

**CLARK-SHAW**

**MAGNET**



**ATHLETIC**

**HANDBOOK**

*\*Created April 2022*

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# CLARK-SHAW MAGNET MIDDLE SCHOOL

## ATHLETICS HANDBOOK 2022-2023

### Athletic Statement

This athletic handbook is designed to inform student-athletes, coaches, and their parents about the rules and regulations and other important information regarding the athletic program at Clark-Shaw Magnet Middle School.

Participation in athletics is a privilege which carries varying degrees of honor, responsibility, and sacrifice. Since athletics are a privilege and not a right, those who choose to participate will be expected to follow the rules established by the Athletic Department. As stated, student comes first which means academics takes priority over sports. Each student-athlete represents the school and the student body. Student-athletes must conduct themselves in a manner becoming of the student-athlete, their family, Clark-Shaw Magnet, and the community.

The Athletic Department will enforce all the rules and regulations as described in this Athletic Handbook, Clark-Shaw Magnet Student Handbook, the Mobile County Public Schools Code of Conduct, and the Alabama High School Athletic Association's bylaws. Parents and athletes are asked to sign and acknowledge indicating that they have read and understood the information included in the handbook and the disciplinary measures applicable to athletes who violate the rules and regulations set forth in this Athletic Handbook.

### Philosophy

We believe the athletics program at Clark-Shaw Magnet enhances the advanced academic program for our students. It is structured to enhance physical conditioning, healthful living, skill development, and a positive self-concept. Therefore, it is an opportunity for individual growth, sportsmanship, and integrity. Furthermore, we expect our student-athletes to excel academically and earn the respect of their teachers, coaches, and administrators. We will teach our student-athletes to set very high standards and to live up to those standards. We will also strive to teach our student-athletes how to be successful in sports as well as in life. Sports is an extension of the school and we want our student-athletes to be the best they can be academically and athletically.

### Sports Offered at Clark-Shaw Magnet

*Middle School Activities Offered for 7th and 8th grades only:*

Fall: Football, Volleyball, Cheerleading

Fall/Winter: Boys' Basketball, Girls' Basketball, Cheerleading

Spring: Track and Field (Boys & Girls), Baseball, Softball, Boys' Soccer, Girls' Soccer

***IN ADDITION TO ACADEMIC & BEHAVIOR REQUIREMENTS, ALL STUDENT-ATHLETES MUST HAVE A DRAGONFLY PROFILE AND NECESSARY DOCUMENTS UPLOADED TO MEET AHSAA ELIGIBILITY.***

## **Duties and Responsibilities of the Athletic Staff**

The Alabama High School Athletic Association (AHSAA) will set policies for our athletic program and others in the state of Alabama.

The principal will have the complete authority over the athletic program of the school.

The athletic director has the responsibility to direct the athletic program. The athletic director will ensure that coaches follow the athletic policies and procedures. The director will support and manage the coaching staff, coordinate with head coaches in areas of scheduling, eligibility, practice time and serve as the representative of the school with the AHSAA.

Each head coach will be responsible for the direction of his/her program and will be the person charged with the safety and welfare of his/her team during practice, games, and seasons. Head coaches are responsible for the behavior of each athlete and must ensure that they and the athletes are in compliance with the school and county policies. They must organize effective practices and follow the letter and the spirit of the rules of the AHSAA and the Mobile County Public School System. Head coaches should work with the athletic director and principal in planning an annual budget, purchasing equipment and supplies in accordance with state and local policies, and maintaining a line of communication with the athletic director and principal.

Assistant coaches are charged with the responsibility of being dedicated to his/her head coach, being committed to the total athletic program and its direction. They should be a positive example and treat their athletes equally.

Coaches are expected to maintain high standards of behavior while performing their job responsibilities. All MCPSS Board of Education policies will be followed. The use of offensive language and/or tobacco use are prohibited when dealing with student athletes.

Coaches must ride the bus with athletes to and from away games.

Coaches must remain in the locker room to monitor students. At no time should athletes be unattended while in the locker room.

Coaches must monitor athletes at all times during games.

