



Highlands Latin School

Athletic Handbook

2013-2014

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INTRODUCTION

The purpose of the *Highlands Latin Schools Athletic Handbook* is to provide an understanding and appreciation for the athletic programs, and to enhance communication among the coaches, athletes, and parents. This handbook contains policies and regulations that govern extracurricular athletics at Highlands Latin. The policies in this handbook are reviewed and revised annually by the Principal and the Athletic Director.

In order for a student to participate in any sport at Highlands Latin, both the student and the parents/guardians must sign an agreement form stating that they have read and will abide by the the policies, procedures and regulations in this Athletic Handbook.

Participation in sports can be an integral part of a student's educational experience, and Highlands Latin School strives to provide extracurricular sports opportunities for all students who wish to participate.

HLS has different divisions for team sports based on age:

- **Elementary** teams consist of those between 3-6th grade.
- **Junior High** consists of 7th-8th grade students.
- **Junior Varsity** consists of students from 8th grade - 10th grade. 7th grade students may try out when either Junior High teams are not offered or there is a need for more players.
- **Varsity** consists of students in grades 9-12. Seventh and eighth grade students may play on a varsity team with the recommendation of a coach and permission from their parents and the Athletic Director.

FALL (Aug-Oct)

Cross Country (2-12)
Girls Volleyball (5-12)
Co-ed Soccer (7-12)
Tennis (7-12)*
Girls Field Hockey (6-7)**

WINTER (Oct-Feb)

Boys Basketball (4-12)

SPRING (Feb-May)

Boy's Baseball (4-12)***
Co-ed Golf (6-9)

*This team will exist when there are enough participants to organize matches.

**This team will compete in the Junior High division.

***3rd grade boys may try out for the 4-6th Grade baseball teams if additional players are needed..

PHILOSOPHY OF ATHLETICS

HLS offers a program of interscholastic sports designed to:

- Glorify God with the physical talents and abilities with which He has blessed us.
- Provide a unifying activity open to the entire school community through participation as team member or spectator.
- Provide an atmosphere for personal growth and development among students.
- Contribute to the development of school spirit.

At HLS, athletic excellence shall include the following personal benefits:

- Provide personal enjoyment and a sense of accomplishment.
- Develop the concept of teamwork which places cooperation and team goals ahead of personal achievement. .
- Develop confidence and the ability to deal with adversity.
- Develop control of emotions in tense situations.
- Develop the ability to handle success and learn from failures.
- Provide athletes with a thorough knowledge of fundamentals skills and impress the value of consistent preparation and effort.

Elementary and Junior High

Our desire is to provide quality instruction to the young athlete which will be fulfilled through teaching fundamental skills, developing character traits such as persistence, dependability, dedication, self-control, teamwork, and emphasizing the active participation of each athlete.

High School

We desire to further provide opportunities for your student to develop character, athletic skills, teamwork, and sportsmanship as we strive to field competitive teams in all sports.

SPORTSMANSHIP

The athlete should:

- Be courteous to visiting teams and officials.
- Respect the integrity and judgment of officials and accept their decisions.
- Respect the facilities of the host school and extend hospitality to those visiting our facilities
- Do not give up, quarrel, cheat, or grand-stand (showboating).
- Encourage their teammates and speak highly of them when talking to others.
- Be modest when successful and be gracious in defeat.

The coach should:

- Honor God with your behavior
- Demonstrate the highest ideals and attitudes in personal behavior, good habits of courtesy and demand the same standards of the players.
- Recognize that that how you coach is more important than your final score or season record.
- Remember that the most important values are derived from playing the game fairly, and teach players that it is better to lose fairly than to win unfairly.
- Maintain self-control at all times demonstrating to players how to work with officials to improve performance without being disrespectful.

The spectators should:

- Be supportive and encouraging of athletes, coaches, and officials.
- Respect the judgment of officials, realizing that their decisions are based on their vantage point during a fast moving game.
- Understand that good sportsmanship involves applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team.
- Treat visiting teams and officials as our guests -extending to them every courtesy.

ORGANIZATIONAL AFFILIATION

HLS is a member of the Kentucky Christian Athletics Association (KCAA). As a member in good standing we adhere to their guidelines and submit to its authorities in all athletics at the Varsity and Junior Varsity levels. KCAA rules and regulations can be found online at www.kcaaonline.org under the bylaws and policies and procedures tab.

At the Elementary and Junior High level different sports are aligned with various city leagues or have created by the HLS Athletic Director and other school ADs for the purpose of athletic competitions.

ORGANIZATIONAL STRUCTURE

The Athletic Director, with the HLS coaches, schedules and coordinates all the sports practices, games, and will contact the coach when any scheduled practice or game is cancelled or rescheduled. The Athletic Director also serves as the supervisor of all HLS coaches..

