



**ACTIVITY
HANDBOOK
2026-2027**

1. Cooperative Philosophy Statement:

- a. The cooperative extracurricular program shall be designed to enhance the total educational opportunities of our students. Emphasis shall be placed on:
 - i. The development of successful experiences for student athletes. The emphasis at the varsity level shall be competitiveness with less emphasis on participation. The emphasis at the junior varsity level shall be competitiveness with an increased emphasis on preparing athletes for the varsity level. The emphasis at the junior high level is on participation and activity development; therefore, it has been decided by the coop committee that 6th graders may practice in the following sports (basketball, wrestling, and volleyball) as deemed needed by the coaches. 6th graders will only practice in their home sites and will not play in Junior High games. Due to dangerous conditions, no 6th grader will be allowed to practice or play in football games.
 - ii. The development of a program which seeks to challenge a student to develop his/her personal skills of attitude and dedication to their fullest potential.
 - iii. The development of sportsmanship, team relationships and social exchange with students from other schools.
 - iv. The development of skills and attitudes that will have lifelong value in future endeavors.
 - v. SDHSAA, Title IX and other regulatory body regulations will be adhered to at all times, with the AD's and Coaches responsible to see these regulations are followed.

2. Purpose of Co-Curricular Activities:

- a. **For the student:** Co-curricular programs provide opportunities for developing school morale; for being sportsmanlike hosts to visiting fans, officials, and athletes; and for exercising the qualities of fair play and courtesy. Co-curricular activities should be considered a part of the school curriculum, educational in the purpose and conduct.
- b. **For the participant:** Competition offers an opportunity to develop skills, learn team concepts, attain a high level of fitness, promote friendships, and learn and practice good sportsmanship. It is fully intended that co-curricular competition develops the understanding that the rules of the activity are similar to the rules of everyday life.
- c. **For the community:** Co-curricular programs encourage wholesome school/community relations under constructive conditions. These programs provide entertainment, a sense of pride, and a vehicle for fans to make a positive impression of our community to others outside of the Clark & Willow Lake School Districts.

3. Clark / Willow Lake Cooperative Goals:

- a. The goal of the cooperative athletic program is to provide a wide variety of athletic experiences for the students in the junior high and high schools of each district. Efforts will be made by coaches and administrators in each district to determine the interest and willingness to participate in a wide variety of sports for both boy's and girl's programs.

4. CWL Academic Eligibility Rules:

- a. Students must pass all of their classes to be eligible for Co-op and district activities. Any student with a failing grade (F) in any one or more classes will be academically ineligible for a period of one week. Students must be passing all their classes to compete or participate in their respective activities. The student may continue to practice during this ineligible period, but will not be allowed to dismiss school early for an activity.
- b. Grades will be checked by 12:00pm each Monday (or as soon as possible after this time). Ineligibility period runs from 12:00pm Monday – 12:00pm the following Monday. If there is no school on a Monday where eligibility is checked, then Tuesday 12:00pm will be the day and time of grade check. If the end of the quarter falls within the ineligible period, the ineligibility will expire at the end of the qualifying week. All students will be eligible at the beginning of each grading period unless they are ineligible according to SDHSAA guidelines.
- c. The following examples should clarify the process.
 - i. For teachers, a student's eligibility will then be based on whatever grades have been recorded at the end of each Friday during the athletic season. If no new grades have been recorded, it will be assumed that the student has regained eligibility, unless there is missing work remaining.
 - ii. Before any student moves from 7th grade to C-team, JV, or Varsity athletics, the student's grades must be checked to ensure the 3.0 grade in all classes has been achieved and must be maintained.

