responsible for any items that are lost in the locker room. Be sure to lock your locker or take your valuable with you. Your school issued practice clothes are to be worn to practice and are not to be worn out in the public on your own time. Any alterations to equipment you will have to replace it at cost.
9. JEWELRY - Jewelry is not to be worn during a sporting event or in warm - up; therefore, it will not be worn during practice. Players are encouraged to lock all jewelry up in their lockers at all times. Boys cannot wear earrings in the school, athletic area, or athletic events. No earrings during any event associated with the school or athletics.
10. DRESS CODE - Dress code will follow district code. The Head Coach of that sport will regulate hair and grooming. ****Any deviations from dress or grooming regulations including but not limited to hair styles, facial hair, exposed tattoos, etc. must be submitted through the head coach to the athletic director and pre-approved by the campus principal before being allowed to represent the District in competition. Athletes will not be allowed to compete until the dress code issue is resolved. No exceptions.****

11. QUITTING - If a player quits or is dismissed from the team in or out of season, that player gives up all rights to any honors, which they have earned but not yet received. The player can only try out for that team the next year with permission of the head coach. If an athlete quits one sport, he/she will not be allowed to practice or participate in the next sport until the previous sport is through with its season. **10 Day** grace period rule: An athlete can decide not to participate in a sport without penalty if it occurs within the first **10 days** of that sport. Consequences for quitting after the **10 day** grace period:

1st offence: Cannot practice next sport until previous sport is done. **Also, the athlete will have to sit out half of the season of the next sport. If it is in the Spring and the athlete is involved in more than one sport, they will sit out of both sports for half the season.** (Does not matter how many games in this period)

2nd offence: Athlete will set out one full calendar year.

12. EARNING A VARSITY LETTER - To letter at the varsity level, players must give 100% effort towards the successful contribution to the team. The Head Coach of that sport will determine varsity lettering guidelines.
13. Parents need to provide transportation for their son/daughter as soon as practice ends or after games. It is not the responsibility of the coaches to provide transportation, in fact; it is against UIL rules. Emergency situations can be taken into account.
14. CONFERENCES - During the week we will always maintain an open door policy for those individuals that would like to visit. Coaches will be available to meet with parents during their “scheduled conference periods.” We will not talk to parents after games, but we will be glad to schedule an appointment after the athlete has had a conference with the coach. Athletes need to talk to coaches about problems before parents do.
15. TRAVEL POLICY - All athletes will travel and return with team unless previous arrangements have been made with the coach of that sport. In case of an emergency, parents must sign an alternate student travel form before leaving for the trip. Parents cannot take other players home from games. Athletes are encouraged to ride with the team.
16. HAZING - There will be no initiation or hazing of any athlete. Players are encouraged to support each other and also report any incidents to the coaches immediately. Upper classmen will assume the role as leader, mentor, and help in keeping hazing completely out of the program: set the example for our underclassmen to follow

17. **ATHLETIC PARTICIPATION** – Every athlete that wishes to participate in any UIL athletic activity that West ISD offers must be enrolled in the athletic period. Athletes must be enrolled and actively participating in the athletic period for the duration of the year beginning in the first 10 days of enrollment in West ISD for that academic year to be eligible to make a team or compete for West ISD athletic teams and programs at all times during the athletic year. Athletes that enter into the athletic period at mid-term will not be allowed to compete until the following school year.



West Athletic Phone Number

826-7515

Criteria For Evaluating Your Ability As A West High School Athlete

1. **Are you coachable?** Will you listen, and are you willing to learning from the instruction, which you are given, or will you insist upon doing things your way?
2. **Commitment** - Are you committed to teamwork or individualism?
3. **Loyalty** - Do you support your fellow players?
4. **Work Ethic** - Do you do extra work outside of practice to further your own skill to help the team? Going the extra mile, a summer strength program will be available during the summer months.
5. **Responsibility** - Are you always on time, bringing all your equipment every day?
6. **Can you accept criticism?** Coaches will, from time to time, be critical of your actions on the floor/field. If you can accept criticism, you should be motivated to correct errors, which you have been making. Criticism is never anything personal against you; on the contrary, it's a coach that cares enough about you to make you better. Take coaching.
7. **Relationship with teammates** - Do your teammates respect you as an individual and as a team member? Do you do the things that will earn respect?
8. **Are you a team player?** Do your actions on the court/field show that you are more concerned with the welfare of the team than gaining individual glory? In a team sport, honors may be won by individuals, but they are earned by the entire team.
9. **Are you disciplined?** The greatest player is a disciplined individual, both on and off the court/field.
10. **Academics** - In order to play, your son/daughter must maintain passing grades through out eligibility period of competition. If your child becomes academically ineligible our policy is to have him maintain a presence on the team. Additional study hall time will be provided until he regains his eligibility back on the team. If not passing classes becomes a problem then your son/daughter will be removed from the team so he can concentrate on his studies. The important asset we all have is our education. You can take athletics from an athlete, but you can never take their education from them.

