



RIVERSIDE

UNIVERSITY HIGH SCHOOL

2025-2026

ATHLETICS HANDBOOK

Athletic Directors

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TABLE OF CONTENTS

QUICK LINKS	4
1. DISCLAIMERS	5
2. ATHLETIC DEPARTMENT INFORMATION	5
a. Athletic Office	5
b. Sponsored Sports	5
c. Schedules	6
d. Admission and Ticketing for Athletic Contests	6
3. POLICIES FOR STUDENT ATHLETES	7
a. General Policies	7
b. Code of Conduct and Behavior	7
c. Athlete Registration	8
d. Athletic Fees	8
e. Scholar Athletes	9
f. School-Issued Uniforms And Equipment	10
g. Student Athlete-Purchased Apparel And Equipment	10
h. Athletic Awards	11
i. Open Gyms	12
j. Student Managers	12
k. Transgender and Gender Non-Conforming Athletes	12
4. POLICIES FOR COACHES	14
a. Program Organization	14
b. Communication	14
c. Rules of Competition	14
d. Team Policies and Procedures	14
e. Practice Policies	15
f. Athletic Awards	15
g. Uniforms and Equipment	16
h. Non-Conference Scheduling	17
i. Tryouts and Team Selection (for applicable teams)	17
j. Finances and Cash Handling	18
l. Fundraisers	18
m. Concessions	18
n. Special Event Contests	18
o. Athlete Rosters	18
p. Ejections, Technical Fouls and Written Warnings	19
q. Athlete Supervision	19
r. Student Managers	19
s. Miscellaneous Policies	19
5. SPORTS-SPECIFIC POLICIES	20
c. Baseball	20
d. Cheerleading	20
e. Football	21
f. Swimming - Boys and Girls	21

QUICK LINKS

This page will be updated from time-to-time for online viewers of this document.

[Matthew Turner](#), athletic director

[Andra Gremer](#), athletic director

Important Links

[Riverside Athletics Website](#)

[Riverside Athletic Calendar](#)

[Coach Contact Information \(Google Doc\)](#)

[Online Ticketing \(provided by Hometown Ticketing\)](#)

Athletic Governance Organizations

[National Federation of State High School Associations \(NFHS\)](#)

[Wisconsin Interscholastic Athletic Association \(WIAA\)](#)

[MPS Athletics](#)

College Eligibility

[NCAA Student Eligibility Portal](#) (NCAA School Code for ACT: 9999)

[NAIA Student Eligibility Portal](#)

State Coaches Associations

[Golf Coaches Association of Wisconsin](#)

[Wisconsin Baseball Coaches Association](#)

[Wisconsin Basketball Coaches Association](#)

[Wisconsin Cross Country Coaches Association](#)

[Wisconsin Fastpitch Softball Coaches Association](#)

[Wisconsin Football Coaches Association](#)

[Wisconsin Interscholastic Swim Coaches Association](#)

[Wisconsin Soccer Coaches Association](#)

[Wisconsin Track Coaches Association](#)

[Wisconsin Volleyball Coaches Association](#)

[Wisconsin Wrestling Coaches Association](#)

1. DISCLAIMERS

- a. This document is subject to revision by RUHS Administration or the RUHS Athletic Department. Additional changes may be made in the event of NFHS, WIAA, or MPS policy changes. For the most current version of this document, visit ruhsathletics.org >> Athletic Forms.
- b. Coaches, this document is not intended to create or imply a contract of employment with Milwaukee Public Schools or Riverside University High School.
- c. Student athletes, this document is not intended to guarantee placement on a team or teams for athletic participation.

2. ATHLETIC DEPARTMENT INFORMATION

a. Athletic Office

- i. The Riverside Athletic Office is located in the PE Corridor in Room 156. Office hours are 2:30 to 4:00 PM on school days.
- ii. The Athletic Office is NOT open to students while classes are in session. Students who come to the Athletic Office during school hours will be sent back to class.
- iii. The Athletic Office cannot accept registration documents or medical clearance (physical exam) forms. All registration documents must be uploaded to the online registration portal. (see “Athlete Registration”).
- iv. The Athletic Office cannot accept payment for registration. All registration fees must be paid electronically (see “Athletic Fees”).
- v. Athletic Office Phone Number - 414-906-4953

b. Sponsored Sports

- i. Fall Sports
 1. Cheerleading - co-ed
 2. Cross Country - co-ed
 3. Football
 4. Golf - girls
 5. Soccer - boys
 6. Swimming & Diving - girls
 7. Tennis - girls (Co-op led by Golda Meir High School)
 8. Volleyball - girls
- ii. Winter Sports
 1. Basketball - boys
 2. Basketball - girls
 3. Swimming & Diving - boys
 4. Wrestling - co-ed
- iii. Spring Sports
 1. Baseball
 2. Golf - boys
 3. Soccer - girls
 4. Softball
 5. Tennis - boys

