



# The Village School

## Athletic Handbook

### **School Mission Statement**

Provide an environment that EMPOWERS and INSPIRES students to think and CREATE solutions to challenges in an ever-changing world.

The Village School uses project-based learning in a rigorous academic environment to enable students to work collaboratively, think critically, and problem solve with purpose, while instilling Christian values in their lives.

### **Athletic Philosophy**

The Village School offers a comprehensive athletic program for both male and female students from third grade through high school. For grades 6-12, The Village School adheres to the policies and procedures of the Florida High School Athletic Association. Participation in athletics carries obligations relating to sportsmanship, commitment, and moral aptitude. The Athletic Department is committed to being an integral part of the overall educational and spiritual experience offered by the school. We encourage our student-athletes to utilize Christ Skills during their sports participation. We will strive to provide every student-athlete an environment to achieve athletic success, while laying the foundation for success in life.

### **Alma Mater**

To The Village School we raise this song. We sing of the black and gold.  
We sing of days within her walls and of friendships strong and bold.  
To The Village School we raise this song. We sing of our noble knights.  
We sing with thanks for all we've learned, building futures strong and bright.  
Christ has led us through these years, and Christ will lead us still.  
As we grow in faith and love, as we seek to do His will.  
To The Village School we raise this song, with hearts forever strong.  
Your memory will linger through the years, and we'll raise this song to you.  
Oh, The Village School

### **Affiliations**

The Village School is a member of the Florida High School Athletic Association (FHSAA). The FHSAA directs, supervises, and regulates all interscholastic athletic activities of its member schools. The Village School enjoys full membership to the FHSAA for athletic programs offered to student-athletes in grades 6 through high school. As members of the FHSAA, we are bound to the policies and procedures set forth by the FHSAA.

In addition to being members of the FHSAA, we are also members of the Paradise Coast Athletic Conference (JV/Varsity Sports), Gulf Coast Athletic Middle School Conference (6<sup>th</sup>-8<sup>th</sup>), Sunshine Athletic Conference (3<sup>rd</sup>-5<sup>th</sup>), and the Sunshine State Athletic Conference (Beach Volleyball).

### **Sportsmanship**

The Village School expects its student-athletes and coaches to compete fairly and respectfully. We understand that our conduct plays an important role in the reputation of our school. Appropriate and respectful conduct during contests is not only the responsibility of our coaches and student-athletes, but also our students and spectators.

During home contests we serve as hosts. As visitors, we will act as invited guests by being gracious for the home team's hospitality and treat their facilities with care and respect.

At most contests, an FHSAA official is assigned to be the authority on all decisions regarding the rules of the contest and their interpretations. These decisions shall be accepted and final. Officials should always be treated with respect on and off the playing arena.

Any student-athlete, coach, or spectator that does not demonstrate good sportsmanship shall be first warned of their unacceptable behavior, and upon further unsporting behavior, will be asked to leave the contest. Should The Village School receive any fines resulting from the inappropriate behavior of a student-athlete, coach, or other member of the School community, the responsible individual shall reimburse the School for the fine and fees as well as any other sanctions the School wishes to impose. Sportsmanship includes being appreciative of good performances by both teams competing.

### **Christian Athletics**

The Village School is a school built on Christian Values and our Athletic Program is a direct reflection of that foundation. Each of our teams will hold a team prayer before or after every contest. This prayer can be led by the Coach or a student-athlete. Whenever possible, teams should invite other teams to participate in the prayer. Additionally, we see the enormous influence Coaches and Athletics play in the lives of our student-athletes and we take that responsibility very seriously. Coaches are role models both in words and actions.

### **Statement to Parents**

Your child's success or lack of success in sports does not indicate what kind of parent you are. But having an athlete that is coachable, respectful, a great teammate, mentally tough, resilient, and tries their best is a direct reflection of your parenting. Thank you for being your child's number one fan!

### **FHSAA Eligibility and Requirements (student-athletes 6<sup>th</sup> grade and older)**

Per FHSAA bylaws, all student-athletes must have a physical exam (EL2 Form), parental consent and release form (EL3 Form), and proof of age before participating in athletics. The physical exam must be completed annually and is valid for 365 days. The parental consent and release form must also be completed annually. Proof of age must be certified by presenting a valid birth certificate to the athletic department. A copy of the birth certificate will be kept on file for the duration of the student-athlete's high

school career. These forms are available for download and to be electronically submitted on the Athletic Clearance website ([www.athleticclearance.com](http://www.athleticclearance.com)). Additional paperwork may be necessary. The Athletic Department will notify you if additional paperwork or documents are needed.

