

THE CALVERTON SCHOOL



ATHLETIC HANDBOOK

Athletic Philosophy Statement

The Calverton School believes that a competitive interscholastic athletic program is an important part of a student's educational experience. Calverton Athletics is committed to promoting the ideals of sportsmanship, respect, commitment, integrity, and leadership. By nurturing and encouraging these ideals, our goal is to build athletic ability, fitness, and a sense of community in each student and instill the basic understanding of competition and lifelong fitness. Calverton's varsity teams contend in competitive leagues against other schools in the Washington, DC, Southern Maryland, Annapolis, and the Eastern Shore areas.

Mission Statement

Calverton Athletics is grounded in three principles: achievement, improvement, and enjoyment. It is our goal that Calverton athletes reach their full potential in the areas of competition, leadership, and sportsmanship. Our coaches aim to accomplish these goals by developing comprehensive training plans, maintaining high standards, and expecting total physical and mental commitment to the program. Representing The Calverton School in athletics is a choice, not a right, and with that choice comes the responsibility of the student to give his/her all to achieve and excel.

Goals and Expectations

The Athletic Creed

We are Cougars. When we enter competition, we strive to excel and will not be satisfied with a lack of enthusiasm or effort. When you don the Blue and Gray, be prepared to give your all for the team and the program in every situation.

Varsity Program Goals

All athletes are expected to put forth their best effort always, whenever they are wearing Calverton colors. We will strive to compete for league championships in each varsity sport, while upholding our ideals of sportsmanship, respect, commitment, and integrity. Coaches are not expected to give equal playing time. Playing time is based on performance, but whenever possible, coaches should allow players opportunities as their ability and game situations permit. This is a competitive experience where achievement and outcome are high priorities.

Junior Varsity Program Goals

Junior Varsity programs are geared to augment the Varsity programs. Player development is the primary goal of these programs. Athletes should be given a chance to play and improve their skills. While Calverton does not expect to see equal playing time, everyone should have an opportunity to compete. Close communication between the Varsity head coach and the JV coach is important and expected. Coaches should be using similar principles and strategies so that the transition from the JV to Varsity is seamless.

Middle School Program Goals

Middle school programs are designed to make children fall in love with sport and competition. Players should play in every game unless their abilities and the game situation make it unsafe for them. The goals of this athletic program are to develop athletes, build sport specific skills, and most importantly, educate the students to love and cherish every competitive opportunity. Consultation with Varsity and JV coaches is important for a seamless transition through our entire program.

Athletic Director

The Athletic Director is responsible for planning, managing, coordinating, operating, and evaluating athletic and activity programs for The Calverton School. The Athletic Director's job is very complex and diverse; however, there are four basic responsibilities of most athletic directors: rules compliance, the academic success of student-athletes, fiscal responsibility, and competitive success. The central part of the Athletic Director's responsibility is the assurance that all Calverton School athletic programs are run fairly and professionally within the school's vision of student athletics and the development of the student-athlete as their top priority. Consequently, they are to provide independent advice to student-athletes and coaches and assist in mediating disputes. This must be done in strict confidence that secures the rights and interests of student-athletes. The Athletic Director is responsible for hiring coaches that will motivate student athletes and bring discipline, and values to our athletic programs. The Athletic Director understands that sports can and should enhance the character of our student-athletes. The Athletic Director establishes a framework of principles and a common language of values that can be adopted and practiced by the coaches, student-athletes, and spectators.

Licensed Athletic Trainer

The Calverton School has a Licensed Athletic Trainer on campus Monday thru Friday from 2pm to 6pm.

The Calverton School Athletic Trainer will provide healthcare coverage for all "home" athletic events. Should there be more than one "home" event at the same time, the ATC will cover the highest risk event (i.e., Lacrosse over Softball, Varsity over JV, etc.). However, the ATC will still be available "on call" for the non-covered "home" event.