- 6. Track & Field - co-ed
- iv. Intramural Sports - Administered through Milwaukee Recreation
 - 1. Volleyball - boys

c. Schedules

- i. Practice and tryout schedules are determined by the head coach of each sport in accordance with the official WIAA start date and the Riverside Athletic Department
- ii. Game schedules can be found at ruhsathletics.org/ >> Calendar
- iii. Games may be canceled due to inclement weather or other reasons in accordance with MPS Athletics policies and procedures.

d. Transportation

- i. The Riverside athletics office will schedule all transportation to and from practices and contests.
- ii. Student-athletes are not permitted to transport themselves without express permission from the Athletic Director or principal. Permission will only be granted in emergency situations.
- iii. Students participating in school-sponsored off-campus college academic programs may secure personal transportation to and from practices and contents if their schedule prohibits them from using school transportation.
- iv. A transportation waiver is required for parents transporting their student-athletes home after practices or contests. Parents are not permitted to transport student-athletes from the school to practices or contests.

e. Admission and Ticketing for Athletic Contests

- i. Admission policies and procedures for athletic contests will follow MPS guidelines which may change from time to time. The admission and ticketing policies below will be updated as necessary to reflect changes in MPS guidelines.
- ii. All athletic contests taking place at the four MPS stadiums require ticketed admission.
 - 1. Tickets for stadium contests can ONLY be purchased online.
 - 2. Spectators will be subject to a safety scan upon entrance to the stadium.
- iii. All basketball games require ticketed admission.
 - 1. Home basketball game tickets will be sold at the door for \$5. Cash only.
 - 2. Away conference basketball game tickets will be sold at the bookstore during the lunch periods for \$5. Cash only.
 - 3. MPS Athletics may temporarily suspend ticket sales or change ticketing policies for certain high-profile games or due to other circumstances.
 - 4. Free admission will not be provided to other in-season or out-of-season sports teams
- iv. Other events may require ticketed admission. Admission price will vary based on the sport and the event.
- v. Spectators at interscholastic events must adhere to the rules and regulations for spectators as established by MPS Athletics.
- vi. Ticket fees will not be refunded for spectators ejected from athletic events.

3. POLICIES FOR STUDENT ATHLETES

a. General Policies

- i. Policies and procedures contained in this document are specific to the athletic program at Riverside University High School. All Riverside student-athletes, as well as student-athletes from other schools who participate in Riverside-led co-op programs, will adhere to these and all MPS Athletics and WIAA rules and regulations.
- ii. Riverside student-athletes are expected to adhere to in-season training rules as established by their coaches. Coaches will notify athletes in writing of training rules and disciplinary measures to be used for rules infractions prior to the season opening. (MPS City-Wide Athletic Rules and Regulations)
- iii. Student-athletes are expected to exit the building immediately after practices and competitions and not re-enter the building without the express permission of their coach, the athletic director, or school administration.
- iv. Student-athletes found falsifying documentation, including but not limited to, athletic registration, medical clearance (physical exam), or proof of insurance, will be suspended from any involvement with athletics for one calendar year from the date of the infraction. (WIAA Rules of Eligibility, Art 1, Sec 5-B).

b. Code of Conduct and Behavior

- i. Student-athletes are expected to adhere to the Riverside Code of Conduct found in the Riverside student handbook, including but not limited to the following policies.
 1. Attendance
 - a. Student athletes who are absent for any part of the school day are ineligible for competition on the same day unless the absence has been properly excused by the school attendance office. The athletic director cannot excuse absences.
 - b. Student-athletes who are tardy to class five times in one week will be prohibited from practice, competition, and other team activities for the duration of the week in which the tardies have been accumulated AND the following week.
 2. Suspension from School (effective Winter 2022-2023)
 - a. A student-athlete who is suspended from school during the sports season will be suspended from athletics for five (5) school days beginning on the first school day following the suspension from school.
 - b. During the five (5) day suspension, student-athletes will not be permitted to participate in practices or competitions and will be prohibited from attending athletic contests during that time.
 - c. With permission from the Athletic Director or Athletic Administrator, coaches may require such student-athletes to attend practice during their athletic suspension.
 - i. The suspended student-athlete may not participate in practice.
 - ii. The coach may assign the suspended athlete to complete other tasks (ie. cleaning, organizing, etc.)

- iii. The coach may assign the suspended athlete to complete additional “conditioning” exercises.
 - d. A student-athlete who receives a second suspension from school during their sports season will be suspended from athletics until the end of the sports season.
 - e. Penalties for violations of the “City-Wide Athletic Code of Conduct” will supersede the penalties for a suspension from school.
 - f. Students who receive a suspension from school before they are cleared for participation by the Athletic Office but during the sport season in which they will participate, will begin their athletic suspension upon being cleared by the Athletic Office.
 - g. Coaches may adopt additional policies for student athlete behaviors which do not result in a suspension from school.
- ii. Student-athletes will adhere to the Milwaukee Public Schools “City-Wide Athletic Code of Conduct” found in the MPS Athletics Regulation Manual.