Per FHSAA bylaw, all student-athletes must have a minimum, unweighted cumulative grade point average of 2.0 on a 4.0 scale. Additionally, the FHSAA stipulates that Division Principals may establish additional academic requirements for participation. At The Village School, students must maintain an average of 70 or higher in order to participate in extracurricular activities, including athletics. This average will be checked at each interim period and quarter beginning with the first quarter. Should a student-athlete have an average below 70, that student-athlete will not be eligible to participate in practices or contests until the average has been raised.

### **Eligibility for Transfer Students**

The FHSAA defines *transfer* as: "A transfer occurs when a student makes any change in schools after he/she establishes residency at a school each year." Students that transfer to The Village School may be immediately eligible to participate on an interscholastic team if certain criteria are met, provided there is room on the roster. Students must meet the academic requirement of a minimum grade point average of 2.0 on a 4.0 scale as well as have an average of 70 or higher in the previous quarter. Incoming students must be in good behavioral standing with TVS and the school previously attended. Students must have all required FHSAA paperwork on file including but not limited to EL2, EL3, proof of age (birth certificate, passport, or similar document), and GA4 (Recruiting Affidavit). Students may participate in the same sport the student participated in at the previous school during the current school year if one of the "good cause" criteria is met:

- Move to a new residence
- Acceptance to school after a previously unavailable spot is made available
- Other circumstances deemed appropriate as determined by the Head of School

### **Athletic Recruiting**

As a member of the Florida High School Athletic Association (FHSAA), The Village School must follow the bylaws, policies, and procedures set forth by the FHSAA to remain in good standing and participate in interscholastic athletics. Within these bylaws, policies, and procedures are restrictions set forth for all member schools and their student-athletes, parent body, and other affiliated parties. Athletic recruiting is considered a violation by the FHSAA and grounds for expulsion from the Association. Faculty, coaches, student-athletes, and parents all have a role in maintaining The Village School's good standing with the FHSAA. At no time shall any person affiliated with the Athletic Department (including parents) pressure, urge, or

entice a student to attend our school for the purpose of participating in interscholastic athletics. If a student who does not attend The Village School (or parent/family member of a student who does not attend TVS) inquires with you about our sports programs and attending our school, it is important that you immediately direct them to our Admissions Office without offering advice or commentary. It is important that each member of TVS's community understands the role he/she plays in the school's admissions process and its athletic program. If you have any questions about the FHSAA's bylaws, policies, and procedures, please direct your questions to the Athletic Director. Additionally, all FHSAA bylaws and policies are available on the Florida High School Athletic Association website [www.fhsaa.org](http://www.fhsaa.org)

### **All Sports Booster Club**

#### *Role of the Club*

The All Sports Booster Club exists to encourage and support The Village School's interscholastic athletic philosophy and all sport activities.

#### *Membership*

Membership shall be open to any person who has an interest in supporting and furthering the athletic program at The Village School.

#### *Purpose*

The All Sports Booster Club shall support, sustain, and augment the Knight Athletic Program and related activities of The Village School and thereby cultivate wholesome school spirit and promote good sportsmanship and excellence in the athletic program.

It shall not seek to influence or direct the technical activities or policies of the school administration or of the school officials who are charged with responsibility of conducting the athletic program of the school.

The All Sports Booster Club shall do nothing which violates the rules of the Florida High School Athletic Association or in any way jeopardizes the membership of the school in the Florida High School Athletic Association.

#### *Operations*

The All Sports Booster Club shall assist and participate in the Annual Knight Golf Classic, concession stand, Campus Store, Sports Banquet, and other fundraising initiatives throughout the year.

Meetings shall be held one time per sports season and is open to all current Booster Club members and members of the Knight Coaching Staff. If necessary, additional meetings may be called. Subcommittees formed will create their own meeting schedule and notify the necessary Booster Club members.

