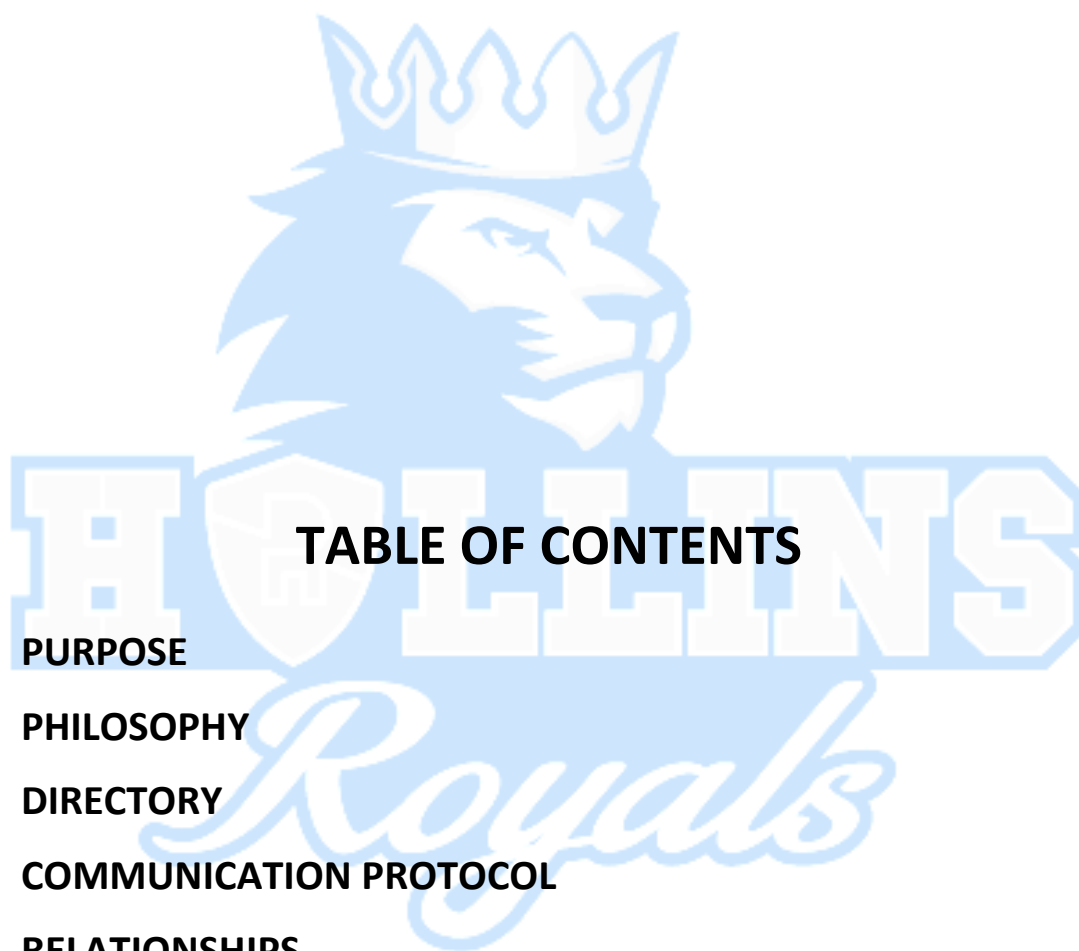




**HOLLINS HIGH SCHOOL**

**ATHLETICS HANDBOOK**





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## **PURPOSE**

- The purpose of this handbook is to provide comprehensive and relevant information for all personnel associated with the athletic program, including student-athletes, coaches, parents, and administrators
- Promote desirable, ethical practices, sportsmanship and productive relationships among schools, coaches, participants, officials, and spectators
- Provide information on the various regulations and policies of the Hollins High School, the Athletic Department and our governing body the Florida High School Athletic Association (FHSA)
- Provide information on the major procedures, regulations, and policies approved by the school board and school administration
- Provide information, guidelines, and relationships of the duties and responsibilities of coaches, participants, and administrators.



