

**NATION FORD HIGH SCHOOL
FALCONS**



**2011-2012
ATHLETIC HANDBOOK**

NATION FORD HIGH SCHOOL DEPARTMENT OF ATHLETICS

STATEMENT OF PHILOSOPHY

The athletic program of Nation Ford High School is an important part of the overall school curriculum. Students participate in a program that reflects the school's philosophy of diversity, continual growth, achievement, and the development of the individual's greatest potential toward an adult life in a democratic society. Lessons in sportsmanship, team work and competition are an integral part of each team in the athletic program. Athletics play an important part in the development of a healthy self-concept as well as a healthy body. Also, recognized is the importance of equal programs and equal opportunities for participation for both sexes. Athletic competition adds to school spirit. It seeks to develop heart, pride, and determination in the student-athletes at Nation Ford High School.

The athletic program is a part of Nation Ford High School's extra-curricular program. For it to be truly successful there must be professional communication and professional interaction between students, parents, and school personnel. To be a part of a team is a privilege, not a right. It is the charge of the athletic department philosophy, to each coach, that the relationship between coach, student/athlete, and parents be one of exemplary respect and trust. If this ceases to exist between a coach, a student-athlete, and parents, a conference will be requested to discuss possible termination of the relationship (Conference includes Athletic Director). Each coach is charged to seek high expectations and to stay the course.

The athletic program should always be in line with the objectives and regulations set forth by the South Carolina High School League, the Fort Mill School District #4 Board of Trustees, and Strategic Plan.

The Athletic Department will seek to foster and promote good sportsmanship and good sportsmanship conduct on the part of players, coaches, students, parents, fans, and the community of Fort Mill.

STUDENT/ATHLETES



I. Personal Behavior

1. All student/athletes will be expected to be aware of and follow the guidelines of conduct for all Nation Ford High School students as listed in the Student/Parent Handbook.
2. We expect the behavior of our student/athletes to be better than that of the general population. If a player is suspended from school, this will count as an unexcused absence. If the suspension is for three days, this will be the same as three unexcused absences, and the student/athlete may be dismissed from the team, assessed game suspensions, assigned extra duties/conditioning and is required to attend a parent/coach/athletic director conference.
3. The use of tobacco products, alcoholic beverages, and illegal drugs is not acceptable for NFHS student/athletes. Violation of school policy will result in school disciplinary action as stated in the Student/Parent Handbook. In addition, a conference with the coach and athletic director will be conducted to discuss further disciplinary actions which may include possible game suspensions, extra conditioning, dismissal from team and/or program, etc.
4. Student/Athletes are expected to represent their teams and this high school well throughout their time at this institution. Good citizenship is year long. Players whose offenses are covered under our student handbook will be dealt with as described in #'s 2 and 3. Those committing offenses away from school (weekends, breaks, summer, etc. in non-school activities will face consequences as follows:
 - a. As per policy, felony charges will be handled as school matter, regardless of when or where they occur.
 - b. Non-felony drug or alcohol charges (if a reasonably prudent person would believe the individual to be guilty after conducting an investigation) may result in immediate dismissal from any team this individual is currently an active member of (sport is in season at time of offense). This action in and of itself does not preclude the individual the opportunity to participate in other team sports later during the school year. A conference with the involved coaches and athletic director will be held to discuss if any further disciplinary actions are warranted. (Further actions may include dismissal from the school athletic program for the remainder of the year.)
5. Student/Athletes who quit a team will not be allowed to return to that team until the following year. Student/Athletes who quit a team may not start practice with another sport until the team he/she has quit has completed its season. The athletic director should be informed of any student/athlete who quits a team.
6. We expect our student/athletes to reflect excellence both on and off the field and courts. Disrespect of any kind towards coaches, opponents, or officials will not be tolerated. We insist that our student/athletes use common courtesies, such as, "Yes, Sir" and "No, Sir" when they address adults.

7. Code of Conduct (JICDA Board Policy)

The District's code of conduct and discipline is established to achieve and maintain order in the schools. In administrative rule JICDA-R, the board and the administration offer a list of offenses along with the required or recommended dispositions for the information of students, parents and school personnel.

