

# Athletic Handbook



**2018-2019**

## **PHILOSOPHY**

Human beings have five distinct areas of their person. These distinct areas are spiritual, physical, social, mental, and emotional. It is the objective of the Takoma Academy athletic department to provide the opportunity for each student who participates in athletics to grow and mature in these five areas. In order for this objective to be achieved, a high level of self-discipline will be developed and expected by our student-athletes. This self-discipline will involve adherence and respect for the rules and regulations of the athletic department and its coaches. The rules of the athletic department are in place to promote safety and order for all participants. Students, parents, and supporters need to remember that participation in athletics is not a right, but privilege that needs to be regulated for the success of the program and team first, and then the individual; not the other way around. It is also realized that student-athletes at Takoma Academy are role models, and that they are influential in the student body as well as in the community. Their conduct, while representing a school team, is seen as a direct reflection upon Takoma Academy. The policies of the athletic department follow under the guidelines set forth in the Takoma Academy Student Handbook. Student-athletes need to be aware that violations may carry consequences that extend beyond their sport and even the beyond the school year.

## **ATHLETIC FEES**

Athletic fees are collected for the purpose of funding the Takoma Academy athletic programs. The 2018-2019 Athletic fees are \$200. For Student Athletes who play additional sports, the fee is \$125 per additional sport. Payment is due the day after the final team is announced, or risk being removed from the team. A student who have outstanding Athletic fee balances may not be allowed to play another sport until the balance is satisfied.

## **AFFILIATIONS**

Takoma Academy is a member and participant in the Metro Independent Schools Athletic League, MISAL.

## **SPORTS SEASON**

Once a student has participated in a practice, scrimmage or contest, a student is considered an athlete of Takoma Academy. This designation shall continue until the season's last game. As such, students - who are athletes - are governed by the policies of The Takoma Academy Athletic Handbook as well as The Takoma Academy School Handbook.

## **ELIGIBILITY**

Standards of academic eligibility for co-curricular sports are governed by the Principal, the Athletic Director, and guardian/s of student. TA academic eligibility is as follows.

- A student is not allowed to participate in any athletic practices/games if they have a cumulative grade of an "F" or two "D's" on a semester grade report sent via the school administration.
- TA students are issued bi-weekly progress reports. Students who have failing grades (D & or F on bi-weekly reports in any class) are placed an academic support plan.
- If the student is not complying with the academic plan expectations they will be removed from the team.

**NOTE:** Students that have delinquent financial accounts may be considered ineligible for competition and travel until the balance is paid in full. Please refer to the business office with any financial concerns.

## **SCHOOL ATTENDANCE**

Students must be present in school by first period in order to attend or participate in any after school activity. A student who arrives late to school may be asked to present a valid, excuse from a parent or doctor to be eligible for participation that day. Students who leave school early because of illness cannot participate in any after school activity that day. Students who must leave school early or miss a day of school for a valid excuse may participate in after school activities that day. Valid excuses would include, but are not limited to: College visits, funerals, court hearings, doctor appointments, and emergencies.

## **EARLY DISMISSAL OF STUDENT ATHLETES**

When team schedules require early dismissal, it is the student athlete's responsibility to remind their teacher of the need to leave early, record assignments, and make arrangements to take missed quizzes or exams. Athletes should leave the classroom quietly and walk through the school with no disruption. Students who are unable to transition quietly through the halls may not be allowed to attend the scheduled game. Students who knowingly leave class earlier than the schedule early dismissal will be sent to the Takoma Academy Disciplinary Committee.

## **PHYSICALS and RELEASE FORMS**

In order for a student athlete to be eligible to participate in interscholastic practices and competitions, they must have a current physical form on file for the ENTIRE ATHLETIC SEASON and a signed parent permission form on file in the athletic office.

## **PRACTICES**

Athletes shall attend all scheduled practices. If a practice must be missed then notice must be presented to the head coach 24 hours prior to the practice. **Otherwise, it may be considered unexcused.** Absences from practice will be either excused or unexcused in accordance with the athletic policy. A student athlete who has more than 4 excused or unexcused absences from practices or games shall be subject to removal from team, or other disciplinary measures. Overnight stays or early dismissals may be necessary due to travel distance or game schedule. These games shall be approved by the Principal and Athletic Director. Attendance at MISAL sponsored events such as games and award ceremonies are considered school approved events. Student Athletes will not be penalized for work missed during this event; however it is the student athlete's responsibility to make up any work missed.