City-Wide Athletic Code of Conduct

See *MCC Rules and Regulations Manual*

c. Athlete Registration

- i. Student athletes must register each season for athletic participation using the MPS Activity Registration portal. ruhsathletics.org/ >> Activity Registration
- ii. The physical examination form for medical clearance must indicate that the student-athlete is medically cleared for participation in athletics.
 - 1. The form must be signed or stamped by a licensed medical professional.
 - 2. The form must also be signed by a parent or legal guardian.
 - 3. Copies of the medical clearance form are available at ruhsathletics.org/ >> Athletic Forms & Files, on the MPS Activity Registration website, and in hard copy in the Athletic Office.
 - 4. Free athletic physicals are available from Concentra Health Care. See ruhsathletics.org/ >> Athletic Forms & Files or the MPS Activity Registration website for more information
 - 5. Physical exams are valid for two school years. The cut-off date, set by MPS, is April 1st of the year preceding the start of the school year. Physical exams must be completed on or after this date. (For example, the physical exam cut-off for the 2023-2024 school year is April 1, 2022.)
- iii. All registration documents, including medical clearance (physical exam) and proof of health insurance, must be uploaded to the Activity Registration portal.
- iv. The registration portal can be found at ruhsathletics.org/ >> Activity Registration
- v. Student athletes will NOT be allowed to participate or be present at tryouts or practice until they have completed the registration process including payment of the \$30 athletic registration fee and have been cleared by the athletic director.

1. Completed registration must be received by 12:00 PM to be cleared by the athletic director for participation in practice the same day.
 2. Student-athletes who complete registration and are cleared by the Athletic Director after 12:00 PM will be able to participate the following school day.
 3. Student-athletes may not participate in competition on the same day they are cleared. If applicable, student-athletes must adhere to sport-specific acclimatization protocols before competition is allowed.
- vi. Athlete clearance is not a guarantee of a roster spot on a team or of playing time. Each sport team determines their own criteria for roster placement, cuts, and playing time.

d. Athletic Fees

- i. The Riverside athletic fee is \$30 which includes a \$5 transportation surcharge in addition to the \$25 MPS Athletic fee.
- ii. A \$5 late fee will be assessed to any student-athlete who does not pay by the first WIAA-allowable start date for their sport.
- iii. The athletic fee is a requirement of the clearance process. Athletes will not be permitted to participate in tryouts, practices, or competition until they are fully cleared, including payment of the athletic fee.
- iv. Riverside Athletics will not refund athletic fees for athletes who choose not to participate or who quit before finishing the season (per MPS Administrative Policy 7.18).
- v. Riverside Athletics will not refund athletic fees for student-athletes who are cut from their team (per MPS Administrative Policy 7.18) but will transfer fees to a different sport in the same school year.
- vi. Athletic fees will be paid using the MPS online registration portal. Payment will not be accepted in person or at the bookstore.
- vii. Families requesting a fee waiver must do so by contacting the school social worker.
- viii. Some sports may require an additional fee to cover additional expenses of their sport.

e. Scholar Athletes

- i. Student-athletes must maintain academic eligibility throughout the season(s) in which they participate.
- ii. Standards for Academic Eligibility
 1. 9th and 10th Graders - no more than one (1) failing grade (U or I) in most recent grade reporting period (report card)
 2. 11th and 12th Graders - minimum 2.0 GPA on weighted scale in most recent grade reporting period AND no more than one (1) failing grade (U or I) in most recent grade reporting period (report card)
- iii. Recertification
 1. Ineligible student-athletes can recertify their academic eligibility if on the 15th school day after their initial ineligibility they meet the standards for academic eligibility for their grade level.

- a. Students will receive a Recertification Form to present to their teachers. Teachers will mark the student athlete's current grade and sign.
 - b. The Recertification Form must be completed and returned to the Athletic Office by the deadline stated on the form. Athletes who fail to return the Recertification Form by the deadline will continue to be ineligible until the close of the next grade period.
 - c. If teachers are absent or unavailable when the student athlete attempts recertification, the "In Progress" grade in Infinite Campus will be used to determine the grade in that course.
2. Student-athletes who recertify are reinstated and may participate on the 16th school day following their initial ineligibility.
 3. Students who fail to recertify will continue to be ineligible until the close of the next grade period.
 4. Student athletes found falsifying documentation, including the Recertification Form, will be suspended from any involvement with athletics for one calendar year from the date of the infraction. (WIAA Rules of Eligibility, Art 1, Sec 5-B).
- iv. 2023-2024 Eligibility and Recertification Dates

Initial Eligibility

See WIAA "Fall Sports - Academic Ineligibility"