### *Financial*

The All Sports Booster Club shall contribute to the Athletic Department through the profits and function of the concession stand, annual dues, Campus Store sales, Knight Golf Classic, and other fundraising initiatives. These funds will be accounted for through the business office and disbursed in support of the overall athletic program at the discretion of the Athletic Director and Head of School.

### *Relationship with Coaches*

Coaches should encourage their team's parents to hold a Booster Club membership, as well as volunteer. In the event a Booster Club member asks a coach about athletic needs, it should only be discussed in general terms. All requests for purchases or support for a team will be directed through the Athletic Director.

### *Membership Levels*

We encourage all parents and fans of Knight Athletics to hold an All Sports Booster Club Membership.

\$25 General

\$100 Sustaining

\$250 Benefactor

Membership form and checks (made payable to The Village School) should be brought to the Athletic Office with *ASBC* noted on the memo line.

### **Requirements for Coaches**

All coaches at all levels (including volunteer coaches) must accomplish certain expectations to maintain their status as a coach for The Village School. The following requirements may be changed at any time depending on FHSAA, FCIS, and other school regulations. Additionally, this list should not be considered an exhaustive list of all requirements of coaches. Please see the Athletic Director for the most up to date requirements.

The following requirements are for all coaches (including volunteer coaches):

- Completed background check including fingerprinting prior to any contact with student-athletes.
- Successful completion of the Nation Federation of High School's courses "Concussion in Sports," "Sudden Cardiac Arrest," and "Heat Illness Prevention" (located on [nfhslearn.com](http://nfhslearn.com)) prior to the beginning of the season. Further detailed in "Concussion Action Plan."
- Attendance to the appropriate seasonal coaches' meetings. At this meeting further requirements and expectations will be reviewed.
- Contact Information Sheet, updated annually.
- Sign that you have read, understand, and will comply with FHSAA Policies on Recruiting.

The following requirements are for all coaches receiving a stipend (in addition to the requirements listed above):

- Completion of all employment paperwork as provided by the Human Resources Department prior to the beginning of the season.
- Sign and return the Employee Agreement. This must be done new every season coached.

## **Concussions**

Following the FHSAA's initiative to better protect our student-athletes from Second Impact Syndrome, as well as establishing safe and clear return to play (RTP) guidelines, The Village School follows the FHSAA Policy 40 on the Management of Sports-Related Concussions (see below).

Excerpt from 2016-2017 FHSAA Handbook:

### *POLICY 40*

## **CONCUSSIONS**

To help ensure the health and safety of student athletes, the following policy provides guidelines and procedures on preventing, recognizing, and responding to a concussion.

**40.1 Concussions.** A concussion is a brain injury caused by a blow to the head or body that causes the brain to move rapidly inside the skull. Concussions can also result from a fall or from collisions with one or more individuals or with obstacles. As brain injury, concussions are serious.

**40.1.1** Any student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion including, but not limited to, loss of consciousness, headache, dizziness, confusion, or balance problems, shall be immediately removed from the contest or practice and shall not return to play until cleared by an appropriate health-care professional.

**40.1.2** When you suspect that a player has a concussion, follow the "Heads Up" 4-step Action Plan:

- Remove the athlete from play.
- Ensure that the athlete is evaluated by an appropriate health-care professional.
- Inform the athlete's parents or guardians about the possible concussion and give them information on concussion.
- Keep the athlete out of play the day of the injury and until an appropriate health-care professional says he or she is symptom-free and gives the okay to return to activity.

The signs, symptoms, and behaviors of a concussion are not always apparent immediately after a bump, blow, or jolt to the head or body and may develop over a few hours. An athlete should be observed following a suspected concussion and should never be left alone.

**40.2 Appropriate Health-Care Professional (AHCP).** An appropriate health-care professional (AHCP) is an individual who is trained in the diagnosis, evaluation and management of concussions.

Such individuals will be a licensed physician (MD, as per Chapter 458, Florida Statutes) or a licensed osteopathic physician (DO, as per Chapter 459, Florida Statutes). Consistent with the American Academy of Neurology and other organizations, it is strongly recommended that an AHCP as defined in Policy 40.2 above or an athletic trainer (ATC, as per Chapter 468, Florida Statutes) is present at all sporting events, including practices, where athletes are at risk for concussion or for those classified as a collision sport, whenever possible.

