

Christ Church Episcopal School Athletic Department Handbook

(Revised February 2017)

Athletic Department Philosophy Christ Church Episcopal School believes that all aspects of our students' well-being are important and that many important lessons are taught through an athletic experience. The goal of coaches and teachers is identical: to help young people reach their fullest potential. Coaches are teachers who deal with physical fitness as well as the fundamentals and strategies of sport. We strive to offer our students, who vary in their athletic interest and ability, quality programs that appropriately challenge them to stretch their limits of endurance, and foster self-discipline, loyalty, self-confidence, leadership, cooperation, and sportsmanship. Coaches are expected to uphold high standards and teach the valuable lessons that are learned from athletic competition. CCES encourages a multi-sport experience rather than year-round specialization. The social, emotional, physical, and educational dividends are usually greatest when students have more than one athletic experience and perspective.

Opportunities Christ Church Episcopal School is a member of the South Carolina High School League and offers a competitive interscholastic athletic program. The following teams will be offered for the 2016-2017 school year:

46 Athletic Teams Offered

25 Varsity Teams

15 JV Teams

6 Middle School Teams

CCES Sports Seasons- Fall (Aug-Nov), Winter (Oct-March), Spring (Jan-May)

Fall Sports: Sport (Grade Levels)

Varsity Football (9-12) SCHSL Contact Sport

JV Football (9-10) SCHSL Contact Sport

D-Team Football (7-8)

Varsity Cheerleading (9-12) Non-SCHSL Sport

D-Team Cheerleading (7-8) Non-SCHSL Sport

Girls Varsity Tennis (7-12)

Girls JV Tennis (7-10)

Girls/Boys Varsity Cross Country (7-12)

Varsity Field Hockey (9-12) Non-SCHSL Sport

JV Field Hockey (7-9) Non-SCHSL Sport

Girls/Boys Varsity Swim Team (7-12)

Varsity Volleyball (7-12)

JV Volleyball (7-10)

MS Volleyball (7-8)

Girls Varsity Golf (7-12)

Winter Sports: Sport (Grade Levels)

Girls/Boys Varsity Basketball (7-12)

Girls/Boys JV Basketball (7-10)

Girls/Boys MS Basketball (7-8)

Varsity Wrestling (9-12) SCHSL Contact Sport

JV/MS Wrestling (7-8)

Varsity Basketball Cheer (9-12) Non-SCHSL Sport

MS Basketball Cheerleading (7-8) Non-SCHSL Sport

Varsity Dance Team (9-12) Non-SCHSL Sport

Spring Sports: Sport (Grade Levels)

Varsity Baseball (7-12)

JV Baseball (7-10)

Varsity Softball (7-12)

Girls/Boys Varsity Soccer (9-12) SCHSL Contact Sport

Girls/Boys Varsity Lacrosse (9-12) SCHSL Contact Sport

Girls/Boys JV Lacrosse (7-10)

Girls/Boys JV Soccer (7-10)

Girls/Boys Track and Field (7-12)

Boys Varsity Golf (7-12)

Boys JV Golf (7-10)

Boys Varsity Tennis (7-12)

Boys JV Tennis (7-10)

Participation Philosophy

Participation in the CCES athletic program is a privilege, not a right. While some of our sports require a limitation of numbers, others are open to all. We make every effort to put our best foot forward and play to win within the spirit of amateur athletics and the school's philosophy. The goal of every team is to be as competitive as possible, with the ultimate goal of each varsity team to be winning a state championship. Coaches are asked to make a conscientious effort to give everyone an opportunity to play and to communicate with individual players to help them accept and enjoy their roles on teams. However, not every player may play in every game, nor are all team members guaranteed equal playing time. In some especially close games, varsity reserves may not get to play or may play only sparingly. Substitution rules can sometimes keep a coach from getting a player into a game. A coach may decide not to put a player into a game if the coach believes that would be physically or emotionally harmful to that player. In addition, no Christ Church coach will knowingly put an athlete in a situation where there is a chance the athlete will be publicly embarrassed. These decisions are judgment calls entrusted to the coach, usually in the midst of the contest. The coach relies on his or her experience, his or her knowledge of the student's skills as demonstrated in practice, and what is best for the individual and the team in order to make prudent decisions.

