



# **Athletic Parent and Student Handbook**

*(Revised and updated 1/25/2016)*

## Athletic Parent/Student Handbook

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### **Athletic Mission**

Sports at American Prep are part of our vision to build smart, caring, and confident students who will be prepared to change the world for the better. Specifically, sports help our students develop their talents, skills, leadership and character.

### **Athletic Vision**

Students participating in American Prep's sports teams will increase essential skills through hard work and effective practice. Teamwork, dedication, cooperation, courtesy and sportsmanship will be displayed as students work toward the highest levels of competitive success.

## **Academic and Behavior Requirements for American Prep Athletes**

### **Academic Requirements**

Students with less than a 2.0 GPA are not allowed to participate in American Preparatory Athletics. Academics are the priority at American Prep. For initial eligibility students will need to have a 2.0 GPA or higher from the grading period prior to tryouts, and students cannot have more than one F. Reports that show an “NG” or “I” will be calculated as an F. Students will need to show coaches that they meet requirements before they are allowed to try out for any sport within the school year. Grades will be checked a minimum of two times throughout the season to check for similar compliance.

### **Behavior Requirements**

Students who receive a “first” suspension during their respective sport season due to behavior issues which includes but is not limited to: disrespect, defiance or truancy will not be allowed to participate in any “sports” activities during the suspension. If that same student receives a “second” suspension for any reason they cannot participate in any “sports” activities for the remainder of that school year.. If a student exhibits a pattern of misbehavior at any time during the year without requisite improvements, or is suspended for a “safe school violation” that student will not be allowed to participate in American Prep athletics.

### **Establishing Sports Teams**

The sports that the school chooses to field teams in are determined by the school administration as a team (including executive leadership), taking into consideration the UHSAA rules and regulations, Title IX, facility and equipment availability, student interest and parent support. American Prep will endeavor to provide a rich variety of opportunities to its’ students so that they can have a full and successful High School experience.

### **Coaching**

Our students will benefit from having strong, positive role models by way of coaches. Additionally, coaches will be a motivating force for academic achievement and virtuous character among our students. Coaches will demonstrate and teach athletes to have integrity on and off the playing field. Coaches must meet all requirements of the UHSAA and will undergo an orientation to American Prep rules and policies for athletic activities found in this guide.

### **Athletic Facilities Scheduling**

School facilities must be carefully scheduled to ensure that school sports teams have access to needed facilities for practices and games, while taking into account the need for other school groups to use the gymnasiums from time to time. The Athletic Director is responsible for creating and maintaining the schedule for the gymnasiums, in cooperation with the Administrative Director and Elementary and Secondary Directors, ensuring that the needs of all students are addressed. The Athletic Director should submit a proposed calendar for school athletic facilities to the admin team for discussion and resolution of conflicts from the counseling office, character development office, and elementary and secondary administration.

### **Use of Facilities**

Facilities used by American Prep Athletics will be treated with respect and used for proper purposes. Damages to facilities must be reported to the Head Coach or Athletic Director immediately. Any damages or injuries caused by carelessness or neglect will be the responsibility of the individual.

#### **Gymnasium**

Equipment, including chairs and tables, should be lifted or rolled to their desired location. The floor must be cleaned of all debris before each event to ensure the safety of participants and to extend the life of the floor. Bleachers are to be used for its designed purposes only. Climbing or sitting on closed bleachers is not permitted. Athletes or other participants are not to throw or bounce equipment off of anything other than the floor or cinder block walls. All trash will be cleaned up and equipment put away following each event.

#### **Locker Room**

Athletes that use locker rooms, whether they are on or off campus, must be respectful. Athletes and coaches will not leave any trash or personal belongings in the locker room once they are finished using it. Team captains and/or coaches should do a sweep of the locker room before leaving an event.

#### **Off Campus Facilities**

Off campus facilities include gymnasiums, fields, parks, or other non-American Prep facilities used to hold events. Athletes and coaches must gather any equipment belonging to APA including goals, flags, balls, nets, and other equipment used for their respective sport, and ensures that the equipment is put away properly at American Prep. Athletes and coaches must pick up all trash, water bottles, and other personal belongings before leaving the facility.

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Athletes are encouraged to ride a bus or van provided by APA to and from events. Athletes are to remain seated while the vehicles are in motion. Athletes have the responsibility to clean up all equipment, personal belongings, and trash before leaving the vehicle.

### Hotels

Athletes that participate in events that require a hotel will be respectful to all rules provided by hotel policy. In addition, athletes will remain with the team at all times during an extended stay. The head coach is responsible for the location and well being of each athlete at all times. Athletes are not allowed to participate in the purchase of room service, in-house movie rentals, or other activities that could add to a hotel bill. Athletes are responsible to pay for any damages to the hotel or additional charges brought on by carelessness, neglect, or theft.

### Supervision

It is of utmost importance that students are properly supervised. Coaches are responsible for watching over their teams during practices and games. Students should not be in the gymnasium without an adult present. After practices students will either walk home if they have the appropriate walking pass, get an approved ride home, or wait for their ride in a designated area. It is the responsibility of the parent that their athlete is picked up after the game so the coach may leave. A school administrator or "site supervisor" will be available during and after each home game to assist with any concerns that may arise.

### Compliance

All students who would like to participate in American Prep athletics must complete registration through [registermyathlete.com](http://registermyathlete.com). Among other requirements from American Prep, [registermyathlete.com](http://registermyathlete.com) requires all athletes to read and agree to documents which include, but are not limited to; an insurance waiver, the Athletic Code of Conduct, and a physical from a licensed physician, which will need to be turned in to the Head Coach or Athletic Director.