**40.3 Mechanics for Removal from Athletic Contest.** The FHSAA concussion rule calls for the immediate removal of the participant from the contest or practice. Players, coaches and contest officials should be cognizant of athletes who display signs, symptoms or behaviors of a concussion and immediately stop play for injury evaluation within the rules of the game (the responsibility of the contest official is limited to activities that occur on the field, court, mat, etc.).

#### **40.3.1 Symptoms Reported by the Athlete**

- Headache
- Nausea
- Balance problems or dizziness
- Double or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish
- Feeling foggy or groggy
- Concentration or memory problems
- Confusion

#### **40.3.2 Signs Observed by Other Individuals**

- Appears dazed or stunned
- Is confused about what to do
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness
- Shows behavior or personality changes
- Can't recall events prior to hit
- Can't recall events after hit

**40.3.3 Removal.** Once the participant has been removed from a contest due to a suspected concussion, the coach, school and AHCP(s) assumes full responsibility for that athlete's further evaluation and safety. If available, a certified athletic trainer (ATC) under the direct supervision of a MD/DO can assist with the sideline evaluation of a student-athlete when a student-athlete is sent out of a competition or practice, but cannot provide written clearance to return to play (refer to above). If after sideline evaluation, it is determined the athlete does not demonstrate symptoms consistent with a concussion the ATC will follow procedures within a written operational protocol created and signed by a supervising physician to determine return to play. In this situation, the athlete should continue to be monitored for any delayed onset of concussion symptoms and must be removed from activity immediately if signs or symptoms return.



**40.4 Return to Play (RTP) Criteria – Recommended Concussion Management** 40.4.1 No athlete should return to play (RTP) or practice on the same day of a suspected concussion. “When in doubt, sit them out!”

**40.4.2** Any athlete suspected of having a concussion must be evaluated by an ACHP (as defined above) as soon as possible and practical.

**40.4.3** Any athlete who has sustained a concussion must be medically cleared by an AHCP (as defined above) prior to resuming participation in any practice or competition.

**40.4.4** After evaluation and examination by an AHCP (as defined above), return to play must follow a step-wise protocol as defined by the “Graded Return to Play Protocol” form and under the supervision of an AHCP, athletic trainer, coach or other health care professional (Post Head Injury/Concussion Form).

**40.4.5** A written medical clearance from an AHCP (as defined above) is required for return to competition (Post Head Injury/ Concussion – RTP Form, AT18).

## **40.5 Education on Management of Concussions**

**40.5.1 Requirement for Coaches.** All FHSAA member school head coaches, paid/supplemented coaches and student athletes are required to annually view the FREE online education course “Concussion in Sports – What You Need to Know”. This NFHS concussion course may be viewed online at [www.nfhslearn.com](http://www.nfhslearn.com).

**40.5.2 Recommendation.** All member school personnel, contest officials, parents and media are encouraged to educate themselves by viewing the FREE online education course “Concussion in Sports – What You Need to Know”. This free NFHS concussion course may be viewed online at [www.nfhslearn.com](http://www.nfhslearn.com).

**40.5.3 Additional Information.** Current and up-to-date information on concussion can be found on the Center for Disease Control and Prevention website at:

- <http://www.cdc.gov/concussion/HeadsUp/youth.html>; and
- <http://www.cdc.gov/concussion/HeadsUp/highschool.html>.

**40.6 Concussion Release Form.** Each student-athlete and their parent or legal guardian, duly appointed by a court of competent jurisdiction, must submit a release form provided by the association (Form EL – Consent and Release from Liability Certificate).

## **40.7 Sanctions on Coaches**

**40.7.1 Level 1 Suspension.** A head coach who commits a violation of any condition listed in Policy 40 will be ineligible to coach or attend the next contest, at any level, for a minimum of the next two (2) contests during the period of suspension, in all sports except football. For football, the coach will be ineligible for a minimum of one (1) football game; or

**40.7.2 Level 2 Suspension.** A head coach who receives a second Level 1 Suspension due to a violation of any condition listed in Policy 40, or commits multiple violations in Policy 40 will be ineligible to coach or attend any interscholastic athletic contest in any sport, at any level, for a period of up to six (6) weeks; or

**40.7.3 Level 3 Suspension.** A head coach who receives a second Level 2 Suspension for violating any condition of Policy 40 or commits an egregious violation of Policy 40, as determined in the sole discretion of the Executive Director, will be ineligible to coach or attend any interscholastic athletic contest in any sport for a period of up to one (1) year.

