

# Francis Hugh Wardlaw Academy

*Established 1970*



## **Student Athlete Handbook 2024-25**

For Players and Families

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## **A Note from The Athletic Director**

Dear Patriots,

This manual is available to all parents and children who wish to become a Wardlaw Academy Student Athlete. We firmly believe that our athletic program is a key component of a Wardlaw Academy education. We offer an education-based athletic program, meaning that everything that we do, both on and off the field and/or court, is through the lens of our mission statement, as stated below. Wearing the Grey and Gold of Patriot Athletics is a privilege. Students, and their families, who choose to do so voluntarily choose to embrace hard work and self discipline in order to pursue team goals. Many alumni will attest that being a Patriot athlete has produced results that still enrich their lives to this day. Welcome to the team!

*Kathy James*

**Athletic Director**

## **Wardlaw Academy Mission Statement**

*Partnering with parents to develop the intellectual, emotional, spiritual, physical and leadership potential of each student*

## **Wardlaw Academy Athletic Vision**

It is the vision of the Athletic Department of Wardlaw Academy to create a safe, competitive environment where students can grow in their relationship with God and learn the life skills of teamwork, personal excellence, discipline, dedication, focus, organization and leadership. Athletics allow the student to develop and use his or her God-given ability to glorify God. Due to the nature of competition, the athlete is tested, and true character is revealed. Because of this, the opportunity for character growth readily presents itself through athletic competition.

## **The Ultimate Goal**

Success at Wardlaw Academy should not be measured in victories alone, but also in our ability to equip our student athletes to become Christ-like leaders who impact their communities as young people and as adults.

*“Do you not know that in a race all the runners run, but only one gets the prize? Run in such a way as to get the prize. Everyone who competes in the games goes into strict training. They do it to get a crown that will not last: but we do it to get a crown that will last forever.”*

*1 Corinthians 9: 24, 25*

*“Leaders are made, they are not born; and they are made just like anything else has been made in this country- by hard effort. And that’s the price that we all have to pay to achieve that goal, or any goal.”*

*Vince Lombardi*

## **Expectations Within Patriot Athletics**

### **For Coaches:**

- Model Christ-like behavior
- Model behaviors and values consistent with our mission statement
- Communicate effectively (clarity, tact, respect and fairness) with students, parents and the Athletic Director
- Respect and honor the mission of the school and the athletic department
- Balance individual development with team competitiveness
- Pursue excellence in knowledge of the sport

### **For Student Athletes:**

- Model Christ-like behavior
- Model behaviors and values consistent with our mission statement
- Place the goals of the team above your own individual status and accomplishments
- Be committed to the team, adhering to all rules and expectations, including arrangement of your schedule and priorities
- Put forth your best effort at all times, in practice or game situations
- Be diligent in preparation
- Be humble in spirit
- Be respectful of those in authority
- Demonstrate good sportsmanship at all times, on and off the field and/or court
- Recognize that as a Patriot athlete you are an ambassador for the school
- Exhibit self control and discipline
- Be your own advocate with your coaches regarding your role on the team, playing time, or similar concerns

### **For Parents and Fans:**

- Model Christ-like behavior
- Model behaviors and values consistent with our mission statement
- Recognize that the athletic experience must be owned by the student athlete and supported by their families

- Be positive fans - cheering for all Patriots and respecting the decisions of coaches and officials
- Encourage your scholar-athlete, in good times and hard ones, to learn lessons from their athletic experiences that are bigger than the results of the scoreboard
- Encourage your student athlete to be his or her own advocate in discussions with coaches. Refrain from interjecting yourself as the first step in problem solving

**For Faculty and Administration:**

- Recognize the complementary roles of academics, athletics, and the arts in educating our students within the overall mission of the school
- Support and encourage our student athletes to apply the lessons learned in athletics to the classroom and to life

### **Priorities at Different Levels of Play**

All Patriot teams strive to teach the same life lessons and provide a meaningful experience for all of our players. All of our teams seek the same four basic goals, and all are important. However, the four goals are prioritized differently based on the competitive level of the team within the overall program.