Eligibility

In sports governed by the South Carolina High School League, a student's eligibility to participate will be determined in accordance with SCHSL rules.

Participating On Two Teams During The Same Season

It is Christ Church's basic policy not to allow a student to participate in more than one sport in any single season. Reasons behind this policy include the different physical demands of two sports; the stress resultant from a student's oversubscribing him or herself, the demands of the academic program, and the difficulty in making a full-time commitment to either sport. However, we recognize that there may be unusual circumstances in which a student and his or her parents might feel that participation in two sports is appropriate. Should this circumstance be the case, the student and his or her parents must make the request in writing to the Director of Athletics at least two weeks before the beginning of practice for either sport. The Director of Athletics will notify the Head of Upper School and the Dean of Students, who, with the student's advisor, will review the student's progress in all areas, with particular emphasis on academic responsibilities. The Director of Athletics and the two coaches involved will also review the proposal. The Director of Athletics will notify the student and parents of the decision. 3

Team Tryout And Selection Guidelines

The following guidelines will be used by sports that have to use a team selection process to maintain workable numbers for their programs:

1. Candidates are expected to be present when tryouts begin and during all tryout sessions. Tryouts may be extended at the discretion of the coach and athletic director for students that miss tryout sessions due to illness, injury, participation in another sport in a prior season, or other circumstances.
2. A minimum of a 2-day tryout will be given to all candidates in the overall program. Within the tryout period, the coach will have the flexibility to move candidates to different levels within the program. If athletes are not selected to a team, they will be encouraged to participate in another sport that does not require a team selection process if one exists.
3. Individual head coaches will establish specific criteria for evaluating all players. At the beginning of the tryout process, these criteria will be made clear to all students trying out. The criteria could include the following: athletic ability, sport-specific skill development, readiness for competition, record of behavior, coachability, and academic stability.
4. Should a team selection process be deemed necessary, students not selected for the team will meet with the coach and be given the rationale for the decision, given direction and recommendations that afford the student the opportunity to improve for the next season, and/or encouraged to consider another sport. This communication will be done in a completely private manner, without other players present.
5. At no time, will only one student be left without the option of being on a team in the program.

Sportsmanship

CCES expects our athletes, coaches, and parents to exhibit good sportsmanship at all times and to abide by the following guidelines during competition:

- a. Always cheer in a positive manner.
 - b. Do not talk to officials before, during, or after the competition.
 - c. Never communicate with coaches and athletes from either participating school, from the start of the warm-up period until the end of the competition, other than to cheer their efforts.
 - d. Fans should be seated in bleachers or remain in designated areas away from the teams and playing areas.
- As part of the CCES guidelines for sportsmanship, and in accordance with CCES's Acceptable Use of Technology Policy, the school expects the members of its community to engage in positive behavior online (blogs, message boards, social networking sites, e-mail, etc.) regarding communication about CCES athletics. Students, parents, coaches, and fans should not engage in any activity that is harmful to others, being mindful that they are representatives of CCES. Violations of this policy are subject to disciplinary actions as outlined on page six in the **CCES Student/Parent Handbook. 4**

Roles of Athletes, Teams, Spectators, Director of Athletics, Coaches, Head Coaches, and the Trainer

1. CCES Philosophy regarding role of the Athlete:

Each Christ Church athlete is an ambassador of the school. Our athletes' frequency of exposure in interscholastic contests provides opportunities to exhibit qualities of sportsmanship, enthusiasm, and clean play. There is a wide variety of instances in which an athlete's behavior is expected to surpass the norm, including in the classroom, at home contests, on buses, in opponents' communities, and in locker rooms. Even behavior outside athletic activities reflects on the school, as athletes wear their team jackets and award letters in a variety of settings and are often recognized around the community as members of a CCES athletic team.

Medical Forms A South Carolina High School League physical examination form must be completed and on file with the Director of Athletics before the athlete may begin summer workouts, participate in summer camps, or begin tryouts. According to SCHSL rules, a physical examination is valid from April 1 of the current school year through the following school year. There are no exceptions to this policy. This form can be found on the Athletics page of the CCES website.

Attendance and Athletic Contests

A student who misses more than half of his or her classes during a school day without an acceptable excuse (e.g., dentist appointment, funeral, etc.) will not be eligible to participate in a contest that day, unless permission has been granted by the Director of the Upper School, Dean of Students, or the Director of Athletics.

