

HORTONVILLE FOOTBALL CLUB, INC.

Code of Conduct



HORTONVILLE FOOTBALL CLUB, INC (HFC)
CODE OF CONDUCT

1. PHILOSOPHY

Like the Hortonville Area School District, HFC sponsors co-curricular activities to provide students with additional opportunities for personal growth, self-discipline, skill development, cooperation with others, creativity and fun. Although the co-curricular program is a valuable part of the total educational experience, participation in co-curricular programs is a privilege, not a right. As such, all participants must abide by all rules and responsibilities that apply to each co-curricular program in order to continue participation in these activities.

2. DEFINITION OF CO-CURRICULAR ACTIVITIES

Co-curricular activities include any school-related activity that is offered outside of academic class requirements.

3. GOALS OF CO-CURRICULAR ACTIVITY PARTICIPATION

The co-curricular activity program is an important part of the educational experience. It provides opportunities for learning experiences difficult to duplicate in regular school activities. Co-curricular activities have the following major objectives:

- a. To teach attitudes of responsibility and cooperation and to help students realize that participation is a privilege with accompanying responsibilities.
- b. To help students learn good habits of health, sanitation and safety.
- c. To provide activities that create school unity.
- d. To provide activities for learning self-discipline, loyalty, team play, personal and organization pride, respect for the rights of others and the will to be successful.
- e. To provide students with opportunities for competition.
- f. To place the unit, team, squad, class and school above personal desires.

4. ELIGIBILITY RULES

A. Wisconsin Interscholastic Athletic Association (WIAA) Rules:

All public high schools in the state of Wisconsin with interscholastic programs are members. All WIAA and other pertinent national and state governing regulations as published will apply and are available on request.

B. Academic Rules

A student must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent (school issued) grade-reporting period.

1. Eligibility requirements will commence upon initial enrollment in the first co-curricular activity.
2. The principal, activities director, or his or her designee shall determine whether the participant has failed two or more courses. Incomplete grades shall count as F's until completed.
3. Ineligibility/eligibility begins with the first day of the next grading period, *with the exception of activities that take place after the 2nd semester of the current school year and prior to the beginning of the 1st quarter of the next school year.* In this case, the student becomes ineligible on the first day after the 2nd semester ends. See 4-F for further information.
4. The following procedure will be used if a student is ineligible at the end of the most recent grading period and who desires to participate in an activity:
 - a. The coach/advisor will inform the student and parent of the ineligibility to prevent the student from participating while ineligible.
 - b. The principal, activities director or his/her designee in cooperation with the participant's teachers, will review the participant's grades at the end of a fifteen school day period.
 - c. If the participant is failing any classes at that time, the participant will become ineligible for contests and performances for the entire nine-week grading period.
 - d. During the period of the fifteen school day ineligibility the student will participate in practice but not through performance.
 - e. Middle school grades will not carry over into high school.

- f. A student may regain eligibility following the 2nd semester grading period through summer school courses for credit towards graduation. The Hortonville Area School District must approve all courses. ***If a student does not regain eligibility through summer school classes, the ineligibility period will be lesser of (1) 21 calendar days beginning with the date of the earliest allowed competition in that sport or (2) 1/3 of the maximum number of contests allowed in a sport. A student must be academically eligible to participate before they start serving a code violation.***

C. Process of Informing Participants of Ineligibility

- a. Each student and his/her parents are responsible for knowing and understanding when he/she is ineligible. e.g. A student is told by two or more of his teachers he/she is failing for the quarter, he/she should be aware that he is ineligible. e.g. A parent sees two failing grades on their child's report card, they should know their child is ineligible.
- b. Each teacher is responsible with providing the principal, activities director or his/her designee with a list of students who failed his/her class for the quarter. The list must be turned in by the last day of the quarter the participant(s) have most recently completed. e.g. A 1st quarter "F" list must be turned in by the last day of the 1st quarter.
- c. The principal, activities director or designee will produce a list of ineligible students. The list will be distributed to all sponsors, directors and coaches of co-curricular activities.
- d. The advisor/coach is responsible for informing her/his participants who are ineligible to prevent the ineligible student from participating.
- e. If the principal, activities director or his/her designees fails to notify the ineligible participant prior to the beginning of the next marking period, the participant will become ineligible as soon as he/she is notified. Timely notification is meant to help the student when possible and will not be used to overturn a finding of ineligibility.