**At the Middle School Level, the priority is:**

1. **Excellence in WATCH** - Words/Witness, Actions, Thoughts, Character and Habit
2. **Competitive Excellence.** Every team and its players want to compete well and have a chance to win. We always make an effort to be as competitive as possible, especially in region games.
3. **Individual development for “the next level”.** This is achieved through skills/drills to best develop the fundamental tools needed to participate at the varsity level.
4. **Participation.** A high priority is placed on giving all team members the opportunity to play and develop. We know that athletes develop physically and emotionally at different rates and this will be taken into account when making decisions about “playing time.” Playing time in every game is not guaranteed.

**At the Varsity Level of Play, the priority is:**

1. **Excellence in WATCH.** - Words/Witness, Actions, Thoughts, Character and Habit
2. **Competitive Excellence.** At this level, our teams and players expect to compete at the highest level they can, even if it means that some players do not get to compete in many games. Our goal is to put the strongest team possible on the field/court to win the contest.
3. **Individual development for “the next level”.** Although we are very proud of our Patriots who have gone on to play sports at the college level and will make every effort to help our student athletes who seek that opportunity to be successful, the goals of the team transcend those of the individual, especially at the high school varsity level.

4. **Participation.** We recognize that being a part of a varsity team is in itself an outstanding experience. We want to maximize every player's opportunity to contribute within his or her own role on the team and to learn lessons and make memories that last a lifetime

### **Wardlaw Academy Athlete's Code**

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the athletic department. The school administrators and coaching staff feel strongly that high standards of conduct and citizenship are essential in maintaining a sound program of athletics. The welfare of the student is our major consideration and transcends any other considerations. All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect or violations of the law, tarnish the reputation of everyone associated with the athletic program and will not be tolerated.

1. Athletes are responsible first to the classroom and the related academic expectations of the teachers and the school.
2. Athletes' grades will be reviewed after the 1<sup>st</sup> quarter and regularly through the year. Failure to maintain high academic standards will be disciplined at the discretion of the Athletic Director and Head of School. Discipline can be up to and include suspension from the team.
3. Athletes who are suspended, in or out of school, may not attend practice or competition on the day(s) during suspension.
4. An athlete suspended twice during the academic year will meet with the Athletic Director and the Head of School to determine possible further discipline.
5. Athletes are expected to disassociate themselves from actions that would damage their Christian witness and should make responsible choices that would prevent their being in groups and locations where such actions are taking place.
6. The use of alcoholic beverages, un-prescribed drugs, narcotics, tobacco, or e-cigarettes is strictly forbidden. Any athlete confirmed by a member of the staff using such products on or off campus may be suspended or dismissed from the team for that season and may face additional school consequences.
7. Academics is at the heart of Wardlaw's mission statement. Student Athletes should make school a top priority. If a player has an unexcused tardy to school the coach will be notified. Each team member is responsible for notifying the coach in advance if they will be tardy or absent for a practice or game.

8. Foul language or unsportsmanlike conduct will not be tolerated. Athletes will be removed from the contest and remain on the bench at the coach's discretion based on the seriousness of the offense. Continual abuse of this policy will result in missed games and eventual dismissal from the team.
9. Athletes are expected to show loyalty to teammates, coaches and Wardlaw Academy by living up to the training rules and placing the welfare of the team before personal wishes and by respecting the judgment of the coach.
10. All athletes should display high standards of social behavior off the field and high standards of sportsmanship on the field, particularly in respecting other athletes, cheerleaders, officials, spectators and those in authority. This expectation includes appropriate use of technology and social media.
11. All athletes should be cooperative with their coaches, teachers and peers.
12. Hazing, bullying or harassment of any sort is expressly forbidden.
13. When a player is returning from injury or illness which caused the player to miss more than five consecutive days of practice and/or games, the player must provide the respective head coach and the Athletic Director a typed or written medical clearance form that is signed by a medical professional. The medical clearance should state:
  - a. The diagnosis of the injury/illness
  - b. A specific date on which the athlete may resume participation
  - c. A description of the level of participation, being participation with limitations or participation with complete medical clearance
14. Wardlaw Academy has an established late stay program that is available free during the season to student athletes who remain on campus after 2:45 dismissal. Students who remain on campus beyond the 2:45 dismissal must report to the proper late stay classroom. The student may not "hang-out" in the gym or on the field unless their parent or guardian is present. **NO EXCEPTIONS.** Students are allowed to leave late stay 15 minutes prior to the start of the respective practice and one hour prior to the start of the scheduled game, if a coach is present. Students are not allowed to loiter on campus unsupervised after school.
15. If a player loses or does not turn in any or all of his/her equipment at the end of the season he/she will be charged for that equipment. He/she will not be issued any equipment for the next sport season until cleared from the previous season.
16. Students are allowed the opportunity to try-out for any sport, and the student may remove himself or herself from the team prior to the start of the first scheduled game without any penalty. Generally, there are two weeks of practice or more before a scheduled game with an opponent occurs. This should provide the student with ample time to decide whether or not he or she is fit for the sport and committed to the team. If a student is on a team at the start of the