## PHILOSOPHY

As Principal, I would like to take this opportunity to welcome you to Hollins High School Athletics. Participating in athletics at the high school level is an experience that will be remembered and cherished for the rest of your life. The relationships and memories made and created will enrich your life and be cherished forever.

Participating in our athletic program is a privilege and not a right. The privilege should never be taken for granted, disrespected or treated cavalierly. As participants in our athletic programs you are representing more than yourself. You represent your family, your school, your community and all alumni, each of whom have sacrificed much for you to participate today. Therefore, the name on the front of your jersey is representative of a community of individuals of the past, present and future and is more important than your name on the back. It is in that spirit that we believe it is important that as a student athlete of Hollins High School you comport yourself with duty, honor and integrity.

Successful Athletic programs are governed by a spirit of dedication, commitment and pride for each teammate, all coaches and the community in which they reside. The traditions built our foundational and propel us forward to greater heights as we are reminded of the sacrifice and successes of those who have come before.

We believe that being a student athlete at Hollins High school is a great honor. We believe that your shared talents make our programs, teams and school stronger. As we strive to be the best school in the state our athletic programs strive for success and championships but never at the expense of sportsmanship. A term that is used but seldom understood. A sportsman works hard, plays hard and competes to win. But never at the expense of cheating, circumventing rules or to embarrass their opponent. To be a good sport is to compete at the highest level with dignity, class and humility.

At Hollins High school we believe how you play, and your achievements earned in the arena outweigh and outshine what ever is said or boasted. Our mission is to strive to be our best selves, best teammates and best teams we can be. To sacrifice our individual accolades for the good and goals of the team. And when all is said and done the competition and how we played the game is all that matters and all that will be remembered. Your legacy will be your positive contribution to our greater goal.



## DIRECTORY

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## COMMUNICATION

### RELATIONSHIPS:

#### Player-Coach

The player-coach relationship is perhaps the most critical of all relationships in athletics. Please allow the coaches to do the job for which they were hired. Coaches are expected to be leaders and role models for their players. They are expected to teach and guide the players who play for them. They are not there to be friends or buddies.

Concepts such as integrity, character, and sportsmanship provide the foundation upon which our coaching philosophy is based.

#### Parent-Coach

All too often during athletic events, situations arise where many adults become too involved in the game in progress, professing to know more than the coaches or even the officials in charge. While this expertise may heighten a person's appreciation for a particular sport, it in no way

changes the status of the individual as a parent-spectator. You should be there only to observe and enjoy the athletic performance.

As a parent you obviously want what is best for your child. Allowing the coach to guide and instruct the team is crucial. Again, you are asked to please allow the coach to do his/her job. Should you have any questions or concerns, do not approach the coach immediately after a game. At this time, coaches have other responsibilities and it may be a very emotional moment. Call and make an appointment for a later time and approach this meeting in a calm and logical manner.

For many coaches, one of the post-game responsibilities is to meet with his/her players. Athletes should not be expected to stop and talk to parents and friends immediately after a game is over. These team meetings are essential to the learning process and are important in efforts to build team unity and understanding.

## **Parent-Player**

Parents can have a very profound effect upon the player/coach relationship. While you may not agree with all decisions that a coach may make, how and when you express your feelings can have a decided effect upon your child. If you express a negative opinion in front of your child, you need to remember that he or she may carry your convictions to the next practice or game. This in turn can lead to a player-coach tension. You, as a parent, have great influence upon this delicate relationship.

Sometimes parents may try to re-live their own athletic memories through the real-life athletic efforts of their children. Being positive and supportive is very important but adding pressure and unrealistic expectations may be extremely harmful. Allow your child to enjoy and to grow and to take responsibility for his/her athletic experiences. Encourage your child to give 100% effort and to become a team player, not an individual statistic seeker. In the end, it is the child's perception of the game that really matters, not that of the parents.