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### **Accidents and Injuries**

If a student-athlete is injured during a practice or game, please complete an Incident Report Form (available in the Athletic Office) as soon as possible. In the event of a fairly minor injury, please turn in the Incident Report Form to the Athletic Office within 24 hours of the injury. The Athletic Department will submit it to the School Nurse, who will then input the information into the School's system (RenWeb). If the injury is serious, please call to notify the Athletic Director as soon as possible. You must still follow up with an Incident Report Form, but if a student-athlete broke a bone, required an ambulance, or other serious injury the Athletic Department and School should know as soon as possible after the student-athlete has been handed off for professional treatment and the parents have been notified.

As the coach, and the one present during the injury, please follow up with the parents to see how the student-athlete is recovering. Please use your judgment on communicating with the family whether it is a phone call the night of the injury or the following day. Medical information about students is confidential, but genuine care and concern goes a long way.

### **Practice Times and Student-Athlete Supervision**

The first practice or team selection tryout date will be communicated through the Athletic Department. Regular season practice dates and times will be set and communicated by the Coach, after approval and guidance of the Athletic Department. These details should be sent to student-athletes' parents in a weekly email. In this weekly email, Coaches will clearly state the time practice will start as well as the time student-athletes should report for home and away athletic contests.

For practices beginning immediately after school (3:30 or earlier on regular school days), the Coach is responsible for supervision of his/her student-athletes from the time they first report to the Upper School Gym (6<sup>th</sup> grade and older) or Wesley Building (3<sup>rd</sup>-5<sup>th</sup> grade) until they are picked up by a guardian or released to the After Care Program. Coaches should only release their student-athletes after practice to a parent or individual on the student's pick-up list. If a student-athlete should be released to After Care, the parent should notify the coach of this request.

For practices that do not begin immediately after school, student-athletes in grades 8<sup>th</sup> and younger must either report to After Care or Car Line to be picked up. If student-athletes are found roaming the campus or otherwise unsupervised, they will be sent to

After Care and will be charged the daily fee. If a student-athlete is in After Care prior to practice, parents must notify the Coach and After Care supervisor that their child is to be signed out by the Coach to attend practice. At the conclusion of practice, Coaches should only release their student-athletes to a parent or individual on the student's pick-up list. If a student-athlete should be released to After Care, the parent should notify the coach of this request.

This policy is important for the safety of our student-athletes. Thank you for your cooperation.

### **Sports Supplements**

Sports supplements (ergogenic aids) are products used to enhance athletic performance. These products are considered a dietary supplement and are generally available over the counter without a prescription. Unlike prescriptions and medications, these products are not subject to strict FDA tests and regulations. Additionally, these supplements are not intended for adolescences.

We encourage our student-athletes to develop a well-balanced eating plan to address their needs as an active adolescent as an alternative to sports supplements. Any student-athlete or parent with questions about the use of sports supplements should consult with their doctor before taking any supplement. Sports supplements should only be taken under the advice of a physician and supervision of a parent, and should not be taken on campus.

### **Heat Policy**

Extreme heat increases the chances of a heat related injury. All teams and coaches will follow the FHSAA's policies and guidelines for preseason acclimatization. Additionally, coaches will always allow unrestricted hydration during all practices, regardless of weather conditions. Student-athletes are responsible for ensuring they bring sufficient fluids to practice. If a student-athlete did not bring water or a sports drink to practice, the coach can help them secure water prior to practice to be used throughout practice.

In the event of extreme heat, practices will be altered to ensure a safe environment. It is the responsibility of the coach to monitor the local heat index. When the heat index reaches 104 degrees or higher, practices will not be held outside.

### **Lightning Policy**

Whenever lightning, strong winds, or rain are in the area and practice conditions are unsafe, teams should immediately be removed from the fields, pools, or any other

outdoor practice area. Shelter should be taken in a safe, indoor location until the threatening weather has subsided. A good indicator of when lightning is in the area is the Thor Guard siren located outside the Lakeside Building and on the Northeast side of the Athletic Field. When lightning is in the area or lightning in the area is probable, the Thor Guard will sound one long horn and a yellow light will flash. When the lightning is a safe distance from the school, the "All Clear" call will be three long horns and the yellow light will no longer flash. It is imperative that all coaches, student-athletes, spectators, and anyone else on campus seek shelter when the Thor Guard sounds, even if there does not appear to be lightning in the area. Coaches, please contact the Athletic Department to view the Thor Guard's status from your mobile device.