first scheduled game and then decides to remove him/herself from that team he/she will be ineligible to participate in a sport their next season. Unique circumstances and/or special cases will be handled by the Athletic Director in conjunction with the Head of School. However, we must also be fair to the coaches and other players on that team. They deserve the right to know who is committed to the team so that they can make personnel decisions and build team chemistry.

17. Players are expected to attend all end of year activities. Dress for attendance should adhere to the school's dress code policy. No shorts should be worn. Modesty is the expectation.
18. Should a violation of this code occur, the student's parents will be advised and consequences will be determined by the coach, Athletic Director and/or Head of School. Consequences may include temporary benching, suspension from team or dismissal from team. **Students serving disciplinary and honor consequences assigned by the school can expect to face additional consequences assigned by the Athletic Department.**

Wearing a Wardlaw uniform is a privilege. It connects you to your current teammates and coaches as well as those that have worn the uniform before you. Understand that the decisions you make will not only impact your life, but also your family, your team and Wardlaw as well.

## **Commitments and Beliefs of a Patriot Athlete**

Wardlaw Academy athletic teams are expected to conduct themselves in a spirit of good sportsmanship, particularly in relation to other teams. Wardlaw may use every means at its disposal to impress upon its coaches, student athletes and fans the values of sportsmanship in the preparation for, conduct of and management of our sports programs at all levels.

Our goal is to develop pride in our programs. This requires a united effort of dignity and accountability for all of our actions. Each of us has a responsibility to encourage and insist upon the following actions from our coaches, student-athletes and spectators:

### **TO STAY HERE:**

**BE COMMITTED TO OUR ACADEMICS** - Make a plan, do the work and prepare for the college/career of your choice. Patriots are student athletes, and this starts with academics. Be a leader in the classroom. Talk to your teachers, counselor and/or coaches if you need help.

**BE COMMITTED TO HAVING CLASS** - Treat teachers, administrators, teammates, classmates and all that you meet with respect and a Christ-like attitude. Treat others the way you want to be treated. Remember to smile, say please and thank you and give people the benefit of the doubt. Your attitude will reflect on the reputation of all Patriots.



**BE COMMITTED TO DOING THE RIGHT THING** - We have plenty of school rules. Learn them, follow them, even if you don't agree with them. Realize that if you just try to do the right thing you will usually be OK. If you have to ask yourself "I wonder if this is ok?" it usually isn't. Hold yourself to a high standard and set the example for others to follow. Realize those younger than you are looking to imitate you.

**BE COMMITTED TO THE PROGRAM** - We realize that athletes are often in a fishbowl. Every word and action will be watched. Our program's reputation provides many opportunities, yet brings many responsibilities. We must be committed to build on the tradition of our program and respect those that have gone before us and paid the price to build the reputation we share.

### **TO PLAY HERE:**

**BE COMMITTED TO HARD WORK** - Our program is built on the concept that hard work pays off. We believe that the most important factor is effort. We believe that we work harder than anyone else. There is a reason we have been so successful and have won so many championships; we work at it.

**BE COMMITTED TO BECOMING A SMART PLAYER** - Our players must be ready to learn. We believe we work smarter than anyone else; we must develop not just skills, but also players who understand the game. Our players must be good listeners and learn by watching. We must make good decisions, we must play with poise. We must prepare mentally as well as physically for practices and games.

**BE COMMITTED TO YOUR TEAM** - We must have players who believe in our teams and in their teammates. Our program is built on the concept that the team is bigger than any one player, we need unselfish players. Players are sometimes asked to sacrifice personal goals in order to achieve more team goals. **TEAM** - Together Everyone Achieves More. Unselfishness is a characteristic of all great individuals and all great teammates.

**BE COMMITTED TO A WINNING ATTITUDE** - Our players must be committed to winning while understanding that we don't measure our success by winning alone. Each time we play we evaluate ourselves on reaching our potential. The test for our program is to play against the game, not just the opponent. We never quit. We are always looking for a way to win.

