

Charles F. Bolden Elementary/Middle School



Athletic Handbook

(Updated 08/12/2016)

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Introduction

To our Parents:

This material in this handbook is being presented to you because your son or daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family's interest in supporting this very important component of our school program is greatly appreciated. We believe that participation in sports provides a wealth of opportunities and experiences, which assist our students in their overall personal development, both as young adults and as aspiring athletes. It is our hope that the contents of this handbook will help you to better understand our athletic program, procedures, and expectations. We are looking forward to an exciting season of competition and hope to see you at all of our games!

To our Athletes,

This handbook has been put together specifically for you, the student athlete, who will be competing on one or more of our middle school athletic teams. Our goal is to provide you with a safe environment and positive atmosphere, both of which will allow you to develop your athletic skills to their maximum potential. Other benefits of participating in our school's athletic program are:

- Participating in a school sponsored sport
- Participating in competitive athletics with other schools
- Being able to meet others who share your interests
- Learning a new sport or improving upon your current game
- Most importantly, the chance to develop lasting friendships during your middle school years

When you wear the colors of Bolden Middle School, we assume that you not only understand our expectations, but also are willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to both you and your family. We are looking forward to an exciting season of competition and hope that you will enjoy yourself as a member of our team!

Charles F. Bolden Elementary/Middle School
Athletic Department
Philosophy Statement

Participation in the DDESS Interscholastic Athletic program is a privilege that is extended to all DDESS students. However, as a privilege, participation is not a right and it is the duty of the Athletic Department to ensure that all rules governing this athletic program are being followed. As such, the purpose of this handbook is to ensure that all of the people associated with our program must know what is expected of them. Please note that it is not meant to be all-inclusive and that we work to upgrade our program constantly. This guide is to be used as a reference to help ensure that everyone is aware of the rules and regulations, which govern our program.

The athletic program at Bolden Elementary/Middle School demands teamwork. Coaches are encouraged to work with the athletic director whenever questions arise. Together we will work to solve any and all problems. One of our goals is to ensure that our athletic program is held in high esteem by all our “players”--home, school, and community. Our job as an athletic department is to prepare our charges to enter the arena of life. As such, we stress hard work, camaraderie, sportsmanship and fair play, along with a desire to learn the intricacies of the game. Only through hard work, determination, and the honing of our students’ skills, both academically and athletically, will we be able to teach our students the true meaning of success.

Charles F. Bolden Elementary/Middle School
Athletic Department
Mission Statement

The primary purpose of our competitive sports program is to provide experiences that will enable our students to progress toward established educational objectives. These objectives include the following qualities: physical strength, endurance, vitality, neuromuscular skills, courage, alertness, resourcefulness, good sportsmanship, character, high moral standards, loyalty, and a healthy self-concept. Our coaching staff is dedicated to helping each student athlete reach these goals. Both the physical and psychological growth of each student is conscientiously considered when planning and implementing our athletic program.

Our coaches are aware of the individual needs of our youth as well as the social implications of being able to work as a member of a team. Students will be given the opportunity through training and good coaching to reach their maximum athletic potential if they dedicate themselves to our program. In our role preparing middle school athletes for participation in high school athletic programs, our coaching staff focus on the “big three” when interacting with our students. The “big three” are:

1. Basic Skills
2. Teamwork
3. Sportsmanship

With the “big three” as our guide, our goal is to produce young men and women who have the capacity to be successful athletes in any high school program across the nation. As an athletic department, we want parents to know that we are fully committed to helping our students achieve these goals. We want our student athletes to leave Bolden and be able to say that they are proud to have been an "EAGLE".

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Section I: General Information

I. Governing Bodies of Bolden Athletics

Although not a member, Bolden Elementary Middle School is a *voluntary participant* in athletic contests with schools belonging to both the South Carolina High School League (SCHSL) and the South Carolina Independent School Association (SCISA). Both of these organizations are required to follow the rules and guidelines established by the National Federation of High Schools (NFHS). As such, we are required to adhere to the rules of the NFHS, the SCHSL, and the SCISA when playing their member schools.

Additionally, in accordance with DDESS policy, our athletic program is required to adhere to the following regulations/directives:

- A. **DoDEA Regulation 2740.1** (Interscholastic Athletic Program: July 6, 2006)
- B. **DoDEA Manual 2740.2** (Interscholastic Athletic Program: August 19, 1997)
- C. **HA Policy 99-005** (Policy Memorandum: Medical Support for DoDEA Interscholastic Athletic Program: October 14, 1998)

II. Athletic Department Organization

The basic structure of the Bolden Athletic Department is as follows:

- A. School Principal
- B. School Athletic Director
- C. Team Head Coach
- D. Team Assistant Coach

As with any departmental organization, a chain of command type of structure exists, in which each member is held accountable to those in the position above them. When attempting to resolve routine issues that may arise during the athletic season, it is requested that all participants, including players and their parents, utilize this chain of command. For example, if an issue arises with a coach, then it should be addressed with the athletic director first to see if a resolution can be reached before moving up the chain. By using this method, most issues/concerns can be addressed and rectified in a timely manner. However, in such cases where the safety or well-being of the student athletes is the issue, then it is certainly acceptable to directly contact school principal.

