

HOLY SPIRIT EPISCOPAL SCHOOL

Athletic Policies and Procedures Handbook

2009-2010



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1. Mission Statement

The Holy Spirit Athletic Program shares the school's mission of being committed to building each student's strength of mind, body, and spirit. We also are dedicated to developing excellence in scholarship, richness of soul, godly character, and physical well-being.

2. Philosophy

We believe that athletics are an important part of the student's physical, mental, and spiritual education. Even though striving to be the best we can be and winning are desirable parts of any athletic program, the development of the athlete's skills, sportsmanship, and leadership qualities are the major objectives. We strive for our athletes to enjoy the athletic experience with the hope that continued involvement in athletics will be a life-long pursuit for each of them.

3. Goals

The goals of our athletic program are to:

- develop sport-specific skills,
- develop knowledge of game strategies and rules,
- have the opportunity to work cooperatively towards team goals,
- develop a positive attitude towards teammates and opponents,
- promote sportsmanship on and off the court at all times,
- encourage the development of leadership qualities,
- provide the opportunity to work towards a healthy and physically-fit body, and
- enhance mental and spiritual well-being.

4. Athletic Program Offerings

Sports

The Junior Varsity program focuses on the development of fundamental skills and introduces competitiveness. The Varsity program builds upon the fundamental skills and is a more competitive program that competes in the Greater Houston Athletic Conference. The Varsity program is governed by the GHAC by-laws. The Junior Varsity program is not governed by the GHAC and the by-laws are used as guidelines for the program.

Fifth through eighth graders may participate at the Junior Varsity level. Fifth, sixth, seventh and eighth graders may also be considered for the Varsity level.

Tryouts will be held to determine the make up of the Varsity team. When a Junior Varsity team exists in that sport, players not chosen for the Varsity team will automatically be placed on the Junior Varsity team. Parents are urged not to attend tryouts. The presence of parents may cause a distraction for the athletes. The use of cell phones will not be allowed by spectators during tryouts. Those that do not adhere to the rule will be asked to leave the tryout area.

All those interested in participating in the sports program are strongly encouraged to attend the sports meeting prior to the start of the season. Sports meetings will be held the day before tryouts.

Fall

Volleyball (Girls)—Practice begins in August. There are usually two games per week in September and October. Athletes provide their own court shoes.

Soccer (Coed)—Practice begins in August. There are usually two games per week during September and October. Athletes provide their own cleats and shin guards. Goalies are responsible for providing their own gloves.

Winter

Basketball (Boys and Girls)—Practice begins in late October. There are usually two games per week during mid-November, December, and January. Athletes provide their own court shoes.

Spring

Softball (Girls)—Practice begins in February. There are usually two games per week in late February, March, and April. Athletes provide their own sliding protective wear, gloves and cleats.

Baseball (Boys)—Practice begins in February. There are usually two games per week in late February, March, and April. Athletes provide their own sliding protective wear, gloves and cleats.

Track and Field (Coed)—Practice begins in late February. There are meets during the months of March and April. Athletes provide their own athletic shoes.

Once the regular season has started, a student may not move to another team. For tournament play, coaches may get approval from the Athletic Director to offer Junior Varsity players the opportunity to participate with the Varsity team. **Parents will be notified of such changes prior to implementation.**

Exception to team placement: A new student who joins our school after tryouts or a student who was ill during tryouts will have the opportunity to be evaluated for team placement.

Team Captains

Teams may have captains or co-captains chosen by the coaches, elected by teammates, or selected by rotation at the coach's discretion. Team captains may lead team in warm-up stretches, report to officials when required during games, and encourage team unity.

Student Managers

The Holy Spirit athletics program encourages students in grades fifth through eight who are not involved in sports to consider being student managers for the teams of their choice. These students will be expected to attend both home and away games, and will travel with the team to away games. Student managers help keep the scorebooks and scoreboards, record statistics, help the coaches with equipment, and assist with specific team needs. An excellent student manager is a valuable asset to any team!