### **TO WIN HERE:**

**BELIEVE IN OUR SYSTEM** - Commit yourself to our philosophy, and to our system of play. Be a sponge and soak up the concept of how we practice, how we play, and how we conduct ourselves. Learn your role, accept your role and do it to the best of your ability.

**BELIEVE IN YOURSELF** - Play with confidence, be positive. Do not get down when you play poorly. Talk with your coaches and learn to use those challenging times to strengthen both your physical game and mental game.

**BELIEVE IN YOUR COACHES** - Your coaches are here to help you and your team be the very best you can be. Trust their leadership. Accept challenges and discipline as readily as you accept praise. Be teachable and coachable.

BELIEVE IN YOUR TEAMMATES - Communicate with each other and help each other. Remember “the strength of the pack is the wolf and the strength of the wolf is the pack.” Encourage each other and support each other. It takes all pieces to complete the puzzle, one piece is not more important than the other. Don’t ever forget the importance of the bond between the team. Be a friend. We are all different, be tolerant of teammates and others.

*\*Adapted from the “Defining Dozen of Bullpup Basketball” Coach Matty McIntyre, Gonzaga Prep and “Porter-Gaud Athletic Manual”, Larry Salley*

## **Wardlaw Academy Sportsmanship Guidelines**

Wardlaw’s teams are expected to conduct themselves in the spirit of good sportsmanship, particularly in relation to other teams. Wardlaw may use every means at its disposal to impress upon its coaches, student athletes and fans the values of sportsmanship in the preparation for, conduct of and management of our sports programs at all levels.

The number one goal is developing pride in our programs. This requires a united effort of dignity and accountability for all of our actions. Each of us has a responsibility to encourage and insist upon the following actions from our coaches, student athletes and spectators:

- 1. BE COURTEOUS TO ALL** - It is paramount that the Wardlaw community treats all participants, coaches, officials, staff and opposing fans with respect. Applaud during introductions, shake hands with opponents, show concern for injured players, extend hospitality to visiting players, coaches and fans.
- 2. KNOW THE RULES, ABIDE BY THE RULES AND RESPECT THE OFFICIALS’ DECISIONS** - Accept the officials’ decisions without a display of temper, argument or derogatory remark. Yes, there will be moments you strongly disagree with the officials’ decisions, but those are the moments you have been given the opportunity to model appropriate ways to respond to a disagreement to those who have been put in authority.
- 3. WIN WITH DIGNITY, LOSE WITH CHARACTER** - Treat competition as a game and a privilege to complete in a Wardlaw uniform. While the final result is important, it is more important how we respond to that result.
- 4. EXERCISE SELF CONTROL** - Present yourself, your team and Wardlaw positively. Support the activity by displaying total unity as fans, as opposed to exhibiting behavior that draws attention to you instead of the game.
- 5. PERMIT ONLY POSITIVE SPORTSMANSHIP** - Encourage those around you to display only positive sportsmanlike conduct. Likewise, discourage the use of profanity, taunting or other destructive mannerisms.

As a Wardlaw coach, athlete or fan, you are expected to conduct yourself with integrity, sportsmanship, honesty, pride and humility. Your conduct is closely scrutinized as you and your team compete at home and on the road. A student athlete is looked upon as a role model, particularly by his/her peers and younger children. It is important that his/her personal conduct is above reproach at all times. Realize that you are representing yourself, your family, your team and Wardlaw. **DO SO WITH CLASS!**

### **Technical Foul/Cautions/Ejections**

Any athlete receiving a conduct technical foul in basketball, a caution in volleyball, a verbal warning in softball or baseball, or a conduct personal foul in football will immediately be removed from the contest and will remain out of the contest for a period deemed necessary by the head coach, they may also have playing time impacted on their next scheduled game. Any player receiving a caution or conduct technical foul/personal foul in two consecutive contests will be removed for the remainder of that contest and suspended from the next scheduled contest. All incidents should be reported to the Athletic Director within 24 hours of the occurrence.

An athlete who is ejected for using personal abusive language, flagrantly or maliciously contacting another person, making an obscene gesture to the opponents or spectators, shall be ineligible for a minimum of the next contest to the maximum of one year depending on the seriousness of the violation. Any attempt to verbally abuse, make obscene gestures to, threaten or strike an official or member of the opposing coaching staff, shall be considered a serious violation making the athlete ineligible for a minimum of the next two contests to the maximum of one year. The coach will notify the parents and Athletic Director immediately.