III. Departmental Responsibilities

In order to better understand the duties of each individual in the Bolden Athletic Department, the following list of responsibilities is provided:

- A. **Athletic Director**
 - 1) Coordinate scheduling of events/games
 - 2) Serve as POC for all athletic events (Must Attend All Athletic Events)
 - 3) Monitor fees associated with travel, referees and participants
 - 4) Coordinate practice schedule with coaches
 - 5) Complete orders for all equipment, uniforms, and supplies needed for conference participation
 - 6) Keep an inventory of athletic uniforms and equipment

- 7) Monitor uniform sign-out to students, monitor when students return the uniforms after the season is over and re-inventory all items
- 8) Prepare and organize letters to send to parents of students who have lost uniforms or equipment for replacement
- 9) Submit inventory to principal and copies of letters to parents who have not returned uniforms or equipment
- 10) Meet with the principal regularly to discuss programs and school participation in league events
- 11) Monitor and ensure that injuries sustained during athletic events/practices are reported to the principal for the nurse to put in the AIR/SIR when appropriate
- 12) Monitor students' eligibility based on grades and behavior reports

B. Coaching Staff

1) Head Coach

- a. Prioritize athletics as a supplemental program to support the academic mission of the school.
- b. Carry out the aims and objectives of the sports program as outlined by the Athletic Director and school district administration.
- c. Instruct athletes in individual and team fundamentals, sportsmanship, cooperation, strategy and playing tactics, and physical conditioning necessary to realize individual and team success.
- d. Assist in planning and scheduling a regular program of practice in season.
- e. Maintain required attendance forms, insurance records, and other related documents.
- f. Assist in oversight of safety conditions in the facility or area in which the assigned sport is conducted at all times student athletes are present.
- g. Assist in implementing performance criteria for academic eligibility in interscholastic competition of the identified sport.
- h. Enforce standards and sportsmanlike behavior at all times; establish and oversee penalties for breach of standards by student athletes.
- i. Recommend purchase of equipment, supplies, uniforms, etc. as appropriate.
- j. Organizes and directs individual and small group practice activities/exercises.
- k. Assesses player's skills, monitors players during competition and practice.
- l. Enforces and informs support staff, student athletes, and parent/guardian of established procedures in the event of an athlete's injury.
- m. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
- n. Models nondiscriminatory practices in all activities.
- o. Promotes a community of teamwork and fair play.

- p. Establish an accountability system for uniforms issued to players.

2) *Assistant Coach*

- a. Assists the head coach with instructing players in the rules, regulations, equipment, and techniques of the sport.
- b. Organizes and directs individual and small group practice activities/exercises as directed by the head coach.
- c. Assesses player's skills, monitors players during competition and practice, and keeps the head coach informed of the athletic performance of students.
- d. Assists with determining game strategy.
- e. Assists the head coach with supervising athletes during practices and competition.
- f. Follows established procedures in the event of an athlete's injury.
- g. Models sports-like behavior and maintains appropriate conduct towards players, officials, and spectators.
- h. Maintains the equipment in orderly condition and assumes responsibility for its security.
- i. Distributes equipment, supplies, and uniforms to students as directed by the head coach.
- j. Performs support tasks such as distributing and maintaining eligibility forms, emergency contact info, and other related records.
- k. Models nondiscriminatory practices in all activities.
- l. Promotes a community of teamwork and fair play.

IV. Programs Offered

- A. Since Bolden does not belong to any specific league, the sports programs we are able to offer are based solely on the following factors:
 - 1) Availability of games with the local leagues.
 - 2) Student interest/student population.
 - 3) Availability of qualified coaching staff.
 - 4) Equipment/travel budget
- B. Based on these factors, the following programs *may* be made available each school year:
 - 1) Cross Country (boys/girls)
 - 2) Volleyball (girls)
 - 3) Basketball (boys/girls)
 - 4) Baseball (boys)
 - 5) Softball (boys)
 - 6) Soccer (boys/girls)
 - 7) Cheerleading (girls)
- C. This determination will be made by the principal at the beginning of the school year.
- D. Once the sports programs have been identified, students and parents will be notified.
- E. The principal reserves the right to modify the total number of yearly sports offerings as needed.

Section II: Policies and Procedures

I. Athletic Eligibility

The rules governing athletic eligibility are outlined in *Article III* of the Athletic Discipline Code.

II. Player Requirements

Before a student may try out or participate in any sport including conditioning and practices, he/she must have the following information submitted to the school's Athletic Department:

A. **Physical Examination**

A yearly physical examination is required prior to competition in any sport. The Pre-Participation History & Physical Exam (*enclosure 1*) must be completed, signed, and dated by the examining physician and submitted to the athletic office prior to participation. The physical is good for one calendar year and the original will be held by the Athletic Department with a copy submitted to the school nurse's office.