5. Dual Sport Participation (Grade 8-12 only):

- a. Parents must notify the activity directors prior to the first practice of the involved activities (Prior to whichever activity starts first.) This meeting will allow parents to request dual participation in two school sponsored activities during the same season.
- b. This meeting will include parents, students, activities directors, and the coaches/advisors of both activities. The agenda of this meeting includes guidelines, scheduling conflicts, expectations, and workability. In cases of consensus, an agreement form will be completed and causes of termination will be discussed.
- c. Parents and students must fully understand that requests for dual participation may not always be workable.
- d. **Guidelines: The student must:**
 - i. maintain a weekly grade point average of 3.0 on a 4.0 grading scale and have NO Fs.
 - ii. be expected to fulfill the practice requirements for both activities determined by the coaches/advisors.
 - iii. Failure to comply with any of the guidelines will result in termination of dual participation. In cases of termination, the student will be allowed to continue with one of the two activities (to be determined at a termination meeting.)
 - iv. **Students may not participate in more than one activity per calendar day.**

6. Lettering Guidelines:

- a. Students have the opportunity to letter in all athletic activities. Varsity letters for playing time will be given at the discretion of the head coach. Varsity letter will be withheld if all equipment loaned to a student by either school is not returned or paid. Student/athlete must compete entire season, except for illness or injury, in order to letter. All coaches must have their lettering policy in writing prior to the season.

7. 6th Grade Participation:

- a. 6th graders may only practice in the following sports (basketball, wrestling, and volleyball) after the head coach of an eligible activity establishes a need that is agreed upon by both Athletic Directors.
- b. An “established need” is defined as demonstrated need for conducting an adequate practice or needed training partner.
- c. If a need for 6th grade participation in a 7th & 8th grade practice, participation in all practices must be open to all interested 6th graders, with the invitation to participate placed in each schools respective daily announcements for an appropriate period.
- d. If 6th graders are allowed in practice, they must be fully integrated into practice, including individual drills and inter-squad scrimmages.
- e. 6th graders may practice at both Clark and Willow Lake.
- f. 6th graders are not allowed to compete in 7th and 8th grade events that are part of school sponsored activities or school transportation to competitions.
- g. Due to dangerous conditions, no 6th grader will be allowed to practice or play in school sponsored football games.

8. Parent/Coach Communication:

- a. Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child’s program.
- b. **Communication you should expect from your child’s coach:**
 - i. Philosophy of the coach.
 - ii. Expectations the coach has for your child as well as all the players on the squad.
 - iii. Locations and times of all practices and contests.
 - iv. Team requirements, i.e. fees, special equipment, lettering
 - v. Procedure should your child be injured during participation.
 - vi. Discipline that results in the denial of your child’s participation.
- c. **Communication coaches expect from parents:**
 - i. Concerns expressed directly to the coach.
 - ii. Notification of any schedule conflicts well in advance.
 - iii. Specific concern in regard to a coach’s philosophy and/or expectations.
- d. As your children become involved in the programs provided by the Clark/Willow Lake Co-op, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

e. Appropriate concerns to discuss with coaches:

- i. The treatment of your child, mentally and physically.
 - ii. Ways to help your child improve.
 - iii. Concerns about your child's behavior.
- f. It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach, such as playing time, team strategy, play calling and other student athletes.

9. Stakeholder Concerns:

- a. Concerns will be handled in a civil and orderly manner. A chain of command will be followed.
 - i. Parent, student or community concerns will first be made to the coach.
 - ii. If the complainant is not satisfied with the resolution, he/she is to go to the Athletic Director of the relevant school district who will respond in writing within 3 days of receiving the complaint.
 - iii. If the complainant is not satisfied with the resolution by the Activity Director, he/she is to go to Superintendent of that school, who will respond in writing within 3 days of receiving the second step complaint.
 - iv. If the complainant is not satisfied with the written resolution by the Superintendent, he/she may request a hearing by the Coop Board. The Coop Board will hear the complaint within 10 days of notification by the complainant that no resolution has been received.
 - v. There will be a 24-hour rule in place where parents will have no contact with a coach before erring a concern or conflict with a coach.

