



2018-19



ATHLETIC HANDBOOK

A REFERENCE MANUAL FOR
PARENTS & STUDENT-ATHLETES



Norfolk
Collegiate
A GREAT EDUCATION.
AN EVEN BETTER EXPERIENCE.

TABLE OF CONTENTS

Athletic Department Directory_____	p. 2
Norfolk Collegiate Mission_____	p. 3
Statement of Philosophy_____	p. 3
Levels of Participation_____	p. 4
Principles of Interscholastic Athletics_____	p. 5
Sportsmanship_____	p. 6
Safety_____	p. 7
Insurance & Physicals_____	p. 7
Pre-Season Coaches/Parents Meeting_____	p. 7
Collegiate & TCIS Eligibility_____	p. 8
Athletic Practice Dates_____	p. 8
Cancellation of Games/Practices_____	p. 8
Transportation_____	p. 9
Athletic Dress Code_____	p. 9
Athletic Uniforms_____	p. 9
Class Attendance_____	p. 10
Participation in Conflicting Activities_____	p. 10
Lines of Communication_____	p. 10
Supervision of Athletes_____	p. 10
NCAA Eligibility Requirements_____	p. 10
Athletic Awards_____	p. 12

**NORFOLK COLLEGIATE
ATHLETIC DEPARTMENT DIRECTORY**

Jon Hall

Director of Athletics
jhall@norfolkcollegiate.org
757.480.1411

Taylor Kelly

Assistant Director of Athletics
tkelly@norfolkcollegiate.org
757.480.2885, ext. 4402

Athletic Department Phone

757.480.1411

Athletic Department Fax

757.588.8655

Norfolk Collegiate Middle & Upper School | 7336 Granby Street | Norfolk, VA 23505 | 757.480.2885

Norfolk Collegiate Lower School | 5429 Tidewater Drive | Norfolk, VA 23509 | 757.625.0471

www.NorfolkCollegiate.org

NORFOLK COLLEGIATE'S MISSION

Norfolk Collegiate develops critical thinkers, doers and explorers through innovative, engaging instruction in an inclusive and supportive learning community.

STATEMENT OF PHILOSOPHY

Norfolk Collegiate is committed to maintaining an excellent athletic program as a major component of the school's educational goals. One of the beliefs stated in the strategic plan is "emotional and physical well being and the practice of fitness are necessary for maintaining a healthy lifestyle, participation in the interscholastic athletic program fosters and develops cooperation, sportsmanship and respect for others." Participation in sports can be an integral part of a student's educational experience. Norfolk Collegiate attempts to provide extracurricular sports opportunities for all students who wish to participate and fulfill team obligations.

The athletic department is responsible for providing the opportunity to grow through the pursuit of athletics. It will offer as many sports as the school can reasonably support and for which there is sufficient competition within the Tidewater Conference of Independent Schools, of which Norfolk Collegiate is a member. The athletic department will provide proper facilities, equipment and coaching to ensure that each student has an opportunity to reach his or her athletic potential.

Norfolk Collegiate offers up to three levels of teams in some sports: middle school, junior varsity (JV) and varsity. At the middle school level the goal is to develop the athlete's talents through the teaching of skills and development of character, emphasizing the active participation of each athlete. The JV level continues the athlete's skill development; however, more emphasis is placed on the development of the individual athlete and team success. At the varsity level the goals are to further develop character, athletic skills, teamwork and sportsmanship while fielding high quality and competitive teams. There is a stronger emphasis on winning at the varsity level, but all of our teams will work toward the goal of improving throughout each season and from year to year. When teams are successful, athletes should feel pride in their accomplishments, but they must also demonstrate class and humility, and when they fail, they must avoid making excuses and seek ways to benefit from what they have learned through defeat. Always, the tenets of sportsmanship and fair play must be stressed and upheld at every level.

LEVELS OF PARTICIPATION

Middle School

Sub-JV teams are comprised of sixth-, seventh- and eighth-grade students. Middle school teams are considered introductory and efforts will be made to include all who wish to participate within reasonable limits of practicality. Athletes exhibiting the appropriate attendance, attitude and work habits can reasonably expect to participate in contests, but coaches will ultimately determine playing time. Everyone can expect to play, but playing time should not be considered equal. Sixth-, seventh- and eighth-grade students may try out for a JV team only if no middle school team is offered for that particular sport.