Game Days - Athletes Need To:

1. Bring all equipment to school on day of game.
2. Be at school at designated time set by coach. Do not be late; when arriving it is time to get serious and concentrate on the game. No horseplay will be tolerated.
3. Give 100% in pre-game warm-ups, because you will play like you practice
4. All players should watch and support each other. This is the perfect time to learn and be attentive to the needs of the team.
5. Away games - double check and make sure you have everything you need for the trip. Be on the bus at the designated time to leave. We will not wait for you. The bus will be kept clean during the trip and the driver treated with respect. Do not eat a lot of junk food on the way up to the game. Noise level should be kept at a level conducive to the driver being able to drive. All players, managers, and trainers are required to ride to and from the games on the bus.

Responsibilities Of A West High School Athlete

The following player responsibilities best summarize our goals to help you become the best athlete you can be. Remember - THERE IS NEVER ANY RANK ON A TEAM. ATHLETICS IS A PRIVILEGE, NOT A RIGHT!

My responsibilities as a West High School Athlete are:

- To attend all classes and excel to the best of my personal ability
- To fulfill my team role the best I can
- To attend all practices and be on time
- To give 100% in practices, games and meets
- To look for ways to compliment my team members, on and off the playing field and to create a positive attitude
- To be honest, sensitive and a positive role model for others
- To represent WHS as a courteous, disciplined champion athlete
- To play up to my potential
- To do what the coaches ask of me
- To develop a positive self-image

The following fourteen traits are directly related to success in any competitive sports and life:

1. Coachability
2. Commitment
3. Loyalty
4. Work Ethic
5. Responsibility
6. Emotional Control
7. Conscience
8. Mental Toughness
9. Trust
10. Leadership
11. Determination
12. Drive
13. Aggressiveness
14. Self-Confidence

Remember this quote from John Wooden on Success, “Success is a peace of mind which is a direct result of self-satisfaction in knowing you did your best to become the best you are capable of becoming.”

Parent’s 10 Commandments

Parents please feel free at anytime to contact the Athletic Office at the High School Campus if you have any questions or concerns about your son or daughter and his or her involvement in the West Athletic Program.

1. Be positive with your child. Let them know they are accomplishing something by simply being part of the team - don’t put them down.
2. Encourage them to work hard and do their best. Don’t offer excuses if they are not playing. There is usually a reason for it and they should discuss it with their coach.
3. Be loyal to the program and to the coaches. The coach represents the boss authority - parent - teacher - etc. If parents constantly put down the coach, how can we expect your child to listen? Teach your child to be a “DOER”, not a complainer.
4. Insist that your child follows TEAM RULES! No matter which team your child is on, players must follow the rules! Athletics is very demanding and coaches are concerned with a player’s activities. In order to get the maximum physical and mental performance, athletes need to follow team rules!

5. Insist on good GRADES! Monitor your child's homework. It is a parent's duty to see that homework gets done. Bring him/her to tutorials, if necessary. Tutors are available in all subjects.
6. Be positive toward ALL players in the program. Please do not carry bad feelings towards other players because of incidents that may have occurred between others. Every player has an important role on the team and all roles contribute to the success of the entire team
7. Insist that your child maintains their self-control! Self-respect begins with self-control.
8. Refrain from comparing your child with previous children who have played sports, or with other players on their team. Encourage children to be themselves and develop their own given talents. Do not put undue pressure on your child by thinking only in terms of scholarships. Scholarships are the result of unselfish play and team skills, as well as individual talent. A college coach prefers team players, rather than one focused on his/her self! If your child is only playing athletics to get a scholarship and not for the love of the sport, competition, your life will be miserable.
9. Have your child see their coach if they have a problem. Almost all concerns can be handled at this step. Coaches are here because they love coaching and love working with your children.
10. Lastly, ENJOY YOUR CHILD'S INVOLVEMENT ON THE TEAM!

