



# Athletic Department Handbook



sportsmanship noun

sports·man·ship | \ 'spòrts-mən-,ship \

*Definition of sportsmanship*

: conduct (such as fairness, respect for one's opponent, and graciousness in winning or losing) becoming to one participating in a sport

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# Current Athletic Programs

## High School

Cross Country .....	Boys/Girls
Volleyball .....	Girls
Soccer .....	Boys
Wrestling .....	Boys
Basketball .....	Boys/Girls
Track & Field .....	Boys/Girls

## Elementary / Middle School

Cross Country .....	Boys/Girls
Volleyball .....	Girls
Soccer .....	Coed
7 / 8 Basketball .....	Boys/Girls
5 / 6 Basketball .....	Boys/Girls
Track & Field .....	Boys/Girls

# **Athletic Department Core Values**

## **School Mission Statement**

The mission of Seven Oaks Classical School is to train the minds and improve the hearts of young people through a rigorous classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.

## **Purpose of Athletics**

Athletics is to be used as a tool to further the mission of Seven Oaks. Thus, the Eight Pillars of Character – responsibility, respect, perseverance, cooperation, courage, honesty, integrity, and citizenship – are a core focus of Seven Oaks Athletics, as these pillars are to be utilized to the benefit of Seven Oaks Student-Athletes.

While winning is important, it is not the ultimatum in determining success in Seven Oaks Athletics. A Seven Oaks Athlete is someone who has improved physically, emotionally, mentally, and socially while participating in a school-sanctioned sport.

## **Expectations - Code of Conduct**

Seven Oaks Classical School conducts an interscholastic sports program that reflects school spirit and sportsmanship. We expect our coaches, athletes, and students to be respectful of opponents on and off the field/court. We encourage enthusiastic support from our parents, friends, and family. Opposing teams and fans are treated as honored guests. Our parents, friends and family shall be respectful of our honored guests. The administration will uphold these policies at each event we have at Seven Oaks Classical School.

Participation in Seven Oaks Athletics is a privilege, not a right. Athletes at Seven Oaks are to value their academics endeavors and character over their athletic performance, understanding that one's academic and behavior has a direct influence in their ability to participate in school-sanctioned sports.

# **Coaching at Seven Oaks**

## **Responsibilities of Coaching at Seven Oaks**

The following are the guidelines and expectations of coaches as Seven Oaks Classical School:

- Reinforce sportsmanship through the Eight Pillars of Character.
- Represent the school in a professional manner.

- Deal with all situations in a private, respectful manner.
- Emphasize injury prevention and safety.
- Follow interschool guidelines for school sports.
- Attend athletic department meetings as scheduled by the athletic director.
- Adhere to all by-laws as laid out by the SRC, NFHS, and IHSAA.
- Take a detailed approach to the sport one has been hired to coach (practice plans, scouting, monitoring statistics, off-season planning, etc.).
- Assist with securing personnel for contest support, which includes, but is not limited to: statisticians, student managers, official scorebook keepers, timers, line judges, facility preparations, and any other responsibilities as assigned by the athletic director.
- Take an active role in filling one's assistant coach(es), and any other staff positions related to the sport in which one is coaching.
- Promote one's program by engaging the student body.
- Develop one's program by working with coaches at lower levels to grow younger athletes into future high school athletes.
- Be a positive role model to the students at Seven Oaks.
- Share contest results with the athletic director within 12 hours of a contest ending.
- Help with other Seven Oaks Athletics and volunteer opportunities as requested by the athletic director.
- Use careful judgement when making comments about other extracurriculars (including other athletic teams) at Seven Oaks.
- Do one's best to positively represent the school and to improve the character of student-athletes at Seven Oaks Classical School.