Practices and Competitions

All practices take place at Holy Spirit facilities. Generally, Junior Varsity teams practice 45 – 60 minutes Monday through Friday and Varsity teams practice 60 – 90 minutes Monday through Friday. All practices and competitions are open to parents.

Tardiness and Absences

Coaches take daily attendance. Tardiness and unexcused absences will be addressed individually by the coach. A student may not start the game if they miss a practice the day before a game. A student missing school due to illness will not be able to return to school the same day to participate in tryouts, practice or competition.

Tournaments

Most teams participate in tournaments throughout the season. Tournaments are generally held on Fridays and Saturdays. The school schedules busses for school days only, and parents provide transportation for Saturdays.

Inclement Weather

Practices and athletic competitions will be held during inclement weather, unless otherwise notified. When possible, cancellation of athletic practices or competitions is decided by 1:00PM. Check the Sports Information Line for cancellations (see Section 7—Communication).

5. Supervision

After Practices

Athletes who are not picked up by ten minutes after practice ends will be walked to the CEC office. Parents must pick up students by 6:00 PM at this location. CEC charges a fee for this service. ***If an athlete is to go home with an adult other than a parent or guardian, written permission must be given to the Athletic Director no later than the morning of the scheduled practice.***

At Athletic Competitions

When two teams are scheduled for a competition at home or away, there will be a team that is not competing while the other team is competing. The coach of the team that is not competing will supervise that team's athletes.

After Athletic Competitions

The procedure for the supervision of students who participate in a home athletic competition that ends before 6:00 PM will be the same as after a practice; i.e., ten minutes after the conclusion of the event, athletes who are not picked up will be walked to the CEC program. If a competition ends after 6:00 PM, a member of the coaching staff will supervise athletes in the hall by the Middle School entrance until all have been picked up. If a competition is held off campus, students will ride the bus back to the Holy Spirit campus where they will either go to CEC or be supervised by the coach in the hall by the Middle School entrance until picked up, depending on the time.

Late Pick Up Fee

All students must be picked up at the time stated on the Sports Information Line (ext 280). A ten-minute allowance will be given from the stated pick up time. After the ten-minute allowance, a dollar per minute fine will be charged to the family. An Athletic Late Fee form will be signed by the adult responsible for picking up the athlete. This form, with the responsible party's signature, will be given to the Business Office, and the late fee will be charged to the family.

Spectators

Student spectators (athletes and nonathletes) must be accompanied by a parent or guardian. ***If a student spectator is to be supervised by an adult other than a parent or guardian, written permission must be given to the Athletic Director no later than the morning of the scheduled event.***

Note: Coaches may not supervise spectators.

6. Transportation

Bus transportation for away competitions is arranged by the school, except for Saturday competitions. The coach will indicate to parents any competitions to which transportation is not provided (weekend tournaments or track meets, for instance). Athletes will ride the bus back to Holy Spirit after away competitions; however, parents may take their students home from the off-campus location after personally notifying the coach. ***If an athlete is to go home with an adult other than a parent or guardian, written permission must be given to the Athletic Director no later than the morning of the scheduled event.***

No students may be left at an away competition waiting to be picked up. In this case, the students will ride the bus back to Holy Spirit, where they will go either to CEC or be supervised in the hall by the Middle School entrance until picked up. Estimated bus return times for home and away games will be indicated on the Sports Information Line and Athletic Calendar. Parents should be prompt in picking up their children from school. ***Coaches may not drive athletes home.***

Late Pick Up Fee

All students must be picked up at the time stated on the Sports Information Line (ext 280). A ten-minute allowance will be given from the stated pick up time. After the ten-minute allowance, a dollar per minute fine will be charged to the family. An Athletic Late Fee form will be signed by the adult responsible for picking up the athlete. This form, with the responsible party's signature, will be given to the Business Office, and the late fee will be charged to the family.

7. Communication

The Holy Spirit Episcopal School web page and the Sports Information Line are the primary vehicles for communication with parents. Voicemail and e-mail are the secondary means.

Web Site

Athletic game schedules, maps, and competition results are posted on the school's web page. To access this information, go to <http://www.hses.org/> and click on "Calendars," then choose "Athletic Calendars." Select the sport of interest.