## **PLAYING TIME**

There is NO Guarantee of playing time on the high school level; this MUST be understood by both the player and parents. If a player has a question about playing time, they may ask a coach about it during a free moment at practice, or at the conclusion of practice. Under no circumstance should playing time be discussed with a coach before, during, or after a game. If this becomes a problem, then the player will be subject to removal from the team by the Head Coach or Athletic Director.

## TRANSPORTATION

Student Athletes are expected to ride to all athletic events on school arranged transportation. This may include school arranged buses or parent drivers. Students who plan to ride to an athletic event with a parent or someone else may do so with notification from the parent. Notification must be given to the Athletic Director or the head coach in writing. Otherwise the coach is legally bound to make sure each student rides to the game location on school sponsored transportation. Students who violate this rule may be subject to disciplinary actions and denial of participation.

## USE OF FACILITIES

No athlete should use the equipment or facilities of the gymnasium, team rooms, locker rooms, weight room, or athletic fields outside of scheduled practice times without the approval of the Athletic Director, Head Coach, or Principal. Failure to comply may result in an In School Suspension.

## INCLEMENT WEATHER

Activities will not be conducted on days when school is not in session due to severe weather unless approved by the Athletic Director or Principal.

## FUNDRAISING

The Athletic Department will sponsor numerous fundraising efforts throughout the school year to help support and offset the cost of the athletic department and sports trips. All parent sponsored fundraisers must be approved by the TA business and athletic offices.

## UNIFORM POLICY

Uniforms will be provided to students for use during the athletic season only. Uniforms are to be returned to Mr. Beckett or his designee **ONLY**. Uniforms are to be cared for properly (please follow the cleaning instruction on the label). Any student who returns an un-cleaned uniform will be charged a cleaning fee of \$20. Any student who returns a damaged uniform or does not return a uniform within two-weeks after season's end will be charged a uniform fee of \$250.

I have reviewed this document with my Student Athlete and will adhere to the Policy as outlined.

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Student Athlete Signature

Parent Signature

Date

## **PARENT-COACH COMMUNICATION**

### **RELATIONSHIP**

Parenting and coaching can be tough. By establishing an understanding of each position, we are better able to accept the actions of the other and provide a greater benefit to our student-athletes. As parents, when your child becomes involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coaches.

#### **Communication you should expect from the Takoma Academy Athletic Department**

- Game schedules
- MISAL Code for High School Athletics
- Address to athletic events
- Athletic department philosophy and procedures
- Weight & Training Room Procedures

#### **Communication you should expect from your child's coach**

- Philosophy of the coach
- Expectations the coach has for your child's as well as the other players on their team
- Locations and times of all practices and contests/travel information

#### **Appropriate concerns to discuss with the coach**

- Ways to help your child improve
- Concerns about your child's behavior or academic progress
- The mental or physical treatment of your child

It is extremely difficult to accept that your son is not playing as much as you may hope. Coaches are professionals; they make judgment decisions based on what they believe to be in the best interest for the team and your child.

#### **Concerns NOT appropriate to discuss with coaches**

- Playing time
- Team strategy
- Play calling
- Other student-athletes

There may be situations that require a conference between the coach and parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's positions. When these conferences are necessary, the procedure listed below should be followed to help promote a resolution of the issue or concern.

- First, have your child speak with the coach.
- If the issue has not been resolved, make an appointment to meet with the coach.
- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach.

What can a parent do if the meeting with the coach did not provide a satisfactory resolution?

- Call and set up an appointment with the Director of Athletics to discuss the situation.

Since research indicates a student involved in athletics has a greater chance for success during adulthood, we at Takoma Academy strongly supports the athletic program. Many of the character traits required to be a successful student-athlete are exactly those that will promote a rewarding life after high school.