### **Student-Athlete Attendance**

Athletes are expected to be at practice. Any absences may result in diminished playing time out of fairness to those who have regularly attended practice. Repeated unexcused absences could result in dismissal from the team. Student-athletes that miss school due to illness are not permitted to attend practice or participate in an interscholastic competition on the day of the absence.

At times, it may be necessary for a student-athlete to be tardy to practice due at the request of a teacher to finish necessary class work, tests, or assignments. The Athletic Department and our coaches are supportive and understanding of student-athletes that must miss practice time due to academic obligations.

For some athletic events it will be necessary for student-athletes to be dismissed from school prior to the end of the school day. These dismissal times are e-mailed from the Athletic Department to all faculty members and coaches each week. Athletic dismissals shall only be distributed by the Athletic Department. Coaches cannot change dismissal times without first discussing the proposed change with the Athletic Department, and that change must be first distributed by the Athletic Department. Dismissal times are set to maximize classroom time; therefore, athletes are expected to remain in their classes until the posted dismissal time. It is important that coaches, parents, and student-athletes are aware of these dismissal times and follow them.

### **Release from Class**

All interscholastic athletic contests are scheduled so that students miss a minimum amount of class time. Head coaches should make arrangements with the Athletic Department to have students excused from class because of travel requirements only when absolutely necessary. All coaches shall submit to the Athletic Office a list of all student-athletes, managers, etc., to be excused no later than the Thursday prior to the early dismissal.

It is the responsibility of the student-athletes to see their teachers the day before classes they will miss because of an athletic contest. All work shall be made up at the convenience of the teacher. If a student-athlete does not complete the necessary work in a timely fashion, the student-athlete may lose the opportunity to be approved an athletic dismissal.

### **Club Sports and Multi-Sport Athletes**

The Village School offers a wide variety of sports and encourage our student-athletes to be multi-sport athletes. As “Club” teams are growing in popularity there is significant pressure for student-athletes to commit and specialize in one sport. Unfortunately, concentration in one sport at the middle school and high school level can lead to overuse injuries and burnout. The development of a well-rounded athlete by encouraging participation in multiple sports benefits not only the athletic program, but also our student-athletes. It is possible to compete simultaneously in both school athletic teams as well as club teams. In an attempt to avoid over stressing a student-athlete’s body or schedule, coaches, parents, and student-athletes should lay out a season plan detailing practices, contests, as well as time off. However, it must be noted that in the event of an overlap or conflict between a club and school team, The Village School athletic teams must take precedence.

### **Season-to-Season Transitions**

Coaches should not infringe on other athletic seasons. It is the responsibility of coaches to be familiar with the beginning and ending dates of each sport to avoid conflicts with another sport. As a coaching staff, we must encourage all of our student-athletes to participate in multiple sports. Additionally, the coaching staff shall encourage all of our student-athletes to completely fulfill their commitments to a previous season’s sport. Should a student-athlete miss a team’s selection period due to overlapping seasons, then the student-athlete will be allowed a tryout after the previous season ends.

### **Commitment to a Team**

Student-athletes should fulfill the commitment they have made to a sports team and avoid quitting prior to the end of a season. If, for any reason, a student-athlete leaves a team prior to the conclusion of the season, the student-athlete should meet with the coach. If necessary, the meeting should also include the Athletic Director and student-athlete’s parent(s). If a student-athlete leaves a team before the conclusion of the season, the student-athlete may not participate in another sport until the season of the original sport is over. Exceptions may apply and should be approved by the Athletic Director.

### **Overnight Trips**

At times, it may be necessary for athletic teams to attend athletic contests that require an overnight stay. Such trips must first be approved by the Athletic Department. A review of all overnight trips scheduled should be discussed at the Parent Meeting at the beginning of the season.