Sports Information Line

Daily messages on the Sports Information Line provide updates concerning scheduled athletic events and any possible practice or competition time changes or cancellations. When possible, cancellation of athletic practices or competitions is decided by 1:00 PM. This phone number is: **713-468-5138 ext. 280.**

Voicemail and E-mail

HSES faculty coaches may be contacted via school voicemail and e-mail. Non-faculty coaches may be contacted through the Athletic Director. Coaches are instructed to return voicemail, e-mails, and other messages within 24 hours.

8. Medical Policies

Physical Exams and Health Records

The Athletic Director must have current physical exam and medical information forms from all students who participate in Holy Spirit sports. The physical exam must occur between May 1 of the previous school year and the time the student participates in a sport to be considered current. Parents are responsible for updating medical information as needed throughout each sport season (e.g., if medications change or a new allergy is identified).

Emergency Protocol

All injuries must be reported to the coach immediately, no matter how insignificant an injury may seem when it occurs. After attending to the injury, the coach will fill out the Incident and/or Injury Report form and turn it in to the Athletic Director as soon as possible within a 24-hour period.

In the event of *minor* injuries (finger dislocation, broken nose, sprains, possible small fractures, smaller wounds requiring stitches, etc.), parents will be called to take the child to the hospital. If a parent is unreachable, the coach will contact the other authorized adults listed on the Physical Evaluation form.

In the event of *major* injuries (cessation of breathing; stoppage of heart; unconsciousness or seizures; head, neck or spine injuries; severe bleeding; large fractures or dislocations; etc.), the coach will call 911 first and then call the parent/guardian.

Wrapping/Taping Injuries

For liability reasons, coaches are not to routinely wrap or tape athletes. At times, it may be necessary for a coach to wrap or tape an athlete for a day or two until the necessary prosthetic can be secured. Coaches should consult with the Athletic Director prior to any wrapping or taping.

9. Responsibilities

Participation in athletics as a player, coach, or spectator at Holy Spirit Episcopal School is a privilege that carries with it many responsibilities. All participants are expected to take seriously the responsibilities listed below or risk the loss of this privilege.

Athletes

Holy Spirit athletes will:

- have up-to-date *Athletics Participation and Physical Examination Form* and a signed *Receipt and Acknowledgement Form* (that indicates handbook has been read and understood by parents and players) in order to participate;
- complete school homework on time and maintain appropriate academic and citizenship grades while participating in athletics;
- take proper care of uniforms, equipment, and property;
- practice in specified athletic attire; if not appropriately attired, the athlete will participate at the coach's discretion;
- take off all jewelry prior to practice or competition;
- meet with designated coach before practice or competition to obtain necessary equipment;
- not eat food during practice or competition;
- drink enough water before, during, and after practice or competition to keep properly hydrated;
- report any injury to the coach immediately no matter how insignificant it may seem when it occurs;
- meet with designated coach after practice or competition to collect and return equipment;
- **take off cleats or track shoes before entering the building;**
- refrain from using coaches' office, telephones, and equipment, as well as cell phones without specific permission from the coach;
- attend all practices, games and tournaments;
- provide a maximum effort during practice sessions and games;
- maintain a positive attitude;
- attend school all day on the day of a competition in order to participate;
- demonstrate appropriate behavior on busses during travel situations;
- display excellent sportsmanship in victory and defeat;
- treat each coach, official, spectator, team, and player with respect;
- represent the school in a prideful manner at all times;

- be responsible for lost or damaged equipment and uniforms; and,
- return all uniforms and equipment as well as pay for any lost or damaged uniforms and equipment one week after last scheduled game in order to be eligible to participate in the next season.

Parents

Holy Spirit athletes' parents will:

- have up-to-date *Athletics Participation and Physical Examination Forms* filled out and turned in for their children;
- together with their children, read the Athletic Policies and Procedures Handbook, sign the *Receipt and Acknowledgement Form*, and turn form into the Athletic Director;
- ensure Athletic Fee payment prior to first scheduled competition;
- encourage their children to fulfill all of their athletic and scholastic responsibilities;
- emphasize to their children the importance of keeping a positive attitude and faith in their coaches and teammates;
- remain positive at all practices and competitions;
- model appropriate sportsmanship at all times;
- pick up their children promptly following practices or games; and,
- communicate directly with the coach and/or athletic director when questions, concerns, or comments arise about their children or the program.