B. **Emergency Medical Situations**

The school nurse will provide the coaches with a "Study Trip Report," which contains emergency contact information, medical alerts, and a list of medications for each student on the team. However, the nurse will not be available beyond school hours to provide medical treatment to students. Coaches are authorized to provide basic first-aid, such as icing or bandages, but anything beyond the scope of basic first aid will result in the coach contacting 911 and then the parents. The coach or the assistant will accompany the student to the hospital, but the hospital will contact the parent/guardian for permission for treatment by a physician.

C. **Insurance**

It is assumed that all students at Bolden have adequate medical coverage through their military sponsor. If this is not the case, it is the responsibility of the parent/guardian to immediately notify the school's Athletic Department.

III. Medical Release to Again Participate

Due to the very nature of the game, student athletes may get injured from time to time during a practice or competition. Additionally, students may get injured while playing with their friends at home or during recreational activities. However, if a student athlete receives a **concussion** or any other injury requiring medical care; they will not be allowed to practice/compete again until being released by properly qualified medical personnel.

Please note that parental consent to continue practice/playing is not sufficient.

IV. Injury Reporting Procedures

If, at any time, a student is injured while practicing, playing, or while traveling to or from a game, our first priority is to provide appropriate treatment according to our emergency protocol procedures (*enclosure 2*). Once the student is stabilized and out of immediate danger, the coaches will contact the following individuals in this order:

- A. Parents/Guardians
- B. Athletic Director

C. School Principal

D. School Nurse

Please note that during away games the sponsor is responsible for providing transportation for a student athlete who does not return to Bolden Elementary/Middle School with the team bus due to injury or illness that would cause the student to be transported to the local hospital.

V. Tryouts

Tryouts are open to all interested sixth, seventh, and eighth grade students in all sports. However, cheerleading is open to all interested fifth, sixth, seventh, and eighth grade students. This is to insure that all athletes are given a fair chance of making the team. While many coaches do not like turning players away, this is sometimes necessary, especially when large numbers of students try out and the number of uniforms are limited.

VI. Practice

Practice is to be held at a *minimum* of three days a week and is considered **mandatory**. Coaches may increase the days of practice to five days a week prior to the first contest, but at no time will practice be held on a weekend. Student athletes are expected to report directly to their respective assigned areas at the beginning of their practice. Loitering in the school buildings will not be tolerated. Student athletes are expected to be at practice and to participate in practice with the same level of dedication as if they were playing in an actual game.

VII. Mandatory Study Hall

Since our first duty is to safeguard the academic success of all our student athletes, a mandatory study hall will be in place. This study hall will be held at a *minimum* of three days a week and shall last at least 1 ½ hours in duration. The coaches are responsible for monitoring this study hall and all student athletes are expected to bring assigned work to complete. When used correctly, the study hall should allow students to complete all homework assignments at school. Please note that the principal may remove the mandatory study hall requirement if students on the team demonstrate and maintain satisfactory academic progress.

VIII. Personal Property

Student athletes are cautioned not to leave money or valuables unsecured during practice or at any scheduled contest. ***The school is not responsible for any valuables lost.***

IX. Equipment and Fines

Student athletes will be held responsible for any equipment and/or uniforms issued to them during a sport's season. As such, the student athlete will be required to pay for or replace any equipment damaged or lost.

X. Travel Policies

Student athletes will abide by the **rules for bus riders as contained in the *Bolden Student Handbook*** while traveling to and from athletic contests, **to include:**

- A. Enter and exit the bus through the front entrance only.
- B. Do not climb or sit on top of seats.
- C. Personal stereos with earphones will be allowed.
- D. No horse play!
- E. Gather all equipment and personal items before exiting the bus.

Section III: Athletic Discipline Code

Purpose: To establish procedures and rules governing the conduct and discipline of all athletes attending Bolden Middle School.

Introduction: It is the belief of this school's administration that the focus of any middle school athletic program should not only be on teaching our young athletes the basic skills of the sport, but to also instill in them the concepts of sportsmanship, teamwork, and self-discipline. As such, it is our belief that an athlete should hold a position of leadership among his or her peers within the school structure. Because of this, we believe that greater demands must be placed upon these individuals concerning their leadership, character and integrity, both on and off the field. In keeping with these beliefs, all athletes will abide by the following athletic discipline code articles if they wish to participate in any of our school's sports programs.