Anti-Drug and Alcohol Policy

The use of tobacco, alcohol, and abuse of prescription drugs negatively affects the health and athletic performance of an athlete and, by extension, of the entire team.

The consequences for an Upper School student's breaking on-campus rules are outlined in the Upper School section of the **CCES Student/Parent Handbook**. Violations of the rules while off-campus may result in one or more of the following consequences; contacting of parents, loss of captaincy, attendance of counseling session, suspension of games, and dismissal from team.

At preseason meetings, coaches will review this policy, make clear explanations of the rules, and set the terms of compliance. In the Middle School, violations will be addressed by the coach, Director of Athletics, and Director of the Middle School.

Anti-Hazing Policy

The CCES Athletic Department will not tolerate hazing in any form. *Hazing* is defined as any conduct that subjects another person, whether physically, mentally, emotionally, or psychologically, to anything that may endanger, abuse, degrade, or intimidate the person as a condition of association with a group or organization, regardless of the person's consent or lack of consent. Violators of this policy may face suspension or expulsion from the team, and/or referral of the incident to CCES administration for further disciplinary action. In addition, the team may be subject to group discipline that can include, but is not limited to, team probation, cancellation of individual contests, and/or cancellation of the entire season. Coaches are to take measures to ensure that hazing is not taking place on their team(s). 5

Schedules, Equipment, and Uniforms

Athletes meet with their coaches at the beginning of each athletic season. At this time, the coaches outline expectations and goals for the season as well as day-to-day details, such as any equipment the students must provide, and the practice and game schedules.

Using the procedures specified by the Director of Athletics, coaches distribute, collect, and inventory uniforms and equipment. The trainer and coach select each player's equipment, making sure all equipment is well-fitted, particularly in the cases of helmets, shoulder pads, and the like. Students are responsible for equipment and uniforms issued to them and are expected to return them clean and in good condition at the end of the season.

Injured Players

If a doctor has indicated that an athlete should suspend activity, the player may not play again until the doctor has written a note clearing the player for activity. In all situations when a doctor is not involved, the school's trainer will have the final say on whether a player is ready to return to action.

Captains

Each coach, in discussion with the Director of Athletics, will decide how to select the captain or captains for his or her team. Some teams vote for captains; other teams may have a coach-appointed captain. The team coach will explain the method for captain selection.

2. CCES Philosophy regarding role of the Team:

Team success reflects on the school as a whole. If our teams appear well coached, a trait, which includes, but is not limited to, their ability to win, Christ Church's image is enhanced. Observers make a connection between effective instruction on the playing fields and the quality of instruction in our classrooms.

Team and Parent Meetings

Each Head Coach will call a team and parent meeting at the beginning of the season to review certain information with his or her team. This information includes practice and game times and dates, holiday schedules, and special events. At this meeting, the Head Coach also discusses training rules, excusal procedures, locker room procedures, the captain's duties, and player responsibilities

Locker Room

The coach assigns lockers in the Upper School, Middle School, and Training Center locker rooms. Personal effects and school clothes are stored in locked lockers to ensure the protection of personal property. Team spirit, camaraderie, and respect for one another can be enhanced when players and coaches work together and create a positive and secure locker room environment. We strongly discourage athletes from bringing any valuables to the locker rooms or fields.

Practice Schedules

In general, teams will practice every school day once the practice season starts, unless there is a game. Practices or games, outside of tournaments, over holidays or on weekends are to be kept to a minimum, particularly at the middle school and JV levels. Practice times are set by the coaches in conjunction with the Director of Athletics.

Game Schedules

The Director of Athletics and the Head Coach will devise the most attractive scrimmage and game schedules possible for the team. 6

Water

Coaches will make every effort to ensure teams are adequately hydrated. Players should take frequent water breaks during the hot weather.

Inclement Weather Practices

At times, inclement weather forces practices inside. Middle School and Upper School coaches should communicate with one another before starting practice. Indoor facilities will be divided, shared, and sometimes rotated to include as many teams as possible. If needed, the Director of Athletics will help to arrange practice schedules for each team.

