



## Student-Athlete Handbook

2010-2011

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Glenforest is a school where everyone who wants to participate in a sport can find a place. Each student usually has an athletic skill that can make a difference on one of our teams. There are also many other opportunities for our students to participate in the athletic program even if it is not on the playing field. Every student's participation is welcomed and encouraged!

### **Purpose:**

This handbook should answer a majority of your questions concerning our athletic program. Enclosed you will find directions to events, physical forms, and code of conduct forms. For this reason, we ask that you please keep this handbook available for reference at all times.

### **Risk of Participation:**

By its nature, participation in athletics includes risk of injury, which may range in severity from minor to disabling to even death. Although serious injuries are not common to supervised programs, it is impossible to eliminate risk. Participants can and have the responsibility to help reduce the chance of injury. Participants must obey all safety rules, stretch properly, report all physical problems, follow proper guidelines for safe play and inspect all their own equipment.

## Parent/Athlete/Coach Communication Guidelines

### Our Philosophy

- Athletic achievement requires sincere commitment from all athletes, parents, coaches, and administrators. For all of us to be successful, effective communication must occur.
- The school athletic department and administration believe strongly in being accessible to parents and being supportive of the coaching staff.
- We are continually attempting to improve communication with the students and parents. For our programs to be truly successful, it is necessary that everyone understand the focus and direction of the program.

### Your Expectations

It is reasonable to expect your child's coach to inform you:

1. When and where practices and contests are held.
2. About his/her coaching philosophy.
3. About the expectations he/she has for all athletes on the squad as well as your individual child.
4. What is required to be a part of the team, i.e. fees, special equipment, off-season conditioning, letter requirements, etc.
5. If your child is injured during participation in a practice or contest.
6. Whenever any disciplinary actions results in your son/daughter being denied participation in a practice or contest.

Typical concerns of parents that are **appropriate** to discuss with a coach are:

1. Any unhealthy mental or physical strain you detect in your child at home (especially when it affects his/her academic performance).
2. How you can contribute to your child's skill improvement and development.
3. Any dramatic changes you detect in your child's behavior

### Our Expectations

It is **inappropriate** to discuss with a coach:

1. Playing time.
2. Team strategy and game calling.
3. Other student athletes.

Coaches often need parents to tell them:

1. Any specific health concerns about your son/daughter expressed directly and informally to the head coach at a mutually convenient time.
2. Notification of any schedule conflicts well in advance.
3. Your commitment to the program and how you plan make a contribution to the program's success. For example, one way is to be sure your youngster is at practice each day on time and to supervise that your child gets enough rest and nutrition at home.

4. Strategies that have worked for you in dealing with your son/daughter being successful in the past.

If you have any concern to discuss with a coach, what procedure should you follow?

1. Make an appointment with the coach. Never approach the coach after a game unless the coach requests this.
2. If the coach cannot be reached, call the Athletic Director to set up a meeting with the coach.
3. Please do not attempt to confront a coach before, during, or following a contest or practice. These can be busy and emotional times for both the parent and the coach; this period does not promote objective analysis of the situation.

What should you do if the meeting with the coach does not result in a resolution to the problem?

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. If the Athletic Director does not satisfy your needs, you may then set up an appointment with the Dean of Students (Barton Calvert). Remember the chain of command: Coach, Athletic Director, Dean of Students, Head of School.

## **Player/Parents/Coaches Code of Conduct**

Listed below are the regulations imposed by the SCISA. This does not however, infer that Glenforest School is limited to these regulations as we maintain and enforce our standards.

1. Athletes and coaches shall at all times conduct themselves in a reasonable sportsmanship manner thus reflecting a positive image of Glenforest.
2. One would be in violation of #1 upon any of the following:
  - a. Making any degrading remark about any official, coach, on floor of play, or on/off bench.
  - b. Protesting any decision or action of any official during or after the game.
  - c. Making any degrading remarks or criticism of any official, coach or athlete to any news media.
  - d. Using any foul, abusive, or profane language at any time.
  - e. Hitting, shoving or striking any official, coach, or athlete at any time.
  - f. An ejection from a competition.
  - g. The use and/or display of alcoholic beverages, tobacco (including smokeless types), or other controlled substances is strictly prohibited at any SCISA event.
  - h. Detaining an official following the contest to request a ruling or explanation of actions taken by the official.
  - i. It shall be considered unsportsmanlike conduct for a school official to remove a team from the playing area before the game is complete.

The same Code of Conduct is required during travel to and from events as well as at hotels during overnight trips.

### **Academic Responsibilities**

Student athletes are responsible for all assignments that are due regardless of practice and/or game schedules. Athletics, like all extra curricular activities, are undertaken without the compromise of academics in quality and time schedules. All teachers, however, will assist athletes by being familiar with game schedules and giving enough advance notice of due assignments (i.e. book reports and science projects). All student athletes are required to attend school and complete all assignments the day following a game regardless of arrival time the night before. Time management is very important in participating in sports. Random checks will be made before the team departs for the event.