NOTE: THIS ATHLETIC DISCIPLINE POLICY WILL BE IN EFFECT FROM THE FIRST DAY OF SCHOOL THROUGH THE LAST DAY OF SCHOOL FOR ALL ATHLETES. AN ATHLETE PARTICIPATING IN A FALL SPORT WILL BE UNDER THIS POLICY BEGINNING WITH THE START DATE OF THE LOCAL LEAGUE'S SEASON. AN ATHLETE PARTICIPATING IN A SPRING SPORT WILL CONTINUE UNDER THIS POLICY THROUGH THE END OF THEIR SPORT'S LOCAL LEAGUE'S STATE COMPETITION. PENALTY REQUIREMENTS FOR ONE SCHOOL YEAR MAY BE CARRIED OVER INTO THE NEXT SCHOOL YEAR

ARTICLES

Article I - Possession/Use of Illegal Substances:

- A. No athlete will use or possess alcohol, tobacco (smoking, chewing or smokeless), or any drug (to include steroids) not prescribed for the individual by a licensed physician.
- B. No athlete will associate and/or participate with other students/adults in situations such as parties or other social gatherings where article 1A is being violated.
- C. The **first** violation of either of these rules will result in denial of participation in any sports program for the **remainder of the school year**.

Article II - Unacceptable Personal Conduct:

- A. Student athletes may be denied participation for the remainder of that sport's season if he or she:
 1. Acts in an unsportsmanlike manner, including the use of profanity, during any scheduled scrimmage, game or practice session.
 2. Is insubordinate/disrespectful towards members of the faculty, coaching staff, or league officials during any scheduled scrimmage, game or practice session.
 3. Knowingly and willingly violates team rules.
- B. Student athletes may be denied participation for one or more games if he or she:
 1. Fails to comply with all rules and regulations in the *Bolden Student Handbook*.

2. Fails to attend at least one-half (1/2) of the school day (3 periods) on the day of a scheduled athletic contest.
3. Has unexcused absences from meetings, practices and/or contests.

Article III – Athletic Eligibility

- A. In order to be eligible to participate in athletics, each athlete must:
 - 1) Meet the *minimum* eligibility requirements as specified by the DDESS, NFHS, the SCHSL, and the SCISA.
 - 2) Be currently enrolled in Bolden Elementary/Middle School as a sixth, seventh, or eighth grade student. Fifth graders may participate in cheerleading only.
 - 3) Have on record a current physical and a parent consent form.
 - 4) Students must be 15 years-old or younger in order to be eligible to participate. Once a student turns 16 years-old, they are deemed to be ineligible to participate.
- B. The academic requirements for students are:
 - 1) Students in all grades must maintain a minimum 75% ("C") average in each class in order to maintain academic eligibility. Eligibility will be determined through the use of progress reports and report cards.
 - 2) Students entering the sixth, seventh, and eighth grades at the beginning of the school year are considered as having met the requirements for academic eligibility until the *first quarter progress reports* are issued.
 - 3) Students in all grades must be doing satisfactory work at the end of each quarter in order to be eligible for the next quarter. (Note: Satisfactory work is defined as meeting the mandatory 75% average in each class).
 - 4) Students are eligible for the entire season, even if it spans semesters.
 - 5) A student who is repeating the sixth, seventh, or eighth grade shall not be eligible during a school year if academic requirements for promotion were not met during the previous year

Article IV – Athletic Participation

- A. *Participation* in a sport is treated differently than eligibility. A student can be eligible to join a sport's team but may not be eligible to compete due to poor academic or behavioral performance.
- B. Participation in a sport, including those that span semesters, is based on the participation guidelines as listed below:
 - 1) Participation is based on both academic performance and classroom behavior in all courses; both **core academic** and **related arts**.
 - 2) The primary means of monitoring a student athlete's behavior and performance will be through the use of a **Student Athlete Behavior Contract** (enclosure 4).
 - 3) Student athletes will be required to present a Student Athlete Behavior Contract form to each of their teachers every Friday.
 - 4) Teachers will then assess the student athletes performance by placing either an "S" for satisfactory or a "U" for unsatisfactory in the appropriate box.
 - 5) This form, when complete, will be turned into the school's athletic director.
 - 6) Based on the results, the athletic director will then issue a roster to each coach listing the players that are ineligible to play and for how long they are to remain in that status.
 - 7) Non-participation in a competition shall occur for any of the following:

- a. Two “U”s (either academic or behavior) in the same week will result in a **one game suspension**.
- b. One “U” (either academic or behavior) two weeks in a row in the same class will result in a **one game suspension**.
- c. No report submitted by the student is considered two “U”s (one academic and one behavior) and will result in a **one game suspension**.
- d. Achieving a Friday detention during the sport season will result in a **one game suspension**.
- e. Receiving more than three Friday detention assignments will result in a **removal** from the team.
- f. Receiving an OSS will result in a **one week game suspension** with a review by the Principal to determine future participation in the sport season.
- g. Receiving more than two OSS assignments will result in a **removal from the team**.

Note: The principal reserves the right to take disciplinary action against students/athletes for unacceptable conduct. Actions such as damage to school property or private property, assault and/or other criminal acts may result in denial of participation in the school’s sports program for the remainder of the year.