Disciplinary actions will include appropriate hearings and review. The removal of a student from the learning environment will occur only for just cause and in accordance with due process of law.

The administrative rule is effective during the following times and in the following places:

- *On the school grounds during and immediately before or immediately after school hours;*
- *On the school grounds at any other time when the school is being used by a school group;*
- *Off the school grounds at a school activity, function or event;*
- *En route to and from school on a school bus or other school vehicle or in a personal vehicle.*

Students are required to conduct themselves at all times and places in a manner that will not be contrary to the best interest of the school. Conduct of the student in any manner, which materially disrupts class-work or involves substantial disorder or invasion of the rights of others (ex. Hazing – verbal or physical) is a basis for suspension or expulsion.

Student/athletes who are dismissed from the athletic program must show a change of attitude and behavior before they will be allowed to return to the athletic program.

II. Practice

1. All student/athletes are expected to be at all practices unless they are absent from school or go home because of illness. Student/athletes leaving school due to illness should personally inform their coach. Student/athletes will not be allowed to practice unless they are at school. (Student/athletes and coaches are reminded that 2 blocks of attendance are required for game/event day participation. Exceptions will be addressed by the athletic director and principal.)
2. Coaches and student/athletes should communicate and address any known conflicts that might arise during that sport's season. Family vacations, prior commitments, extracurricular conflicts, etc. should be promptly communicated. Commitment to the team as a member takes precedence.
3. All student/athletes will have two unexcused absences from practice. Following an unexcused absence, the student/athlete will be given extra conditioning following the practice at which he or she returns. Upon the third unexcused absence, the student/athlete may be dismissed from that team. Assessed game suspensions; assigned extra duties/conditioning and is required to attend a parent/coach/athletic director conference.

4. All student/athletes are expected to be on time for practice or any other activity where a predetermined time has been set. Student/athletes who are late will be assigned conditioning as deemed appropriate by the coach of that team. Chronic tardiness will be addressed by the coach and athletic director to determine the athlete's team membership status.
5. Injured student/athletes are expected to attend practice and/or seek rehabilitative treatment as specified by the athletic trainer.

III. DRESS CODE

All student/athletes are expected to follow the dress code established by their coaches.

IV. COACHES OFFICES

1. These facilities are to be used as work areas for coaches.
2. We must demand that students and athletes knock before entering an office.
3. These areas are to be kept clean, neat, and orderly. Each coach shares personal responsibility in helping to achieve this goal.
4. Any needed repairs should be reported to the athletic director.

V. EQUIPMENT

1. All equipment issued should be free of defects.
2. Records are to be kept on all equipment that is issued.
3. Coaches must demand that student/athletes take proper care of the equipment that is issued to them. A lock and locker are required to provide the safety and security of each student/athletes possession.
4. At the end of each sport, the head coach of that sport will be responsible for giving the athletic director an inventory of all equipment and uniforms. This must be done within two weeks of the date of the last game. A basic needs list for the following season should be supplied at this time also.
5. Equipment and uniforms should be neatly stored in a designated area. The athletic director should be informed of the location of your designated storage area.
6. The athletic director will purchase equipment and uniforms for all sports. All requests for emergency equipment or items must be approved by the athletic director. Our district purchase order system must be followed without exception. All purchase orders need

approval by the athletic director and principal. Each order must contain the proper purchase order number supplied by the director.

7. The golf cart/tractor is only to be driven by coaches or authorized school personnel. At no time should managers, student/athletes, or students be allowed to drive the golf cart/tractor. Any maintenance problems with the golf cart/tractor should be reported to the athletic director.