Coaches cannot leave his/her athletes unattended.

Coaches must make sure the locker room is not left untidy after practice/game.

Coaches must take inventory of all sports equipment and jerseys before and after season begins.

Coaches must take a First-Aid kit and/or medical bag to all athletic events or have medical personnel available on site.

Coaches must have water or sports hydration (ex. Gatorade packet mix) available to athletes at all athletic events.

Coaches must make sure that all athletes have required material in DragonFly before competing.

Please refer to the MCPSS Board of Education Employee Handbook for the policies that are not listed here. These policies will be in effect at all times.

## **AHSAA Coaches Education Courses**

Coaches who began coaching after 2000 must complete the following coaching courses:

- NFHS First Aid for Coaches Course
- NFHS Coaching Principles Course
- NFHS Heat Illness Course
- NFHS Concussion Course
- NFHS Sudden Cardiac Arrest Course
- CPR/AED Certification
- NFHS Sportsmanship Course
- NFHS Student Mental Health and Suicide Awareness Course

Head coaches must also pass a rules test online by the required date. See AHSAA for details. Failure to comply will result in a \$50.00 fine from AHSAA to the school.

All non-faculty coaches must be approved by the principal. All non-faculty coaches must complete the online application process to volunteer, pass a background check, and complete all the above-mentioned coaching courses.

## **Pre-Season Parent and Team Meeting**

The head coach of each sport is required to hold a pre-season parent meeting. At this meeting, coaches should review goals, rules, schedules, and overall expectations of the athletes and parents. Practices and try-outs are closed. Parents must read the CSMS Athletic Handbook and can ask questions at any time. Parents must complete all required forms and information sheets.

## **Participation Fees**

The athletic participation fee must be paid per sport/activity. The cost of this fee will be determined by the coach/sport. Costs for additional summer camps/games are expected. If a student participates in more than one sport/activity in the same year, the student will be responsible for paying the full participation fee for each sport/activity. This fee is non-refundable after the first competition.

## **Transportation**

It is the coach's responsibility to secure transportation to and from all athletic events. If you need a bus and driver please schedule in advance through transportation using the online MCPSS Field Trip Request Form. The coach must complete and submit the Field Trip Request Form for each away game. These forms must be submitted ten (10) days prior to the away game. If a player rides the bus to a game and decides to return home with a parent, the parent must be granted permission from the coach for permission to do so and sign the athlete sign-out sheet with the coach.

## **Duties and Responsibilities of the Student-Athlete and Parents:**

Student-Athletes must meet the following requirements before beginning practice:

- Be academically eligible (70/C average in all courses the last two semesters)
- Maintain a 70/C average in all courses during the season
- No major disciplinary incidents within the last two semesters including out-of-school suspension (OSS) – refer to MCPSS Student Code of Conduct for levels of misconduct
- Attend school regularly (no excessive absences unless with doctor's excuses)
- No excessive tardies to school/No excessive early dismissals from school
- Create a profile in DragonFly
- Copy of a current physical examination and other required documentation uploaded to DragonFly profile
- Paid athletic fee, this fee is non-refundable
- Meet appropriate standards of personal behavior in addition to standards of academic performance. A student may be declared ineligible for a specific period of time if, in the judgement of the school administration or coach, the student has not represented the school's ideals in matters of conduct.

### **Bus Expectations:**

- No standing or switching seats
- No eating on the bus
- No throwing of any objects
- No distractions to bus driver
- PHONE MUST BE POWERED OFF UNLESS GIVEN PERMISSION!!!

### **Locker Room Expectations:**

- No phones in use; PHONE MUST BE POWERED OFF!!!
- No food/eating
- No horseplaying

### **At Game-Site Expectations:**

- Must sit and remain with the team until it is time to play
- Must remain seated and show positive support while watching opposite gender game
- Must respect school property on our campus and at away games
- PHONE MUST BE POWERED OFF!!!