Article V: Denial of Participation

- A. If an athlete is denied participation for any reason (academics, discipline, etc.), notification will be made immediately to the coaching staff.
- B. A letter will be sent home to the athlete’s parents outlining the student’s deficiencies, including the start and end date of the athlete’s period of ineligibility of participation (*enclosure 3*).
- C. Athletes denied participation may continue to participate in all scheduled practices, but may **not** participate in any games or scrimmages, nor may they “dress-out” in the school’s athletic uniform for any game or scrimmage.
- D. The athlete may attend these functions as a **spectator only** and will be required to purchase a ticket at the gate and sit in the stands with the other spectators.
- E. Athletes denied participation for a limited period of time may still be eligible for an award.

Article VI – The Right of Appeal

- A. Suspensions from a sports program may be appealed. If the athletic department issued the suspension, appeal is made to the school’s principal. If the school’s principal issued the suspension, appeal is to be made to the superintendent. In any case, the suspension may be appealed to the Director.
- B. Appeal to the Superintendent: Should a student who is eighteen or older or parent(s) or guardian(s) of a student, who is a minor, choose to appeal the suspension they must do so within five days of the notice of suspension. The procedure for such will be provided in regulations approved by DODEA.
- C. Denial of participation in an athletic program due to poor academic performance is not grounds for an appeal.

Article VII: Released from Squad

- A. Any athlete who quits or is released for disciplinary reasons may **not** participate in another sport during that season without the approval of both coaches involved and the athletic director.
- B. If an athlete is cut from a team he/she may try out for another team sport during that season.

Conclusion: By enforcing the above listed rules and procedures, we feel that we can help our young athletes develop true character, self-discipline, and a positive self-image that they can carry with them throughout the rest of their lives.

Section IV: Athletic Code of Conduct

It is the responsibility of the Athletic Department to ensure that participant and spectator conduct during any athletic activity is appropriate. As such, the following expectations are established:

I. Expectations of the Student Athlete:

- A. Accept and understand the seriousness of your responsibility as an athlete and the privilege of representing your school and community.
- B. Live up to the standards of sportsmanship established by the school administration and the coaching staff.
- C. Be a supportive team member. *Mistakes will happen*. Work to build each up instead of blaming, ridiculing, or intimidating others.
- D. Treat opponents the way you would like to be treated.
- E. *Refrain from taunting, trash talking or making any kind of derogatory remarks to your opponents during the game, especially comments of ethnic, racial or sexual nature.*
- F. Refrain from intimidating behavior.
- G. Wish opponents “good luck” before the game and congratulate them in a sincere manner that you would like to be greeted following either victory or defeat.
- H. *Respect the integrity and judgment of game officials*. The officials are doing their best to help promote you and your sport. Treating them with respect, even if you disagree with their judgment, will only make a positive impression of you and your team and your school in the eyes of the officials and all people at the event.
- I. *Win with Humility; Lose with Grace. Do both with Dignity*. Avoid excessive celebrating after a play or end of a game.

II. Expectations of ALL Spectators:

- A. Remember that you are at a contest to support and cheer on your team and to enjoy the skill and competition, not to intimidate or ridicule the other team and its fans.
- B. Remember that school athletics are *learning experiences* for students and, as such, mistakes sometimes happen. Praise student athletes in their attempt to improve themselves as students, as athletes, and as people, as you would praise a student working in the classroom.

- C. Remember that a ticket to a school athletic event is a *privilege* to observe the contest and not a license to verbally assault others and be generally obnoxious.
- D. Learn the rules of the game so that you may understand and appreciate why certain situations take place.
- E. Show respect for the opposing players, coaches, spectators and support groups. Treat them as you would treat a guest in your own home.
- F. Refrain from taunting or making any kind of derogatory remarks to you opponents during the game, especially comments of ethnic, racial or sexual nature.
- G. Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student athlete and admire their willingness to participate in full view of the public.
- H. Recognize and show appreciation for an outstanding play by *either team*.
- I. Refrain from the use of any controlled substances (alcohol, drugs, etc.) before and during games, and afterwards on or near the site of the event (i.e. tailgating).
- J. Use only those cheers that support and uplift the teams involved.
- K. Recognize and compliment the efforts of school and league administrators for their efforts in emphasizing the benefits of educational athletics and the role of good sportsmanship to that end.
- L. Be a positive behavior role model through your own actions and by censuring those around you at events whose behavior is unbecoming.

III. Unacceptable Behavior:

- A. Taunting, trash talk, and other intimidating actions.
- B. Not admonishing those sitting around you who engage in practice of poor sportsmanship.
- C. Disrespectful or derogatory yells, chants, songs or gestures.
- D. Booing or heckling an official's decision.
- E. Yells that antagonize opponents.
- F. Refusing to shake hands or give recognition for good performances.
- G. Blaming loss of game on officials, coaches or participants; displays of temper with coaches.
- H. Laughing or name-calling to distract an opponent.
- I. Use of profanity or displays of anger that draw attention away from the game.