### Media Release

All students who participate in American Prep athletics understand that the leagues require that each player's image, name and grade be publicized for confirmation of team rosters and may be sent to the local news media when team and individual results are published. American Prep will post team and individual pictures and names of team members, coaches and managers on the school's website.

### Sport Safety

Sport Safety is very important to American Prep. Along with coaches teaching athletes how to play their sport safely, coaches are also taught to recognize signs to prevent injury.

## **Physical Exam**

No student shall be eligible to compete in any athletic contest unless such student has a physician's certificate stating that he/she is physically able to compete in inter-school athletic contests.

### **Health Examination Policy**

A health examination must be performed and the student athlete cleared for participation in a sport before any student may compete in American Prep athletic activities. A properly completed and signed Pre-Participation Athletic Health Examination Form indicating the student's clearance to participate plus a properly completed Disclosure and Consent Form must be on file at the school. Such an examination shall be completed annually with a reset date of July 1.

The health examination may be completed and the form signed by a qualified medical professional, operating within the legal scope of their practice. Forms may be obtained on the school's website under "Athletics" or from the UHSAA Website or from the Athletic Director.

## **Proper Equipment**

Athletes are encouraged to wear proper equipment while practicing with their team or playing in games. Proper equipment includes, but is not limited to; proper footwear for each respective sport, proper padding for each sport, i.e. knee pads for volleyball, shin and ankle guards for soccer, etc.

## **Physical Injury**

Physical injuries often happen without warning. American Prep coaches are trained to assist with minor injuries, concussions, first aid, and CPR. In such case that this training is required the parent of the athlete will be notified at the first available opportunity. Paramedics will be requested depending upon the intensity of the issue.

## **Concussion**

A concussion is a traumatic brain injury that interferes with normal brain function. An athlete does not have to lose consciousness (be "knocked out") to have suffered a concussion. Common symptoms of concussion include:

- Headache
- Fogginess
- Difficulty concentrating
- Easily confused
- Slowed thought processes
- Difficulty with memory
- Nausea
- Lack of energy, tiredness
- Dizziness, poor balance
- Blurred vision
- Sensitive to light and sounds
- Mood changes-irritable, anxious, or tearful

Concussion Management:

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1. No athlete will return to play (RTP) or practice on the same day of a concussion.
2. Any athlete suspected of having a concussion should be evaluated by an appropriate health-care professional that day.
3. Any athlete with a concussion will be medically cleared by an appropriate health-care professional prior to resuming participation in any practice or competition.
4. After medical clearance, RTP will follow a step-wise protocol with provisions for delayed RTP based upon return of any signs or symptoms.
  - Step 1: Light exercise, including walking or riding an exercise bike. No weight lifting.
  - Step 2: Running in the gym or on the field. No helmet or other equipment.
  - Step 3: Non-contact training drills in full equipment. Weight training can begin.
  - Step 4: Full contact practice or training.
  - Step 5: Game play.

Concussions can happen at practice or at games. If an athlete receives a blow to the head and either the coach or athlete recognizes any symptoms of concussion from above, the coach will immediately pull the athlete from the event. The steps for concussion management will be followed until the athlete is ready to RTP.

## Code of Conduct

Each athlete must read and agree to the Athletic Code of Conduct in order to complete registration at [registermyathlete.com](http://registermyathlete.com).

## Athletes

All athletes at American Preparatory Academy represent their team and school. As such, it is the responsibility of the athlete to maintain a culture of honesty and sportsmanship within the program. Athletes will conduct themselves in a way that represents APA positively. Any athlete who displays unsportsmanlike conduct may be removed from current and/or future events. If unsportsmanlike conduct is a reoccurring issue or extreme in nature the athlete may be dismissed from the team. Any dishonesty or cheating from any athlete will be reported to the UHSAA. Refer to section 10 from the UHSAA handbook below.

## Hazing

American Prep has zero tolerance for hazing of any kind. Hazing includes but is not limited to: forcing someone to do something against their will, humiliating another individual, or bullying in any form. Any students involved with hazing may be removed from the team immediately, followed by disciplinary action carried out by Secondary Administration.

## Practices

It is vital that each member of the team attend all practices. Team development cannot happen without each player. Athletes who consistently miss practices may lose playing time or possibly be removed from the team.

## Games

Games are scheduled with opposing schools on a regular basis throughout the season. It is important that each member of the team attends all games regardless of playing time. As a

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team, athletes depend on one another for support and rest. In extreme cases where players are injured or removed from the playing field for various reasons, the remainder of the team must fill in any gaps.

### Jerseys

Each athlete will be issued a jersey to represent American Preparatory Academy. The jerseys are for competitive play only, not practices. Students must wash and return jerseys at the end of each sport's season to the head coach. Fines equaling the value of a new jersey will be issued for any damaged or missing jerseys.

### Parents

The school, coaches, and athletes need the full support of parents. If parents or players have any disagreements with other athletes, parents, coaches, or athletic administration it is the responsibility of the parent to address the individual that can best address their concerns in a respectful manner at the appropriate time. Any parents that show unsportsmanlike conduct before, during, or after events may be asked to leave the event. For "Home" games or events where the school is not providing transportation, parents are responsible for providing transportation for their athletes to and from events on time.

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### **SECTION 10: Dishonesty**

Any student, principal, coach or other person representing a school who has been dishonest with the Association in connection with enforcement matters has committed a violation that significantly interferes with the Association's ability to maintain fairness. Such person shall be subject to sanctions commensurate with the dishonesty, which shall include disqualification from further participation in this Association for one calendar year from date of infraction and/or a fine of up to \$1,500 per infraction.