For overnight trips during the regular season, the student-athletes are responsible for the cost of the hotel stay and all expenses related to the trip (meals, drinks, etc.) with the exception of the team's entry fee, if applicable.

### **Parent/Coach Communication**

It is imperative that both parents and coaches understand their role and follow the proper channels of communication to provide the best experience for our student-athletes. Coaches will send weekly emails, preferable through RenWeb, with details about the upcoming week's practices and athletic contests. Additionally, there may be times when coaching decisions come into question, including but not limited to playing time, assigning positions, and strategy. It is important that parents and athletes leave these decisions to the coach and trust that our coach is acting in the best interest of the team and program. In the event a parent or student-athlete does have a concern to discuss with a coach, it is important that the proper communication channels are followed.

1. Meet directly with the coach
2. Meet with the Program's head coach (if a different individual from #1)
3. Meet with the Athletic Director and coach
4. Meet with the School Principal and Athletic Director
5. Meet with the Head of School and Athletic Director

Frequently, concerns can be addressed by meeting directly with the coach, in the unlikely event the concerns are not addressed, please go to the next person on the list. For the most efficient resolution, it is important that the first meeting is with the person closest to the issue of concern. It is important not to confront a coach before or after a game or practice. A 24 hour waiting period is in place before confronting a coach about issues. Out of respect for our coaches, concerns or issues must be communicated through email rather than text messages.

### **Parent Meeting**

Every team will have a mandatory parent meeting at the beginning of the team's season. This meeting will be conducted by the coach and a parent of each student-athlete should be present, as pertinent information will be distributed and discussed. It is also a good opportunity to open the lines of communication between parent and

coach. At this meeting, the coach will discuss the Athletic Handbook, attendance expectations, equipment requirements, locations and times of practices and contests, transportation for all away contests, team rules, and varsity letter requirements (when applicable). At this time, the coach will also share their coaching philosophy and exchange contact information. This meeting shall take place within one week of finalizing the team's roster and before the first contest. The Athletic Department should be notified as to the date, time, and location of the meeting no less than one week prior. The coach is responsible for notifying the parents as to the date, time, and location of the meeting.

### **Sports Awards Ceremonies**

At the conclusion of the Spring Sports Season the Booster Club will host the VESPYs, the All Sports Awards Banquet. All student-athletes that participated on a Village School athletic team and their parents will be invited.

Student-athletes that earn a varsity letter for the first time in a sport will receive a sport pin, letter, and certificate. Each subsequent year, student-athletes will receive a bar and certificate for each varsity letter earned. Student-athletes will only receive a letter upon earning the first varsity letter in the first sport. Student-athletes not receiving a varsity letter, but finishing the sport's season in good standing, will receive a Participation Certificate. All letter awards are at the discretion of the coach.

### **End of Season Procedures**

At the conclusion of each team's season (all levels: Lower School, Middle School, Junior Varsity, and Varsity), each coach must complete and submit an end of season report to the Athletic Department within two weeks from last contest and return any school issues equipment and uniforms. Additionally, each team coach must also schedule a meeting with the Athletic Director for an End of Season Coaching Evaluation. The School may withhold the final coaching check until all necessary paperwork, equipment, and uniforms have been returned.

### **Uniforms**

Uniforms are issued to student-athletes at the beginning of each season and must be returned at the conclusion of the season. It is imperative that all student-athletes return all school owned equipment and uniforms within one week of the end of the season. Coaches need to complete total team inventory within two weeks of the end of the season. Coaches should make every reasonable effort to collect uniforms from their student-athletes. If attempts to collect uniforms and equipment have failed, the Athletic Department should be notified in a timely fashion so further collection attempts may be

made or a bill sent to the student-athlete. Since we order our uniforms in bulk, a single uniform or garment will be considerably higher in unit price.

### **Team Gear**

Athlete's may be encouraged, but not required, to purchase "team gear" items. Team gear may include such sport specific items as shoes, warm-up suits, t-shirts, polo style shirts, practice gear, etc. Team gear items per sport should be kept at a reasonable cost (not to exceed \$200). Coaches will provide detailed information, as well as cost of spirit pack items, at the pre-season parent meeting or via e-mail before the start of the season. All individual student-athlete orders for team gear should be done in writing to provide a proof of ordering. Once ordered, the student-athlete is responsible for payment of the items. In the event of a student-athlete not completing a season, the student-athlete is still responsible for paying for all ordered items. All team gear items must be approved by the Athletic Department prior to ordering. All gear ordered must use the approved Knights logos, fonts, and artwork.