## **Coach -Officials**

The Coach is the official representation of the school and therefore a direct extension of the Principal, Administration and the Community in which they represent. A Coach at HHS is always expected to comport themselves with integrity, honesty, humility and with good manners in any and all interactions with players, parents, officials, administration, media and opposing athletes. As coaches you serve to teach and coach your sport as well as build leaders with integrity and character. Your actions are superior to your words and they should always be displayed in full view in all interactions.

## Parent-Officials

Parents must comport themselves with decency and manners when viewing the game or contest as a spectator. Game officials agree to follow a code of conduct and ethics – parents should follow those same ethics. Swearing, badgering, yelling or berating officials will not be tolerated. You will be asked to leave the contest. Consistent violations of conduct expectations will cause you to be banned from all competitions for all sports and all activities including graduation. Parents act as role models for their children

### KNOW YOUR ROLE:

**Players play – coaches coach – parents cheer – officials officiate**

### Chain of Command:

- Coach will determine roster spots – practice schedule – team rules and playing time
  - Administration will not get involved in discussing roster spots or playing time under any circumstances – that is solely determined by the coach
- Parents/Guardians will address any issues they have concerning their student athlete directly with the coach. Administration will not discuss concerns or questions with parent/guardian unless it has been addressed directly with the coach first
- If a resolution cannot be made with Coach – the concern /issue should be communicated to the school's Athletic Director
- Athletic Director will listen to concern/issue – resolve and/or set up meeting with parent/guardian and coach to attempt amenable resolution
- If resolution cannot be met – Coach has final say and player/parent have right to leave the team and not participate



# RESPONSIBILITIES

## ATHLETE:

1. Strive for academic success. Colleges and recruiters will first ask coaches and administrators about your academic record before your athletic achievement or prowess.
2. Be a high character person on and off the field. The second question colleges and recruiters will ask is about your character. Do you have a good attitude and maximize your effort? Are you a good teammate and can you take coaching?
3. The team's goals and success should always come before individual interests.
4. Athletes need to attend all scheduled practices and games. Joining a team is a commitment to yourself, your team and your coaches. including weekends and holiday breaks.
5. Athletes should adapt to and respect to different coaching styles
  - a. Coaching is constructive feed back designed to help the athlete improve
6. Athletes must respect opponents (players and coaches) and game officials.
7. Team members are responsible for all issued uniforms and equipment. Failure to adhere will result in disciplinary action.
8. Athletes are responsible for the security of all personal items. Lockers are to be utilized to secure belongings.
9. As a team member an athlete must abide by established team rules. No one player is above the rules
10. All injuries must be reported to the coach and to the Athletic Trainer.
11. Take pride in representing your school and community

## COACH

1. Lead by example.
2. Running fair tryouts and using an effective evaluation process.
3. Determining the style of play, including offensive and defensive philosophy.
4. Teaching, instructing, and overseeing all practice sessions.
5. Determining starting lineups and making decisions regarding playing time.
6. Selecting position players.
7. Establishing and enforcing team and school rules.
8. Selection of team captains.
9. Overall communication with players and parents.
10. Provide appropriate supervision at all times (before, during, and after all games and practices) (Including locker room supervision)
11. Presenting themselves as appropriate role models.

12. Be willing and available to discuss player-coach or parent-coach issues. (See "Chain of Command.")
13. Be consistent, fair, and respectful of individual differences.
14. Develop team and individual objectives and goals.
15. Foster a healthy atmosphere for athletic competition.