10. Activities/Attendance:

- a. Any student who is absent from school on the day of an activity, practice, or contest shall be ineligible to participate or attend that activity, practice and/ or contest unless approved by the administration beforehand.
- b. Any student will be allowed to participate or attend an activity or practice if the student is in attendance by **Noon** of the school day.
- c. Students should be discouraged from scheduling such things as medical or dental appointments, college visitations, employment interviews, work, etc. on the day of any contest or activity.

11. Activity Clothing:

- a. Students receiving articles of clothing to be worn during activities are responsible for those items, and are expected to take proper care of them.
- b. Coaches issuing these items will be responsible to check them in at the end of that activity.
- c. Missing items will be charged to that individual responsible and school records will be withheld until settlement is made.
- d. Uniforms and any other school issued clothing shall only be worn on the day of the contest or in direct conjunction with that particular activity.

12. Physicals and Eligibility to Participate:

- a. All student athletes must have an official SDHSAA physical form, signed by a doctor and their parents, on record in the Athletic Director's office before student will be allowed to play or practice in any way.
- b. It shall be the responsibility of the head coaches to make certain that the names of their athletes are on the eligibility list by checking with the Athletic Director.
- c. Yearly physicals and SWAY testing (Concussion Baseline & Protocol testing) must be completed every year by all athletic participants in grades 7-12.

13. South Dakota High School Activities Association (SDHSAA) Guidelines for Activity Eligibility:

- a. You are not eligible if:
 - i. You have reached your 20th birthday.
 - ii. You have attended more than 4 first semesters and 4 second semesters of school in grades 9-12. Enrollment in school for 15 school days or participation in an inter-school contest shall constitute a semester. Once a student enrolls as a ninth grader, all semesters must be consecutive unless verified in writing by a physician that withdrawal from school is necessary due to a serious illness or injury.
 - iii. You did not pass 20 hours of high school work per week, in courses approved for graduation for the preceding semester.
 - iv. You are not enrolled in and attend a minimum of 20 hours of high school work per week during the current semester.
 - v. You have graduated from a regular four-year high school or institution of equivalent rank.
 - vi. You have not enrolled by the 16th school day of the current semester. Date of entry into classes is considered the date of enrollment.
 - vii. You have been absent from school more than 10 consecutive school days. (Illness of the student or death in the immediate family accepted.)
 - viii. You do not have on file in the principal's office a signed physical examination and parent's permit form.
 - ix. You have ever participated in an athletic contest under an assumed name.
 - x. You have ever participated in athletics in any institution of learning of higher rank than a standard secondary school.
 - xi. You have violated your amateur standing.
 - xii. During the high school sport season, you compete on an unattached basis as an individual or as a member of a non-school team.

14. Training Rules & Regulations

Student athletes of the Clark/Willow Lake School District shall not possess, use, sell, give or be under the influence of any drug, or counterfeit drug, the possession of which is prohibited by law. This includes narcotics, hallucinogenic drugs, alcohol, amphetamines, steroids, cocaine, or intoxicants of any kind. The use of any tobacco and vaping product is also prohibited. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed by a doctor.

This policy will be subject to enforcement and/or disciplinary action by the department heads and administration for a year-round period coinciding with the district fiscal year, July 1st – June 30th of the following year.

1. Violations may carry over to the next school year if qualifying events are not satisfactorily carried out and served the previous school year.
2. Any student-athlete facing penalty for a violation must finish the established season in good standing for the sport they are participating in while serving the penalty, otherwise that suspension time will not qualify as time served and that time will roll into the next season that student-athlete participates in.

Penalties for Basic Rule Violations: Penalty starts at first qualifying event the student participates, after school becomes aware of violation and notifies student. It is up to the discretion of the coach or advisor as to whether the individual would continue to practice or attend the qualifying events during the suspension.

1. **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two qualifying events in which the student participates.
2. **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next four qualifying events in which the student participates.
3. **Third Violation:** After confirmation of the third or subsequent violation the student shall lose eligibility for one (1) calendar year.