Time flies quickly as your child goes through high school. Make the most of each game:
If they have a good game ... great!
If they have a poor game ... it's still okay!
Don't be a worry wart ... that's the coach's job!

Sometimes, not most of the time, parents tend to take things harder than the players do!

Lighten up and have fun!

West High School is #1!

~ WEST ISD PARENT / COACH RELATIONSHIPS ~
PORTIONS REPRINTED FROM THE U.I.L. PARENT INFORMATION MANUAL

Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know, and understand, the expectations placed on them and their children. Coaches have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

Communication parents should expect from their child's coach:

- 1) Coach's philosophy.
- 2) Expectations the coach has for your son or daughter, as well as other players on the team.
- 3) Locations and times of practices and contests.
- 4) Team requirements, i.e., fees, special equipment needed, school & team rules, off-season expectations.
- 5) Procedures that will be followed if your child becomes injured during participation.

Communication coaches expect from parents:

- 1) Concerns regarding their son or daughter expressed directly to the coach at the appropriate time and place.
- 2) Specific concerns in regard to the coach's philosophy and/or expectations.
- 3) Notification of any schedule conflicts well in advance.

As your child becomes involved in interscholastic athletics, they will experience some of the most rewarding moments of their lives. It's important to understand there may be times when things do not go the way you or your child wishes. These are the times discussion with the coach is encouraged.

Appropriate concerns to discuss with a coach:

- 1) The mental and physical treatment of your child.
- 2) What your child needs to do to improve.
- 3) Concerns about your child's behavior.

It is very difficult to accept your child is not playing as much as you may hope. Coaches make decisions based on what they believe is in the best interests of all students participating. As you can see from the list above, certain things can and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

Issues NOT appropriate for discussion with your child's coach:

- 1) How much playing time each athlete is getting.
- 2) Team strategy.
- 3) Play calling.
- 4) Any situation that deals with other student-athletes.

There are situations that may require a conference between the coach and parent. These are not discouraged, as it is important for each party to have a clear understanding of the others' position. When these conferences are necessary, the following procedure is suggested to help promote resolution to the issue.

If you, as a parent, has a concern to discuss with the coach, the following procedure should be followed:

- 1) Call the coach to set up an appointment.
- 2) Think about what you expect to accomplish as a result of the meeting.
- 3) Stick to discussing the facts, as you understand them.
- 4) Do not confront the coach before, during or after a practice or contest. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution of the situation, but often escalate it.

What should a parent do if the meeting with the coach didn't provide satisfactory

resolution?

- 1) Complete the WISD Athletic Communication Form* and submit to the athletic director's office to set up a meeting with the athletic director, coach, and parent present.
- 2) At this meeting, an appropriate next step can be determined, if necessary.

*Note the WISD Athletics Communications Form does not replace the district's formal grievance process. For more information about the formal grievance process, please consult with the athletic director.

Student's involvement in co-curricular activities has been proven to increase their chances of success later in life. We hope the information contained in this handout helps make that experience more enjoyable for everyone involved.

~ BEHAVIOR EXPECTATIONS OF SPECTATORS ~

Remember that you are at the contest to support and yell for your team, and to enjoy the skill and competition not to intimidate or ridicule the other team or its fans.

Remember that school athletics are a learning experience for students and that mistakes are sometimes made.

Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people, just as you would praise a student working in the classroom.

A ticket is a privilege to observe the contest, not a license to verbally assault others or be generally obnoxious.

Learn the rules of the game, so that you may understand and appreciate why certain situations take place.

Show respect for the opposing players, coaches, spectators and support groups.

Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.

Recognize and show appreciation for an outstanding play by either team.

Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during, and after the game on or near the site of the event (i.e. tailgating).

Use only cheers that support and uplift the teams involved.

Be a positive role model at events through your own actions and by censuring those around you whose behavior is unbecoming.

Parents and spectators should be aware that the school can (and should) remove them from the premises and can prohibit them from attending future contests due to undesirable behaviors.

Game officials can ask that school administrators have unruly fans removed from a contest facility.