Snapshot 1 Report Card

Grade Check: 11/15/2024

First Day of Eligibility/Ineligibility: 11/18/2024

Earliest * Recertification Date (15 school days): 12/11/2024

Earliest * First Date of Competition (with valid recertification): 12/12/2024

Semester 1 Report Card

Grade Check: 1/24/2025 (Teacher Record Day)

First Day of Eligibility/Ineligibility: 1/27/2025

Earliest * Recertification Date (15 school days): 2/14/2025

Earliest * First Date of Competition (with valid recertification): 2/19/2025

Snapshot 2 Report Card

Grade Check: 4/11/2025

First Day of Eligibility/Ineligibility: 4/14/2025

Earliest * Recertification Date: 5/5/2025

Earliest * First Date of Competition (with valid recertification): 5/6/2025

Semester 2 Report Card

Grade Check: 6/16/2025 (Teacher Record Day)

First Day of Eligibility/Ineligibility: 6/17/2025

Recertification Date: N/A

*An academically ineligible student-athlete must serve, at minimum, a 15-day suspension before reinstatement. A suspension cannot be served while the athlete is not in season.

Fall Sports – Academic Ineligibility

A reminder: When the earliest allowed WIAA game/meet takes place before the first day of classes at a member school, "the maximum ineligibility period shall be the lesser of: a) 21 consecutive calendar days beginning with the date of the earliest allowed competition in a sport; or b) one third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction)."

In those instances where a member school has begun fall classes on or before the date of the earliest allowed WIAA game/meet in a sport, ineligible students in these situations are subject to the standard rule applied when school is in session (15 scheduled school days and nights). In this situation, eligibility is regained **on the school day following the period of ineligibility (16th school day)**. Note 1: An interschool scrimmage does NOT count as a game or meet for purposes of this rule. Note 2: If a multi-school meet is counted on your schedule as one meet, it also counts as one meet as it applies to the number of meets an ineligible student must sit out. Note 3: Games/meets at different levels of competition (varsity, JV, freshmen) may NOT be combined to reach the number of meets an athlete must sit out.

When your school year begins **after** the earliest allowed game/meet you may use this chart to determine the period of ineligibility:

Fall 2024 Dates

Sport	Boys Soccer	Girls Volleyball	Boys Volleyball	Football	Cross Country	Girls Golf	Girls Tennis	Girls Swimming
Minimum Ineligibility Period: 21 Days or	8 games	5 meets	5 meets	3 games	4 meets	5 meets	5 meets	5 meets
Earliest Allowed Game/Meet – Fall 2024	Aug. 27	Aug. 27	Aug. 27	Aug. 22 (11-player) Aug. 29 (8-player)	Aug. 27	Aug. 15	Aug. 17	Aug. 21
Student Regains Eligibility on this Date or After Sitting Out the Required Number of Meets	Sept. 17	Sept. 17	Sept. 17	Sept. 12 (11-player) Sept. 19 (8-player)	Sept. 17	Sept. 5	Sept. 7	Sept. 11

*Do not use this chart if you begin classes on or before the date of the earliest allowed game/meet.

f. School-Issued Uniforms And Equipment

- i. Uniforms and equipment issued by Riverside remain the property of Riverside University High School.
- ii. Any school-issued items should be cared for by the student-athlete as directed by the coach or athletic director and returned within five (5) school days of the end of participation in the sport each year.
- iii. Student athletes should return items directly to the Athletic Office. Uniforms and equipment should NOT be returned to coaches unless directed to do so by the Athletic Office.
- iv. Student-athletes who do not return items or who, through carelessness, damage items will be placed on the unfinished business list for the full replacement value of the unreturned or damaged item.
- v. Student athletes may be issued lockers and combination locks in either the team locker room or the swim locker room.
 - 1. Student athletes are responsible for the lock issued to them and will be charged \$10 to replace lost or damaged locks.
 - 2. Student athletes may not use their own lock. Personal locks will be removed by the athletic department.
- vi. Extra uniforms or uniform pieces will NOT be provided for athletes who forget their uniforms on the day of a contest.

g. Student Athlete-Purchased Apparel And Equipment

- i. Uniform items of a personal nature (i.e. swimwear, socks, hats, etc.) must be purchased by the student athlete.
 - 1. Riverside activity account funds will not be used to purchase personal items which, for hygienic, sanitary, or other reasons, cannot be returned and reused.
 - 2. Personal uniform items may be offered for sale using an online provider or through direct purchase from the Athletic Office.
- ii. Some sports require specific equipment (footwear, baseball/softball gloves, shin guards, goggles etc.) to be purchased by the student athlete.
- iii. Optional apparel and other items may be offered for sale by individual teams or the athletic department using an online provider. Student athletes are not required to purchase optional items in order to participate in a sport.
- iv. Students who are unable to purchase needed uniform items or equipment due to financial hardship are encouraged to speak with their head coach or the athletic director. Funds for uniforms and equipment are available for students with financial need.