Junior Varsity

Junior varsity teams should be considered the transitional level between middle school and varsity-level teams. Junior varsity teams are comprised of students in grades 9-10 with occasional participation by seventh- and eighth-grade students under certain circumstances with the approval of the athletic department. Younger players may be selected for junior varsity teams if coaches deem their ability and maturity warrant participation. While coaches understand every player desires to participate fully in contests, playing time at this level will be determined by ability, effort, attitude and the discretion of the coaches.

Varsity

At the varsity level, the commitment is to field the most competitive teams possible, so roster limitations may occur. Sixth- and seventh-grade students are not eligible to participate in varsity athletics. Varsity selection is earned based on skill and maturity of individual players. Younger athletes will be chosen if it is determined they will experience valuable playing time and contribute to the success of the team. Athletes in eighth grade will be placed on a varsity team only after consensus among the coach, parents and athletic director is reached. Playing time at the varsity level is determined by coaching decisions made during practices and while contests are in progress.

Club Sport

To be recognized as a club team at Collegiate, the team:

- must have a history of success over a minimum period of five years.
- competes at the varsity level only during its “club” season.
- competes during its “off season” due to state, regional and national contests taking place during this time frame.
- must be approved by the director of athletics and headmaster.
- will be recognized as a “club” team in publications and assemblies.
- will be able to be transported to and from practice by the school. However, the team will not be transported or monetarily supported for competitions.
- will be recognized academically whereby study halls will be offered instead of physical education class for ninth- and 10th-grade students during the agreed club season dates with the approval of the director of athletics.

In order for students to participate in any sport at Collegiate, the student and his or her parent or guardian must sign the parent consent section of the Athletic Physical Form. Signing the form indicates all the policies, procedures and regulations in this athletic handbook are understood and will be followed.

PRINCIPLES OF INTERSCHOLASTIC ATHLETICS

Collegiate has adopted the National Association of Independent Schools (NAIS) Principles of Good Practice for Member Schools which read:

1. The school's physical health program embodies the mission, philosophy and objectives of Collegiate.
2. The school ensures physical education teachers and coaches have appropriate training and knowledge of the school's mission, philosophy and objectives.
3. The school promotes equity in all aspects of its athletic program including equal access to athletics and fair and just treatment within the curricular and extracurricular program.
4. The school's athletic program is an integral part of the school's curriculum.
5. The school is committed to the safety and physical and emotional health of the participants in the athletic program. The school demonstrates this commitment by ensuring appropriate safety precautions are in place for all physical education activities. Further, the school has appropriate response safeguards in place in the event a student is injured.
6. The school's athletic program values the dignity and worth of the individual in the context of common purpose and collective achievement.
7. The school educates parents about the philosophy, policies, risks and appropriate expectations of the athletic program.
8. The school stands firmly in opposition to performance-enhancing drugs.
9. The school and its athletic programs and teams do not tolerate any form of hazing.
10. The school ensures students, parents, alumni and others understand the expectations of sportsmanship, civility and self-control at athletic practices and contests, much as those same characteristics are required within the more traditional academic environment.
11. The school works directly and candidly with other schools to prevent abuses in the following areas: recruitment, eligibility, transfer of student-athletes, financial aid and admission.
12. Coaching is teaching: Coaches are, foremost, teachers. In this spirit, coaches have a strong collegial relationship with other educators and contribute to the school's understanding of the whole child.
13. Coaches have an understanding of the developmental needs of the children with whom they work.
14. Coaches design and implement activities that improve the knowledge and skills of all participants.
15. Coaches are aware of the physical abilities of their athletes and do their best to keep the athletes safe while encouraging students to reach new levels of achievement.
16. Coaches maintain the appropriate skills to teach their sport(s) and provide appropriate first aid to an injured athlete.
17. Coaches mentoring athletic teams and events are role models for the behavior expected of all spectators and participants at any athletic event.