D. Process of Demonstrating Restored Eligibility

- a. Participants will inform and demonstrate to the principal, activities director or his/her designees that his/her eligibility has been restored with written evidence as provided by teachers of the classes in question.

E. Attendance Rules

All students must be in school **for at least ½ the scheduled school day** on the days of scheduled events in order to participate.

1. Students may not participate in any co-curricular activity during/after school on the same day as an **unexcused** absence.
2. Failure to be in attendance as stated will result in non-participation in all co-curricular events and practices that day.
3. Exceptions to this attendance rule will include the following:
 - a. Absences which have been excused for a funeral, court appearance, school approved trips, documented medical appointments, or for other unusual extenuating circumstances as cleared in advance with the coach or advisor.
 - b. Absences in an activity that is related to a classroom grade.
4. The student shall be encouraged to seek help through the guidance department or student assistance program (SAP) whenever personal problems may be affecting student attendance.

F. Impact of Quit/Removal

A student who is dropped from one activity for disciplinary reasons shall be ineligible to participate in another activity during that season.

A student who quits a seasonal co-curricular activity shall be ineligible to participate in another activity during that season unless he/she receives consent from the coaches or advisors involved. This does not apply if the activity meets all year or if a student is cut from a team.

5. SOCIAL BEHAVIOR AND CONDUCT RULES

A. Accountability for Violations of Conduct Rule

A student is covered by the Code from the time he/she begins his/her involvement with the co-curricular program until the conclusion of his/her High School co-curricular activity career (including summer months).

The student is expected to follow all school rules and to display high standards of behavior, including good sportsmanship, respect for others, and use of appropriate language and dress at all times.

A teacher may refer a participant to the appropriate coach/advisor when the teacher believes that the participant's school conduct is disruptive or undesirable (gross insubordination, endangerment of health and safety, etc.)

The coach/advisor shall define the consequences for poor student conduct in writing prior to the start of the season. This will be kept on file with the Activities Director. Consequences may include suspension from participation. Coaches may add or adjust consequences, as each incident is a different situation.

The students shall be encouraged to seek help through the Counseling Office or the student assistance program (SAP) whenever personal problems may be affecting student conduct.

B. Examples of Prohibited Conduct

Rules are established for the best interests of the participants and the school. The participant who complies with those rules demonstrates a desire to dedicate him or herself to self-improvement as well as to enhance the best interests of fellow teammates, coach/advisor and school. Rules must be observed by all participants throughout the year including when the particular activity is not in season.

1. A participant must refrain from any conduct at any time that would reflect unfavorably on him or herself or the school. Conduct which would reflect unfavorably on a participant or on the school includes but is not limited to the following:
 - a. Drug abuse, including sale, possession or illegal use. Drug paraphernalia, possession or use.
 - b. Use, possession or purchase of alcoholic beverages.
 - c. Use or possession of tobacco in any form.
 - d. Profanity or obscene gestures.
 - e. Insubordination while involved in an activity.
 - f. A criminal offense or violation of an ordinance having a statutory counterpart.
 - g. Acts of vandalism.
 - h. Presence in a bar or tavern without the student's parent present.
 - i. Knowingly present where alcohol is being served illegally.
 - j. Knowingly in the presence of illegal drugs.
 - k. Unsportsmanlike conduct.
1. Curfews, if any, will be determined by the coach/advisor of each activity.
2. Hosting a Party: Any person who **knowingly** has a gathering at their home/property where alcohol or drugs are being used will be given a penalty at the next highest level above the level they would normally be suspended. Example: If a student knowingly hosts a party and it is their first violation, since the party was at their home/property, they would be given a violation as their second offense. NOTE: A student who hosts a party may not use the honesty reduction.