IV. Consequences:

Any person, including adults, who behaves in an unsportsmanlike manner before, during, or after an athletic event are subject to being removed from the event and/or declared "persona non grata" at future sporting events for the remainder of the season.

Section V: Parent and Coach Communication Guidelines

I. Parent-coach relationship

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 whose children are involved in our athletic

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.

II. Communication you should expect from your child's coach

- A. The coach's philosophy
- B. Expectations the coach has for your child as well as all the players on the squad.
- C. Locations and times of all practices and games.
- D. Team requirements, daily equipment, off season requirements
- E. Procedures we follow should your child be injured during participation
- F. Discipline procedures that can result in the denial of your child's participation.

III. Communication coaches expect from parents.

- A. Concerns expressed directly to the coach.
- B. Notification of any schedule conflicts well in advance of the practice or event.
- C. Specific concern in regard to a coach's philosophy and expectations.
- D. Notification of any injuries sustained by the student athlete outside of practice.

As your children become involved in the programs at our school, they will experience some of the most rewarding moments of their lives. It is important to understand that there may also be times when things do not go the way you or your child wishes. At these times, we encourage discussion with the coach.

IV. Appropriate concerns to discuss with coaches

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

It can be very difficult to accept that your child may not be playing as much as you may hope. However, our coaches are professionals. We expect them to 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.

V. Issues not appropriate to discuss with coaches.

- A. Playing time
- B. Team strategy
- C. Play calling
- D. Other student athletes

There are situations that may require a conference between the coach and the parent. These are to be encouraged. 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 of concern.

VI. If you have a concern to discuss with a coach,

- A. Call the coach to set up an appointment.
- B. If the coach can't be reached, call the school's Athletic Director to set-up the meeting for you.
- C. **Please do not attempt to confront a coach immediately before or after a contest or a practice.** These can be emotional times for both the parent and the coach. Meetings of this nature **do not** promote resolution.

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

- A. Call and set up an appointment with the Athletic Director to discuss the situation.
- B. At this meeting, the appropriate next step can be determined.

Research indicates a student involved in sport activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided makes both your child's and your experience with the Bolden Middle School's Athletic Program less stressful and more enjoyable.

Section V: Acknowledgement

All student athletes and their parent/guardian are required to sign an ***Athletic Commitment Agreement*** (enclosure 5).

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PRE-PARTICIPATION HISTORY & PHYSICAL EXAM

Name: _____ Sex: F M Age: _____ Date of Birth: _____
 Grade: _____ School: _____ Sport(s) Please list ALL: _____
 Address: _____ Phone: _____
 Personal Physician: _____ None
 Emergency Contact Name: _____ Relationship: _____ Phone#(s): _____

Attention parent or guardian and athlete: answers to the following questions are very important!!! Please take the time, read through the questions, and answer to the best of your knowledge.