### **Legal Duties of Coaches**

Coaching is a tremendous opportunity and responsibility. When coaching at Seven Oaks, you are expected to manage risks associated with athletics participation. In order to properly and safely conduct your duties as a coach, please adhere to the following guidelines for effectively working with athletes:

- Plan the activities properly. Appropriately assess each athlete's skill and individual fitness level prior to implementing drills and conditioning. Include more advanced drills and conditioning in progression to ensure the athletes are prepared for it.
- Give proper instruction prior to implementing a drill or conditioning. Stay up to date with proper safety procedures pertaining to sports techniques. Teach your athletes the rules, correct skills, and strategies of the sport you are coaching.

- Provide a safe physical environment. Monitor environmental conditions (i.e., severe weather, extreme heat, wind chill, humidity, etc.). Routinely examine practice/playing areas for hazards, removing any hazards as they appear. Always supervise athletes to ensure proper and safe use of equipment and facilities.
- Provide adequate and proper equipment. Ensure that all equipment your athletes are using is in working condition. Regular maintenance and inspection is required. Teach your athletes how to fit, inspect, and use the equipment properly.
- Match your athletes according to size, physical maturity, skill level, and experience.
- Monitor and evaluate your athletes for injury and incapacity. Have your athletes undergo health screening before resuming play. If any of the athletes are unable to compete due to pain or loss of function (i.e., inability to walk, jump, run, throw, kick, etc.), then remove the athlete from the activity immediately.
- Always supervise and monitor activities closely. Forbid horseplay.
- Warn of inherent risk. Parents and athletes are provided with written statements of the inherent risks of athletics (as part of their IHSAA physical examination form).
- Provide appropriate emergency assistance. Learn first aid, CPR, and how to use the defibrillator and only use the skills you are qualified to administer.

### **Coaching Code of Ethics**

The main goal of a coach is to educate students through participation in interscholastic competitions. Thus, the program should be designed to enhance academic achievement, rather than hindering it. Coaches should work with students, teachers, and other school personnel to ensure each student-athlete is being set up to succeed in the classroom. Here are the guidelines for Seven Oaks Coaches:

- The value of winning shall never supersede the values of practicing good character and pursuing high academic achievement.
- The coach shall uphold the dignity and honor of the position. In personal contact with student-athletes, officials, other coaches, athletic directors, teachers, school administrators, athletics volunteers, the IHSAA, media, and the public, the coach should strive to set an example of the highest ethical and moral conduct.
- The coach shall take an active role in the prevention of alcohol, drug, and any sort of tobacco use, including vaping.

- The coach shall avoid the use of alcohol and tobacco products, including vaping, when in contact with players.
- The coach shall promote all extracurriculars at Seven Oaks and run his/her program in cohesion with the other programs.
- The coach shall master the rules of the sport and shall teach them to his/her team members. No advantage shall be sought by the coach via circumvention of the rules.
- The coach shall lead his/her team with the highest level of sportsmanship, encouraging a positive mentality within the team, spectators, administration, and any other athletics personnel.
- The coach shall always respect the officials. Coaches shall never incite players, fans, or spectators to criticize or harass the officials. Public criticism of the officials is unwelcomed and will have consequences.
- Before and after contests, coaches from competing teams should meet to exchange cordial greetings to set a positive tone for the athletic event.
- The coach shall never exert pressure on faculty, administration, or teachers to offer special treatment for athletes.
- Coaches shall not scout opposing teams in any way other than as suggested by the SRC and IHSAA.

### **Coaching Evaluations**

Head coaches will be evaluated by the athletic director. Head coaches are responsible for evaluating their staff members. Upon the conclusion of each sports season, post-season responsibilities should be completed in a timely manner.

### **Pre-Season Coach/Parent Meeting**

Coaches are required to conduct a pre-season meeting with the parents of the athletes on his/her team prior to the first contest of a sports season. This meeting should occur within the first week of official practices beginning. At this meeting, coaches are to explain the following:

- The Seven Oaks Code of Conduct.
- Training rules and expectations.
- The philosophy of the coach.
- Location and timing of each practice.
- Team requirements (i.e., sport fees, travel expectations, conditioning, special equipment needed, etc.)
- How to handle situations should an athlete get injured during the season.
- Discipline resulting in exclusion of an athlete's participation.