SPORTSMANSHIP

At Collegiate, team and individual competition contribute significantly to the development of character and school spirit. Sportsmanship and fair play are important parts of this experience. We expect our coaches, players, faculty, students and parents to represent Collegiate in a manner that is respectful of others on and off the fields of competition. It is our desire and goal to develop and practice the highest standards of courtesy, discipline, good sportsmanship and the ability to act as good hosts and guests. We encourage enthusiastic support at all games within the boundaries of accepted good sportsmanship. We expect adult spectators to uphold the same high standards we demand of our student supporters and players and to set good examples of sportsmanship.

The following guidelines have been established to help foster and promote good sportsmanship at Collegiate.

All Student-Athletes Should:

1. Be courteous to opposing teams and all game officials.
2. Never give up, cheat, use inappropriate language or “grandstand.”
3. Retain composure at all times and never leave the bench or enter the field or court to engage in any confrontation.
4. Be modest when successful and gracious in defeat. Athletes do not offer excuses for failures.
5. Play for the enjoyment of the game.
6. Understand and observe the rules of the game and the standards of eligibility.
7. Set high standards of personal conduct.
8. Respect the integrity and judgment of officials and accept their decisions without question.
9. Respect the facilities of host schools. Act in a way appropriate for a guest to behave.

The Spectators Should:

1. Realize they represent the school just as the players do and therefore have an obligation to demonstrate the practice of good sportsmanship.
2. Recognize good sportsmanship is more important than victory by approving and applauding good team play, individual skill and outstanding examples of sportsmanship and fair play exhibited by either team.
3. Recognize that since the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social and emotional wellbeing of the players through the medium of a contest, victory or defeat is of secondary importance.
4. Treat visiting teams and officials as guests, extending to them every courtesy.
5. Spectators shall be modest in victory and gracious in defeat.
6. Respect the judgment and integrity of officials, realizing their decisions are based upon game conditions as they observe them.

Student-athletes who fail to display proper behavior and/or good sportsmanship before, during or after an athletic contest or practice may be barred from further participation at the discretion of the director of athletics and the appropriate division head. Penalties such as probation or suspension from one or more games may be imposed depending upon the severity of the transgressions.

Students who have been severely reprimanded or dismissed from a team for unsportsmanlike conduct or improper behavior by the coach, the director of athletics, or the appropriate division head

will not be eligible for end-of-the-season awards.

Spectators (students or adults) who display poor sportsmanship or improper behavior before, during or after an athletic contest may be asked to leave the field or gym. Based on the circumstances, they may be barred from attending any games for the remainder of the season.

SAFETY

The athletic department strives to provide students with a safe and enjoyable environment in which to participate. Consequently, all coaches and administrative personnel have a responsibility to reduce and/or eliminate all potential safety hazards. It is vital to understand participation in athletics involves inherent risks.

Coaches and administrative personnel are obligated to act in a prudent manner in order to prevent foreseeable accidents and injuries. They should respond to unexpected circumstances according to guidelines set forth in this handbook.

Collegiate provides certified athletic training on a daily basis throughout the school year. Home game coverage, as well as practice coverage, is offered for safety reasons. We encourage our student-athletes to take advantage of this service. Athletes should communicate clearly with coaches and the trainer about any injuries sustained.

INSURANCE AND ATHLETIC PHYSICALS

Adequate insurance coverage for an athlete is the responsibility of the parent or guardian. Part IV of the athletic physical form is an insurance disclaimer that must be signed by the parent or guardian BEFORE a student participates in athletic tryouts, practices or games.

In order to participate in athletics, families must upload a completed physical form signed by a physician to Magnus by Aug. 1. No student may begin any phase of the athletic program (tryouts, practices or other activities) without meeting this obligation and completing the Emergency Information Form in Magnus.

VISAA demands a physical form each school year between May 1 of the current year and June 30 of the succeeding year. Collegiate will offer free physicals in May at the conclusion of the spring season as indicated on the school calendar. Blank copies of the athletic physical form may be obtained from the director of athletics, the front desk or printed from the Collegiate website on the athletics page.

PRE-SEASON COACHES/PARENTS MEETING

The athletic department will conduct a meeting at the beginning of the school year for all Collegiate athletes and parents where important information about the athletic program will be presented. The date and time for this meeting will be listed in the yearly school calendar. Parents will receive notification at least one week in advance of individual team meetings that will occur each season. Parents are strongly encouraged to attend these meetings in order to establish necessary lines of communication with the coach.