General Medical History:		Cardiac History:			
	YES	NO			
1. Do you have asthma?	<input type="checkbox"/>	<input type="checkbox"/>	1. Have you ever passed out during or after exercise?.....	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have diabetes?	<input type="checkbox"/>	<input type="checkbox"/>	2. Have you ever been dizzy during or after exercise?.....	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you have high blood pressure?	<input type="checkbox"/>	<input type="checkbox"/>	3. Have you ever had chest pain or chest pressure during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have seizures?	<input type="checkbox"/>	<input type="checkbox"/>	4. Do you tire easily or more quickly than your friends during exercise?.....	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you have sickle cell trait?	<input type="checkbox"/>	<input type="checkbox"/>	5. Have you ever had racing of your heart or skipped heartbeats?.....	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you have any other major medical problem?	<input type="checkbox"/>	<input type="checkbox"/>	6. Have you ever been told you had a heart murmur?.....	<input type="checkbox"/>	<input type="checkbox"/>
7. Have you ever been hospitalized or had surgery?	<input type="checkbox"/>	<input type="checkbox"/>	7. Have you ever been told you had an enlarged or weak heart?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you cough, wheeze or have trouble breathing with exercise?	<input type="checkbox"/>	<input type="checkbox"/>	8. Has any member of your family: -died of heart problems or sudden death before age 50?.....	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you use an inhaler?.....	<input type="checkbox"/>	<input type="checkbox"/>	-been told they had a serious heart problem before age 50?.....	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you have a single organ (testicle or kidney)?.....	<input type="checkbox"/>	<input type="checkbox"/>	-been told they had Marfan's syndrome?.....	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you currently taking any medicines or do you take any medicines on a regular basis (prescription or over-the-counter)?	<input type="checkbox"/>	<input type="checkbox"/>	9. Has a physician ever denied or restricted your participation in sports?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you ever taken any supplements or vitamins to help with weight loss, weight gain, or improve performance?	<input type="checkbox"/>	<input type="checkbox"/>	Explain "YES" answers here: _____		
13. Do you have any allergies (seasonal, insects, food, or medicines)?	<input type="checkbox"/>	<input type="checkbox"/>	_____		
14. Have you ever had a rash or hives develop during or after exercise?	<input type="checkbox"/>	<input type="checkbox"/>	_____		
15. Do you have any skin problems other than acne?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____		
16. Have you ever had a head injury, been knocked out, lost your memory, had your "bell rung," or a concussion?	<input type="checkbox"/>	<input type="checkbox"/>	_____		
17. Have you ever had numbness or tingling in your arms, hands, legs, or feet?	<input type="checkbox"/>	<input type="checkbox"/>	_____		
18. Have you ever had a slinger, burner, or pinched nerve?.....	<input type="checkbox"/>	<input type="checkbox"/>	_____		
19. Have you ever become ill from exercising in the heat?	<input type="checkbox"/>	<input type="checkbox"/>	_____		
20. Have you had mononucleosis or any significant illness in the last 60 days?	<input type="checkbox"/>	<input type="checkbox"/>			
21. Do you have trouble with your eyes/vision/ wear glasses?	<input type="checkbox"/>	<input type="checkbox"/>	Orthopaedic History:		
22. Do you have trouble with your hearing/wear hearing aid(s)?	<input type="checkbox"/>	<input type="checkbox"/>		YES	NO
23. Do you want to weigh more or less than you do now?	<input type="checkbox"/>	<input type="checkbox"/>	1. Have you ever broken or fractured any bones?.....	<input type="checkbox"/>	<input type="checkbox"/>
24. Do you lose weight regularly to meet weight requirements for your sport or other reason?	<input type="checkbox"/>	<input type="checkbox"/>	2. Have you ever subluxed or dislocated any joint?.....	<input type="checkbox"/>	<input type="checkbox"/>
25. Do you feel stressed out, tired, or depressed?	<input type="checkbox"/>	<input type="checkbox"/>	3. Have you had any other problems related to your: -neck, spine, or back?.....	<input type="checkbox"/>	<input type="checkbox"/>
26. Are there any other issues you would like to discuss with the doctor?.....	<input type="checkbox"/>	<input type="checkbox"/>	-shoulders?	<input type="checkbox"/>	<input type="checkbox"/>
27. Are your immunizations up to date?	<input type="checkbox"/>	<input type="checkbox"/>	-elbows?	<input type="checkbox"/>	<input type="checkbox"/>
			-wrists, hands, or fingers?.....	<input type="checkbox"/>	<input type="checkbox"/>
			-hips?	<input type="checkbox"/>	<input type="checkbox"/>
			-knees?	<input type="checkbox"/>	<input type="checkbox"/>
			-ankles, feet, or toes?	<input type="checkbox"/>	<input type="checkbox"/>
			-other?	<input type="checkbox"/>	<input type="checkbox"/>
			Explain "YES" answers here (put date of injury if known): _____		

Parent's Permission & Acknowledgement of Risk for Son or Daughter to Participate in Athletics

As the parent or legal guardian of the above named student-athlete, I give my permission for his/her participation in athletic events and the physical evaluation for that participation. I understand that this is simply a screening evaluation and not a substitute for regular health care. I also grant permission for treatment deemed necessary for a condition arising during participation of these events, including medical or surgical treatment that is recommended by a medical doctor. I grant permission to nurses, trainers and coaches as well as physicians or those under their direction who are part of athletic injury prevention and treatment, to have access to necessary medical information. I know that the risk of injury to my child/ward comes with participation in sports and during travel to and from play and practice. I have had the opportunity to understand the risk of injury during participation in sports through meetings, written information or by some other means. My signature indicates that to the best of my knowledge, my answers to the above questions are complete and correct. I understand that the data acquired during these evaluations may be used for research purposes.

Signature of athlete _____ Date _____

Signature of parent/guardian _____ Date _____

(Enclosure 1) Physical Form - front

PRE-PARTICIPATION SPORTS PHYSICAL EXAM

Vision: L20/____ R20/____ Both____ Corrected: Y N BMI____ (Wt in kg/ hgt in meters squared)

Height____ Weight____ Pulse____ B/P (R arm)____

Medical	Normal	Abnormal Findings
Appearance/Emotional Affect		
Head/Eyes/Ears/Nose/Throat		
Lymph Nodes		
Heart (squatting to standing and supine)		
Pulses (include femoral)		
Lungs		
Abdomen		
Genitalia (males only)		
Skin		
Musculoskeletal	Normal	Abnormal Findings
Neck		
Back		
Shoulder/Arm		
Elbow/Forearm		
Wrist/Hand		
Hip/Thigh		
Knee		
Leg/Ankle		
Foot		

May Participate in all sports, **EXCEPT** those listed below:

May Participate after completing evaluation/rehabilitation for: _____

May Not Participate – Reason: _____

Recommendations: _____

Signature of M.D. _____ Date of Exam: _____

Printed Name: _____ Office Stamp

Phone Number: _____

Extra Space for "YES" answers from the front: _____

Developed 2003-2004 by the Richland County (South Carolina) School District One Task Force On Athletic Health Issues following a review of related information from the American Academy of Family Physicians, American Academy of Pediatrics, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, American Osteopathic Academy of Sports Medicine, the South Carolina High School League and the National Federation of State High School Associations. Revised 011807 by the SCMA Medical Aspects of Sports Committee

BOLDEN ATHLETIC DEPARTMENT PROTOCOL FOR INJURIES/MEDICAL EMERGENCIES

Step 1: Assess the situation.