### **Team Selection and Placement within a Competitive Athletic Program**

The Village School is a member of the Florida High School Athletic Association (FHSAA) and recognized as a "combination" school. A combination school allows student-athletes in grades 6 - 12 to compete at the Varsity or JV level and makes no distinction from a "middle school" student to a "high school" student.

As a competitive athletic program, we will fill our rosters with the most talented student-athletes, regardless of age, beginning with the Varsity team. While filling our rosters, we will also operate within the FHSAA's age restriction guidelines. By fielding the most competitive teams possible, the athletic program will be more successful. This success will help foster school spirit for all students. Additionally, a successful season also extends season length and increases the overall level of play and competition; both of these will enhance the overall experience for our student-athletes.

### **Criteria for Adding Interscholastic Sports**

The following criteria will be considered in depth prior to the addition of any interscholastic sports:

- 1) The Sport - By its nature, must be a competitive athletic activity which requires a high level of physical conditioning, training, and skill.
- 2) FHSAA - The sport must be an FHSAA sanctioned activity.
- 3) Student Interest - There should be an indication of strong student interest, not just in terms of participation but spectator interest as well. Greater consideration is given to a sport if that interest is not otherwise satisfied with another sport in the same season.



- 4) Scheduling and Competition - There must be organized interscholastic competition at the local and state levels allowing for scheduling local contests.
- 5) Facilities - Adequate facilities must exist. It must be possible to coordinate use of facilities so as not to conflict with existing programs.
- 6) Coaches - It must be possible to secure competent coaching.
- 7) Growth and Sustainability - Consideration must be given to the potential growth and sustainability of the sport.
- 8) Funding - Adequate funding must be available so that the sport can be supported. Funding will not be diverted from existing athletic programs to create new programs.
- 9) Gender Equal Opportunity - Priority will be given to those sports that best reflect the interests of male and female athletes while taking into account equal gender opportunity for athletic participation.

All requests to add a sport must be made in writing to the Athletic Director. After reviewing the request, if the Athletic Director determines the sport viable within the above criteria, the proposal will then be presented to the Head of School. The proposal will be discussed and a decision reached. The individual making the request will be notified as to the decision as well as the rationale of the decision. Please note, an approved sport will be added for the following school year in which the request was made. For example, if the request for a sport is approved during the current school year, the sport will become effective during the next school year.

### **Code of Conduct for Interscholastic Athletics**

The Village School invites all students who possess the ability, attitude, and cooperative spirit to favorably represent our school by in our interscholastic athletic program. Participation in athletics is a privilege. There is a relationship between a student's behavior on and off campus and the exercise of the student's privilege to participate in athletics. Student-athletes are representatives of the school and student body. They have a higher and greater recognition, assume leadership roles, and become examples for their peers. This creates a duty and responsibility on the part of a participant to conduct themselves, both on and off campus, in a proper manner. There is a relationship between athletics and a participant's health, physical and mental ability, social competence, and discipline. Appropriate behavior by a student-athlete can contribute significantly to the overall culture of the school.

Inappropriate behaviors that will not be tolerated at any time are as follows:

- Drug, alcohol, or tobacco use
- Stealing
- Profanity and vulgar language
- Fighting

- Sexual harassment of any kind
- Verbal disrespect to coaches, teachers, administrators, officials, or opponents
- Instigation of game or match violence with intent to harm
- Mistreatment or disrespect toward any athletic department staff member

### **Weight Room and Facility Use Policy**

The Village School's weight room and athletic facilities exist for the benefit of our students. In an effort to maintain these valuable assets we do not allow students to use the facilities without the direct supervision of a Village School coach. In order to maintain clean and tidy facilities, water will be permitted in the weight room but other drinks and food will not be permitted. All users of athletic facilities are expected to clean up after use. This includes clearing racks of weights, properly storing all equipment after use, and wiping down weight benches and cardio equipment. Not cleaning up after use or improper use of facilities or equipment may lead to a suspension from use of the facilities. Thank you for your help in maintaining our facilities.

Updated 6/2018

### **Important Contact Information:**

The Village School

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