Any athlete who leaves the bench area to become involved in a fright/confrontation will be disqualified from that game and will be subject to a minimum of a next game suspension depending on his/her involvement.

An athlete who is ejected for a second time in their varsity sport career will have his/her athletic eligibility removed per SCISA policy.

If at the discretion of the Head of School, Director of Athletics or the head coach, an athlete's play or attitude displays behavior which is contrary to the expectations of the athletic program at Wardlaw Academy, he/she may be removed from a team. A conference will precede this action.

### **Social Media**

In our modern, technologically-connected world, students can sometimes forget that their interactions online are both public and permanent. All expectations and rules governing student athletes' behavior extend to the digital world as well. Patriots must be mindful of their role as an ambassador of their team and their school in their online behaviors. With the rapidly changing technologies available to athletes, coaches and teams, it would be impossible to have a rigid set of rules governing every interaction. Instead, follow the principle that every interaction involving our student athletes needs to protect the

safety, privacy, and dignity of everyone involved. Please remember that emails, texts, etc cannot convey tone, and can lead to misunderstandings.

### **Parents**

With full recognition of and respect for parental responsibility under God, it must be kept in mind that for athletic participation, parents have delegated the responsibility and authority to the coach.

Please avoid the following:

- Parental coaching from the stands (giving directions or suggestions to players). This includes during the contest, during breaks or immediately postgame.
- Negatively approaching a coach or athlete on the bench during the game, at halftime, or immediately following the game.
- Expressing openly to children derogatory language or opinions regarding the coach.

### **Conflict Resolution**

The Matthew 18 principle should be followed in all conflict resolution.

1. Commit the situation to prayer, seeking God's direction in dealing with the situation.
2. After 24 hours (a cooling off period) go directly to the person involved and ask to meet with him/or her privately. This should not occur during practice. (Matthew 18:15-17)
3. If resolution does not occur, take your concerns to the next level. The Athletic Department will not entertain most matters unless a meeting with the primary coach has taken place.
4. Support is expected. Well placed criticism given privately to a coach is welcome. Simply airing negative opinions to others (children included), however, should not be done.
5. Meetings should include both the athlete and parents whenever possible, especially on the varsity level.
6. If, after meeting with the coach and then the Athletic Director you feel the issue is still not resolved, you may request a conference with the Athletic Director and Head of School.

## **General Athletic Department Guidelines**

### **Locker Rooms**

The varsity locker rooms should not be used during the school day. The middle school locker rooms may be used for PE during the school day. It is the responsibility of the student athletes to keep their locker rooms picked up. If they are found in disarray this can result in the loss of locker room privileges. They will be cleaned by the staff; however, trash should be taken out by the athletes at the end of practice each day. Anything left on the floors will be put in the lost and found. Used practice clothes must be taken home at night.

## **Multi-Sport Athletes**

As a department, we encourage athletes to participate in multiple Patriot sports. Although our sports seasons overlap, there will always be an opportunity for athletes to join their winter or spring sport at the conclusion of their current season with no penalty. Coaches of multi-season athletes will coordinate with each other to ensure that neither team's requirements preclude full participation in the other. Student athletes may not begin mandatory practice for a new season's sport until after the final competition in their current season. In some rare cases, a student athlete may be able to compete for two Patriot teams in the same season. Those cases require a very high level of communication between teams, the athlete, and the family.

## **Use of Athletic Facilities/Supervision**

Wardlaw is blessed to have outstanding athletic facilities. These facilities were built for our students, and all students are encouraged to take advantage of them. However, students MAY NOT under any circumstances use any of our athletic facilities without adult supervision and permission of our Athletic Director.

## **Transportation**

Transportation to away athletic events is **the responsibility of the parent of the athlete**. If a ride is needed the coach or team mom can assist in coordinating that when advanced notice is given.

The only time a student will be allowed to drive his/her own vehicle to an away game is if home is closer to the away site than Wardlaw. Students will never be allowed to transport another student, unless they are a sibling, to the event. The student must have a written note turned into the Athletic Director giving permission for the student to drive to the event. This note must be signed by the parent/guardian. A phone call is not sufficient.