### **Eligibility Requirements**

Glenforest School extra-curricular activities are a vital part of a young person's life, however, we believe at Glenforest that academics are more important. With the high academic standards we have, it is necessary for us to have an academic eligibility requirement for extra-curricular activities. Glenforest follows the guidelines written by South Carolina Independent School Athletic Association (SCISA). Please refer to the Agreement for Participation page in this handbook. These rules may change from year to year.

### **Glenforest "Bulldog Club"**

Purpose of Athletic Booster Club:

The Glenforest School Athletic Booster Club exists for the purpose of broadening the school athletic program and the involvement of the students and their families. The Bulldog Club works to achieve the following through active participation of parents, working closely with the school administration and athletic director:

- A. To support, promote, and maintain a high degree of values and good sportsmanship in all athletic activities.
- B. To support, promote, and maintain a high standard of priorities within the athletic program.
- C. To promote and encourage attendance at all sporting events by the parents, students, friends and faculty.
- D. To raise funds to assist in the development of the athletic program.
- E. To assist in holding down expenses of the athletic program by providing volunteer services which would include supervision of parking lots, assisting with admission ticket sales and collection of gate monies, working concession stands, and other club projects as may be established.

All family members are included in the "Bulldog Club" on the general level. This allows the child's immediate family admission to the home athletic events. You may wish to increase your

level of admission to the games if there are multiple parents. Please ask the Booster club representative for details.

### **Parent Volunteers**

Parental support is very critical to the athletic program. The following are ways to offer your assistance. Someone will be in contact with you to sign up for help.

1. Concessions at games
2. Gate admission at games
3. Clock and Score Board Operator
4. Gym clean-up after games
5. Assist in Fundraisers (i.e. carwashes, yard sales.)

### **School Directory – Important Phone Numbers & Emails**

Glenforest School Phone	796-7622
Glenforest School Fax	796-1603
Head of School – Chris Winkler	318-9670 <a href="mailto:cwinkler@glenforest.org">cwinkler@glenforest.org</a>
Dean of Students – Barton Calvert	513-4092 <a href="mailto:bcalvert@glenforest.org">bcalvert@glenforest.org</a>
Athletic Director - Coach William Knopf	513-1918 <a href="mailto:coachk@glenforest.org">coachk@glenforest.org</a>

Individual coaches emails and phone numbers will be printed on the schedules.

### **Locker Room / Road Trip Regulations**

1. Athletes are issued lockers for the season. Some athletes may be required to share with a teammate. They are encouraged to purchase a lock, however they must give a key to Coach Knopf (in case a key is lost or stolen.)
2. The Locker Rooms are not a place for “horse” play or anything other than team meetings or changing clothes. Appropriate behavior is expected at all times.
3. All teams are responsible for cleaning their locker room.
4. All teams are responsible for maintaining a “clean” environment during a road trip. This includes the picking up after themselves in the visitor’s locker room, restaurants, as well as the buses used for travel to the competition.
5. The coaches accompanying the student-athletes are responsible for insuring their players are in compliance with #4 above.

6. Students, who fail to comply with 3-5, subject to disciplinary action (could lead to suspension from road trips). Even if you did not put trash there, be courteous and pick it up. A coach will not ask you more than once to clean an area.

### **Physical Examination**

Every athlete must have a medical examination from a medical doctor before he/she will be allowed to participate on any athletic team. This exam must be recorded on the form provided by SCISA, which is located in this handbook. One exam **per school year** is all that is required to play every sport for that school year. A physical received after May 1 may be used for the upcoming school year.

### **Practice Schedules**

Each coach will provide parents and athletes with the practice schedule at the beginning of the season. In most cases the Athletic Director will email home weekly schedules. The coaching staff will be responsible for staying at the practice site for the duration of the given practice time or until all the athletes are gone. Parents need to make the effort to be sure their child is picked up by the end of practice. Failure to pick up child on time may result in not participating.

### **Game Schedules**

Game schedules will be provided as early as possible.

### **Risk of Participation**

By its nature, participation in athletics includes risk of injury, which may range in severity from minor to disabling to even death. Although serious injuries are not common in supervised programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce the chance of injury. Participants must obey all safety rules, stretch properly, report all physical problems, follow proper guidelines for safe play and inspect all their own equipment.

The following is a list of possible risks by sport:

**Soccer:** Greater age variance than any sport. There will be contact (sometimes equal to or greater than football).

**Volleyball:** Running off of the court for a possible hit and sliding into the bleachers. Digging is probably the most serious cause of injury. Blocking could cause a jammed or broken finger. The poles are padded; however a dive to hit the ball could cause a neck injury.