h. Athletic Awards

- i. Athletic awards are presented to student-athletes for their participation in the athletics program. Awards and requirements are as follows:

Major R	Varsity-level competition
Minor R	Junior Varsity-level competition
Numerals	earned first year in a sport

Chevron	earned for Varsity-level competition after Major R has been received
Bar	earned for Junior Varsity-level competition after Minor R has been received
Scholar Dot	earned for maintaining a 3.5 GPA (weighted) or higher during the sports season
Captain Star	earned for meeting leadership criteria as determined by the coach
3-Sport Medal	earned for participating in in three varsity sports during a school year
4-year Medal	earned for participating in in the same sport (at any level) during all four years of high school

- ii. Student athletes must complete the entire season in order to receive athletic awards. Student athletes who do not finish the season, including all play-off games, by their own choice or due to disciplinary action, including academic ineligibility, are not eligible for athletic awards.
- iii. Student athletes who have not returned all uniforms and equipment will not be allowed to receive their athletic awards until the items have been returned to the Athletic Office or they have paid full replacement value for the items to the Riverside Bookstore.
- iv. Student athletes from other schools who participate in Riverside-led co-op programs will receive athletic awards from their respective schools.
- v. Each team's head coach will submit a list of athletes eligible for athletic awards to the Athletic Office.
- vi. The Athletic Office will process and issue awards to the coach for distribution at the team end-of-season awards banquet or event.
- vii. Awards that are not received by the student athlete will be held until student athlete graduates, at which time they will no longer be available. Student athletes must inquire with the Athletic Office to receive awards from previous seasons.
- viii. The coach will return unclaimed awards to the Athletic Office to be held for the student-athlete until graduation.

i. Open Gyms

- i. Off-season training opportunities such as open gym, open weight room, strength and conditioning workouts, or other WIAA-permitted pre-season or off-season activities may be offered to interested students.
- ii. These training opportunities are open to all students in the Riverside student body.
- iii. Riverside students who wish to participate in these training opportunities must have a signed open gym waiver on file with the athletic office or the Physical Education department.
- iv. No coaching instruction will be provided.

j. Student Managers

- i. Student managers must submit a parent-signed emergency card before they can join the team for practices and contests.
- ii. Managers will assist the coaching staff in duties including, but not limited to, keeping charts and scorebooks, filming practices and contests, setup and teardown of practice and game equipment, monitoring practice stations, and clerical tasks.
- iii. Managers may not participate in practices or contests.
- iv. Managers are subject to the athletic code of conduct and its associated penalties.
- v. Managers are not subject to academic eligibility requirements.
- vi. Student managers serve at the pleasure of the sport coaching staff and athletic director(s). They may be dismissed at any time.
- vii. Student managers must wear their student manager polo at all athletic contests and be otherwise dressed appropriately.

k. Transgender and Gender Non-Conforming Athletes

- i. Riverside Athletics is committed to ensuring that transgender and gender non-conforming students have opportunities to participate in athletics according to WIAA and MPS policies.
- ii. Riverside Athletics will follow the WIAA policy on transgender athletes which has been adopted by MPS Athletics.
- iii. When appropriate, Riverside Athletics will include the MPS Office of Gender and Inclusion in the decision-making process pertaining to transgender and gender non-conforming athletes.
- iv. WIAA Statement on Privacy: “Protecting the privacy of transgender student athletes must be a priority for all athletic department and affiliated school personnel. All medical information shall be kept confidential in accordance with applicable state, local and federal privacy laws. All discussions and documentation in each level of the process by the member school, appeals panel and the WIAA shall be kept confidential unless the student and family make a specific request otherwise.” (WIAA Transgender Participation Policy)

4. POLICIES FOR COACHES

a. Program Organization

- i. The head coach is the leader of the entire program for each sport. She/he is responsible for each level of participation and will coach the varsity level.
- ii. When student athletes at any level of participation quit, it is the responsibility of the head coach to conduct an exit interview with the student athlete and ensure all uniforms and equipment are returned to the Athletic Office.

b. Communication

- i. All communication should follow the chain of command within RUHS and MPS Athletics. (MPS Athletics Rules & Regulations, p. 9)
 1. Head coaches should direct communication to the Athletic Director and Athletic Administrator.
 2. The Athletic Director and Athletic Administrator will direct communication to the School Principal and MPS Commissioner.
- ii. Head coaches are responsible for disseminating information as appropriate to their assistant coaches, volunteers, and student-athletes.
- iii. Coaches must check their MPS-provided email on a daily basis for information distributed by the Athletic Director or MPS Athletics office.
- iv. Head coaches must check their mailbox in the Athletic Office on a daily basis.