6. GUIDELINES FOR MINIMUM PENALTIES

A. Conduct Rules

Rules of conduct are in effect for the calendar year. Rules are in effect whether or not a student is a participant in an activity at the time of any code infractions. All code penalties are superseded by the Hortonville Area School District's policy which specifies penalties dealing with students who sell, possess, exchange, distribute or illegally use alcohol, tobacco or drugs on school premises or at any school related activity. A participant suspended or expelled from school shall be barred from participation in co-curricular activities during that period of time. However, if the suspension is a shorter period of time than the co-curricular code dictates, the code penalty shall prevail. **If any of the acts identified in this code of conduct result in the student being suspended for one or more WIAA tournament competitions, the minimum penalty is immediate disqualification of the student for the remainder of the total tournament series in that sport.**

Failure to abide by established rules shall result in withdrawal of the privilege to participate. For any violation, the following guidelines are established setting forth the minimum penalty that shall be imposed. The District expressly reserves the right to impose a penalty it deems appropriate for each individual situation and case. Code violations are cumulative during a student's high school career unless otherwise stated. For example, a first offense in alcohol would cause a second penalty offense for the second violation, even if it is not alcohol.

This code is divided into two Groups (I & II) of sports/activities in which students may be involved. The penalties for violation of school district policies and rules vary depending on whether the student is in a Group I or Group II activity. If a student is involved in both Group I and Group II activities, a violation will result in receiving penalties from both groups according to the code until both penalties are satisfied.

GROUP I ACTIVITIES: (Refers to all WIAA Sports, Cheerleading, and Dance Team)

GROUP II ACTIVITIES: (Refers to all Co-Curricular Activities not mentioned in Group I)

GROUP I ACTIVITIES

1. First Offense

Consequences:

Athlete will be ineligible for 25% of the contests they are currently involved in at the time of the suspension or their next sport season if they are not currently out for a sport. Percentages of contests is determined on the regular season schedules.

Reduction Opportunities:

The student athlete must do the following:

1. 10 hours of community service
 - a. Hours must be done outside the realm of athletics. (Athletes cannot work a youth camp to earn these hours).
 - b. Hours cannot be taken from or included as part of their graduation requirement.
 - c. All hours have to be approved PRIOR to completion, as well as after the completion to the Activities Director, or his/her designee, for verification.
2. Undergo an assessment to be done by an AODA licensed counselor (with prior approval by the school district) and follow any recommendations for follow-up treatment at non-school expense. The athlete and/or parent must sign a release of information form in order for the school to communicate with the counselor/agency working with the athlete.

Upon completion of these requirements, the athlete's penalty will be reduced to 15% of the contests.

After the completion of the one calendar year suspension, the athlete's eligibility will be restored regardless if they participate in a co-curricular activity or not during that time.

2. Second Offense

Consequences:

Athlete will be ineligible for 50% of the contests scheduled. Percentage of contests is determined on the regular season schedule.

Reduction Opportunities:

The student athlete must do the following:

1. 20 hours of community service
 - a. Hours must be done outside the realm of athletics (Athletes cannot work a youth camp to earn these hours)
 - b. Hours cannot be taken from or included as part of their graduation requirement.
 - c. All hours have to be approved PRIOR to completion as well as after the completion to the Activities Director, or his/her designee, for verification.
2. Undergo an assessment to be done by an AODA licensed counselor (with prior approval by the school district) and follow any recommendations for follow-up treatment at non-school expense. The athlete and/or parent must sign a release of information form in order for the school to communicate with the counselor/agency working with the athlete.

Upon completion of these requirements, the athlete's penalty will be reduced to 25% of the contests.

After the completion of the one calendar year suspension, the athlete's eligibility will be restored regardless if they participate in a co-curricular activity or not during that time.

3. Third Offense

Consequences:

Athlete will be ineligible for 100% of the contests for one calendar year starting the date of the suspension.

The student athlete must complete the following in order to be eligible to participate after their calendar year suspension:

1. 30 hours of community service
 - a. Hours must be done outside the realm of athletics. (Athletes cannot work a youth camp to earn these hours).
 - b. Hours cannot be taken from or included as part of their graduation requirement.
 - c. All hours have to be approved PRIOR to completion as well as after the completion to the Activities Director, or his/her designee, for verification.
2. Undergo an assessment to be done by an AODA licensed counselor (with prior approval by the school district) and follow any recommendations for follow-up treatment at non-school expense. The athlete and/or parent must sign a release of information form in order for the school to communicate with the counselor/agency working with the athlete.