15. Weather related game and practices: It is our policy to CANCEL games and PRACTICES or OPEN GYMS if either school has been cancelled due to weather.

16. Winter & Summer Moratoriums:

- a. As per SDHSAA policy there will be a five (5) day moratorium during the winter break. The moratorium shall be consecutive days and include the dates set by the state. This means NO GAMES OR PRACTICE! – December 23rd – 26th
- b. As per SDHSAA policy there will be a summer moratorium from July 1st through July 7th. No team or school related activities are allowed to take place during this period.

17. Student Transportation:

- a. Student athletes are expected to ride to and from practices and events on the transportation provided by the school districts. Exceptions may be made if **prior** arrangements and appropriate forms have been made by the parent with approval by administrators.
- b. Students may be released from riding home on the bus after practices or events if prior arrangements have been made by the parent with the administrators or if the parent or guardian is present and they sign out their child on the form provided by the coach.
- c. See Appendix:
 - i. Post-Event Travel Release Form (Standard student sign-out with parent/guardian after an event or practice)
 - ii. School Transportation Waiver & Consent Form (Student permission to ride to practice or event by means other than school provided transportation.)
 - iii. Sign-Out Approval Form (Student permission to ride home with adult other than parent/guardian)

18. Practice Times & Scheduling:

- a. It is essential that parents be able to plan on when they have to be at school in order to pick up their students. Therefore, the school will have set practice times.
- b. Times of junior high through varsity practices and bus times will be developed and provided to parents by the coaches at the beginning of each season
- c. Every effort will be made to combine routes, practices, and other transportation costs for the efficiency of the program (This is the job of the athletic directors.)
- d. With the exception of track, golf and possibly softball, the athletic directors will make every attempt to schedule all high school practices as equal as possible between the two towns. Also, the athletic directors and coaches will make the final schedule with the following in mind: if there is an imbalance in participation numbers, the school with the greater participation may host most of the practices.
- e. School dismissal will be at 3:10 P.M., which means co - op practice should begin no later than 4:00 P.M. Practices should conclude prior to 5:50 so buses can leave by 6:00 sharp to get our student athletes home for family commitments. Wednesday practice will conclude on or before 5:30 so as not to interfere with church scheduled activities. Sunday practice is prohibited except for preparation for a tournament or competition. Sunday practices need administration approval. Downtime needs to be utilized to benefit practice at host school prior to the arrival of the teammates from coop school.
- f. Weather related game and practices: It is our policy to CANCEL games and PRACTICES or OPEN GYMS if either school has been cancelled due to weather.
- g. Each school district is responsible for getting their athletes to practice.
- h. Effort will be made when at all possible to have JH and HS practices in the same town in the sports of VB and BB to help aid head coaches to structure practices and utilize coaches in the best way possible to aid in the development of participants of sub-varsity teams.

19. Spectator/Fan Code of Conduct:

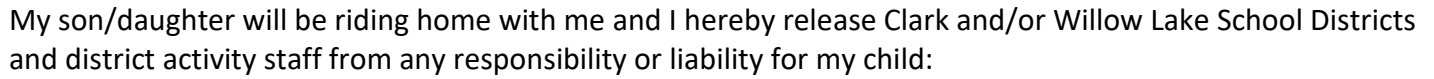
- a. The Clark-Willow Lake Athletic Cooperative, promotes the value of extra-curricular athletic competitions and sportsmanship for our student-athletes. Sportsmanship is an essential part of any athletic competition and is expected from athletes, coaches, officials, and fans.
- b. Spectators/fans are expected to set a positive example towards conduct and sportsmanship while supporting our co-op's student-athletes, coaches, and officials. Behavior should be positive, respectful, and encouraging of those participating and attending our activities.
- c. **The Clark-Willow Lake Athletic Cooperative encourages:**
 - i. Enthusiastic support of your team
 - ii. Good sportsmanship
 - iii. Family friendly atmosphere
 - iv. Commitment to safety
 - v. Welcoming attitude to all fans and visitors
- d. **Unacceptable behaviors:**
 - i. Disruptive or unruly behavior
 - ii. Foul or abusive behavior or obscene gestures
 - iii. Rudeness to fellow fans or CWL personnel
 - iv. Fans who display unacceptable behaviors will be subjected to sanctions, including refusal of admittance, removal, and arrest.
- e. Mandatory sanctions from the SDHSSAA:
 - i. Anytime a spectator is ejected from a contest, he/she shall not be allowed to attend any contests for the remainder of that calendar day at any level.