The Certified Athletic Trainer will provide healthcare coverage for all practices if possible. Since there are numerous practices at various locations and at times during a "home" event, if the ATC is not present at a particular practice, he/she will still be on call should an injury/illness occur during any practice. Practices that take place on a non-school day may not be covered by the ATC unless prior arrangements are made between the coach and ATC.

Coaches contracts and Certifications

These are the requirements of employment. Failure to comply may result in termination of any spoken agreements.

- All coaches including assistants and volunteers, are expected to sign a formal contract with The Calverton School with the Business Office.
- All coaches must be fingerprinted. Necessary forms are located in the Business Office.
- All Head Coaches should be certified in First Aid/CPR.
- All coaches must take the concussion awareness class offered by the school Athletic Trainer.

Facilities and Equipment

The coaches will adhere to the following guidelines:

- The head coach is responsible for the inventory and monitoring of all equipment and facilities.
- Varsity Head coaches will be issued keys to the facility. Middle School coaches will not have gym keys. Please follow the guidelines below to ensure proper security and care of our facility.
 - I. Do not lend keys to students under any circumstances.
 - II. Be sure to lock all doors you open.
 - III. Keys must be returned at the end of your season in order to be paid. (Special agreements can be made for you to gain access to the building for summer league or out of season training.)
- The coaches will reports repair orders of the facility or equipment to the athletic director.
- The coaches will properly clean, store, and lock all facilities and equipment that are used for practice or games at the conclusion of your event.
- The coaches will be responsible for issuing game uniforms and collecting uniforms after the season.
- The coaches will be responsible for collecting uniform contracts from student-athletes prior to issuing uniforms. (HIGH SCHOOL)
- The coaches will establish team rosters with # and position to be turned in to the athletic office the day after handing out uniforms.
- The head coach will be issued a medical kit for each team. Failure to return the medical kit at the end of the season will result in a \$50 fee taken out our your coaches stipend.

Expectations of our Coaches

The primary mission of a Calverton School coach is to be a role model for the student athletes. Additionally, a coach's mission is to help the athletes maximize their individual potential while focusing on the team's goals. Following a well-defined coaching philosophy, the positive coach and role model is a key ingredient in the success of his or her student athletes. All coaches operate under a coaching philosophy. It may be by instinct, or it may be formally documented. The Calverton School allows each coach to develop his or her own coaching philosophy as long as it follows the mission statement of the school, the athletic department, and the coach's fundamental responsibilities.

- The coaches should always be the last person to leave the facility. **NEVER** leave students unattended!
- The coaches will be positive role models for the student athletes and parents and understand that they exert a tremendous influence, either good or bad, in the education and personal development of the players.
- The coaches will teach, instruct, and oversee all practice sessions.
- The coaches will establish a fair system of choosing team captains.
- The coaches will coordinate and communicate with the Athletic Director, players and parents regarding practice sessions.

- The coaches will inform the athletic director in writing the next school day after a contest if a coach or player is ejected from that contest for any reason.
- The coaches will call in game results to appropriate people and places.
- The coaches will take an active role in the prevention of drug, alcohol, and tobacco use.
- The coaches will under no circumstances, partake or allow the use of drugs, alcohol, and tobacco during practices and games or when student athletes are present.
- The coaches will not indulge in conduct that will incite student athletes or spectators against the officials, other spectators, or opposing players.
- The coaches will not allow public criticism of their athletes, the officials, spectators, or opposing players.
- The coaches will communicate with the athletic trainer on a daily or as needed basis.
 - The Coaches may not be friends with current Calverton School students on any social media site.
- The coaches that have less than 14 student-athletes traveling to away games MUST get certified to drive the white bus.
- The coaches with small teams will drive the white bus to and from away games when needed.