NORFOLK COLLEGIATE & TIDEWATER CONFERENCE OF INDEPENDENT SCHOOLS ELIGIBILITY REQUIREMENTS

Collegiate Requirements: (Grades six through 12) To be eligible to participate in athletics or other extracurricular activities, students are expected to remain in good academic standing in all courses. A student-athlete's academic performance will be reviewed regularly. Should an athlete's grades fall into the realm of "academic concern" or "academic probation," this may jeopardize his or her ability to participate in athletic practices and contests. Decisions about continued participation will be made in consultation with upper/middle school administration and the athletic department.

TCIS Requirements: Student-athletes are subject to the eligibility requirements of the Tidewater Conference of Independent Schools. To be eligible to compete on a team, an athlete must attend the member school and not have reached his or her 19th birthday on or before Aug. 1.

ATHLETIC PRACTICE DATES

Practices and tryouts for the fall athletic season will start in August. Varsity teams will begin approximately two weeks before the start of school; junior varsity will begin the following week, and middle school athletics will begin the Monday of the first full week of classes. Exact dates will be announced on the school calendar, and a separate athletic mailing will be sent home in the summer with specific dates, times and locations. Parents and students should note these dates on their summer schedule and be available for practice and/or tryouts when they begin in August. With approval from the athletic director, teams may hold optional practice during the winter and spring breaks. Similarly, holiday and Sunday practices may be held, but attendance at them is also optional.

Once athletes commit to a team, they are required to attend all practices and games, unless excused by a coach. Athletes who fail to attend practices and games may be subject to disciplinary actions such as limited playing time or dismissal from the team. Participation on an athletic team represents a significant commitment from each student.

CANCELLATION OF GAMES/PRACTICES

Cancellation of games and or practices due to inclement weather will normally be made in the early afternoon, and information will be posted on the website. Rescheduled dates will be posted to the website in a timely manner. Student-athletes should always come to school prepared to play or practice that afternoon. Do not assume a cancellation based on the weather in the morning. Decisions about cancellation after 3 p.m. will be made at the game/practice site. If the school is closed due to unsafe weather conditions, no practices or games will take place.

TRANSPORTATION

Collegiate will provide transportation to and from all away games and all off-campus practice and game sites.

Exceptions may be made in the following circumstances:

1. Parents or parent-designated adults may transport team members home after off-site practices or games. Parents or guardians must notify the coach that the student has a ride home.
2. Students who are also licensed drivers may drive to a specific practice site for an entire season if that driver (with permission from a parent) has completed the Permission to Drive Off-Campus form. These forms are available in the athletic department where once completed, they will be kept. If a request to drive to a practice site for an entire season is approved, the head of the upper school may revoke that approval at any time during the season. Permission to drive to specific game sites may be granted on an individual basis with a written request. No other students may ride with those students granted permission to drive to practice or game sites. The driver may drive other students home from the practice or game site with written permission from parents submitted to the coach before the practice or game.
3. When the practice or game is on a weekend or other day when school is not in session, the director of athletics may approve a team coach's recommendation to have team members arrange their own transportation. This exception must be approved in advance. Team members and parents must be notified in a timely fashion.

Out of town lodging and meals: When teams are required to stay in hotels overnight due to scheduled events during the season—such as invitational tournaments— the team members will be responsible for paying the cost of the rooms, which will be billed to their student accounts. Team members will be responsible for their own meal money. Collegiate will pay for the cost of rooms when teams travel overnight to participate in end-of-season state tournaments. Collegiate will provide transportation for all in-state tournaments and games and pay for the coaches and bus driver's accommodations. Coaches will receive meal money upon request.

ATHLETIC DRESS CODE

Student-athletes represent Collegiate when they travel to and from athletic contests. Unless athletes have the opportunity to change into uniforms before boarding the bus for local games, they should wear appropriate attire while traveling. Boys should wear dress shirts with ties, dress trousers or neat pants with belts, socks and shoes. Girls should wear appropriately similar attire.

ATHLETIC UNIFORMS

Athletic uniforms and team-spirit wear may not be worn to school without approval from the director of athletics and the appropriate division head. Uniforms must be returned in satisfactory condition no later than one week after the final athletic contest for the season. If possible, coaches will collect all uniforms and equipment at the conclusion of the final game. A replacement fee of \$200 will be charged for uniforms lost or not returned, and report cards will be held until uniforms are returned or the fee paid.

