

Albany Leadership Charter High School for Girls

Athletic Handbook

2010 – 2011



**For
Student Athletes
And
Parents/Guardians**

**Dear Student Athletes and their Parents/Guardians:
Welcome to Albany Leadership Charter High School for Girls Athletics!**

The National Federation of High School Associations refers to co-curricular activities as the "other half of education". Interscholastic athletics is one of the most visible and important of the co-curricular activities a school offers. Participation in athletics can and should be a significant contributor to the physical, psychological, and emotional development of our young people. It is expected that ALH will provide our student athletes with a well-organized, well-administered program in order that they are able to grow, mature and develop while engaging in wholesome, competitive athletic programs. A student should be able to achieve individually while working as part of and for the good of the team.

Participation in interscholastic athletics is a privilege, not a right, which carries many responsibilities to the parents, the students, the school, and the community. Therefore, while ALH has the responsibility to provide a program of excellence; our student-athletes have the responsibility to represent themselves, their families, school, and community in a manner reflective of the standards of the community and the expectations of the administration and coaching staff. This Handbook is designed to spell out the expectations of all members of our Athletic Community.

The Albany Leadership Charter High School for Girls athletic program is governed by the rules and regulations of the New York State Department of Education, the New York State Scholastic Public High School Athletic Association and Section II. This especially is a reflection of the rules of these organizations, as well as the Albany Leadership High's philosophy of athletic competition. Please review the Handbook, the "Athletic Code of Conduct and Training Rules", very carefully. Please sign and return the attached Athletic Policy Student Response and Parent/Guardian Permission form upon reviewing the information. All student-athletes will be held under the code of conduct during their entire season/and off-season. Please keep the Handbook as a reference for future use. If you have any questions or comments on this Handbook or on any aspect of our athletic program, please free to call Brittany Burnham, Director of Athletics at 694-5300 ext. 123.

Respectively,

Brittany Burnham
Director of Athletics

Mission Statement

The mission of Albany Leadership Charter High School for Girls is to prepare young women to graduate from high school with the academic and leadership skills necessary to succeed in college and the career of their choosing.

Principles of the Interscholastic Athletic Program

It is our belief that interscholastic athletics provide students with a model of life itself: opportunities exist for lessons in responsibility, fair play, cooperation, concerns for others, leadership, respect for authority, good citizenship, loyalty, continuous learning experiences, health and wellness, and acceptance of the differences among individuals. While we believe that the desire to win is admirable, and that winning is an integral part of development of each student, winning is not itself the sole measure of success. Of considerably greater importance is the development of each person who participates in interscholastic athletics. The opportunities for individuals to reach their potential and experience the lessons previously mentioned should be the focal point of our athletic program. Sacrificing individual goals for team goals is indeed paramount to this concept. Thus, the athletic program should be focused on the welfare of the student and the potential for growth as a result of participation on a team.

The interscholastic athletic program:

- Is conducted in accordance with the letter and spirit of the rules and regulations of the national, state and league athletic associations.
- Is supplemental to rather than a substitute for physical education programs.
- Is conducted by persons with appropriate training through either physical education or coaching certification programs.
- Is conducted so that physical welfare and safety of participants are protected and fostered.
- Is regarded as an integral part of the total educational program and conducted so that it is worthy of such regard.
- Is subject to the same administrative supervision as the total educational program and its code of conduct.

ATHLETIC CODE OF CONDUCT AND TRAINING RULES

General Statement on Participation:

Participation in interscholastic athletics at ALH is a privilege. This participation should elicit great pride among all school and community members. Part of the responsibility that goes with the participation in school sports is the need to maintain appropriate standards of behavior. Therefore, the following are standards of behavior which must be maintained in order to remain eligible for participation in interscholastic athletics at ALH. The signatures of both the student athlete and a parent/guardian indicate that each is aware of the expectations. Before a student athlete is permitted to participate on an athletic team, both the student athlete and the parent/guardian **must** sign an athletic code of conduct form and return it to either a coach or the athletic director. (This form can be found at the back of this handbook, or may be obtained from a coach or athletic director.)