- ii. The spectator is also suspended from the next scheduled, rescheduled, or contracted contest, meet or event at the level of competition in which the ejection occurred, as well as all contests held in the interim at any level of competition.
- iii. If the ejection occurs during the last regular season contest at the sub-varsity level, the spectator is suspended from all competition that day plus the next regular season contest at the varsity level or the first post season contest; whichever occurs first.
- iv. A second violation in the same sport's season carries a mandatory four-contest period of suspension.
- v. A third ejection during a single sport season results in that spectator being suspended from the remainder of that given sport's season.
- vi. In order to be eligible to return to games or activities the spectator must meet with local administration and must watch the NFHS Sportsmanship Course on the NFHSLearn website and show proof of course completion to the SDHSAA Office prior to returning to any level of competition.
- vii. A school District's fan ejection policy may be stricter than the SDHSAA policy, but must at least meet the minimum requirements of the SDHSAA policy

20. Elastic Clause:

- a. The activities handbook does not include everything that may possibly happen during the school year. See CWL Co-op Agreement also as a reference. If any situation not specifically covered should arise, the administration will make every effort to act fairly and quickly. The best interest of the student, school, and community will be considered. Each situation is different and will be handled on an individual basis. It is sincerely hoped that each one of you will have a successful and enjoyable school year. Take the time to know the rules and regulations you are expected to follow and many of the little problems can be avoided. If you have questions or concerns, contact Activities Directors Dawn Spieker-Willow Lake and/or Travis Ahrens-Clark

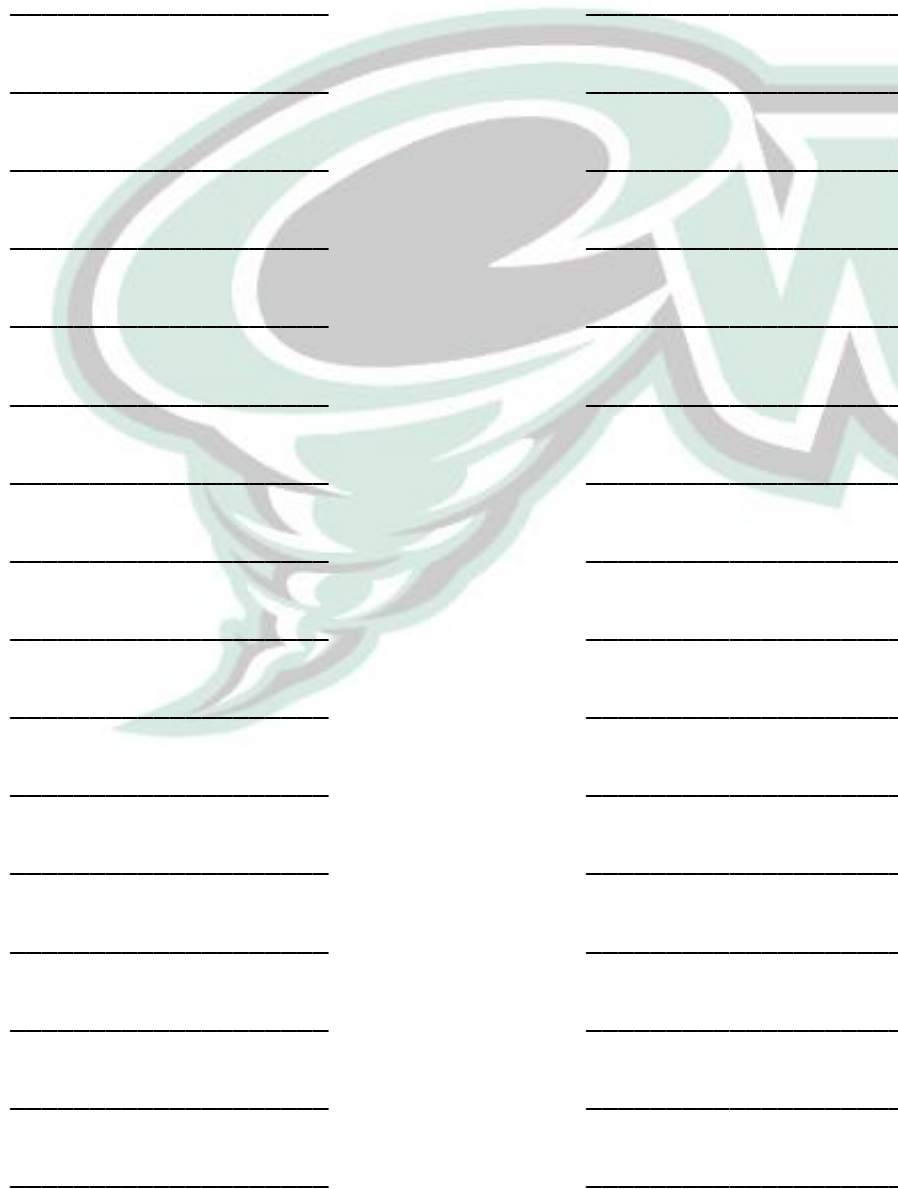
(To be used by Coaches, after conclusion of activity.)