c. Rules of Competition

- i. It is the responsibility of each coach to be versed in the rules which govern their sport. This includes:
 1. Sport rules published by the sport's governing body (NFHS, USGA, etc.)
 2. WIAA regulations including Bylaws and Rules of Eligibility
 3. WIAA sports-specific regulations and tournament regulations
 4. MPS Athletics Policies and Procedures
 5. MPS sports-specific regulations
- ii. Each coach shall complete the online rules meeting and rules exam provided by the WIAA or other governing body

d. Team Policies and Procedures

- i. Prior to the season, the head coach will notify student athletes in writing of policies and procedures pertaining to the following:
 1. rules for conduct, including
 - a. conduct at practices and contests
 - b. electronics policy
 - c. attendance policy
 - d. conduct during the school-day
 - e. food at practices and contests
 - f. conduct on bus transportation
 2. disciplinary measures
 3. communication protocol
 4. awards - both Athletic Awards and Team Awards

5. fundraising
 6. captain selection and expectations for team leaders
 7. program responsibilities
 8. uniform responsibilities and practice attire
 9. required athlete-provided clothing or equipment
 10. transportation policies for practices and contests
 11. tryout procedures
 12. important dates
- ii. Following tryouts but prior to the first contest, the head coach will conduct a meeting for parents and student athletes to discuss the policies and procedures as well as other pertinent information.

e. Practice Policies

- i. Student athletes must be fully cleared by the Athletic Office to participate in practice. Student athletes who are not cleared may not attend practice in any capacity, even just to watch.
- ii. Practices will be held on all days school is in session. Exceptions are made for final exam and other testing days.
- iii. Practices on non-school days are up to the discretion of the head coach and must be approved by the Athletic Director and a building permit request must be submitted for approval by the school principal.
- iv. Coaches must receive permission to cancel practice from the Athletic Director, Athletic Administrator, or School Principal and must communicate the decision to cancel practice to all student athletes as well as the school office.
- v. Athletes must be supervised at all times while at practices.
- vi. Any music played at practices or games must be free from profanity, sexual innuendo and references, and alcohol and drug references.
- vii. Visitors, including non-rostered students, parents, club coaches or media, are not permitted to watch practice without express permission from the Athletic Director and possibly additional school or district officials. It is the responsibility of the head coach to ensure that practices are closed.

f. Athletic Awards

- i. Within five (5) days of the completion of the season, each team's head coach will submit a list of athletes eligible for athletic awards to the Athletic Office.
- ii. The Athletic Office will process and issue awards to the coach for distribution at the team end-of-season event.
- iii. Student athletes who have not returned all uniforms and equipment will not be allowed to receive their athletic awards until the items have been returned to the Athletic Office or they have paid full replacement value for the items to the Riverside Bookstore.
- iv. The head coach will return awards not received by student athletes to the Athletic Office to be held for the student-athlete until graduation.
- v. Awards that are not received by the student athlete will be held until student athlete graduates, at which time they will no longer be available. Student athletes must inquire with the Athletic Office to receive awards from previous seasons.

g. Uniforms and Equipment

i. Uniform Distribution and Collection

1. Coaches will assist the Athletic Office in issuing and collecting uniforms and equipment and in the inventory and record keeping of such items.
2. Uniforms and equipment will be issued only by the Athletic Office unless coaches are directed otherwise.
3. Uniforms and equipment will not be issued on the day of competition.
4. Coaches are not permitted to distribute uniforms to any student athlete other than to whom the uniforms were issued by the Athletic Office.
5. Within five days of the conclusion of the season, the head coach will facilitate the return of items to the Athletic Office for cleaning, reconditioning, and repair.
6. Coaches will not collect uniforms and equipment unless directed to do so. Student athletes will return items directly to the Athletic Office.

ii. Uniform Purchasing

1. The Athletic Office will purchase uniforms for all team sports and select individual sports.
2. A uniform purchase procedure will be developed by the Athletic Director.
 - a. A request for new team uniforms should be submitted to the Athletic Director no later than 180 days prior to the start of the athletic season in which the sport takes place.
 - b. The athletic director will determine whether uniforms will be replaced or if replacement and fill in items (jerseys, shorts, pants, etc.) will be ordered.
 - c. If necessary, a uniform purchase rotation will be created.
 - d. Uniforms will be purchased directly by the Athletic Office.
 - e. Other items in addition to or in lieu of uniforms may be purchased by the Athletic Office. These items may include bags or backpacks, jackets, parkas, and other items to be issued with team uniforms.
 - f. Home and Away uniforms may be purchased in alternating two-year cycles as necessary. Alternate uniforms may be added to purchasing cycles.
 - g. Special consideration for additional purchases will be given for high-wear items (football uniforms, baseball and softball pants, etc.)
 - h. When varsity uniforms are replaced, the outgoing varsity uniforms will be passed down to the sub-Varsity level(s) unless informed otherwise.
3. Teams that wish to purchase specialty uniforms (pink night, black out, etc.) must use funds from their own activity account to do so.
 - a. All MPS procurement and financial procedures must be followed.
 - b. All purchases must be approved by the Athletic Director before quotes may be submitted for requisition.