**Parents of student-athletes must adhere to the following guidelines before and during the season:**

- Attend mandatory parent meeting at the beginning of the season or schedule a make-up meeting with the coach ASAP
- Make sure to read and sign to acknowledge that you have read and agree to the requirements and guidelines set forth in the Clark-Shaw Magnet Athletic Handbook

- Make sure student has DragonFly account with required documentation uploaded before practice begins
- Provide proof of student's insurance
- Make sure student attends all practices and games
- Make sure student maintains regular school attendance
- Monitor student's grades/assignments to make sure they maintain 70/C average in all courses throughout the school year.
- Make sure student is respectful to coaches, teachers, and administrators
- Make sure student conducts himself/herself with good sportsmanship
- Make sure student is picked up on time from practice and games
- Contact coaches with any concerns regarding the sport/activity. If at any time the coach or parent feels the conversation is not productive, the issue will then be referred to the Athletic Director and/or principal
- Be role models for our students at home and away games. Being disrespectful to officials, coaches, participants, or other parents will not be tolerated and may result in removal from current and future contests. Please cheer for our participants using positive comments and support
- Middle school coaches are transitioning students to a higher level of play. With this we are focused on participants listening to coaches during events. Please do not coach your child during contests. After games, weekends or evenings are great times to help your child improve.

### **Alabama High School Athletic Association Eligibility**

(Rules concerning Middle School)

1. You must not have reached your 15th birthday prior to August 1st of the current school year. (A student reaching the age of 15 on or after August 1st is eligible for the entire school year.)
2. You must have a copy of your certified birth certificate (issued by a State Bureau of Vital Statistics in the state where you were born and bearing its official seal and birth/recording number) on file in your principal's office and an official eligibility list submitted to the State Office at least five days before you are eligible. This will be done by the athletic director or coach.
3. Students entering the 8th grade must have passed during the last two semesters of attendance or summer school, if applicable, at least five (5) new subjects with a minimum composite numerical average of 70/C in those five (5) subjects.
4. Students entering the 7th grade for the first time are eligible.
5. You may not participate on a non-school or club team or in an outside sport activity in your sport(s) during your school season.
6. You may not dress in uniform for an athletic contest or sit on the bench in a game uniform or be on the field/court as a player if you are not eligible to participate in the game or event.
7. You may not participate in two levels of competition (varsity, junior varsity, B-team, Jr. High, middle school) in one sport during the same event or the same day.

8. In order to practice or tryout, students must be on a tryout roster to be covered by catastrophic insurance.

9. A team's season begins the day of that team's first contest and ends when that team's season has been completed. An ineligible student cannot participate with an outside team after the school team's season starts and then join the school team upon becoming eligible.

### **Tryouts**

Tryouts will be conducted, using the following guidelines:

- Minimum of two days
- Athletes must be in good academic and behavioral standing to tryout
- ALL paperwork/documentation for tryouts must be submitted via DragonFly: Birth Certificate, Current physical, current AHSAA Release form, current Concussion Form, NFHS Sportsmanship Course Certificate, copy of insurance card, MCPSS Consent to Participate Form)
- Coaches can make cuts and post; however, final team rosters must be approved by the school administrator(s) before being posted.
- Tryouts are closed.
- Pay the one-time \$10.00 tryout fee for academic year

### **Dress Code:**

- No game jerseys will be worn on game day
- In order to build school pride within the athletic programs, student-athletes will be required to wear the following on game day:
  - Boys – white, long-sleeve, button down shirt with a hunter green tie OR team issued polo style shirt with school uniform pants
  - Girls – team issued polo style shirt with school uniform bottoms
- Students are expected to follow school uniform policy and wear clothing in practice that is appropriate for competition in each activity/sport.

### **Dropping a Sport/Activity**

If a student stops participating, unless due to injury, in a sport/activity during any part of a game, practice, or meeting he/she will no longer be a part of the team. A student who quits one sport cannot participate in another sport/activity during that season unless determined by the principal.

*Note: Any student who is dismissed from a sport/activity for disciplinary reasons may NOT try-out for another sport/activity until that season is over.*

### **Hazing and Harassment**

Hazing is defined as any activity where a person recklessly endangers the health or safety or causes a risk of bodily injury to an individual for purposes of initiation, admission into or affiliation with any student organization.