**Golf:** Players should not play in front of other players, because of the possibility of being hit by a ball.

**Track/Cross Country:** Pulled muscles, twisted ankles, and possible dehydration.

**Basketball:** Hanging on rim, hitting the wall with fist, diving to save a loose ball, coming down with a rebound, attempting to take a charge.

**Baseball:** Pulled muscles, sliding, hit with ball, and possible dehydration.

**Tennis:** Pulled muscles, hit by racquet, and possible dehydration.

**Bowling:**

**Sporting Clays:**

**Please note that the above is a sampling of possibilities by sport and does not attempt to define all risks.**

## **Transportation Policies**

The coach/sponsor of each team will determine specific guidelines for traveling to/from events. These general guidelines that pertain to all team travel:

- A. All members will travel with the team to events on the bus, unless other arrangements by parents and the coach have been made.
- B. All members will travel with the team from events unless:
  - a. The coach allows it, and
  - b. The parents are present at the event and assume full responsibility, or
  - c. The coach receives written parental/guardian permission

NOTE: Verbal permission will not be acceptable. Non athletes will not travel with the team unless he/she has a function verified by the coach.

## Letter Requirements

Athletic letters are awarded for all sports. It is also possible for support personnel (managers, statisticians, etc.) to earn letters, which will be determined by the coach. **Attendance to practice is required.**

## Lettermen's Jacket Requirements

Lettermen's Jackets are available to all students. The cost of the jacket is \$140.00. This includes their name sewn in the pocket.

## Financial Obligations of Equipment

Certain activities require that students provide some of their own equipment and/or clothing. Each coach or sponsor will provide all the potential participants with a list of required obligations. These obligations will include equipment, clothing, and time requirements. Team pictures are optional.

**Possible Financial obligations** – (Please check with the Head Coach before purchasing items).

**Soccer:** Shin Guards, cleats, solid royal team socks and shorts, and team pictures.

**Volleyball:** Knee pads, team shirt, shorts, and team pictures.

**Golf:** Team Shirt, State Tournament Fees (if qualify), must have own set of golf clubs and balls, and team pictures

**Basketball:** Basketball Shoes (either team if offered or have a majority of royal and white) Team tie (Boys), team pictures, and team t-shirt (warm-ups). There is also the possibility of an overnight tournament which would require player expense.

**Baseball:** Cleats, solid royal team socks, white pants, royal blue belt, bat, glove, and team picture.

**Tennis:** Racquet, tennis balls, team pictures.

## **Weight Room Regulations**

Students are not allowed in the weight room without adult supervision. Each coach should provide weight room usage for their athletes and always supervise each workout session. Ipods, walkmans, and cell phones are prohibited from the weight room as they pose a risk. Also, athlete should always workout in pairs and never alone.

## **General Responsibilities of the Parent**

1. **DIET/NUTRITION** – Make sure that your child receives the proper nutrition needed by the body during participation in sports. Pizza and soda is not considered a healthy meal. Discuss the importance of water to the body.
2. **PROPER REST** – Please see that your child gets at least eight hours of sleep. This is very critical the day before a game.
3. **Braces (ankle, knee) / Mouth Guards** – Please notify the coach if any guard or brace is to be worn.

## **Team Captains**

Captains can be crucial to team management and success. They may not be the ones who lift the most weight on the bench press or yell the loudest during drills, but most often earn the most respect and show the most dependability. This athlete supports all team fundraisers. This athlete recognizes that Glenforest is very important to them and will help in any project for school improvement. This athlete arrives early for practice ready to learn and often stays afterwards to master a technique. He/She never complains and is excited about competing. Both the coach and the team can count on this person.

## **Responsibilities of Team Captains**

A wise coach seeks out captains in the preseason to discuss potential responsibilities and team goals. Keep in mind that these must be meaningful responsibilities. The coaching staff must be prepared to share leadership of the team with the captain(s) who should have, in fact, opportunities to address teammates (“Captains’ Talks”) either before or after practices.

Other responsibilities for team captains include:

1. Lead the warm-up before practice and matches.
2. Help maintain discipline in the locker room.
3. Lead by example.
4. Eliminate any hazing of younger athletes.
5. Clean the locker rooms.

6. Recruit more athletes into the sport.
7. Wash water bottles after each game.
8. Clean the team bus and report any damages.
9. Communicate effectively with both teammates and the coaching staff at all times.

### **Directions to Schools**

Directions to away competitions are located on the school website or will be provided to the parents at the start of each season.

### **Forms to be returned to Coach / Athletic Director**

1. Student Medical Emergency information and Treatment Consent Form
2. Agreement for Participation and Medical Examination form
3. Warning of Inherent Risk.
4. Form 3 Transfer Form (students who enroll in school, after start of the year)