Attendance

Absence

Absence from school is not acceptable. Normally no attendance on a school day indicates the student cannot participate in either practice or games on that day. Exceptions are made for the following absences:

- a. Funeral
- b. Medical/dental appointments with absence for part of the day
- c. Required court appearances
- d. Approved college visits
- e. Acceptable excuses which are reviewed by the Director of Athletics

Upon reaching six absences during the fall or spring season, or eight absences during the winter season, the athlete will have her eligibility to participate reviewed by the Athletic Director and Principal. Circumstances surrounding an extended period of absence will also be reviewed. Any athlete absent for five or more consecutive days must have his/her physical re-certified by the school physician.

Tardiness

Student-athletes **must** be in school by the start of Period 5 to be eligible to participate in a contest that day. When a student-athlete accumulates four unexcused tardies to school, she becomes ineligible for the next scheduled competition. Each succeeding tardy thereafter causes the student-athlete to become ineligible for the next schedule competition. A tardy to school is only considered excused as indicated in examples a-e under "Absence".

Physical Education Class Participation

Student-athletes are required to participate in regularly-scheduled physical education class. Failure to do so will result in a suspension from a game or practice for that day.

Academic Eligibility

Generally speaking, participation in Interscholastic Athletics has a positive effect on academic performance. It is the belief of Albany Leadership High that parents, coaches, teachers and student-athletes form a partnership in development of the whole child. Therefore, all parties will work together to ensure the athletic and academic success of the student-athlete.

ALH Policy

The administration, coaches and teachers will proactively monitor student progress with our academic eligibility form in order to provide early support and intervention if necessary. Bi-weekly each student-athlete participating in an interscholastic sport will be given ALH's academic eligibility form. The purpose of this form is to check the academic eligibility of students participating in ALH's athletic programs. Teachers are asked to indicate if the student named on the form is passing or failing their courses. Students who do not maintain the minimum expected academic standard (above 70%), in two (2) or more courses, will be suspended from participation in athletic programs.

Students suspended from participation will meet with the Athletic Director to review the expectations and requirements to continue participation in athletics. Students must stay after school every day and fill out a daily progress report that they submit to their coaches/Athletic Director. This form will indicate what the student worked on after school. A teacher's signature, indicating that the student completed work, is necessary for the form to be complete. These forms must be turned into their coaches/Athletic Director each day in order for the student-athlete to regain eligibility. Should a student not meet the minimum

academic standards by the third bi-weekly progress check, the student will be dropped from participating in any athletic program until the following school year.

A student may be dropped from participation at any time from a sport for failure to meet the expectations and C.L.E.A.N. values set forth by ALH.

Student-Athlete Behavior

A student-athlete represents the school community, and the privilege of being a member of a school team must be earned and maintained. Therefore, the following rules are established so that student-athletes understand the value of participation in interscholastic athletics and as a reminder that inappropriate behavior is punishable by suspension or removal from a team at the discretion of the Athletic Director and Principal.

Suspension from Participation in Athletics

The following are examples but not limited to, reasons that may result in the suspension of a student-athlete. The length of suspension is at the discretion of the Athletic Director and Principals upon investigation.

- A. Excessive tardiness as outlined in section entitled "Attendance" in this handbook.
- B. Ejection from a contest by an official, coach, or athletic director for unsportsmanlike or other inappropriate behavior.
- C. Suspension from school by the school administration in violation of the "Code of Conduct,"
 - Student athlete may not participate in practice or a game if it's on the day of suspension.
 - If the suspension begins on the day prior to a weekend or vacation and the suspension continues upon return to school. The student is ineligible for any competition when school is out of session.)
- D. Actions punishable by the school administration which occurs outside the normal school day but while the student-athlete is involved in her sports season.
- E. Use or possession of tobacco or alcohol either on or off school grounds.
- F. Student-athlete is suspended (short term) from school on more than one occasion during that season.
- G. Student-athlete is suspended for fighting.
- H. Student-athlete is suspended long term.
- I. Student-athlete is expelled from ALH.

Hazing

Hazing is defined as any conduct or behavior that is any act, whether physical, mental, emotional or psychological, which subjects another individual voluntarily or involuntarily to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate her. In addition, any requirement by a team that compels another individual to participate in any activity which is against the Albany Leadership High's "Code of Conduct" and "Athletic Handbook" will be considered to be hazing. Individuals involved in incidents of hazing will be subject to disciplinary action with the subsequent based discipline on the severity of the circumstances surrounding the hazing incident (s). Incidents may also result in the suspension of a student athlete from the team for up to one calendar year.