Step 2: If student is unconscious or the injury is *severe* or *appears life threatening*, you should immediately:

- **Call 911**
- Prepare to Administer Life-saving Techniques, such as :
 - **CPR** (not breathing/no heartbeat)
 - ***Immobilizing the Victim*** (head or possible spinal injuries)
 - ***Stabilizing the Injury*** (broken bone)
- Contact the Parents ***AFTER*** Help Arrives

However, if student is conscious and injury is *minor/non-life threatening*, you should:

- Treat the Injury
- Contact the Parents

Step 3: Once either situation is stable and the parents have been notified, you should immediately:

- Contact the Athletic Director
- Contact the School Principal
- Contact School Nurse

(Enclosure 2) Emergency Protocol

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**Athletic Department
Bolden Elementary/Middle
School**

1523 Laurel Bay
Boulevard Beaufort, SC
29906
Telephone: (843) 846-6112

Date: _____

From: Athletic Director, Bolden Middle School

To: Parents of _____

Sub: **INELIGIBILITY TO COMPETE IN SPORTS PROGRAM**

The purpose of this letter is to notify you that your child has been found to ineligible to compete in the school's sports program due to their failure to maintain satisfactory progress under the school's **Student Athlete Academic Behavior Contract**. This period of ineligibility will begin on _____ and end on _____, so long as your child can correct their deficiencies in that time period.

During this period of ineligibility, your child may **still** participate in all scheduled practices, but may **not** participate in any games or scrimmages, nor may they "dress-out" in the school's athletic uniform for any game or scrimmage. In short, your child may attend these functions as a spectator **only** and will be required to purchase a ticket at the gate and sit in the stands with the other spectators.

While these measures may seem harsh, we hope that they will serve as a reminder to all student athletes that satisfactory academic progress and classroom behavior are expected if they wish to participate in interscholastic competition. We hope that you will use all your influence as a parent to assist your child in correcting their deficiencies so that they can regain their eligibility to compete as soon as possible.

If you have any questions, please contact the school's Athletic Director at 846-6112.

Respectfully,

Bolden Middle School
Athletic Department

(Enclosure 3) Letter of Ineligibility

Bolden Middle School Student Athlete Academic Behavior Contract

Instructions: Teachers will assist in monitoring the academic progress of each student athlete by completing the form below. Please indicate the student's progress both academically (class work/homework) and behaviorally (classroom conduct) by placing either an "S" for satisfactory or a "U" for unsatisfactory in the appropriate box. This form is to be presented to each teacher by the student athlete every Friday for marking and is to be left with the last period teacher. Completed forms will then be turned into the athletic director's box by the end of the school day.

Student Name: _____ Grade: _____ Sport: _____

Period	Course	Academic Progress (SU)	Behavior (SU)	Comments	Teachers Initials
A1					
A2					
A3					
A4					
B1					
B2					
B3					
B4					

(Enclosure 4) Athletic Academic Behavior Contract



Athletic Department
Bolden Elementary/Middle School
 1523 Laurel Bay Boulevard
 Beaufort, SC 29906
 Telephone: (843) 846-6112

ATHLETIC CONDUCT COMMITMENT AGREEMENT

Providing for the discipline of student athletes and participants in athletics or other extracurricular activities is a necessary part of an extracurricular program. It is our responsibility at Bolden to ensure that participant conduct during any athletic activity is appropriate. Additionally, participant conduct outside the activity time, and even outside the school day, reflects upon our school. As such, by your signature(s) below, you are stating the following to be true for both yourself and your child:

WE HAVE RECEIVED A COPY OF THESE RULES.

WE HAVE ALSO READ, UNDERSTAND, AND SUPPORT THE POLICIES, PHILOSOPHY, REQUIREMENTS, AND CODES OF CONDUCT FOR ATHLETES AND PARENTS AND AGREE TO ABIDE BY THEM.

I/we give permission for: _____
 (Student's Name)

to participate in: _____
 (List Sport)

Signature of Student Athlete *Date*

Signature of Parent or Guardian *Date*

Signature of Parent or Guardian *Date*

Note: The Athletic Department will retain this form on file for 1 school year.

(Enclosure 5) Code of Conduct Agreement