Safety and Emergency Procedures

General Concerns

- Always carry the student's emergency information sheet with you. This sheet will have emergency contacts plus some pertinent medical information.
- Check playing surface and equipment before each practice or game. If something looks dangerous, contact the Director of Athletics or Athletic Trainer immediately. If you are off campus, notify the home team's head coach of the problem. DO NOT feel obligated to play. If the field or equipment appears unsafe, do not let your team use it.
- Allow your team ample breaks for water. Players will be provided with water coolers during each practice or game. The student-athletes are responsible for filling the water coolers and taking them to practice or games. The coaches are responsible for the return of the water cooler to the gym.
- DO NOT, under any circumstances, dispense any medication to any student.
- Be sure that you have a well-stocked medical kit at every practice or game.
- Always have a cell phone with you so that you can make the necessary calls in the event of an emergency.
- Have the athletic director and athletic trainers phone numbers on speed dial in case of emergency.

Emergency Action Plan

In the event of an injury, please follow the following procedures:

- I. Allow professional medical personnel (On site Licensed Athletic Trainer or EMT) to control the situation whenever possible.
- II. If no professional is available, call 9-1-1 and the Director of Athletics.
- III. Do not move a player or remove any equipment.
- IV. Attempt to keep the injured athlete calm and motionless until help arrives.
- V. NEVER leave an injured player alone.
- VI. If the athlete is unconscious or severely injured, call 9-1-1 for an ambulance.
- VII. Please keep all bystanders and unqualified people away from the injured athlete.
- VIII. Always treat injured athletes as serious ones. Do not lift players who complain of injuries. Allow the player to get up on their own using you only as support.
- IX. After the situation is under control and a medical professional has taken control of the scene, contact the Director of Athletics who will make any other necessary contacts, such as the Head of School and the injured athletes parents/guardians.

Lightening Protocol

Below is an excerpt from the National Association of Athletic Trainers (NATA) website regarding lightening protocol. Our athlete's safety is the most important. Do not risk death or injury to "finish the game."

"On average, lightning kills approximately 100 people each year in this country., while many hundreds more are injured. In addition, lightning imposes an enormous and widespread threat to the physically active population, due in part to the prevalence of thunderstorms in the afternoon to early evening during the late spring to early fall."

- I. The Director of Athletics, Athletic Trainer or Head Coach (If administrator or athletic trainer is not present) is responsible to make the call to remove individuals from the field.
- II. The same people as above are designated as the weather watcher and will actively look for the signs of threatening weather.
- III. Have a means of monitoring local weather forecasts and warnings.
- IV. Designate a safe shelter for each venue. (If on school campus, the Leitch Memorial Gymnasium will be the designated shelter.)
- V. At the first visible sign of lightening, all individuals should be lead inside a safe structure.
- VI. Once activities have been suspended, **wait at least thirty minutes** following the last sound of thunder or lightening flash prior to resuming any activity outdoors.
- VII. Avoid being the highest point in an open field, in contact with, or proximity to the high point, as well as being on the open water. Do not take shelter under or near trees, flagpoles, or light poles.
- VIII. Assume the lightening safe position (crouched on the ground, weight on the balls of the feet, feet together, head lowered, and ears covered) for individuals who feel their hair stand on end, skin tingle, or hear "crackling" noises. Do not lie flat on the ground.
- IX. Observe the following basic first aid procedures in managing victims of a lightning strike:
 - a. Survey the scene for safety.
 - b. Activate local EMS.
 - c. Lightning victims do not "carry a charge: and are safe to touch.
 - d. If necessary, move the victim with care to a safer location.
 - e. Evaluate airway, breathing and circulation. Begin rescue breathing for limited breaths or CPR if no pulse.
 - f. Evaluate and treat for hypothermia, shock, fractures and/or burns.

All individuals have the right to leave an athletic training site in order to seek a safe structure if the person feels in danger of impending lighting activity, without fear of repercussions or penalty from anyone.

Return to Play Protocol

This protocol can be used as a guide in returning athletes to play following injuries when a licensed athletic trainer is not present.