4. Fourth Offense

Consequences:

Athlete will be referred to the Student Services Team to determine future opportunities to participate.

5. Special Notes

- a. The above-suggested penalties are non-negotiable recommendations only. The District expressly reserves the right to impose a greater penalty it deems appropriate for each individual situation and case.
- b. During a period of suspension, the student may be required to attend all practices and team functions to maintain his/her status as a team member, as determined by the coach/advisor.

- c. If a student is participating in more than one co-curricular activity at a time, the full consequence will apply to each activity.
- d. A non-co-curricular suspension does not supersede a co-curricular suspension.
- e. Co-curricular participants will be suspended during their current sport season, next sport season, or combination thereof; whichever is applicable. Penalties will carry over into subsequent school years, if necessary.
- f. If a student athlete chooses to participate in a sport/activity they have not participated in the past, this new activity will not satisfy the suspension of the code violation UNLESS the student/athlete completes the season in good standing with the coach.
- g. HONESTY PENALTY REDUCTION: Students who turn themselves in to school authorities and/or their head coach or advisor, prior to the school obtaining any information, and do not attempt to deceive or mislead school officials, shall receive a one contest suspension PLUS 5 additional hours of community service beyond the graduation requirement. Any student involved in a co-curricular code violation for which there is a police report may not self-refer under this honesty reduction. A student will receive this penalty reduction only once during their high school career and it must be used in connection with their first violation. NOTE: the student has to provide the information to school officials by the start of the next school day.

GROUP II ACTIVITIES

Students will be suspended from all Group II activities that they are currently involved in at the time of the suspension or their next activity if they are not currently involved in an activity at the time of the violation.

1. First Offense

Consequences:

20 hours of School Service (BEFORE returning to the activity). Student must meet with a member of the Pupil Services Team for an assessment before returning to the activity.

2. Second Offense

Consequences:

40 hours of School Service (BEFORE returning to the activity). Student must obtain an AODA assessment at his or her own expense from a district approved agency. The student will only be able to return to the activity after the suspension time has been served and the assessment has been completed. The student must supply the school with the results of the assessment.

3. Third Offense

Consequences:

Suspension in participation from all Group II Activities for one (1) calendar year.

4. Fourth Offense

Consequences:

Student will be referred to the *Pupil Services Team* to determine future opportunities to participate.

5. Special Notes

- a. The above-suggested penalties are non-negotiable recommendations only. The district expressly reserves the right to impose a greater penalty it deems appropriate for each individual situation and case.
- b. During a period of suspension, the student may be required to attend all activities to maintain his/her status as a team member, as determined by the coach/advisor.

- c. If a student is participating in more than one co-curricular activity at the time, the full consequence will apply to each activity.
- d. A non co-curricular suspension does not supersede a co-curricular suspension.
- e. Co-curricular participants will be suspended during their current sport season, next sport season, or combination thereof, whichever is applicable. Penalties carry over into subsequent school years, if necessary.
- f. If a student/athlete chooses to participate in a sport/activity in which they have not participated in the past, this new activity will not satisfy the suspension of the code violation unless the student/athlete completes the season in good standing with the coach.
- g. **HONESTY PENALTY REDUCTION:** Students who turn themselves in to school authorities and/or their head coach or advisor, prior to the school obtaining any information, and who do not attempt to deceive or mislead school officials, shall receive a one contest suspension PLUS 5 hours of additional community service beyond the high school requirement. Any student involved in a co-curricular code violation for which there is a police report or involvement of a police department may not self-refer under this honesty reduction. A student will receive this penalty reduction only once during their high school career and it must be used in connection with the first violation.

6. **APPEAL PROCESS (ACTIVITY COUNCIL)**

- 1. The Activity Council provides an appeal opportunity for students assessed penalties for misconduct. A plurality vote of the council will be used in rendering decisions.
- 2. The student will remain ineligible during the Activity Council appeal process.
- 3. The Council will consist of 3 HFC Board Members. The HFC President will select the members and an alternate member (in case of an absence) to serve on the council.
- 4. All members of the Council must be present to conduct a hearing.
- 5. The HFC President will chair the Council. **The HFC President will not be given a vote as part of the appeal counsel.**
- 6. The parents or student must request an appeal in writing to the activities director within 5 school days.
- 7. The student and parents involved will be informed by letter or phone call of the meeting time and place. They may attend the meeting to respond, to bring witnesses to speak on the student's behalf, and counsel may be brought as representation provided they notify the activities director of the counsel's attendance and name, address and telephone number at least 24 hours prior to the meeting.
- 8. The student and his/her parents will be informed in writing of the decision. A copy of the decision will be placed in the student's behavioral file.