Head Coaches will send out emails to parents during the season with any issues they need to discuss. To address concerns, please attempt to resolve the issue with the head coach of the team.

- 1.) Player/Parent → Head Coach
- 2.) Parent → HLS Athletic Director
- 3.) Athletic Director → HLS Principal

SAFETY

The Athletic Department strives to provide students a safe and enjoyable environment in which to participate. Consequently, all coaches and administrative personnel have a responsibility to limit potential safety hazards. It is vital to understand that participation in athletics involves inherent risks. Coaches and administrative personnel will act in a prudent manner to prevent foreseeable accidents and injuries.

FEES

Athletic participation fees are due by the first day of practice.

- JV/Varsity (Volleyball, Soccer, Basketball, and Baseball) fees are **100** dollars per sport.
- Varsity Cross Country, Golf, and Tennis fees are **75** dollars per sport
- Elementary and Jr. High Sports are **75** dollars per sport. (the exception is Soccer)

REQUIRED DOCUMENTS

Student may **not** begin any phase of the athletic program (tryouts, practices, or other activities) without these forms on file at the CHBC office. Copies of all documents will be issued to the coaches to carry with them.

- **INSURANCE** - Adequate insurance coverage for an athlete is the responsibility of the parent or guardian.
- **PHYSICALS and EMERGENCY CONTACT FORM** - The Athletic Physical must be completed after May 1st for each upcoming school year. ***A new athletic physical must be completed each year.*** Athletic Physical Forms are available on the school website under Athletics Forms (we do not require a specific form).
- **STATEMENT OF COMMITMENT** - This form is an agreement between the parent/student and the school that they have read the HLS Athletics Handbook and agree to abide by the policies and regulations.

HLS and KCAA ELIGIBILITY

Junior Varsity: Any athlete, upon entering his/her freshman year, shall only have 4 semesters of eligibility for J.V. play. An athlete is ineligible for J.V. play if he/she turns 17 before August 1 of the school year.

Varsity: Any athlete upon entering his/her freshman year shall only have 8 semesters of eligibility for Varsity play. An athlete is ineligible for Varsity play if he/she turns 19 before August 1 of the school year. **No players below 6th grade (exceptions include Cross Country and Golf).**

A student is only eligible for the first 8 *consecutive* semesters after enrolling in the ninth grade, even if he/she does not participate in athletics.

PRE-SEASON COACHES/PARENTS MEETING

A required pre-season meeting between coaches, parents, and prospective athletes will be conducted at the beginning of each athletic season. The dates and times for these meetings will be emailed to the parents by the coaches at least one week in advance and posted on the HLS athletics webpage.

Parents are required to attend the pre-season meeting in order to allow their son or daughter to continue as a member of the team. If for some reason, neither parent can attend the scheduled meeting, they must schedule a private session (not on the phone) with the coach as soon as possible.

ATHLETIC PRACTICE SCHEDULE

Starting dates will be determined by the end of the previous school year and posted on the HLS website under the athletics calendar. Fall sport participants and parents should note these dates on their summer schedule and be available for practice and/or tryouts in July. The Winter Season begins near the first week of October and is interrupted by Thanksgiving and Christmas Holidays. The Spring Seasons will begin between January and March

CANCELLATION OF GAMES

Cancellations of games due to inclement weather will normally be made after 1:00 pm. Announcements concerning the status of athletic events will be on the athletic website (www.thelatinschool.org).

Athletes should always come to school prepared to play or practice that afternoon. It is better to be prepared than not. Do not assume a cancellation based on the weather in the morning. Decisions about cancellations after 3:00 pm will be made at the game/practice site.

TRANSPORTATION

1. Practices/Home Games

It is the parents' responsibility to arrange for transportation after practices or games. Athletes will need to be picked up immediately after a practice or game. Coaches are required to supervise athletes until they are picked up. We ask that you understand that coaches should not be asked to wait for an extended period of time.

2. Away Games

HLS does not provide nor organize transportation to away games. Parents should organize carpools. Arrival times are discussed in General Policies.