CLASS ATTENDANCE

In order to practice or participate in an athletic contest, student-athletes must attend a minimum of three consecutive classes that day. Funerals, college visits and religious holiday are examples of exceptions that could be granted by the director of athletics on an individual basis. The student or parent should request an exception as early as possible, preferably at least one day in advance.

PARTICIPATION IN CONFLICTING ACTIVITIES

Collegiate expects athletes to meet their commitment to the school team first if they choose to participate in another activity or play for another team during the same season. A player should communicate clearly to a coach before the season starts his or her interest in participating in another activity. The coach has discretion in handling potential conflicts or absences from team functions, but athletes must understand their commitment to the school team has a significant impact on other members of the team and therefore should choose wisely when making such decisions. If a coach determines an athlete's level of commitment to the school team is insufficient, sanctions may result, including dismissal from the team.

LINES OF COMMUNICATION

Coaches are encouraged to establish lines of communication at the beginning of the season. When problems arise, players should speak with the coach first. Most concerns can be addressed at this level. If the player and coach have worked together but cannot resolve the situation, it would be appropriate for a parent to contact a coach about the issue. This contact should not be made immediately following a contest or practice; however, it should occur at least 24 hours after a particularly emotional conflict. If resolution does not occur, parents or students should contact the athletic director if more communication is necessary.

SUPERVISION OF ATHLETES

A qualified adult must supervise all athletic areas in use. The areas include the gym, wrestling room, weight room, training room and all athletic fields and tennis courts. Athletes may not work out or participate in any unsupervised activity.

Coaches have a duty to supervise the members of their team. This involves always being physically present at practice. In an emergency, if the coach needs to leave the gym or field, he or she should instruct the players to stop action until his or her return. All athletes must be properly supervised during practice, and while traveling to and from an athletic event or game. For all-day or overnight tournaments, coaches should plan an itinerary that will ensure the proper supervision of the students at all times. Coaches must remain with the players until all transportation needs are met after all practices and games.

THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION ELIGIBILITY REQUIREMENTS

Students planning to play Division I or Division II athletics should work closely with their counselor to determine academic requirements are being met and to help assess the suitability of the college match.

A complete list of freshman-eligibility requirements and a list of core courses can be obtained online at www.ncaaclearinghouse.net. The NCAA website can be accessed through the college counseling page or through the school's Naviance website at www.connection.naviance.com/norfolkcs. See the director of college counseling if you desire assistance or need further information.

ATHLETIC AWARDS

At the conclusion of each season, teams at all levels (varsity, JV and middle school) will present an OAK Award, which represents the student-athlete who maximizes his or her abilities (**O**verachiever), exhibits the proper **A**ttitude in practice and games and is a real student of the sport (**K**nowledge). Varsity teams will also present a Most Valuable Player Award and a Most Improved Player Award. JV programs will include a Most Valuable Player Award along with the OAK Award. Middle school teams will present only the OAK Award. Coaches are responsible for determining the criteria or selection method for each award. Players are eligible for only one team award.

Special end-of-year awards include:

Male and Female Athlete of the Year

All varsity athletes are eligible for Athlete of the Year awards which will be presented to the top female and male athletes as selected by committee. Criteria include excellence in performance, exemplary sportsmanship, recognition at conference and state-level and overall commitment.

Male and Female Scholar Athlete of the Year

Seniors who have lettered in at least two (2) varsity sports and have a cumulative scholastic average of 90 or greater are eligible for this award, which is selected by committee.

Mike Taylor Mighty OAK Award and Marcy Michaels Mighty OAK Award

These awards go to graduating seniors (one female and one male) who combine all of the qualities of the OAK Award during their athletic career.

Lewis B. Hudgins Fan in the Stand

This award recognizes a fan in the stands for his or her outstanding support of the athletes and the athletic programs at Collegiate.

Phil Todd Teacher-in-the Bleacher

Each year a single teacher, administrator or staff member will be recognized for enthusiastic support of the athletic program.

Hollomon Award

This award recognizes exemplary service to Collegiate athletics throughout the year.

Sportsmanship before, during and after games and good citizenship during school are major factors in considering a student-athlete for post-season awards.