- Examples of hazing include, but are not limited to, any type of initiation or event and/or activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse them regardless of the individual's willingness to participate.
- Forcing, requiring or pressuring any individual to participate in any activity, which is illegal, perverse, or publicly indecent, which includes, but is not limited to public profanity, indecent or lewd conduct or sexual gesture in public.

The prohibition on hazing shown above is adapted from the University at Albany's student athlete agreement.

Student Arrests

In an event that police arrest a student-athlete, the Athletic Director will do an exhaustive investigation to determine the consequences of the student-athlete's actions. At the completion of the investigation the Director of Athletics will meet with the student-athlete and guardian to discuss the penalties/consequences that will be enforced. The process will remain the same for any student-athlete that is arrested by police. Each case will be handled specifically for that student athlete. Further consequences may be handed down if the student-athlete is found guilty in a court of law. The following are guides in helping determine the length of a suspension for a student:

Violation: 10% to entire Season

Misdemeanor: 20% to entire School Year

Felony: 20% to High School Athletic Career

Drugs/Alcohol Substance Abuse Policy

*The Athletic Director will conduct an extensive investigation to determine the consequences of the student athlete's actions. Disciplinary consequences for all infractions listed below will be enforced in and out of season throughout the 12-month calendar year. Penalties for actions occurring out of season will be enforced during/beginning with the next season in which the athlete wants to participate. An athlete out of season may have the option to participate in a community service project in place of the penalty during the season. The community service project can only be done for first-time offenders and only if the infraction occurs in the off-season.

***Students will remain on probation for one calendar year from the date of the infraction/violation. If a second infraction/ violation occurs in the same calendar year, the student-athletes consequences will occur at the next highest level. ***

Suspension/Dismissal from Team:

1.) The following are examples of, but not limited to reasons that will result in a student-athlete's suspension from **20% of a team's scheduled contests:**

- A. Use or possession of drugs, or alcohol products either on or off school grounds
- B. Attending a party where pupils are consuming or are in possession of alcohol and/or drugs.
- C. Providing a venue, facility, or place (hosting) where a student-athlete or person other than the host provides alcohol and/or drugs that is being consumed.
- D. Posting of pictures (knowingly or unknowing) on the Internet insinuating use of drugs/alcohol.

2) The following are examples of, but not limited to reasons that will result in a student-athlete being removed from **sports for the duration of an athletic season:**

- A. Providing a venue, facility, or place (hosting) where drugs and/or alcohol are provided by the host and are being consumed by students (under aged pupils).

3) The following are examples of, but not limited to reasons that will result in a student-athlete being removed from **ALL sports for the remainder of the school year or one complete sports season, whichever is longer** and forfeit any opportunity for athletic awards for that season. Points already earned for previously completed seasons that year will be maintained:

A. Selling drugs, alcohol, or other illegal substance on or off school grounds.

Appealing a Suspension/Dismissal

If a student-athlete chooses to appeal a suspension or dismissal, a request for appeal must be made in writing to the athletic director. The athletic director will inform the principal of the desire for appeal and call a meeting with the student-athlete and her parents. The meeting will be attended by the principal or her designee, Athletic Director, Director of Counseling Services, and the coach of the student-athlete who has requested the appeal. After the appeal is heard, the members of the ALH will render a consensus decision within five (5) school days.

Quitting a Team

A student-athlete is considered to have quit a team when (1) she either verbally or in writing expresses to the coach that she has quit, or (2) she misses three consecutive unexcused days of practices or games. Once the student-athlete has quit a team, she may not participate on another athletic team **during that season** without first receiving permission from the athletic director. Once a student-athlete quits a team, all opportunities for awards for that sport in that season are forfeited.

Section II Sportsmanship Program

Responsibilities:

- Learn and understand the rules of your sport. Play hard. Play to win, but play fairly within the rules.
- Maintain self-control. Do not allow your temper to distract you from the fundamentals of good sportsmanship.
- Respect your opponent. Never taunt. Congratulate her at games end. Acknowledge good play.
- Respect the integrity and judgment of officials. Never question the decision of an official.
- Be an example for your school, teammates, and opponents.

Penalties:

- A player who is disqualified from a contest for unsportsmanlike behavior by an official is prohibited from playing in the next regularly-scheduled contest.
- A player who strikes or otherwise physically assaults an official will be subject to an extended suspension from athletic competition. A physical confrontation with an official is any incident in which a player either strikes, bumps, or otherwise physically intimidates an official prior to, during, or after a contest or game.
- A spectator that enters the playing field, or strikes/physically assaults an official/coach/or athlete will be subject to an extended suspension from the Athletic Director.