### **Post-Season Checklist**

The following are expected to be completed by coaches within two weeks of a season's completion:

- Award nominees and varsity letter winners submitted to the athletic department.
- Clean team areas (locker rooms, equipment rooms, practice facilities, etc.)
- Return coaching keys and access cards to the athletic director. Head coaches are responsible for collecting these items from assistant coaches and returning all items at the same time.
- Take inventory of all jerseys, equipment, and anything else used by your team during the season. Return all items to the athletic department.
- Submit a list of players who have outstanding obligations or team equipment to the athletic department.
- Submit a list of program needs for the upcoming season.
- The head coach is to meet with his/her coaching staff to debrief and conduct coaching evaluations.
- The head coach is to meet with the athletic director to complete a coaching evaluation.

## **Athlete and Parent Expectations**

### **Athlete Expectations**

The following are expectations set forth for Seven Oaks Athletes:

- Reinforce sportsmanship through the Eight Pillars of Character.
- Commit to an entire season of play.
- Complete a physical exam form (signed by a doctor) and return to the athletic director. Physicals dated April 1<sup>st</sup> or later are valid for the following school year.
- Register on Final Forms before the first practice.
- Pay the sports fee before the first athletic contest.
- Arrive to all practices and games on time (as designated by the coach). Coaches should be contacted prior to missing practice.
- Maintain a solid academic standing. It is the athlete's responsibility to keep up with the daily workload. If you are struggling, reach out and get help. Contact your teachers, head coach, and the athletic director. Do your best to get the help that you need.
- Show respect for teammates, coaches, fans, and officials, as well as the opposing team.



- Represent the school in a positive manner.
- Follow interschool guidelines for school sports.

*Failure to follow these guidelines could result in consequences.*

### **Parent Expectations**

The following are expectations set forth for Seven Oaks Athletes:

- Commit your child to the sport for the entire season.
- Actively support the mission of the athletic department by getting your child to each practice on time, volunteering with athletic department functions, and attending athletic-related events such as team outings, fundraising opportunities, and other athletic events.
- Positively support your child, teammates, coaches, officials and opposing teams.
- Represent the school in a positive manner.

*Failure to follow these guidelines could result in consequences.*

### **Contacting a Coach**

There are certain situations that warrant a parent/coach meeting. These meetings should be held in a private space. Please do not attempt to confront a coach after a game or practice. When a conference is necessary, please use the following procedures:

1. Use the head coach's email to set up an appointment.
2. At the high school level, athletes are expected to request a meeting with their coaches. The athlete and coaches are then to meet together, without any parental involvement. If no resolution can be found between the athlete and coaches, then parents may be included in the situation.
3. If there is still a need for further mediation, another meeting can occur involving the head coach, athlete, athlete's parent(s)/guardian(s), and the athletic director.

## **Accidents & Injuries**

All accidents and/or injuries that occur during athletic participation (workouts, practices, games, etc.) must be reported to the athletic director by the head coach responsible of the sport within 24 hours of the incident occurring.

Further guidelines for accidents/injuries:

- The supervising coach is responsible for determining the potential seriousness of the injury.
- If an injury requires an ambulance, then a doctor, trainer, supervising coach, or any other qualified person should immediately request an ambulance. If there is any question regarding if the injury requires emergency treatment, then emergency treatment should be obtained.
- The parent/guardian of the injured athlete should be notified as soon as possible by the supervising coach.
- If an injury does not require an ambulance, but warrants immediate medical attention, then the supervising coach should notify the parent/guardian and request to provide transportation. Fellow students, including the injured student, should NOT be permitted to provide transportation.
- Any serious injury requiring medical attention from a physician will require written clearance from a physician prior to resuming participation in a school-sanctioned sport.
- Medication should be administered by a parent/guardian at home. Under exceptional circumstances, prescribed medication and/or health-related procedures may be administered by the school nurse (or other authorized school personnel), as described in a physician's written orders and parent/guardian approval.
- In the event of an athlete from a visiting school were to be injured at an athletic event being hosted by Seven Oaks, it is advisable that the supervising individuals from the visiting school take charge of the situation, with Seven Oaks personnel helping out as needed.
- All coaches are recommended to hold up-to-date CPR/AED certification.