Harassment is an act of insensitivity. Harassment at school can take many forms. The most common of which are: verbal abuse, racial or gender slurs or threats. Harassment or hazing in any form will not be tolerated. Any student involved in hazing will be subject to discipline, which may include suspension from school in accordance with the CSMS Student Handbook and MCPSS Student Code of Conduct.

### **Inclement Weather**

If school must be cancelled or dismissed early because of inclement weather, practices and games will be cancelled. Notification will be sent prior to cancellations due to weather.

### **Away Games**

1. Students are under the direction and supervision of the coaching staff on all school-related trips.
2. All students are expected to ride to games with the team.

**Exception: Athletes may be released to their parent/guardian to ride home using the sign out sheet. See coaches for a sign out sheet. Note: At no time will a participant be released to anyone other than his/her parent/guardian unless parents have pre-arranged for an alternative person to pick up the child through the middle school athletic director one (1) day prior to the event.**

3. If students need to be excused from classes, the coach will provide the registrar with a list of students by 7:30 am the day of departure. The coach will state dismissal time from class. Athletes should never leave before the indicated time or without being dismissed by their teachers. Ineligible students will not be excused from classes to attend a game with his/her team.
4. It is the responsibility of athletes to see their teachers prior to missing classes and to get classwork in advance of the absence and completing all missed assignments.

### **Team Composition**

Choosing team members for a particular sport is the role of the coaching staff. Any student who does not make the team remains eligible for other sports offered in the same season and is encouraged to try out for one of the other sports.

Students are allowed to participate in two sports offered during the same season. (Ex. cheer and volleyball or track and basketball). However, both team's coaches should be notified if athletes chooses to play multiple sports during the same season. Keep in mind that in a magnet school the curriculum is advanced and more rigorous, often requiring athletes to balance his/her time between practice/games and schoolwork/homework. Academics should always come first.

### **Team Rules**

The head coach of each program may establish additional team rules not to supersede the rules/consequences within the CSMS Athletic Handbook. The rules will be in writing and reviewed with team members and parents/guardians at the parent team meeting. A copy will be on file with the athletic director and principal. Parents/Guardians of participants will receive information about rules and expectations from the coach.

**Consequences for violating rules are listed below.** The school reserves the right to bypass any intermediate discipline steps it determines appropriate.

### **Consequences**

- **Any student-athlete with one (1) or more out-of-school suspensions (OSS) will be deemed ineligible due to discipline for the remainder of the school year and not be allowed to participate in any sport at Clark-Shaw Magnet for the remaining school year.**
- **Any student-athlete with at least one (1) in-school-suspensions (ISS) will be placed on athletic probation and not allowed to participate for a period of one (1) week or one (1) game depending on the sport. If a game is canceled due to weather, the consequence will be applied to the next scheduled game. Any additional ISS may result in removal from the team.**

### **Procedural Process**

1. Once a potential violation has been reported to the school, the athletic director, administrator(s), and coaches will be notified immediately.
2. The athlete will be extended due process and the opportunity to meet with the appropriate school personnel to present information regarding the incident.
3. If it is determined that a violation has occurred, the appropriate school personnel will apply the outlined consequences.
4. An attempt to notify parents will be made as soon as a consequence is determined, before the student athlete returns to class/practice.
5. Coaches will be notified as soon as a consequence is determined for the student athlete.
6. Parents may request a meeting with appropriate school personnel for further clarification. The student athlete may be present at the request of the parent and/or appropriate school personnel.

**NOTE: THE MCPSS CODE OF CONDUCT POLICY SUPERSEDES THE PROCEDURES DESCRIBED ABOVE.**

### **Clark-Shaw Magnet Middle School Athletic Department Code of Conduct**

Academics come first in a magnet school. In addition to AHSAA rules for eligibility, magnet school athletes may lose their place on a team or opportunity to practice or play in games if they are not upholding magnet standards for behavior and academics (70/C average in all courses). Students participating in the athletic program are expected to conform to the following rules and regulations.