Severe Weather Conditions

A coach may remove his or her team from the field immediately if he or she sees lightning rather than waiting for officials to make the call. The trainer and Director of Athletics will have the final say on the cancellation of a home game or practice. CCES will decide on the side of safety.

Transportation

A. Transportation for all off-campus athletic events will be scheduled for school mini-buses, a Jean's bus, or drivers. If the event is outside of Greenville County, coaches are encouraged to take mini-buses or a Jean's bus, except in extreme cases approved by the Athletic Director. When there is not enough school transportation (or a Jean's bus) for an away athletic event and the Bus Transportation Schedule lists "Drivers" as the mode of transportation, the head coach should arrange for parents to provide transportation to and from the event. If the school is not providing school transportation, the coach should notify his or her team's parents, at least two days in advance, that this will be the situation and ask them to notify the coach if they are unable to find transportation for their child. Please remember, the school's insurance will not cover the students in your personal vehicle, if you were to be involved in an accident in your personal vehicle while driving students to or from an event. Athletes may ride home with their parents after an away game or with another team members' parent, provided a coach has written permission from a parent of each student not riding back on school-provided transportation. The coach should retain all written forms of communication for at least four weeks. CCES strongly discourages students driving other students to or from events. At no time should a coach assign students to drive other team members to an off-campus site. The coach, of course, always has the right to ask that athletes ride home with the team. Coaches are encouraged to have two or more athletes in the vehicle with them. If a coach is faced with having to drive just one athlete, the coach should contact a parent of that athlete to notify him or her of the situation. Minors are prohibited from driving any school owned motorized vehicles, including golf carts and Gators.

Athletic Awards

Varsity athletes who meet the set criteria for their sport are awarded a varsity certificate for that season. Athletes receive a "C" and a sport pin with their first varsity certificate; a bar is awarded for each additional letter earned.

3. CCES Philosophy regarding conduct of Spectators:

The School expects all spectators, including parents, to support the CCES teams in a positive manner. Yelling at officials, coaches, and players is inappropriate behavior and will not be tolerated. If an individual continues to act in such a manner, he or she may be asked to leave the contest area. If disruptive behavior continues, a spectator can be asked to stay away from future contests.

Parents may drop in on practices from time to time. Parents who would like to attend on a regular basis are advised to check with the Head Coach. Constant attendance can be distracting to the coach, team, and most important, to one's son or daughter.

If a parent has a concern relating to the team, he or she should call the Head Coach, Director of Athletics, and appropriate Division Head, in that order.

4. The role of the Director of Athletics:

The Director of Athletics oversees the entire athletic program with the goal of maximizing each student's enjoyment of and benefits from the athletic experience. CCES is committed to providing the best program and coaches possible. CCES will seek to hire experienced coaches whenever possible and will first look to the hiring of faculty/staff coaches and second to the hiring of non-faculty coaches. The Director of Athletics also provides positive direction to the coaching staff and sets the tone and image of the school's athletic program.

The management tasks of the Director of Athletics are varied and include scheduling contests and practices, setting budgets, supervising and evaluating personnel, coordinating transportation, controlling facilities, and working with the Booster Club.

5. The role of Coaches:

Adults need to set an example for their players by being good role models. Each coach acts as an ambassador for CCES. A coach's conduct on the sidelines and in dealings with parents, officials, and other schools' coaches, fans, and personnel help build a very positive image for CCES. The coaches are expected to model good behavior for all participants and fans.

All coaches are asked to be professional, sensitive, and openly supportive of those sports that run simultaneously with theirs. Positive comments about other coaches' players and the nature of the other sport will help build a healthy respectful relationship among "neighbor sports." Attendance at games, even for a few moments, not only demonstrates caring but serves as a model of school spirit for the entire community. Supporting CCES athletes in sports outside of the individual coach's sport helps promote student support for other teams and helps eliminate internal competition.

*It is imperative that all CCES coaches support our other athletic teams, by encouraging athletes to play on as many CCES sponsored teams as possible. No CCES coach is to encourage the year round play of one sport. Coaches adhere to school rules for students and inform the Director of Athletics, Division Directors, Dean of Students, and advisors about developments affecting the welfare of students. All coaches will adhere to the behavioral standards stipulated in the **Faculty Handbook**.*

Technique

Team coaches are responsible for choosing teaching methods and styles of play and planning their team's practices. Coaches will teach the fundamentals of their sport and educate their players about how to protect themselves. Therefore, a clear understanding of teaching technique and form in drills and knowledge of activities that could cause injuries are vital. Coaches of contact sports teach, in a logical progression, those fundamentals of their sport's more physical aspects to reduce the chance of player injury.