VI. WEIGHT ROOM

1. The weight room is to be used only by the high school physical education classes and athletes. Any other person or persons who wish to use the weight room must obtain special permission from the athletic director or the principal.
2. A teacher or coach must be present if weight room is in use by student athletes.
3. Any time the weight room is not supervised, it should be locked.
4. Food and drink items are prohibited in the weight room.
5. Appropriate dress is required at all times. T-shirts, shorts, and shoes are appropriate and acceptable.
6. If a person is working with free weights, he or she should have a spotter if the exercise constitutes any type of hazard.
7. When a workout is finished, bars are to be stripped. All weights are to be placed on the weight racks in correct order.
8. Horse play of any type is prohibited in the weight room.
9. All equipment must be taken care of properly.
10. Take pride in the appearance of this facility and the benefits received from working in the weight room. Keep it safe and clean.
11. Each coach and team should share responsibility of cleanliness and orderliness of the weight room. Vacuum when necessary. Clean mirrors as needed. The weight room is a place for growth and development. Please use all time toward that end.

VII. EQUIPMENT ROOM

1. Only coaches will be allowed in the equipment room. If a manager is in the equipment room, he or she must be accompanied by a coach.
2. Coaches will not give their keys to a manager and allow them to give out equipment, unless a coach is present.

3. All equipment rooms must be kept locked.
4. All equipment rooms should be kept neat and orderly.

VIII. LOCKER ROOM

1. The only persons allowed in the locker room will be those team members who are presently using the facilities and coaches.
2. These locker rooms are to be used for the purpose of getting dressed for the sport(s) that are in session.
3. The locker rooms will be opened at the end of the last block.
4. Physical education classes will use designated physical education locker rooms.
5. The coach or coaches who are using these rooms will be responsible for making sure these rooms are kept neat and locked when practices/events are completed.
6. If we have more than one team using the locker room area or if a team has several coaches (football, basketball, etc.) a lock-up schedule will be required.

COACHES



COACHES CODE OF CONDUCT

1. All coaches are expected to be loyal to the athletic program procedures and to the best of his/her ability carries out those policies. If a coach has a problem with a procedure, discuss it with the athletic director. Coaching positions and supplements are set by the school board and may not be increased by boosters, parents, etc.
2. As a leader of young people, our behavior should reflect excellence. We must remember that the personality of a team will be an extension of the coach's behavior, personality, and commitment. Be aware of your standing within the school and community.
3. We expect our coaches to be dedicated teachers who are willing to go the extra mile to help our student/athletes.
4. Coaches are expected to be prompt. Be early for meetings, practices, games, etc. Coaches are responsible for ensuring the safety of student/athletes in their sports before, during, and after practice, and sporting events. This includes not leaving until all members of the team have left or been picked up from practice or games.
5. All coaches are expected to be organized and accountable. All practices should be planned, orderly, and time effective.
6. We expect all of our coaches to be good disciplinarians. Each coach should provide the athletic director with a written copy of specific guidelines and expectations dealing with disciplinary actions.
7. We will receive from our athletes exactly what we demand from them. If we must reprimand a player at practice or during a game, we should make every effort to talk to them later and explain our course of action. We should never physically abuse or verbally humiliate a player.
8. An initial parents meeting is mandatory. Parents should also be provided with disciplinary actions information at the beginning of each sport's season. Parents should also be informed as to how their student/athlete may earn a letter for their sport.
9. We want our coaches to encourage each student/athlete to achieve his/her personal best. We want our athletes to develop heart, pride, and determination in reaching team goals.
10. Coaches should strive to develop a good rapport with all student/athletes. It is important that they know we are interested in them and their personal welfare. Fairness and equal treatment toward each student/athlete is expected.
11. We expect our coaches to command respect. Any action that resembles disrespect should be dealt with immediately. Common courtesies and manners are encouraged. We want our athletes to address our coaches as Mr., Miss, Mrs., or Coach.

12. We expect all coaches to be supportive of all teams within the athletic department. Coaches should encourage athletes to participate in multiple sports when possible and appropriate for a student/athlete.
13. **Coaches are responsible for all of the South Carolina High School League requirements. This includes eligibility, schedules, and birth certificates.**

I. FORMS

ELIGIBILITY (see attachment A)

It will be the responsibility of each coach to fill out an eligibility form for his or her student/athletes. This must be completed one week prior to the deadline set by the High School League. If there is any question about the eligibility of a student/athlete, the coach should obtain the needed clarification through the athletic director. Eligibility lists are due in the SCHSL office ONE week prior to when the regular season competition begins.