## **PARENT**

1. Demonstrate good sportsmanship at all times. Make only positive comments during competition. Cheer not jeer
2. Profanity, vulgar, or coarse language at any event made to a player, patron, parent, coach, school official will not be tolerated and will result in an immediate ejection from venue. Continued misbehavior, conduct and/or use of profanity or inappropriate language will result in banishment from all activities associated with our school including all sporting contests, activities or events held at the school or where our school is participating including graduation.
3. Lead by example for your child and for those around you. As a parent of a Hollins student athlete – you represent your family, child and our school community
4. Be supportive of athletic department and school rules and regulations.
5. Demonstrate self-respect and be respectful of others.
6. Do not interfere with the duties of game officials.
7. Take pride in your child, his/her team, and the Florida community at large. \*\*\*\* It is important to remember that participation on an athletic team is a privilege and not a right. Being part of and maintaining one's membership on a given team means accepting all of the responsibilities of an athlete. Unlike recreational or intramural teams, equal or guaranteed playing time is not assured. Coaches will make the necessary decisions and utilize those players best suited to the conditions or demands of the particular contest on any given day. • Please refrain from questioning a coach about the position or playing time of your student-athlete. This remains the sole responsibility of each coach. We expect the player-coach relationship to be utilized in these situations. Any inquiries about policies and procedures of team should be made with and discussed with the coach at the appropriate time. That time is not during pre-game – during the game or post game. Further inquiries or question will be made in conjunction with our Athletic Director, Coach and parent. The coach will not be excluded from any conversation

# SPORTSMANSHIP

**At Hollins High School how you play the game is more important than the outcome. As we strive to win every contest, we must always conduct ourselves with good character, integrity and honor. As coaches, players and parents you represent our school. As representatives of our school we expect all to conduct themselves with the highest level of character and good manners**

## **School's role:**

It is the expectation of Hollins High School, and the Athletic Department, that everyone in the Royal community will conform to and demonstrate good sportsmanship and fair play during all athletic contests. This concept is presented to the staff and to the athletes throughout the school year.

1. At the General Staff Meeting in August sportsmanship is addressed with all current year coaches.
2. Once team rosters have been established each team is addressed by the Athletic Director regarding sportsmanship expectations and procedures.
3. The student body is reminded of sportsmanship at all Pep Rallies and other athletic activities.
4. The Sports Boosters Club is addressed as to the need for good sportsmanship.
5. The sportsmanship slogan is posted and announced at all home games.
6. Student-athletes sign an "Athlete's Pledge" form.

## **Athlete/Parents/Coaches' Role:**

Since the concept of athletics should be educational in nature, it is important everyone involved demonstrates good sportsmanship. "Sportsmanship is an overt display of respect for the rules of sport and for all others – players, coaches, officials, and fans." It also involves a commitment to fair play, ethical behavior, and integrity. This means that:

1. Vulgar or inappropriate language is not tolerated nor permitted.
2. Taunting or trash talking with opponents or with their fans is not tolerated.
3. Spectators may NOT step onto the court or field of play during a game or contest.
4. Athletes and/or Coaches may not leave the field of play, or bench area, or enter the bleachers at any time during the game, including half time and/or time outs.
5. Spectators should be supportive and positive. Cheering should be done in support of our

team, not against our opponent.

6. Athletes, Coaches, and Spectators should not interfere with the opponent's cheerleaders preventing them from leading their cheers.

7. Athletes, Coaches, and Spectators should let the officials officiate.

## **PARTICIPATION**

### **Risks Associated with Athletic Participation**

The very nature of athletic competition provides for potential risk and injury to occur. Even with protective equipment, proper supervision, and sound instruction, injuries still do happen. In extremely rare cases, even death could result. All athletes and parents need to be aware of the potential hazards that exists within the athletic arena. Hollins High School Athletic Department will always do whatever we can to ensure that our athletes have a safe and healthy athletic experience.

### **Pre-Tryout Eligibility Checklist**

Athletes and their parents have certain responsibilities to uphold even before tryouts begin. All of the following requirements must be satisfied before any student will be allowed to tryout, practice, or participate on an athletic team.

#### **Physical Examination Form**

This form must be completed, signed by the parents/guardians and the physician and submitted to the school nurse to be kept on file. Athletes' must have a "current year" on file in order to be cleared and eligible for athletic participation, including out of season workouts during the school year. All immunizations must be up to date. Approved immunization exemption requests currently on file will be honored. It is suggested that physical exams be scheduled over the summer months so the entire school year will be cleared for athletic participation.