Communication About and Support of Academics

The teaching faculty appreciates the CCES coaches' support of the students' academic responsibilities. Coaches are asked to remind athletes to check assignments and test schedules before there is an early dismissal for an away game and upon their return, to check with their teachers regarding missed class work. Coaches should cooperate with faculty and students for extra help sessions and be sensitive to practice sessions during exams. The coach will communicate approved dismissal and bus times for each away contest to the teaching faculty as soon as possible.

Supervision

Coaches must ensure that there is a coach in attendance until the last member of the team is picked up by a parent or parent designate after practices or games. In extreme cases, security may be called to stay with an athlete until they are picked up. Athletes may ride home with their parents after an away game with a written note from the parent. An athlete may ride home with another team member's parent provided the coach has received written permission from both sets of parents. Coaches must supervise locker rooms

before and after events and practices, checking on general cleanliness of the facility. Coaches need to ensure that athletes secure their team-issued equipment in lockers with locks when available. Coaches should secure all doors, lights, and locks before leaving a building if custodian or security personnel are not present. Coaches must be present at all aspects of practices, games, and locker room activity; team captains cannot supervise any activity, even drills. Head coaches must organize staff and program to promote systematic supervision as injury to an athlete can occur before, during, and after practices and games, as well as in the locker room. It is important that coaches communicate starting and finishing practice times and supervise athletes before, during, and after the activity and until the last player leaves the locker room area.

6. The role of Head Coaches:

The Head Coach of each sport is responsible for the program at all levels of that sport. Head coaches routinely must produce, and help others produce, effective practice sessions for their teams. This involves planning ahead, securing equipment, supervising the locker rooms before and after practice, enforcing expectations that athletes arrive on time (unless the athlete needs training room attention or has an academic commitment), and dismissing players from practice on time.

Head coaches of fall sports are expected to provide all information to each eligible participant and parent prior to the end of school, with a preseason practice and scrimmage schedule. At the opening of each of the three athletic seasons, head coaches must give a list of participants to the Director of Athletics to assist in keeping accountability and eligibility records. Head coaches provide the Director of Athletics with team rosters with numbers, positions, and all other pertinent information. Head coaches inform assistant coaches of their responsibilities, complete an equipment inventory at the beginning and end of each season, and provide the trainer with the team's schedule for any holiday practices or special events. Head coaches will oversee their assistants, educate and support their assistants, provide clear direction, and evaluate the performance of assistants annually. At the completion of the season, head coaches will submit a season-ending report to the Director of Athletics.

Head varsity coaches will assist and advise student athletes in the college recruiting process. Coaches will make copies and send game films when needed.

7. The role of the Trainer:

CCES has a certified and licensed athletic trainer on duty. Communication between the coach and trainer is vital in evaluation, activity limitation, and rehabilitation of our injured athletes. Coaches must report injuries to the trainer and communicate with the trainer about athletes' practice and game limitations. If a doctor has indicated that an athlete should suspend activity, the player may not play again until the doctor has written a note clearing the player for activity.

Postponement or cancellation of Games

The Director of Athletics has the authority to postpone or cancel games. If a postponement or cancellation seems appropriate, the Director of Athletics will consult with the coach. The Director of Athletics will see that CCES school office is alerted to a schedule change as soon as possible. The school office will then make an announcement shortly thereafter. Postponements are made up on the earliest convenient date for both schools.

Private Coaching

Aim of Policy:

To maximize the development of individual talent and preserve the benefits of a team atmosphere and environment. Different sports require different approaches.

For our policy to work, three premises must be in place:

1. All parties must agree to and sign off on a working plan.
2. A spirit of cooperation must prevail among all parties in balancing private coaching and team responsibilities.
3. The arrangements must respect the priority of respecting team spirit and mutual support. A student-athlete working with a private coach must have a planning meeting attended by the school head coach, the student-athlete, the private coach, and a parent of the student-athlete.