Section II Code of Conduct for Spectators

Spectators are an important part of the games and are encouraged to conform to accepted standards of good sportsmanship and behavior.

- Spectators should at all times respect officials, visiting coaches, players and cheerleaders as guests in the community and extend all courtesies to them.
- Enthusiastic cheering for one's own team is encouraged; booing, whistling, stamping of the feet, and disrespectful remarks shall be avoided.
- There will be no ringing of bells, sounding of horns or other noisemakers at indoor contests during play. Anyone who does not abide by this rule will be asked to leave the premises.
- Pep bands or school bands, under the supervision of school personnel, may play during time outs, between periods, or half time. Bands must coordinate play as not to interfere with a cheerleading squad on the floor or field.
- The throwing of debris, confetti, or other objects from the stands is prohibited. Offending individuals will be asked to leave the premises.
- During free throw in basketball, all courtesies should be extended.
- Spectators should encourage each other to observe courteous behavior. Improper behavior should be reported to the school authorities.
- Spectators will observe the rules of the local school concerning smoking and drinking consumption, littering, and parking guidelines.
- Spectators will respect and obey all school officials and supervisors at athletic contests.

Parent/Coach Communication

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

Communication you should expect from your child's coach:

- Philosophy of the coach.
- Expectations the coach has for your child as well as all the players on the squad.
- Locations and times of all practices and contests.
- Team requirements, i.e. practices, special equipment, out-of-season conditioning, etc.
- Procedure followed should your child be injured during participation.
- Discipline that may result in the denial of your child's participation.

Communication coaches expect from parents:

- Concerns expressed directly to the coach.
- Notification of any schedule conflicts well in advance.
- Specific concerns with regard to a coach's philosophy and/or expectations.

As your child becomes involved in the programs at ALH, she will experience some of the most rewarding moments of her life. It is important to understand that there also may be times when things do not go the way you or your child wishes. As these times discussion with the coach is encouraged.

Appropriate concerns to discuss with coaches:

- The treatment of your child, mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

- Playing time.
- Team strategy.
- Play calling.
- Other student-athletes.

There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern.

If you have a concern to discuss with a coach, the procedure you should follow is:

- Call to set up an appointment by calling 694-5300
- If the coach cannot be reached, call the Athletic Director. A meeting will be set up for you.
- Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

The next step:

What a parent can do if the meeting with the coach did not provide a satisfactory resolution.

- Call and set up an appointment with the Athletic Director to discuss the situation.

Student Eligibility for Interscholastic Athletics

According to NYSPHAA regulations, a student shall be eligible for interscholastic competition provided he/she is a bona fide student in good standing of the represented school, taking four subjects including physical education. A student shall be eligible for only four years in one sport, in consecutive years, upon entering the ninth grade, unless advanced by selective classification. Minimum requirements for attendance at practice are set forth in the NYSPHAA handbook. Additional policies for attendance which pertain to ALH athletics are located in the section entitled "Attendance" found later in this booklet. A student who reaches the age of 19 before July 1st may not participate in interscholastic athletics.

Transportation

Students will be transported to and from away contests by Northland Transportation. Parents may transport their child after athletic contests.

Sports Physicals

A sports physical is required before participation in an interscholastic school sport. A current Health History Update form must be completed by the parent/guardian for any physical over 30 days old. A sport physical is in effect for one school year.

Important: A sports physical is not necessarily the same as a routine physical examination. If a student is examined by a private physician for participation in sports, it is essential that a school sports physical form be completed by the physician.

Injuries and Insurance

A student athlete must report any injuries immediately, no matter how slight the injury may appear to be. Medical expenses resulting from any injury must first be submitted to the athlete's parent/guardian's own insurance carrier, and any remaining balance can be submitted to the school's accident insurance carrier who will determine what, if any, further payment or reimbursement will be made. If a coach is not available, the injury should be reported to the school nurse, the athletic trainer, or an administrator as soon as possible after the injury has occurred. Coaches will complete an injury report and submit it to the school nurse.

Risk Factor in Sports

Participation in interscholastic sports is a very rewarding experience; however, as with any sport competition, there is a certain risk of injury. Each sport has its own activities which can lead to injury, and the danger involved can vary from sport to sport. The nature of athletic injury can run from minor, such as bruises and scrapes, to more serious, such as fractures, dislocations, and concussions.