7. **DUE PROCESS PROCEDURE**

- 1. A written appeal of the decision of the Activity Council may be submitted to the HFC President for a full Board hearing by the student participant and/or his/her parents within 5 days of the student being informed of the disciplinary action. The HFC President shall respond in writing within 5 school days to the appeal.
- 2. The student will remain ineligible during the due process procedure.
- 3. The Board hearing shall be conducted in conjunction with a regularly scheduled meeting of the Board, or the appeal may be heard at a special meeting of the Board provided such a meeting can be arranged, and the appealing party agrees to pay all costs incidental to a special meeting if the decision of the Activity Council is upheld.

4. The student and his/her parents may attend the hearing. They are entitled to be represented by counsel provided they notify the district administrator of the name, address and telephone number of such counsel at least three days in advance of the hearing.
5. The president of the Board will act as hearing officer or may appoint a hearing officer. The parties will offer such evidence, including the testimony of witnesses, as they desire and which is relative to the proceedings. All parties will have the opportunity to examine all documents introduced.
6. After all evidence has been introduced the hearing officer shall declare the hearing ended.
7. The decision of the Board shall be made after the hearing has ended. The student and parents will be notified in writing of the decision. A copy of the decision will be placed in the student's behavioral file.
8. The decisions of the Board are final and cannot be appealed.

8. MISCELLANEOUS

A. Equipment

Each student is responsible for the equipment issued to him/her. The student must pay for the replacement of any equipment that is lost or damaged.

B. Travel

1. The student must travel to and from out-of-town events via transportation arranged by the coach or advisor. A student who travels **to an event** via other transportation will not participate in that event.
2. Exceptions may be made in advance with the written permission of the parents, the coach/advisor, and a school administrator **for travel after an event**.

C. Awards

1. Letters and other awards are earned according to written criteria established by each coach or advisor. These criteria shall be kept on file with the school principal/athletic director.
2. An award MAY be RECALLED by a coach or advisor if the student's CONDUCT warrants such action.
3. A student may be awarded a certificate of participation, numerals or a letter, but may not be nominated for any team, conference, state or national honors associated with the activity in which the student was participating when a violation occurred.

DISSEMINATION

A. Publication of Standards

This code shall be published and remain on file with HFC. Copies will be available to all interested parties.

B. Preseason Meeting

1. This code shall be distributed to each student at the preseason meeting or on the first day that he/she reports for a co-curricular activity.
2. Additional standards determined by each coach or advisor shall also be written and distributed to each student at this time. A copy shall be placed on file with the activities director and/or school principal.
3. Students should read all items and ask for clarification by the coach or advisor of any items not understood.
4. Students and parents are responsible for signing the code and returning the signed form to the coach/advisor.
5. The Hortonville Area School District shall keep a copy of each student's signed code on file.
6. It is not necessary to sign a new code for every different activity during an individual school year, but it is necessary for parents and students to attend each individual activity's preseason meeting.

C. Parent Involvement

Parental attendance at the preseason meeting is expected and involvement throughout the season is encouraged. Parents should read all items and ask for clarification by the coach or advisor of any items not understood. The responsibility for enforcing this code lies with the student, his/her parents, the coaches/advisors, and the school administration.

**Approved by the Hortonville Football Club Board
2020**

Date: _____

I have read and understand the provisions in the co-curricular code. As the student I give my word that I will follow it. As the parent I will hold my son / daughter accountable to the provisions of this code.

Student: _____ Grade _____

(Please print clearly)

Student: _____

(Signature)

Parent: _____

(Signature)

Please detach this page and return as instructed by your
coach or advisor.