There is no such thing as a "right" to attend interscholastic athletics. Interscholastic athletics are considered a "privilege" and the spectator who avails themselves of it is expected to conduct himself or herself accordingly.

Keep in mind that you are a guest of the school, and that while winning is certainly an admirable goal; it is hollow if it comes at the expense of morals, ethics, and just plain common sense.

The school is responsible for the behavior of their spectators. The school district can be and will be punished for actions of patrons in violation of UIL standards and rules.

West ISD Athletics Communication Form

Our goals are to facilitate communication, first and foremost, between player and coach, then coach and parent/student and to address concerns in a collaborative, effective manner. If you are a student or parent who has a concern or complaint about a sport, coach or coaching style, please complete this form and follow the guidelines and process described previous to this form. Coaches cannot address a problem unless they know that a problem exists. Most of the time, problems stem from miscommunication or misinterpretation about an issue. Therefore, we ask that your child talk first with the coach and address the problem directly. If the outcome of that meeting is not satisfactory, we ask that the parent and student meet together with the coach. If the outcome of the student/coach/parent is still not resolved, in the hope of resolving them.

Again, we are committed to effective communication and problem solving and look forward to meeting with students and parents to build and maintain better athletic programs in WISD.

(Form to be completed by parent/student.)

Date _____
Campus _____
Sport _____ Coach _____
Your Name _____
Son/Daughter _____ Grade _____
Contact phone:(home) _____ (work) _____ (cell) _____

Your Concern:

Step 1
Athlete meets with the coach. Date of meeting: _____
Outcome: _____

Step 2
Meeting with athlete, parent and coach. Date of meeting: _____
Outcome: _____

Step 3
Meeting with athlete, parent, coach, and Athletic Director.
Date this form was submitted to the Athletic Director's Office: _____
Concerns: _____

Solutions/suggestions you have to resolve the concerns: (Required)

INJURIES

We must distinguish between pain and injury. Athletic participation will lead to occasional pain and discomfort due to the nature of your chosen sport. An athlete who is injured and cannot practice will be under direction of the athletic trainer who will advise the coaches of the status of the individual.

It is the responsibility of the athlete to make the trainers and coach aware of any injury or illness that will limit your ability to participate. If the condition has been evaluated/seen by an MD, a written note from the MD will be required. Coaches and trainers need to be aware of the MD's written orders.

The athlete's name will be placed on an Injury Report that is given to the coaches if they are suffering from any injury, illness, or other condition. It is expected that the athlete will participate to their fullest ability under the advisement of the trainer(s) regardless of the injury or condition, and will seek full clearance prior to attempting more actively that what is indicated on the Injury Report.

If the injury occurred during athletic participation the coaches must be notified AT THE TIME OF INJURY or no later than forty-eight (48) hours after.

If at any time during a practice or game, you feel that you are injured, overheated or ill, notify a coach immediately! Nobody but you can perceive your pain or illness.

My Goals and Pledge as a West High School Athlete

Player Name: _____ Date: _____

To be a member of the West High School Athletic Program is an honor and a responsibility. I am no longer an individual. I have decided to represent the West High School Athletic Program. I therefore agree to conduct myself to the following code of ethical behavior and abide by all the guidelines set forth within this booklet. I also realize that in case I do not live up to the agreement that I can be removed from any team.

I *pledge* the following:

I will give my very best effort towards receiving a quality education

I will strive to be a complete player

I will conduct myself in a manner that does not draw unwanted attention to my family, my school, my team, and my position players

I will when on campus and in the classroom, cause no problems for myself, my teammates and or my teachers

I will be the best possible student that I can be and to make sure that my grades will not jeopardize my good academic standing. If grades are in doubt I will make every attempt to make all study hall sessions and get help from my teachers and attend all tutorials

I will follow all rules and regulations laid out by the West Athletic Handbook

I will be responsible for all athletic equipment trusted to my use and return it to the school in the best possible condition

I will put my team's success ahead of individual glory

I will treat others the way I would want to be treated

I will play with CHARACTER - "Play as hard as I can, for as long as I can."

I will play with PRIDE - "Know that I won't quit when it gets tough."

I will be mentally TOUGH - "Accept discomfort and coaching and learn to live with it."

When I walk out onto the field of competition I represent:

1. My School
2. My Teammates
3. My Family
4. Myself

Player's Signature: _____ Date: _____

Parents Signature: _____ Date: _____