- c. Uniforms will be purchased through Burghardt Sporting Goods or other vendor as approved by the Athletic Department.
 - d. Uniform design must be approved by the Athletic Director.
 - i. Uniform design must be in accordance with NFHS and WIAA regulations.
 - ii. Logo usage must follow the Riverside Athletic Logo Style Guide. No non-approved logos will be permitted.
4. Travel suits, warm ups, shoes, and other custom or personalized items which will be retained by the student athlete will be purchased by the student athlete.
- a. Whenever possible, coaches should use an online store from an approved vendor to minimize cash handling for these items.
 - b. Teams can fundraise to offset the cost of these items.

h. Non-Conference Scheduling

- i. Head coaches are expected to schedule non-conference contests in addition to their scheduled conference contests. Exceptions are made on a case by case basis only.
- ii. Coaches should communicate with the Athletic Office to determine availability of facilities and to avoid conflicts with other sports.
- iii. Once the terms of the contest are finalized, the head coach will communicate details of the contest to the athletic director for contracts to be issued and/or signed.

i. Tryouts and Team Selection (for applicable teams)

- i. The process for tryouts and team selection must be made available to all students who wish to try out.
- ii. At the conclusion of tryouts, the head coach must notify the Athletic Director of their rosters.
- iii. Team rosters must be posted or otherwise communicated to all students involved in tryouts, including the students not selected for the team. The responsibility of communicating student roster status falls solely upon the head coach.
- iv. Co-op teams must adhere to a no-cut policy. (WIAA Constitution, Art VI, Sec 11-A-3-d)

j. Finances and Cash Handling

- i. Head coaches are responsible for the Activity Account associated with their team.
- ii. All financial transactions must be handled in accordance with MPS and Riverside financial and cash handling policies.
- iii. All returned forms (deposit receipts, check requests, fundraising, etc.) must be maintained and presented in the event of an accounting audit.

k. Supply Ordering and Requests

- i. Supply requests should be submitted to the Athletic Director for approval and submission to the school bookkeeper or MPS Athletic office.
 - 1. Requests must be submitted at least eight (8) weeks prior to the start of the athletic season to ensure items can be ordered and received before they are needed.

2. Supply requests should not include personal items for student athletes or coaches unless authorized by the Athletic Director.
- ii. A uniform rotation schedule will be established by the Athletic Office. (see Uniform Purchasing)

l. Fundraisers

- i. Fundraisers must be conducted in accordance with MPS and Riverside policies.
- ii. The Athletic Director should be notified in advance of any fundraiser.

m. Concessions

- i. Teams (or other groups) that wish to run concessions at their contents must submit the appropriate request forms to do so.
 1. MPS-run facilities (stadiums & Wick Field) require a request submitted to the MPS Athletic office at least seven (7) days in advance of the contest.
 2. Use of Riverside facilities requires an approved building permit
- ii. All concessionary activities must be accompanied by an approved fundraising request and proper cash handling procedures must be followed.
- iii. Teams (or other groups) who run concessions must completely clean up the area used for concessions.

n. Special Event Contests

- i. The Athletic Office must be notified of any special event contents before the season begins.
- ii. Special Event Contests include: parent night, senior night, pink-out or black-out games, youth sports nights, etc.
- iii. Any items, including gifts and awards, must be purchased from the sport's activity account.
- iv. Gifts for athletes must be distributed equitably and follow WIAA guidelines.
- v. The Athletic Office should be notified in advance of the program for special event contests so officials, game workers, and event staff can be notified as necessary.

o. Athlete Rosters

- i. Coaches must provide their rosters for each level to the Athletic Office at the conclusion of their tryouts (for teams sports with multiple levels of competition).
- ii. When coaches move athletes between rosters, the Athletic Office must be notified of the change in advance of the next competition so uniforms can be collected and issued.
- iii. Roster changes are not permitted on the day of competition except in case of extenuating circumstances (injury to athlete, athlete suspension, etc.)

p. Ejections, Technical Fouls and Written Warnings

- i. Coaches must avoid receiving ejections and written warnings (or their sport-specific equivalent) during competition.
- ii. Coaches who receive such may be disciplined up to and including termination of coaching position(s).

q. Athlete Supervision

- i. All athletes must be supervised the entire duration of the time they are at practices and contests, including while on transportation to and from practices and contests.