GENERAL POLICIES

1. Team Selection

The makeup of each individual team is at the discretion of the athletic director and head coach. It is our request that parents respect any decisions that are made

2. Players who are “cut” or “placed down” from a team

1. Junior High (7th-8th) — For Junior High students, we attempt a no cut policy. However, when numbers exceed the allotted amount for a particular team, cuts will be made. For sports that have a large number of students participating, coaches will hold an evaluation period. Students who are advanced in their performance and fundamental skills, but are not quite ready for the Junior Varsity level will comprise the Junior High teams to ensure proper teaching and playing time.
2. Junior Varsity and Varsity—The Athletic Director and Coaches determine which players make up each team. There will be a maximum number of players for each team at each level of play. Cuts will occur when more players than the maximum number try out for a team. It is the responsibility of each coach to meet individually with players who are cut. (The coach will explain the reason why they were cut, answer any questions the athlete might have, and offer suggestions to help the athlete improve in the sport) In some instances, players who are cut may be invited to be a manager and help with practices.

3. Playing Time

After a team has been determined, the coach will hold a parent meeting to review logistical matters, expectations, and requirements of the athletes and parents. Parents will be given an opportunity to ask questions of the coach.

Playing time is at the discretion of the Head Coach. Playing time is a privilege and should be earned. The coach should be notified in advance (preferably at least one week prior) when a student will miss practice or a game.

Players are expected to participate in ALL practices and games. It is the student's' responsibility to inform the coach and athletic director of other obligations that may interfere with practices or games (Debate team, employment, etc...) This should be done *before* the season begin.

- a. **Elementary**- Instruction and active participation is our primary concern. It is our goal that every athlete participates in every contest providing they are regularly attending practice and abiding by team rules. Coaches will play all eligible players in each game and will attempt to best equalize playing time while staying competitive.
- b. **Junior High** - Coaches at this level will play all eligible players in every game but will use their own discretion when determining how much a player plays in a specific game to help maximize competitiveness.
- c. **Junior Varsity and Varsity**- Playing time at this level is not guaranteed. Coaches will attempt to provide some playing time to everyone on the team. However, game situations and strategy may determine if all players play. Athletes and coaches at this

level of competition will strive to be competitive and qualify for end of the season KCAA state tournaments.

4. Tryouts/Evaluation Periods

If the number of student athletes exceeds the number of roster spots a tryout day will be scheduled.

Parents are not allowed to attend tryouts or evaluations.

5. Practices

Players should wear proper athletic attire to all practices. Junior High, Junior Varsity, and Varsity players are expected to come prepared to all practices. Forgetting shoes or athletic apparel on a consistent basis will result in less playing time. Teams that issue practice jerseys also expect those jerseys to be worn every practice.

6. Game Time Arrival and Athletics Dress Code

All JV and Varsity level athletes should arrive at their game sites with sufficient time to warm-up. Varsity players should arrive 45 minutes prior to game time. Junior Varsity and Junior High should arrive 30 minutes early. 3-6th grade teams should arrive at least 20 minutes prior to contest start time.

Players should arrive to the venue in uniform with appropriate outerwear (warm-up if applicable or Navy long sleeve shirt). The only parts of the uniform that should still require attention at the game site are shoes and/or protective gear.

7. Uniforms

All uniforms and warm-ups (if applicable) are the property of Highlands Latin and must be returned at the end of the season in the good condition. Parents and players assume the responsibility for their care during the season. Uniforms should be washed with like colors in cold water and hung to dry (**NEVER** dry school jerseys in a dryer cycle). Parents/Players are expected to replace any Uniform/Warm-up that is lost or returned in unacceptable condition

Socks for all sports at all levels are navy or white. Specific requirements as to length/style will be covered by coaches in their preseason meeting. Soccer and Field Hockey sock selections are currently at Shively Sporting Goods.

Shoes for all Jr. High, JV, and Varsity Sports should be predominately white or navy. Those who have purchased black shoes prior to July 20th must be in compliance by the start of the 2014 season or as soon as new shoes are needed.

8. Class Attendance

In order to participate in an athletic contest, students must be present at school unless they have permission through the office.

9. Quitting athletic teams

HLS students accept the responsibility when they agree to participate on our athletic teams. Therefore, we hold our athletes accountable for their commitment to their teammates, coaches, and school. Students may not quit a team in order to join a different team. Placement on future athletic teams (especially for teams where tryouts are needed) may be jeopardized if students quit an athletic team mid-season. Special circumstances will be assessed by the Principal and Athletic Director

ATHLETIC SCHEDULES AND SCHOOL DIRECTIONS

The athletic department maintains an online google calendar (found on the HLS website) for all practices and games. Additional changes to the schedule may be made during the season and while coaches will help to let parents know it will be necessary to check it often.

Directions to KCAA schools that HLS plays on a regular basis can be found on the HLS athletics Website. Some schools that we play do not have a set facility to compete in so directions will be sent as needed. It is recommended that any new player/family carpool or caravan with a player who has been to the site before.

ATHLETIC PHONE NUMBERS

Jim Ashby, Athletic Director..... 270-635-5557

NAME	Phone Number	Email Address