- I. Absence of pain does not signify the injury is not serious. Do not return an athlete to play simply because the pain is minimal.
- II. With an injury causing pain, swelling, or redness, do not ask the athlete to try to "walk it off."
- III. If you suspect a head, neck or back injury, do not move the athlete. Call 9-1-1.
- IV. An athlete with any of the following signals needs immediate medical attention:
 - a. Deformity of the limb
 - b. Extreme localized pain
 - c. Joint pain
 - d. Altered state of conscious (See #7 below)
 - e. Repeated vomiting or diarrhea
 - f. Unequal pupil size
 - g. Severe bleeding
 - h. Breathing difficulty or irregularity
 - i. Fluid leaking from the nose or ears
 - j. Any eye injury effecting vision
 - k. Chest pain
- V. Only when none of the above conditions are present is it safe for an athlete to return to play. If a licensed athletic trainer is on the scene, they will make the final decision over the coaches about an athlete returning to play.
- VI. Following an serious injury, return to play should be guided by a Physician and Athletic Trainer. These include injuries that have resulted in; unconsciousness, concussion, surgery, missing more than 7 consecutive days of training.
- VII. For any injury that resulted in, an altered state of consciousness, including drowsiness, disorientation, seizure, unconsciousness, no matter how brief the altered state, the athlete must be examined and cleared by a physician or licensed athletic trainer before he/she can return to play.

The safety of our student-athletes must be what guides us. Do not let your competitiveness and desire to succeed factor into any decision in returning an athlete to play. When in doubt, do not let the athlete return to play. Do not force a reluctant athlete to return to play.

NOTE

If your event is off campus, be sure to make contact with the medical professional at that sight and have all emergency numbers programmed to speed dial on your phone. Do not start the game or practice until you are sure that in the event of an emergency, you know who and how to contact the proper medical professional.

Concussion Management

- I. The Calverton School Athletic Department designates the "Licensed Athletic Trainer" (LAT) as the healthcare provider that will assess, manage, remove the athlete from competition when necessary and inform the parents or legal guardians when a concussion is suspected.
- II. The Licensed Athletic Trainer will communicate with the Primary Care Physician group of the injured athlete. Written documentation including the "on field" exam findings, symptom checklist and the "XIntbrain" neurocognitive results must be signed by the Primary Care Physician / M.D. The M.D. and LAT will establish a comprehensive plan outlining the necessary steps for the return to athletic participation.
- III. The "Return to Play" protocol will be initiated when the following three criteria have been fulfilled: (1) Physician communication is established, (2) when the athlete has been symptom free for twenty four (24) hours and (3) the neurocognitive test scores have returned to baseline.
- IV. If a Calverton School athlete is suspected of having a concussion while participating in a contest at another venue: The coach has the responsibility of communicating the details of the injury with the parents, Calverton A.D. and the LAT. Timely

communication will assist in the proper management and treatment of concussions as well as expediting the process outlined in step (3).

- V. If an athlete on the visiting team suffers a concussion during a contest the Licensed Athletic Trainer will notify the parents of the injured athlete and The Calverton School Athletic Director will notify the Athletic Director from the visiting school.

*In the interest of the athlete's right to confidentiality as well as HIPPA and FERPA violation, under no circumstances are any individuals allowed to discuss the incident or circumstances surrounding it with anyone outside the Sport Medicine Team (i.e. MD, ATC, EMS, & AD). This includes the media, other athletes, coaches, administrators, fans, etc. If asked, politely respond "I'm sorry; I'm not at liberty to discuss the situation."

Team Management

Expectations of our Athletes

All student-athletes at Calverton will be expected to adhere to high standards. Being part of a team is a serious commitment and it must be made a priority for you to find enjoyment and success. Below is a list of the minimum expectations of all student-athletes.