Coaches

Holy Spirit coaches will:

- meet with Athletic Director prior to each season to receive important documents, forms, and instructions related to their sports;
- know the fundamental skills, evaluation techniques, rules, and strategies of the sport as well as how to teach these to athletes;
- follow the guidelines set forth by the Greater Houston Athletic Association and/or each sport's governing body;
- provide a copy of this handbook to each player's family;
- collect and give to the Athletic Director the up-to-date *Athletics Participation and Physical Examination Forms* and participation fees from all players;
- arrive promptly and prepared for all athletic events;
- create a safe and challenging environment for each athlete;
- fill out an Incident and/or Injury Report form for any injury no matter how insignificant it may seem when it occurs, turn it in to the Business Manager as soon as possible within a 24-hour period, and notify the Athletic Director;

- take daily attendance and follow-up as needed with students who are tardy or absent;
- provide water for athletes during practice and competition;
- teach age-appropriate skills;
- conduct practices and games so that all players have an opportunity to improve their skill level;
- treat each coach, official, spectator, team, and player with respect;
- promote Christian values at all times; and,
- uphold the athletic program’s mission, philosophy, goals, and policies.

Spectators

Holy Spirit expects all spectators, whether student or adult, to use respectful and appropriate behaviors at all times during our athletic practices and competitions. Anyone who is disrespectful toward players, officials, coaches, or other spectators, or displays unsportsmanlike behaviors may be asked to leave the premises.

10. Good Sportsmanship

Holy Spirit expects anyone associated with its athletics program to display and promote good sportsmanship at all times. This quality is exemplified by a person who can take loss or defeat without complaint and victory without gloating, as well as by anyone who treats opponents with fairness, generosity, and courtesy. Administrators and coaches expect good sportsmanship to be displayed at all times by Holy Spirit athletes and parents.

Unsportsmanlike behaviors include, but are not limited to:

- Use of profanity or displays of anger that draw attention away from the game;
- Disrespectful or derogatory yells, chants, songs, or gestures;
- Yelling that antagonizes opponents;
- Laughing or name-calling to distract opponents;
- Any activity meant to distract players during athletic competitions;
- Criticizing officials in any manner;
- Display of temper at an official’s call; and,
- Booing or heckling an official’s decision.
- Unsportsmanlike behavior by anyone may result in the removal of that person from the event.

11. Uniforms and Team Equipment

The Athletic Department considers the care and maintenance of uniforms and equipment a serious responsibility of all students. The coach will issue each player a uniform prior to the first game of the season. Team members are expected to wear the team uniform according to team guidelines.

Students are responsible for the laundering and care of the uniform, payment for any lost or damaged items, and return of uniforms and equipment by the date specified by the coach. Students who do not return uniforms will be assessed a replacement fee.

12. Booster Club

The Booster Club is a parent-driven committee designed to promote and provide financial support for the sports programs at Holy Spirit. The committee works with the Athletic Director to evaluate the HSES athletic programs and provides suggestions for change and improvements and helps develop a strategic plan for implementation of improvements in programs and facilities. The President of the committee is appointed by the Head of School and Athletic Director. Officers of the committee are parents who have children actively involved in sports at HSES and are appointed by an administrative team.

13. Receipt of Athletic Handbook Acknowledgement

Directions: Please remove, sign, and return this form to the athletic director no later than the first Friday of the school year.

Note: Both a parent/guardian and student must sign this acknowledgement.

I have read and understood all of the information in the HSES Athletic Policies and Procedures Handbook and agree to adhere to and support both its content and spirit of the contents.

Student's Name: _____

Student's Signature: _____

Date: _____

Parent's/Guardian's Name: _____

Parent's/Guardian's Signature: _____

Date: _____