EVENT: _____

DATE: _____

PARENT SIGNATURE



SCHOOL TRANSPORTATION WAIVER & CONSENT FORM

(To be used if athlete is using non-school transportation to or from a scheduled school activity.)



Students participating in any activity sponsored by the Clark School District or the Clark/Willow Lake Athletic Co-op who attend an out of town activity, are to ride to and from that activity with transportation provided by the District or Co-op.

The only exceptions to the rule may be:

1. Only a parent/guardian that are present at the event, may sign-out student participant with advisor/coach at the conclusion of event.
 - a. If parent wishes to allow student to sign-out and travel home with anyone other than themselves, then a "Sign-out Approval Form" must be filled out before the participant leaves for the event.
2. If forms have been filled out by the parent, advisor/coach, and A.D./Principal prior to the day of the event.
3. If an emergency arises at the event and a parent/guardian contacts the coach and relevant A.D./Principal.

To be filled out by Parent/Guardian:

I hereby release the Clark and/or Willow Lake School Districts of the responsibility and liability of my son/daughter while taking on the responsibility for myself by asking them to be released from school provided transportation.

Student Name

Date of Activity

Coach/Advisor

Activity

Parent/Guardian Signature

Coach/Advisor Signature

A.D./Principal Signature

SIGN-OUT APPROVAL FORM



This form is to be filled out by a parent/guardian that wishes to have a son/daughter sign-out with another adult to ride home from a school sponsored event.

I, _____ and the parent/legal guardian of _____
(Parent/Guardian name) (Student name)

and have custodial rights.

I give permission for _____ to ride home with _____ after the
(Student name) (Responsible Adult)

_____ at _____ on _____
(School Event) (Place) (Date)

The reason: _____

I am fully aware that the school will not be held liable for _____ once he/she has been
(Student Name)
Signed out at the above event.

Parent/Guardian Signature

Date

***** THIS FORM MUST BE FILLED OUT BEFORE THE BUS LEAVES FOR THIS PARTICULAR EVENT, UNLESS THERE IS AN EMERGENCY SITUATION OF WHICH THE COACH/ADVISOR AND A.D./PRINCIPAL HAS BEEN PREVIOUSLY NOTIFIED.*****