#### **Athletic Permit Form**

This form must be completed and signed by the parents/guardians. Sports to be played should be indicated as well as all applicable insurance information. This form should be [submitted to the Athletic Director or Athletic Coordinator](#)

#### **Athletic Insurance**

Every Athlete participating in athletics at Hollins High School must have Athletic Health Insurance. No athlete can participate in any team activities without the completion and purchase of Insurance

## **Expectations of Rostered Players:**

All athletes, who after tryouts, are selected as final rostered players must agree to the following:

1. Agree to sign the Athlete's Pledge as a rostered student athlete you are expected to serve as role models for others. Efforts in the classroom set the student/athlete up for success on the field. Respect and responsibility go hand in hand. You **MUST** lead by example when it comes to sportsmanship.
2. As a rostered student athlete you must comply with Pinellas County School's attendance policy for game day participation and be present for at least half the school day on day of competition which would be the equivalent of two periods on a 4x4 block schedule
3. As a rostered student athlete you agree to comply with all school and team rules.
- 4.. As a rostered student athlete you agree to maintain academic and disciplinary eligibility throughout the season.

## **Practice Sessions and Games:**

Practice sessions may be closed to spectators at the discretion of the coaches. These sessions are the equivalent of a teacher's classroom and there is real instruction taking place. Interference and interruptions to an athlete's concentration and focus in practice cannot be allowed any more than a disruption would be tolerated in an academic classroom. Coaching and learning should not be compromised.

## **Vacation Practice Policy:**

When athletes commit to a varsity or junior varsity sport, they should assume that practices and/or contests might take place over school vacations. Since some of the games/meets/matches are during vacation times we ask that you make every effort to have your son/daughter there as well. Hollins High school teams would be at an extreme disadvantage if they took the time off while others are playing. In addition, it would be unfair to ask other schools to reschedule contests at another time thus forcing them to play 3, 4, or even 5 games during a week in order to accommodate our athletes. Athletes who must go away and miss practice and/or contests during vacations must notify the coach prior to the missed time. Athletes who cannot participate in practices and or games should expect that missed time to affect their playing time and or/ position on the team/squad/club.

## **Eligibility: Academic or Disciplinary:**

The student athletes at Hollins High School are here for their education first and foremost. Athletic participation is a privilege and granted only to those who are deserving of this opportunity. Problems with grades and or behavior are justifiable reasons for Academic or Disciplinary Ineligibility. Athletes are expected to:

1. To participate in ALL extracurricular activities, a student cannot be failing two or more subjects weekly. Student athletes who are failing two or more subjects must attend Extended Learning Tutoring after school Monday through Thursday until grades are raised to a minimum of a C
2. All athletes must maintain a minimum of a 2.0 to qualify for athletic/extracurricular activities
3. Remain in good disciplinary standing.

### **Uniforms and Equipment**

At the beginning of each season, the Head Coach distributes all necessary uniforms and equipment. As an athlete you are responsible for the care and return of all issued goods at the end of the season. The Head Coach will determine the collection times.

Failure to return uniforms or equipment will result in disciplinary action(s) and/or financial obligation for replacement of the outstanding items.

### **Changing Teams**

In fairness to coaches and team members, an athlete can leave one team and join another but only after the following conditions have been satisfied:

1. Any player cut from a team during tryouts may immediately tryout for another team if that team has not already completed its scheduled tryouts.
2. Any player quitting a team must have the original coach and Athletic Director's approval to try out for another team. All uniform and equipment obligations must be met before approval can be given.
3. Any player dismissed from a team must have the Athletic Director's approval before joining another team.

### **Transportation**

Athletes must travel as a team to athletic contests, on the bus provided. Once a game is over athletes are expected to return to school as a team, on the bus provided unless otherwise approved by Head Coach. (Proper behavior is expected of all athletes when on bus trips). The only exception to this rule is if a parent wishes to take his/her own child home with them. In this case, the parent must sign out their child directly with the coach.