Players are prohibited from participation in the game, meet, etc. if they are not on an eligibility form supplied to the SCHSL.

Once the eligibility forms have been completed, they should be checked by the athletic director and signed by the principal.

To complete eligibility online, go to www.schsl.org, AD Notebook, and then Eligibility Form.

ACADEMIC ELIGIBILITY GUIDELINES

To participate in interscholastic athletic activities, students in grades 9-12 must achieve an overall passing average in addition to the following:

- To be eligible in the first semester a student must pass a minimum of five Carnegie units applicable toward a high school diploma during the previous year. At least two units must have been passed during the second semester or summer school.
- To be eligible during the second semester in a 4x4 block schedule where units or ½ units are granted at the end of the first semester the following will apply:
 2. If eligible first semester, a student must earn 2 units.
 3. If not eligible first semester, a student must earn 2 ½ units. (SCHSL Handbook)

BIRTH CERTIFICATES

Coaches will be responsible for securing a proper birth certificate for each athlete. A copy should be placed in the athletic director's office and the original birth certificate returned to the student/athlete and/or parents.

PHYSICALS

Each coach will be responsible for making sure that each of his/her student/athletes has had a physical. Tryouts, play or practice is prohibited until an appropriate physical is obtained.

II. ATTENDANCE AT LEAGUE RULES CLINIC

Each coach is responsible for attendance to the mandatory league-sponsored rules clinics. Check with the athletic director regarding times and locations available to your sport.

III. FINES

Each coach is responsible for payment of fines that he or she received from the High School League for violation of turning in eligibility, birth certificates, or other forms late. Each coach will be responsible for payment of fines given for rules that are violated.

IV. TRANSPORTATION

1. IF A TEAM IS TRAVELING, IT WILL BE THE RESPONSIBILITY OF THE COACH OF THAT TEAM TO MAKE SURE THAT THE VEHICLE HAS BEEN CLEANED AFTER IT HAS BEEN USED. IF A VEHICLE IS FOUND DIRTY, THIS SHOULD BE REPORTED TO THE ATHLETIC DIRECTOR.
2. Any maintenance or mechanical problem should be reported to the athletic director and/or transportation office.
3. To promote the concept of teaming, all athletes will be transported to and from athletic events in vehicles provided by the school. Only with a signed transportation waiver will student/athletes be permitted to return from the events with parent or guardian. NO student will be allowed to travel with anyone other than parent or guardian for ANY reason.

V. SCHEDULES

The athletic director will assist coaches in scheduling and verification of scheduled events. He will confer with each coach to ascertain the most desirable opponents for each team.

VI. POSTPONEMENTS/CANCELLATION OF GAMES

If for some reason, we must consider canceling an athletic contest, the athletic director will have this responsibility after consultation with the head coach. The school principal should be notified of necessary changes. Every effort should be made by the head coach to communicate changes to the players and parents as promptly as possible. If the athletic director is not available, then the coach of that sport will have the power to make the decision of whether or play or cancel and responsible for notifying the principal and/or assistant principal of actions requested and taken.

VII. FIELDS AND GYM

All coaches are responsible for helping maintain the practice and game fields or the gym area in use. When more than one team shares an area, all coaches will share equally in the maintenance of that area. This will include helping to prepare these areas prior to an athletic contest. Physical education teachers are expected to maintain facilities during the school year. Food, drinks, and gum are prohibited in these areas.

VIII. TELEPHONE

Coaches should promptly return telephone calls as requested. Courteous compliance and communication is appreciated.

IX. AWARDS

To obtain an award (jacket, bar, letter, etc.) an athlete must meet the minimum standards for the sport in which he or she is participating. These standards will be determined by the athletic director and the coaches of each sport.

Requirements for lettering will be the responsibility of the head coach of each sport. Lettering guidelines should be provided to the athletic director by each sport's head coach in writing. These guidelines should be readily available to student/athletes and parents.

The athletic director will be responsible for providing opportunities for letter jacket purchases. This will be done soon after each awards presentation program.

Awards will be presented at an awards program to be held by each sport at the conclusion of their season.