## **Concussion Protocol**

Seven Oaks Classical School coaches have been certified by the NFHS on the importance of proper concussion recognition and management in high school sports.

In the event of a concussion, Seven Oaks Classical School will strictly adhere to a return-to-play protocol for all student-athletes with a suspected concussion. The school nurse is in the best position to identify possible concussions when they occur. Additionally, the athletic director, coaches, and officials are trained to identify potential signs/symptoms of concussions and are to refer the student-athlete to an onsite physician or certified trainer for further evaluation and treatment.

All athletes suspected of experiencing a concussion must be cleared by a medical physician (M.D. or D.O., it cannot be a chiropractor or nurse practitioner) prior to their return. After being cleared by a medical physician, regardless if a concussion had been diagnosed or not, the athlete must follow a Five Step Return-To-Play Program, as outlined by the NFHS. Each step must be completed symptom free in order to move onto the succeeding step.

These protocols are suggested by the NFHS, and are to be followed in the event of a concussion, as student safety is of the highest priority.

## **Athletic Eligibility**

Absent special circumstances, students will be ineligible for extracurricular activities if they have two D's or one F at the end of a given semester. Their ineligibility will last for the duration of the subsequent semester. Exceptions will be made only on the approval of school administration.

If a student has two D's or one F in any subject(s) by mid-quarter grades, they will still be permitted to participate in their respective sport(s). However, they will be put on "academic watch", meaning that the athlete may be required to miss practices for required study tables until their grade(s) improve.

If a student receives a disciplinary referral, the student will be required to sit out of their next game or meet. If a student is not in a sports season when they receive a disciplinary referral, the suspension from athletic contests will be applied to the student's subsequent sports season. If a student receives five (5) disciplinary referrals in a school year, that student will be ineligible to participate in sports for the remainder of the school year. For the purpose of eligibility, a suspension will count as two (2) disciplinary referrals.

Students will be allowed one (1) unexcused absence per quarter. After one (1) unexcused absence, students will be suspended one (1) athletic contest for each additional unexcused absence. For purposes of eligibility, every three (3) unexcused tardies will count as an unexcused absence.

It is the responsibility of the head coach of each sport to enforce the Seven Oaks Classical School Eligibility Policy. The athletic director will inform the head coach of any ineligible students.

Other factors affecting student's eligibility:

- Students whose twentieth birthday occurs prior to or on the scheduled date of the IHSAA State Finals tournament are ineligible.
- Transfer students must have approval from the IHSAA on file at the athletic director's office.
- Foreign exchange students must have approval from the IHSAA on file at the athletic director's office.
- All athletes are required to be in attendance in school at least half of the regular school day on the day of any contest or practice in order to be eligible to participate. Students not here by the midway point in the day (11:30am) will therefore be considered ineligible for participation, with the exception being medical appointments that have been approved by administration.
- An athlete becomes eligible or ineligible on the certification date at the end of the grading period. An incomplete at the end of the grading period is considered a failure until the deficiency is removed.
- All IHSAA rules pertaining to athlete eligibility are to be followed.
- At the end of a sports season, athletes that fail to return equipment, uniforms, and any other school-owned materials will become ineligible for the upcoming sports season until the item(s) are returned and/or any outstanding balances for missing items have been paid to the athletic department.

## **Transportation**

The head coach of each team will coordinate travel arrangements to athletic events. At the moment, Seven Oaks does not have any authorized buses or vans. Therefore, athletes are to carpool to any offsite athletic events and games. Parents must submit a copy of their license and insurance prior to becoming approved to drive anyone besides their own children.