HORTONVILLE FOOTBALL CLUB, INC (HFC)
ATTENDEE CODE OF CONDUCT

HFC requires all Attendees:

- Support their team in a positive manner.
- Showcase good sportsmanship towards players, coaches, and game Officials.
- Respect Coaches' and will not interfere with on-field instruction during practice or games.
- Support Coaches by ensuring their child arrives at practice and games on-time.
- Support requirements that everyone play by the rules, show respect, and be good teammates.
- Cheer for their team in a positive manner no matter the outcome of the game.

HFC reserves the right to issue verbal warnings or more severe action which may include ejection from a practice/event, or being banned from attendance.

- Any adult who:
 - appears intoxicated or under the influence at a HFC event, or
 - is rude, attempts to intimidate, verbally abuse, heckles, taunts, ridicules, or
 - boos, throws objects and / or uses vulgarity or profane language / gestures, or
 - physically assaults an official, coach, volunteer, staff member or participant, or
 - threatens bodily harm, or
 - otherwise fails to uphold HFC's code of conduct

will be banned from that event and any future HFC event (game or practice) for the balance of that season, and a report to the proper authorities may be required. Serious or repeated violations may result in removal of their children (player) as well. Any serious or repeated violations may result in a permanent ban from HFC events as well as their children (player).

HORTONVILLE FOOTBALL CLUB, INC. (HFC) COACHS' CODE OF CONDUCT

Each HFC coach agrees and understands that coaching in the FVPW program is a privilege and therefore if a violation of the Code of Conduct occurs that is detrimental to the Program and it's participants, HFC may exercise its right to discipline the Coach(s) or terminate his (hers) involvement in the program.

Coaches will:

- Be an ideal team player role model: Humble, Hungry, and Smart.
- Conduct themselves in a positive manner at all times.
- Not tolerate unsportsmanlike or negative behavior.
- Strive to develop a coaching philosophy that embraces positiveness, teamwork, fundamentals, organization, life lessons and friendships.
- Reject any form of a "Win at all Costs" mentality.
- Accept the decisions of the game officials.
- Stop any abuse, verbal or physical, profanity, non-constructive criticism, or inappropriate actions witnessed at or around HFC events.
- Avoid any contact between coach and player away from practice or games without parental involvement or consent.
- Avoid criminal behavior (felony related charges).
- Be a positive leader.
- End any behavior that creates a negative environment.
- Maintain a safe practice and game environment for everyone involved.
- Not permit a player to participate if there is any doubt on his / her health.
- Not distribute any medication unless prescribed by a physician and authorized by parent(s).
- Not deliberately incite unsportsmanlike conduct.
- Abide by both all rules, regulations, and laws.
- Avoid use of tobacco, alcohol, and any illegal substance both at practice and during games.

- **Halt any actions witnessed which reflects negatively, or causes embarrassment to the HFC program.**

Any violation of the above rules or those listed in HFC By-Laws may result in ejection from a game or removal from practice and subsequent suspension to be determined by the Executive Committee. A Coach may appeal his/her disciplinary action per the rules listed under "Appeals Process" in the Code of Conduct.

HORTONVILLE FOOTBALL CLUB, INC. (HFC)
PLAYERS CODE OF CONDUCT

HFC requires all Players:

- **Be an ideal team player: Humble, Hungry, and Smart.**
- **Be responsible for their own and their teammates behavior at all times.**
- **Do not embarrass themselves and their team by trying to embarrass others.**
- **Make every attempt to honor the sport by playing within the rules.**
- **Do not use profanity.**
- **Put the team first.**
- **Put forth their best effort.**
- **Succeed in the classroom.**

HFC reserves the right to issue verbal warnings or take more severe action which may include suspension from attending a game or a number of practices or participation for the remainder of the season.

- Any player who:
 - is caught using alcohol, tobacco or non-prescription drugs, and / or
 - is flagrantly rude, attempts to intimidate, verbally abusive, taunts, or
 - uses profane language or gestures

will receive a verbal warning or removed for the balance of the game or practice. A second violation will result in suspension for one game or the remainder of the season (depending on the nature of the offense).

Any player who:

- physically assaults a teammate, opposing player, coach, and official, or
- is ejected from play for any reason

will receive a one game suspension. Any further violations will result in dismissal from the team for the balance of the season