- Keep up to date on all academic work. Being an athlete requires a significant time commitment, but one that can be managed with proper foresight.
- Uphold The Calverton School Philosophy of Honor. You are a representative of Calverton whenever you take the field.
- Attend all practices and games. Varsity/JV teams will be active 5-6 times a week and middle school teams 3-5 times a week. You are expected to be there every day. Excessive absences may result in decreased playing time or dismissal from the team.
- Adhere to team rules. Coaches may establish additional guidelines for their teams. Things such as travel uniforms or away game behavior may be some of the areas addressed. Be prepared to be responsible.
- Keep an open line of communication with the coach. The coaches are here for you. Be sure to let them know what is going on in your life so they can be better prepared to coach you.
- Travel with the team. School policy mandates that all team members travel to games on the school bus. Parents may pick their children up from games.
- Report injuries to the coach and/or athletic trainer. Every injury is significant. The more coaches and the athletic trainer know, the better prepared they are to take care of you.
- Be responsible for all uniforms and equipment. You are responsible for all Calverton-issued equipment and uniforms. You will be billed for any damage to or loss of equipment assigned to you. Uniforms should not be put in the dryer.

Medicine

The student-athlete is responsible for keeping a second supply of medication with his/her athletic equipment. This would include inhalers, epi-pens, etc., provided that the student is approved by the family physician and the parents to self-administer and the medical release is on file.

Player participation

In order for a student to participate on any athletic team or in any game, he/she must:

- Return the athletic permission slip for participation form signed by their parent(s) or guardian.
- All students participating in athletics require a yearly physical examination before they are permitted to play. No student will be permitted to participate in practice or a game without a current physical examination. Even though a student will not be allowed to participate without a physical, he/she will still be expected to attend practice. Students must maintain a 2.0 GPA or above in order to participate in athletics. Failure to do so will result in suspension until GPA meets 2.0.

- Baseline Concussion Testing- All contact sport student-athletes at the High School level are required to have a current baseline concussion test on file. Baselines are good for 2 years.
- Uniform Contracts- All student-athletes will turn in a signed uniform contract before being issued a uniform.
- School Attendance – Regular school attendance is required for all students participating in sports. Students are expected to be present at School by 8:10 a.m. and attend all classes prior to departure for the game. Students are expected to be present at school by 12:00 p.m. in order to attend practice. The student must have an excused letter in order to participate. Communication should be made between the head coach/teachers/athletic director prior to missing class time. Travel Policy – Calverton athletics can require considerable travel time. Parents and students need to factor in the following guidelines when choosing a sport:
 - I. All team members are expected to travel on the bus to away games.
 - II. Students are responsible for all missed schoolwork. An away game is not an excuse for unfinished work.
 - III. A team may stop for dinner as long as it does not interfere with the scheduled return time. Coaches will inform the Athletic Director and team parents prior to the day of the event if they will stop for dinner.
 - IV. Parents may drive their children home from away games, but may not transport other children without prior approval their parents and coach. Student pick up arrangements should be made prior to the event, not after the team’s return.
 - V. Occasionally, teams will arrive back at Calverton later than scheduled. Traffic and games going into overtime are the two main causes of delays. Coaches will do their best to return to School by the scheduled time and may elect not to stop for dinner in order to accomplish this.
 - VI. Middle School students are permitted to play on varsity teams. The Director of Athletics and Middle School Head must approve this, in advance. Students who participate on varsity athletics could potentially loose eligibility for the seasons they participated, if they were to transfer schools.
 - VII. All athletes must treat administrators, coaches, players, and opponents with respect. Respect officials and accept their decision without argument or gesture. Exercise self-control at all times, setting an example for others to follow. Win without boasting, lose without excuse and never quit. Always remember that you represent The Calverton School community, and it is a privilege.

Drugs/Alcohol/ Tobacco

Under the auspices of the health program, the School educates students on the short-term and long-term effects of drug and alcohol use, their impact on the lives of the user as well as on family and friends, and strategies for finding help for oneself or seeking help for others. Calverton believes this approach teaches students to make wise personal choices based on a deep understanding of the implications of drug and alcohol use. Drug, alcohol, and tobacco possession, use, and/or distribution are illegal and therefore strictly forbidden on campus. Calverton students may not possess, use, distribute, exchange money for distribution, or be under the influence of controlled illegal substances, illegal drugs, or alcohol, in any form, at the School, on the School grounds, or at any School-sponsored function. Student use of tobacco in any form is forbidden on campus and at School-sponsored events, either on or off campus. When a student’s behavior or performance alters visibly and/or a student’s name is frequently linked with drug or alcohol possession, use, or distribution, the School reserves the right to require that student to meet with a counselor, to share with the School the recommendations made by that counselor and to adhere to those recommendations. A student found in violation of the School’s policy on drug and alcohol use will be suspended from School and may be expelled.