If athletes are riding home from an athletic event with someone different than the person that drove them to the event (i.e., an athlete riding home from a game with their parent), a written notice must be submitted to the head coach prior to the athlete being dismissed.

## **Facilities and Equipment**

Coaches are to be held responsible for the proper care of all athletic equipment. Additionally, they are to ensure that the facilities are utilized appropriately and with the highest degree of care.

The following are guidelines pertaining to the use of athletic equipment and facilities:

- The use of facilities should be scheduled through the athletic director.
- Athletes are to be supervised at all times during practices, workouts, and athletic events.
- Locker room supervision is mandatory. Coaches must be present when athletes are utilizing the locker rooms to ensure no horseplay occurs.
- If you observe a problem with any equipment or facilities, notify the athletic director immediately so the problem can be corrected.
- Practice plans during vacation/holiday/seasonal breaks must be provided to the athletic director at least one week prior to the break. Practice spaces will be available on a FCFS basis.
- The head coach is responsible for ensuring that all facilities are secure and that closing procedures are followed before leaving the building. Ask the athletic director regarding any closing questions you may have.
- Coaches are responsible for teaching proper use of equipment to avoid any potential injuries from misuse or malfunction.
- If the school is closed due to inclement weather, coaches will need to make special requests for practice to the athletic director.

## **Purchasing of Equipment/Supplies**

Seven Oaks Athletics are financed primarily through gate receipts, fundraisers, and contributions. Because numerous sports are offered at the elementary, middle school, and high school levels, careful consideration is to be given to all expenditures. Coaches and/or athletes will be billed for any equipment, jerseys, or any other items that are not returned at the conclusion of a sports season.

The following are guidelines pertaining to the use of athletic equipment and facilities:

- All equipment, supplies, or services must be requisitioned through the athletic director.
- Head coaches are responsible for initiating purchase requests. These requests must be made to the athletic director.
- A detailed description of what is to be ordered, sizes, as well as the pricing is to be included in all purchase requests. The vendor, as well as the POC must be notated in all purchase requests.
- Purchase requests must be submitted to the athletic director and approved by the athletic director before any purchases are made.

- Any cash/checks received by coaches from students or parents for athletic-related fees/purchases are to be submitted immediately to the athletic director, along with any applicable order forms.

## **Conflicts in Extracurricular Activities**

Seven Oaks Classical School offers a variety of extracurricular activities, many of which occur at the same time. Because of this, there may be times in which responsibilities may overlap. If this happens, the student is responsible for informing their coaches/sponsors of the conflicting schedules well in advance. Coaches and sponsors are to work together to reach an agreement regarding any schedule issues. Efforts must be made by both parties to reach a fair agreement. When issues cannot be resolved through adjustments in the schedule, the following policy should determine the student's attendance:

- Practice vs Practice – Student attends 50% of each activity.
- Contest vs Practice – Student attends the contest.
- Contest vs Contest – Student makes a decision without outside influence from coaches/sponsors.
- Conference and IHSAA contests take precedence over regular season contests.

## **Fundraising**

All fundraisers must be approved by the athletic director. All proceeds received from fundraisers must be turned into the athletic director upon culmination of the fundraiser. All monies must be accounted for and reported. Upon reception of the funds, money will be allocated to the appropriate account. There will be no exceptions to this policy.

## **Staff Development/Clinics**

Coaches are expected to remain knowledgeable with the current developments of their respective sport(s). Thus, coaches are highly encouraged to participate in coaching clinics. Furthermore, coaches are encouraged to become active members in professional coaching associations. The following guidelines shall accompany clinic attendance:

- Athletic department reimbursement for clinic attendance is to be addressed on a case-by-case basis. When possible, coaches shall be reimbursed for such expenses. However, reimbursement is dependent

upon availability of funds at the time of the clinic. Any expenses beyond the maximum allotment are to be paid by the attending coach.