- ii. Coaches are responsible for ensuring supervision when athletes must stay for late practice or late games. Students may not be unsupervised in the building.
- iii. Coaches must ensure that all athletes have exited the building at the conclusion of practices and contests. Once out of the building, coaches must ensure that student-athletes have left with a parent or guardian, been given a bus ticket, or have left the premises of the Riverside campus.
- iv. All athletes who have not been transported by parents following an athletic contest, will board the bus for transportation to Riverside (or other scheduled destination).

r. Student Managers

- i. Each sport is allowed one student manager per level of competition. Additional managers may be granted with permission from the Athletic Office
- ii. Coaches must maintain emergency contact information for their managers (in addition to their student athletes).
- iii. Coaches will communicate their expectations for their managers including their duties during contests and/or practices. Duties may include, but are not limited to, keeping charts and scorebooks, filming practices and contests, setup and teardown of practice and game equipment, monitoring practice stations, and clerical tasks.
- iv. Managers may not participate in practices as if they were student athletes but may assist coaches in running drills.
- v. Student managers serve at the pleasure of the sport coaching staff and athletic director(s). They may be dismissed at any time.
- vi. Student managers must wear their student manager polo at all athletic contests and be otherwise dressed appropriately.

s. Miscellaneous Policies

- i. Keys - The head coach may request keys to the locker rooms, equipment storage, and other areas from the Athletic Director. Keys are issued by the school head secretary.
- ii. Building Permits - Coaches should submit building permit requests electronically to the Athletic Director at least one month prior to the start of the sports season or one month in advance of the requested date if out of season.
- iii. Bus Cards
 - 1. Coaches may request bus cards from the Athletic Office for student-athletes who do not have personal transportation to and from events.
 - 2. Bus cards must be requested in advance of when they are needed.
 - 3. The Athletic Director (or other school official) may institute additional policies for bus card distribution.

5. SPORTS-SPECIFIC POLICIES

- a. Sports-specific policies are in place in addition to MPS, WIAA, and NFHS (or other governing body) policies, procedures and rules of competition.
- b. Prior to the season, the head coach will notify student athletes in writing of policies and procedures in addition to those established by the Athletic Department.
- c. **Baseball**
 - i. Baseball equipment will be issued to student athletes by the Athletic Office.
 - ii. Equipment will be returned to the Athletic Office upon completion of the season.
 - iii. Student athletes will be issued equipment for use for summer or fall opportunities per WIAA guidelines.
 - iv. Baseball caps are provided by the Athletic Office to fully cleared and academically eligible student athletes. Student athletes who lose their cap will be charged full replacement cost for an additional cap.
- d. **Cheerleading**
 - i. Riverside Cheerleading will follow guidelines, policies, and procedures in the MPS Cheerleading Handbook.
 - ii. The Riverside Cheerleading team is a spirit squad with the primary goal of developing positive fan interaction at Riverside sporting events. Cheerleading competitions are secondary to and shall not interfere with this primary goal.
 - iii. Cheerleading is open to both male and female participants.
 - iv. Cheerleaders are considered student-athletes and must adhere to the student athlete code of conduct as well as rules for academic eligibility.
 1. Cheerleaders must register as student-athletes for each cheer season using the Activity Registration portal.
 2. The WIAA transfer rule does not apply to non-competitive cheer squads.
 - v. Cheerleading will consist of two levels; Varsity and JV.
 1. Each level will consist of a minimum of eight (8) student-athletes.
 2. Cuts are not permitted if this minimum number is not met.
 3. Tryouts for fall cheer (football) will be held in the spring. Tryouts for winter cheer (basketball) will be held at the conclusion of football season and before the beginning of basketball competition.
 4. Fall cheerleaders may not be cut during winter cheer tryouts.
 - vi. Season Start Dates
 1. The fall cheerleading season start date will coincide with the WIAA start date for 11-player football.
 2. The winter cheerleading season start date will coincide with the WIAA start date for girls basketball.
 - vii. The Cheerleading team is expected to cheer at all football games and all home basketball (boys and girls) games.
 - viii. The Cheerleading team will not cheer at away basketball games. Cheerleaders wishing to attend away games will do so at their own expense and will abide by the rules of conduct for that venue.

e. Football

- i. Helmets, shoulder pads, and other equipment will be issued by the Athletic Office to student athletes cleared for participation.
- ii. Varsity game uniforms will be issued by the Athletic Office at 4:00 PM on the day preceding a scrimmage or game, unless otherwise arranged with the head coach.
 1. The head coach will submit a roster to the Athletic Director by 12:00 PM on the day preceding a scrimmage or game.
 2. Game uniforms will not be issued to athletes who are not cleared for participation, are academically ineligible, or who have not met the WIAA-mandated five (5) acclimatization days of practice.
- iii. Uniforms will be collected following the game for laundering and repair.

f. Swimming - Boys and Girls

- i. Swimmers are responsible for providing their own swimwear. Swimmers will be given the opportunity to purchase team swimwear through an online store.
- ii. Student athletes who wish to purchase additional swimwear (tech suits, etc.) must do so on their own and items must meet NFHS guidelines.