Bus Regulations

Students who ride the bus to and from School, to sporting events, field trips, etc., are expected to adhere to the rules of conduct. While the bus is on the road, the driver is in charge of the bus, he or she will make decisions based on issues of safety. If a teacher is present, the teacher will be responsible for the proper behavior of the students, with final authority remaining with the driver. Safety cannot be compromised. Rules of Conduct:

- Proper classroom-type conduct is expected. Appropriate language must be used; no profanity or verbal abuse will be tolerated
- Students must be seated and aisles kept clear at all times. All parts of the body are to be within the confines of the bus, no arms out of the windows, etc.
- The front door of the bus is to be used at all times. The rear door is for emergency exit only.
- Any damage or defacement of the bus is the financial responsibility of the parent of the student causing the damage. Disciplinary Action Due to Inappropriate Behavior on a Bus: The Director of Transportation along with the Division Head and Athletic Director will determine the consequences of inappropriate behavior. In all cases, a written notice will be sent home and telephone or in-person contact will be made with the student's parent(s). Student will lose riding privileges as indicated below:
 - First violation: Warning with notice that suspension of bus privileges occurs on the next incident. An immediate one-day suspension may be enforced for actions deemed serious in nature.
 - Second violation: One-day suspension of bus privileges. An immediate three-day suspension may be enforced for actions deemed more serious in nature.
 - Third violation: The student-athlete will not be allowed to attend away games with their team.

Tobacco Use Violation on a Bus: The following actions may be taken if a student is found in violation:

- First violation: Ten-day suspension of bus privileges. A parent conference is required before riding privileges are restored.
- Second violation: Suspension of bus privileges for the remainder of the school year. Violations occurring during the last few days of the school year may be assessed the following school year. If the actions endanger the safety of the passengers, School administrators may use any of the more serious disciplinary actions without regard to the number of previous incidents.

Game management

Scheduling

The Director of Athletics is responsible for making all schedules. Coaches input is welcome and will be considered when formulating the final schedule. The following guidelines govern the creation of the schedule:

- I. School calendar
- II. League affiliation
- III. Travel distance
- IV. Competitive experience
- V.

Student Team Managers

Coaches are encouraged to recruit students who are not competing in athletics to serve as managers for their teams. It is the head coaches responsibility to instruct the managers as their responsibilities from practices and games. Managers should be expected to videotape, take stats, control the scoreboard, and help with the water coolers. Team managers will receive community service hours.

Field Set-Up/ Tear- down

It is the head coach's responsibility to make sure that the field is set up for games and torn down afterwards. You should check the following in preparation: field marking, benches, cones, safety of the field and scoreboard operation.

Calverton Parents

Calverton believes that the role parents play in the life of a student-athlete is an important one. Parents' positive support of players, coaches, and the total program helps define, in part, the athletic environment in which our teams compete. It is our hope that parents will:

- a. Support our athletic philosophy and mission while holding your children to high academic standards.
- b. Always promote good sportsmanship towards officials, coaches, teams, parents and the community as a whole.
- c. Keep an open line of communication with coaches and administration.
- d. Drop off and pick up students promptly.

Upper School Sports

Soccer

Cross Country

Field Hockey

Volleyball

Golf

Basketball

Swimming Club \$100 Fee

Lacrosse

Tennis

Softball

Middle School Sports

Basketball

Field Hockey

Soccer

Lacrosse

Tennis

Swimming Club \$100 Fee