- All requests regarding clinic attendance must be submitted to the athletic director prior to making any sort of commitment to the clinic.
- Receipts are to be submitted for any desired reimbursements. Legitimate expenses may include travel, lodging, and tuition/registration fees. Meals are not to be reimbursed, they are the responsibility of attendees. All expenses must be approved by the Athletic director before being incurred.

## **Extracurricular Code of Conduct**

Firstly, the guidelines that are laid out in the Academic Student Code of Conduct will apply to athletics. Student athletes are to treat their fellow teammates, coaches, and other athletics personnel with the highest level of respect and honor. Students who do not meet the required academic or behavioral standards will be ineligible to participate in athletics. The head coach is to work in unison with the athletic department in enforcing this policy within their team.

## **Hazing**

Hazing is defined as “any activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers them, regardless of a person’s willingness to participate.” At times, hazing has been utilized against a newcomer of a club/team as an initiation process. Due to the newcomer’s desire to become part of the team, their power to resist the hazing is weakened.

Hazing will not be tolerated at Seven Oaks Classical School and the Seven Oaks Athletic Department. If any athlete or coach becomes aware of hazing at any time, he/she must request that it ceases immediately and must also notify the Athletic director as soon as this information becomes known. All school rules and the Extracurricular Code of Conduct will be applied to violators of this guideline.

Hazing occurs when a person or group of people subjects another person, whether physically, mentally/emotionally, or psychologically, to do anything that may endanger, abuse, degrade, or intimidate the individual as a means of

associating with a particular group or people. Seven Oaks Classical School has a zero-tolerance policy towards hazing.

## **Cut Policy**

Coaches are hired for their particular expertise in each particular sport. In the event in which there is a strong showing of athletes trying out for a particular sport, coaches may be required to cut athletes from the team. Coaches at Seven Oaks are expected to have their own selection criteria for determining who makes a team. Prior to the first tryout, coaches must explain the criteria to the athletes. During tryouts, coaches are expected to keep a detailed log of each athlete's results.

It is strongly encouraged that the head coach has individual meetings with each athlete that has been cut from the team to explain the reasons for the decision being made. Along with this, coaches are encouraged to give constructive criticism to cut athletes to help them improve for the upcoming season. If at all possible, the coach should try to encourage the athlete to try out for another sport, or to have the athlete help out the team as a student manager.

## **Student Athletic Participation**

The Seven Oaks Athletic Department offers nine different athletic programs to students at the high school level. With a high school student population of approximately 80 students, student athletes are encouraged to participate in multiple sports in order to adequately field all of the teams at Seven Oaks Classical School.

The following are the guidelines to govern the participation of multiple sports at Seven Oaks Classical School:

- If an athlete quits a sport and wishes to play another sport, they will be unable to do so until their current sports season comes to an end. This includes open gyms and conditioning/training programs.
- If a student is suspended or deemed ineligible from a sport, they will be unable to participate in another sport into the sports season in which they were suspended from comes to an end. This includes open gyms and conditioning/training programs.



- Any athlete who is cut for reasons other than described above can participate immediately in any other athletic activities at Seven Oaks.
- Dual participation (participation in two sports during the same sports season) is not often encouraged, but amid certain circumstances, this will be reviewed on a case-by-case basis. Athletes are, however, encouraged to participate in sports in each of the sport seasons (Fall, Winter, and Spring).
- Dual participation must be approved by the athletic director, as well as both head coaches of each respective sport. Further guidelines governing dual participation at Seven Oaks:
  - The student must be in good academic standing.
  - Parental approval is required.
  - A joint meeting between the athlete, head coaches, and athletic director must take place prior to the start of the season.
  - An agreement regarding parameters (practices, games, etc.) must be written and signed by both head coaches.
  - If a scheduling conflict occurs, the student will decide which sporting event he/she will attend, without outside pressure from either coach.
  - If the student quits either of the sports during the sports season without consent from the head coach, the student will be unable to participate in either sport for the remainder of the sports season.