ALH is committed to providing as safe an environment for participation as possible. Our fields, gymnasiums and equipment are kept in excellent condition. Coaches will point out areas to avoid injury. Parents/guardians should notify the coach of illness or injury and make the Athletic Director aware if they feel the student is using unsafe equipment. The district employs a certified athletic trainer to provide quality care for our student-athletes.

Fundraising

All fund-raising activities and planning for fund-raising shall be done after school hours unless prior permission is received from the principal. Any fund-raising activity which involves students or employees shall require the approval of the principal and Athletic Director.

Uniforms and Equipment

Student athletes are responsible for equipment and/or uniforms issued to them. They will be required to pay for any equipment and uniforms **not returned**. Students are to return equipment and/or uniforms to their coach or athletic director. No equipment/uniforms can be accepted by the main office personnel.

Bills will be issued for any unreturned items. Student-athletes may not **participate in the next sports' season**, graduation ceremonies or athletic awards, go on school sponsored trips, or attend school dances until bills are paid or items returned.

Athletic Awards

The ALH athletic program uses a point system for the purpose of presenting awards to athletes. The system works as follows:

- 1 point: Successful completion of a season on a modified or freshman team.
- 2 points: Successful completion of a season on a junior varsity team.
- 3 points: Successful completion of a season on a varsity team

Awards are presented as follows:

1-9 accumulated points: certificate

10 accumulated points, or successful completion of varsity season: varsity letter

11-19 accumulated points: gold athletic pin

20 or more accumulated points: Plaque (given in their senior year)

NCAA – Prospective College Athletes

All students interested in playing intercollegiate sports at a Division I or II College must register with NCAA Clearinghouse during their senior year in high school. Forms and instructions may be obtained in the guidance office or contact the athletic director. Information on athletic scholarships is periodically given to students, and is also available in the Director of Counseling Services office. Here are some things that you should keep in mind:

- Communication with your coach is imperative. Student athletes who have a strong desire to compete at the collegiate level should schedule an appointment with their coach to discuss this decision.
- The most important thing to consider in the college selection process is the academic fit. Athletics are important, but they are secondary to academic opportunities.
- Coaches and student athletes should work with guidance counselors to develop a realistic list of college choices.
- The student athlete should create a resume that reflects their overall high school experience and athletic accomplishments. This should be reviewed by the coach, athletic director, and director of counseling services.
- The student athlete should create a letter of interest to be sent, along with the resume, to the coaches at the colleges that she wishes to attend. This letter should also be reviewed by her coaches, athletic director and/or director of counseling services prior to mailing.
- The student athlete should meet with their counselor to discuss the process of registering with the NCAA Clearinghouse.

The NCAA home page is www.ncaa.org.

STUDENT ATHLETE RECORDS

Fall Sport _____

Coach _____

Coach's Telephone _____

Position(s) _____

Awards Earned _____

Important Statistics _____

Winter Sport _____

Coach _____

Coach's Telephone _____

Position(s) _____

Awards Earned _____

Important Statistics _____

Spring Sport _____

Coach _____

Coach's Telephone _____

Position(s) _____

Awards Earned _____

Important Statistics _____



**ALBANY LEADERSHIP CHARTER HIGH SCHOOL FOR GIRLS ATHLETIC POLICY
STUDENT RESPONSE and PARENT/ GUARDIAN PERMISSION**

Please read the regulations governing athletic participation prior to signing this form. Student athletes must return completed forms to their coaches before the first team practice session. Players lacking completed forms will not be able to participate until forms are returned. (Please print or type)

Name of student _____ Grade _____ Date of birth _____

Address _____

Telephone (home) _____ (work) _____

Year entered ninth grade _____ Team and level _____

Student: My signature indicates that I have received, read and agree to abide by the regulations governing interscholastic athletics. I further acknowledge that I understand the rules and consequences pertaining to tobacco, alcohol and drugs.

Student signature Date

Parent(s)/Guardian(s): My/our signature(s) indicate the following:

- We have received a copy of the regulations governing interscholastic athletics.
- We give our daughter permission to participate in the athletic program.
- We understand the rules and consequences pertaining to tobacco, alcohol and drugs.
- We will call the school and ask to have coaches return our calls when we wish to discuss any situation or concern. We will refrain from discussing concerns with officials and with coaches and players of both teams prior to, during or immediately following contests.

Parent/Guardian Date