## **Uniforms and Equipment**

Athletes are responsible for the uniforms and equipment issued to them. All school-issued uniforms and equipment must be returned at the end of the season. The athlete's parents will be billed for the replacement cost of any equipment lost or damaged.

## **Apparel**

Only Wardlaw Academy school colors will be approved for team apparel. All teams will be uniform in appearance in all pre-game warm ups. Only school approved warm up uniforms will be worn. All compression gear and sleeves must be school color and must be the same color as any other teammate who is wearing such gear. All socks, shoes and extra attire (football gloves, forearm pads, knee pads, etc) need to be within the color scheme of Wardlaw Academy (black, gray, athletic gold or white.) Exceptions for this (such as Breast Cancer Awareness) must have prior approval by the Athletic Director.

## **Early Dismissals**

Due to the start times of many sporting events and the distance traveled, there are numerous early dismissals for athletics throughout the school year. Athletes should be proactive in communicating with their teachers regarding missed classes or any make-up work. Being irresponsible regarding early dismissals undermines the integrity of the athlete, the team, and the athletic department. The Athletic Director will determine the time for dismissal and communicate that with the coach. Any student leaving before this time must have approval from the Athletic Director.

## **College Commitment and Signing Ceremonies**

The Patriot athletic department is pleased to recognize and celebrate our student athletes who are invited to continue their playing careers at the collegiate level. Students wishing to celebrate a scholarship signing or formal commitment can do so by having their future college coach contact the Athletic Director.

## **“Return to Play” Protocol**

No parent, athlete or coach can determine when an athlete may return to play when being treated for a sports related injury. When an injury has required an athlete to miss more than 5 consecutive days they must be cleared by a licensed medical provider. If an injury occurs at an athletic event in which a certified athletic trainer or medical representative is present, they must clear the athlete. To return from a concussion the athlete must fully complete the concussion protocol once cleared by a physician.

## **Music Over the Public Speakers**

Students may have the opportunity to play music over a speaker in the gym, on the field or even in the locker room. It is essential for all users to remember that our school community is made up of children of many ages, multiple generations and families with widely different tastes in music. Even if you are alone when your music starts, any playlist should be built with the expectation that any member of our school family could overhear the music at any time. All music played over a speaker (even in the locker room) must be approved by the head coach and Athletic Director. Any inappropriate music played will result in immediate loss of the privilege to select your own music.

## **Roster Size and Cuts**

In general our Patriot teams have a “no-cut” policy. However, sometimes a team is limited by the rules of the sport, our ability to adequately equip every team member, or our ability to give each member meaningful playing time. Even “no-cut” sports involve a certain element of selectivity in terms of position assignments, selection for travel teams, etc. There is no way to create a completely objective and transparent mechanism that governs roster decisions - that is part of the art of coaching. Wardlaw coaches are expected to handle these decisions thoughtfully and in communication with the Athletic Director.

## **Communication with Coaches**

One of the lessons we hope our athletes will learn through athletics is how to be their own advocates with those in positions of authority, including coaches and officials. Athletes, particularly at the varsity level, are encouraged to speak directly to their coach about any concerns regarding positions, assignments, playing time, etc. Parents should not interject themselves into their conversations and take away their student's opportunity to learn and grow through them. Coaches and athletes are expected to handle any such interactions in a professional manner. This includes tact, discretion, picking a good time to talk (24 hour policy) and mutual respect. Coaches will never penalize a player for communicating candidly and respectfully.

The chain of command is set in the following order: Head of School→Athletic Director→Head Varsity Coach→middle school coach/assistant coach. Athletes start at the coaching level and work their way up the chain.

## **Lettering**

The purpose of awarding varsity letters at Wardlaw Academy is to reward excellence in athletics and to acknowledge the accomplishments of team members. To qualify for a varsity letter, an athlete must play on a varsity team and finish the season in good standing.

First-time lettermen will receive a letter and an insert. Each successive year an athlete letters in the same sport, he/she receives a bar.

## **Discipline**

Coaches will establish disciplinary guidelines with approval from the Athletic Director. These guidelines should be applied even-handedly to any and all athletes on the team. These guidelines should be clearly communicated to all athletes and parents prior to the season.

Any student receiving academic help after school is excused until 3:00 from practice with a note from his/her teacher. This should be an occasional occurrence only. Missing practice on a regular basis, although excused, may affect your playing time.

All disciplinary decisions affecting athletes may be appealed following the chain of command.