## Early Dismissals

For many athletic events students must be dismissed from school before normal dismissal times. Early dismissal from classes for athletic reasons does not release student athletes from class-work responsibilities. Each athlete must make arrangements for getting assignments, taking missed quizzes or tests, or handing in homework. Athletes will have 15 minutes from dismissal time until bus departure time.

## Lateness / Absenteeism

Students who are absent from school on the day of an activity may not participate in school activities, contests, or practices on that day unless the reason for this absence is a funeral, court, or similar phenomena. A note from the student's parent/guardian must be presented to the Athletic Director explaining the reasons for the absence. The Athletic Director will then make a decision about participation. Illness is not an accepted excuse for participation. A student who has recovered from being sick during the day should sign in the front office and be present in their third block class. Any student sent home at any time during the school day due to illness is not eligible for participation in athletics that day.

## Injuries

It is extremely important to report any injury to your coach immediately. Your coach must fill out an accident report. A visit to a Doctor will yield a determined return to play date. No athlete will be allowed to participate further until that date is reached and a note of clearance is issued by the attending physician and received by the coach.

Medical expenses resulting from any injury must first be submitted to your own insurance carrier and then any remaining balance can be submitted to the school accident insurance carrier. If a student athlete is injured and parents need a copy of the injury report for insurance, they should go into the school and see the school's secretary for this form and procedures as soon as possible once the injury occurs.

Concussions and head injuries are commonly reported injuries in children and adolescents who participate in sports and can have serious consequences if not managed carefully. Any student suspected by a coach or referee of sustaining a concussion will be removed from contest or practice for the rest of the day. The district's concussion management protocol will then be followed before a student athlete completely returns to competitive play.

## Section E: Associated Items of Information

### Steroids

Hollins High School Athletic Department does not condone the use of prohibited substances such as steroids, nor support the use of other over the counter



supplements which contain artificial or naturally occurring substances that increase heart rate, blood pressure, or promote unhealthy muscle tissue growth. Use of any of these products, which may be detrimental to your health, is a violation of the “Athlete’s Pledge” and “Coaches Pledge.”

## **Drugs, Alcohol and Tobacco**

School rules are very specific as to the use of drugs, alcohol and tobacco products. The use of or possession / distribution of any of these substances is forbidden. Athletes and Coaches who violate this “no use” policy are subject to possible dismissal from athletic teams. Use of any of these products, which may be detrimental to your health, is a violation of the “Athlete’s Pledge” and “Coaches Pledge.”

## **Theft**

Stealing will not be tolerated under any circumstances, whether it be from teammates, opponents, or others. Any athlete involved in a theft will be immediately dismissed from his/her team and normal disciplinary procedures will be imposed. This is a zero tolerance policy. Do not leave personal items unattended or unsecured in locker rooms or hallways. Take personal items to practice with you, if necessary.

## **Athletic Team Trips**

Just as the classroom is designed to provide for an educational experience the realm of sports can also be very educational. At times, athletic opportunities provide for teams to take overnight and extended team trips. The experience of travel, and the opportunity to compete, make these events valuable additions to the overall high school experience.

Student athletes, parents, chaperones, and coaches are representatives of Hollins High School and as such carry a great deal of responsibility when teams travel. Best behavior is not only requested but mandatory. All school rules apply when teams travel, and violation of school and team rules carry disciplinary consequences. Athletes, parents, chaperones, and coaches should be sure to familiarize themselves with the Student Handbook, regarding rules and consequences.

## **Conclusion Statement**

Participating in athletics at Hollins High school is a special privilege and not a guaranteed right. We have established protocols, rules and regulations for our entire athletic department and its athletes to govern our behavior and approach to competition so that we best represent our school and community. It is our expectation that our student athletes are the best and brightest shining examples of hard work, dedication and leadership