1. A valid, current physical must be uploaded to his/her DragonFly profile.
2. All athletes must have medical insurance. The school is not responsible for the payment of medical services required by an athlete because of injury sustained while participating in any sport.

3. Athletes are expected to conduct themselves in a manner that is consistent with the MCPSS Student Code of Conduct. Violation of school rules, disruptive behavior, showing disrespect toward school staff, unsportsmanlike conduct, and/or committing any act that reflects negatively on the Athletic Department will not be tolerated and such actions will lead to eligibility restrictions. Athletes who continue such behavior/s are subject to suspension from participation.
4. Athletes must maintain a 70/C average in all classes.
5. Athletes are responsible for the proper use of equipment and its prompt return at the end of the season. Any equipment not returned must be paid for and no new equipment will be issued until the matter is resolved.
6. Athletes are required to comply with the AHSAA eligibility requirements.
7. Major offenses such as drugs, alcohol, tobacco, stealing, and hazing will be handled in the following manner: The MCPSS Student Code of Conduct will apply for all violations that occur on the school property and school events. For incidents that occur off campus, an Administrator and Athletic Director will determine necessary action.

### **Attendance Requirements**

1. Daily attendance at school and practice is expected. In order for athletes to be eligible to participate in any after school activity they must be present at school on the day of the activity. To be considered present a student must be in school at least one-half of the school day. Practices are considered an activity. Any exceptions must have the approval of the principal.
2. Athletes must be at school on a regular basis in order to be eligible to participate in athletics. An athlete who accumulates an excessive number of absences will be subject to suspension for a specified period of time determined by the coach. If absences continue during this time, the athlete will then be suspended from the athletic team until the problem is resolved.
3. Athletes who have excessive tardies to school and/or class may be subject to suspension from participation by their coach and/or principal.
4. Excused and unexcused absences will be determined by the MCPSS Attendance Policy and state attendance laws.

### **Information for Athletes**

- Accidents/Injuries: All accidents or injuries, at home or away, should be reported to the coach immediately.
- Conflicts between Activities: Athletes are sometimes involved in concurrent activities and there may be conflicts in schedules. Communication between coaches and sponsors of conflicting activities is vital. Consideration must be given to the importance of the event and the role of the student-athlete.

It is the policy at Clark-Shaw Magnet that athletic events are not scheduled during holidays.

### **Doctor Visits**

- Medical expenses are the responsibility of the athlete/family.

- Written verification from the doctor is required when an athlete is removed from practices or games.
- Written verification from the doctor is required for the athlete to resume participation.
- If possible, doctor's visits should be scheduled around athletic events and practices.

**\*\*\*The school principal may remove a player from a sporting team/event when academic, attendance, and/or behavior standards are not being met.\*\*\***

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**Clark-Shaw Magnet Middle School**  
**Athletic Department**



**Acknowledgement of Athletic Handbook**

I acknowledge I have been advised of my responsibility to read a copy of the Clark-Shaw Magnet Middle School's Athletic Handbook and have read the rules concerning the eligibility and conduct for Clark-Shaw Magnet Middle School student-athletes. I understand the rules and realize that I am subject to disciplinary measures if I violate them. I do agree to participate and conduct myself in accordance with the rules of our athletic program and with other specific rules set by my coaches.

Sport(s): *(check all that apply to your student-athlete)*

- |                                     |                                     |                                      |                                       |
|-------------------------------------|-------------------------------------|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Football   | <input type="checkbox"/> Volleyball | <input type="checkbox"/> Softball    | <input type="checkbox"/> Soccer       |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Baseball   | <input type="checkbox"/> Track/Field | <input type="checkbox"/> Cheerleading |

\_\_\_\_\_  
Signature of Student-Athlete

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

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## EMERGENCY CONTACT INFORMATION FORM

In case of an emergency, the following information is needed:

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Medical Insurance: \_\_\_\_\_

Company Policy #: \_\_\_\_\_

Group Number: \_\_\_\_\_

Doctor: \_\_\_\_\_

List any allergies and/or other medical information: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Relative or Friend who may be called if parents are not available:

Name: \_\_\_\_\_

Relationship to the Student: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_