**PARENTS ARE ASKED NOT TO ATTEND PRACTICE.**

**Few items for thought...**

1. Realize that the parents represent Takoma Academy.
2. Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
3. Recognize that since the primary purpose of high school athletics is to promote physical, mental, moral, social, and emotional well being to the players through the medium of contests, victory or defeat is in reality of secondary importance.
4. Treat visiting teams and officials as guests extending to them every courtesy.
5. Be modes in victory and gracious in defeat.
6. Respect the judgment and integrity of the officials, realizing that their decisions are based upon game conditions as they observe them.
7. Have no noisemakers during indoor interscholastic athletics.
8. **NO GOSSIP! Only hurts the program, families, and kid!**



## PARENT PERMISSION FORM

*Complete and return to Coach.*

### STUDENT-ATHLETE

Name: \_\_\_\_\_ Birthday: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Cell Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

### PHYSICIAN

Name: \_\_\_\_\_ Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Medical condition(s), which may require attention, i.e. allergies, medication, asthma, etc.: (Please *be specific.*)

### PARENTS/GUARDIANS

<b>Mother</b>	Name: _____	Home: _____	Work: _____	Cell: _____
<b>Father</b>	Name: _____	Home: _____	Work: _____	Cell: _____
<b>Other</b>	Name: _____	Home: _____	Work: _____	Cell: _____

### EMERGENCY CONTACT *(if neither parent/guardian can be reached):*

Name: _____	Phone: _____	Relation: _____
Name: _____	Phone: _____	Relation: _____

### PARENTAL/GUARDIAN CONSENT

I give my permission for my son/daughter to participate in interscholastic sports. I realize that such activity involves the potential for injury, which is inherent in all sports. I realize that on rare occasions injuries can result in permanent disability, paralysis, or even death. In the event of injury or illness, school/athletic personnel may take whatever action is deemed necessary to insure proper care and treatment for my child.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent/Guardian Name Printed: \_\_\_\_\_

Takoma Academy requires that each student have an annual physical examination prior to practice, game, or match (including pre-season and off-season). Completion of this form absent a physical exam is not acceptable.

STUDENT LAST NAME	FIRST	MI	DATE OF BIRTH ____/____/____
STUDENT'S PERSONAL PHYSICIAN		STUDENT PERSONAL DENTIST	

WEIGHT /BMI ____/____	HEART RATE /PULSE ____/____	BLOOD PRESSURE ____/____/____
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General Physical Exam				Legend: WNL = Normal, Abn =Abnormal, NT= Not tested			
WNL	Abn	NT		WNL	Abn	NT	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Build/posture	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Throat
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Skin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Teeth
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Eyes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Neck
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ears	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chest
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Nose	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lungs
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Heart
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Abdomen
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Liver
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Spleen
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Hernia
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Genitalia

Orthopedic Physical Exam				Legend: WNL = Normal, Abn = Abnormal, NT= Not tested			
WNL	Abn	NT		WNL	Abn	NT	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Cervical spine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Shoulders
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Thoracic spine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Elbows
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lumbar spine	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Wrists
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	UE Neuro Screen	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Hands
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	LE Neuro Screen				
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Hips
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Knees
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Lower legs
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Ankles
				<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Feet

Optional Exams and Tests			Legend: WNL = Normal, Abn =Abnormal, NT= Not tested	
WNL	Abn	NT	<b>TB ASSESSMENT (Optional)</b>	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Date Admin: _____ Site:--:--:-- mm	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Date Read: _____ Reading: _____ mm	
			Chicken Pox Disease History: Yes_ No_	
			When: Month _____ Year _____	

Please explain all abnormal findings:

Special instructions or limitations:

Based on the findings of the physical exam, the student may participate and compete in school-sponsored athletic activities EXCEPT:  
☐ Physical Education, ☐ Baseball, ☐ Basketball, ☐ Soccer, ☐ Track, ☐ Volleyball

I certify that this student is sufficiently healthy to participate in sports, except as indicated above.

PHYSICIAN NAME (PRINTED OR TYPED)

DATE OF EXAMINATION

PHYSICIAN SIGNATURE

OFFICE ADDRESS OR STAMP