Dates will be determined that will indicate required team practices, as well as dates for private coaching. These dates will be determined by the head coach of the school. A calendar will be provided indicating team practices and private instruction dates for those players wishing to take advantage of this opportunity.

This meeting should take place before the season begins.

The spirit of the team must be in the forefront of each student-athlete. In cases in which a substantial amount of time is assigned to private coaching, the student-athlete must demonstrably remain committed to the team.

All parties must be open and consistent advocates of the plan that they have agreed to. Arrogance on the part of the student-athlete and/or subversion on the part of the coach or a parent will obstruct the success of the plan.

A schedule in which an athlete shows up to play in the most competitive matches or events and/or post-season alone is unacceptable.

There is “no size fits all” formula to accommodate team sports and private coaching. Accommodations will be made to suit various circumstances. These accommodations include a realistic acknowledgement of the stamina and vulnerability of the student-athlete, the compatibility of the head coach and private coach, and the willingness of all parties to compromise where necessary for the good of the team.

GENERAL EXPECTATIONS FOR ALL ATHLETIC PROGRAMS AT CCES

1. The Coach has the sole authority to decide who plays.
2. It is understood that participation in interscholastic athletics at Christ Church Episcopal School is a privilege afforded students who are in **GOOD STANDING**. When athletes try out and are selected to be on a team, the school expects them to commit to that team's complete schedule, including any regular season or playoff practices and/or games that may fall during vacation periods.
3. Athletes must attend all practices and games unless:
 - a. Absent from school because of illness
 - b. Absence from school with **COACH'S PRIOR KNOWLEDGE AND APPROVAL**
 - c. Athletes must be on time or have spoken to coach ahead of time to clear lateness
 - d. If an athlete misses practice the day before an event without permission from the coach, the **COACH WILL DECIDE IF THE PLAYER WILL PARTICIPATE**
 - e. A student must attend at least four of his/her classes on the day of an extracurricular activity or event in order to participate in the activity or event unless specific permission has been granted ahead of time by the Director or an Assistant Director. This policy includes, but is not limited to, all athletic practices and competitions as well as all school performances. (**SENIOR SKIP DAY WITH PARENT NOTE IS NOT ACCEPTABLE**)
 - f. Athletes who miss class for contests are responsible for getting assignments and work prior to being absent from classes. Athletes must make arrangements **BEFORE THE CLASSES ARE MISSED AS TO WHEN CLASS WORK/TESTS ARE TO BE MADE UP**
 - g. **CCES DISCIPLINE**
 - i. **IN-SCHOOL SUSPENSION:** The student is afforded the opportunity to participate in practice or game, **AT DISCRETION OF UPPER SCHOOL DIRECTOR/MIDDLE SCHOOL DIRECTOR**
 - ii. **OUT OF SCHOOL SUSPENSION:** Any athlete receiving this disciplinary action will not be eligible to participate in practices or games during the time of the suspension. A full day of practice must be completed after the suspension before returning to game eligibility
 - iii. **HONOR CODE INFRACTION:** Any athlete who has an Honor Code Violation will follow the directives set by the Honor Code Council
 - h. **AT DISCRETION OF COACH**, variations in practice may be adjusted to the benefit of the athlete and the team
4. **HAZING/BULLYING:** Each athlete must be cooperative, hardworking, and a positive influence on the rest of the team. Respecting teammates creates an atmosphere conducive to successful teams. Please refer to the Athletic Department Handbook concerning Hazing/Bullying.
5. The school recognizes the ill effects of and strongly discourages the use of tobacco, alcohol, and other drugs by all young people. Please refer to CCES Student/Parent Handbook.
6. School Activities Dress: Sports teams and performing groups may choose to wear matching (identical) t-shirts, shirts, or jackets in support of that day'
7. Any athlete ejected from a contest for unsportsmanlike behavior will be subject to punishment by SCHSL.
8. Part of the athletic experience is for athletes to learn to handle adversity. We promote our athletes to be self-advocates. If an athlete is unhappy with his/her situation, the following chain of command **MUST BE FOLLOWED:**
 - a. **Athlete/Coach**
 - b. **Athlete/AD/Coach**
 - c. **Athlete/AD/Coach/Parent**

Parent Signature _____ Date _____
Student Signature _____ Date _____