FRIENDS ACADEMY

# Athletic Handbook

## 2016-2017

Visit the Parent & Student Info Hub to see Athletics information:
www.fa.org/parents

**Daily Athletics Schedule:**
http://schedules.schedulestar.com/Friends-Academy-Locust-Valley-NY/

# FRIENDS ACADEMY

Founded 1876

## Philosophy and Mission

Founded in 1876 by Gideon Frost for "the children of Friends and those similarly sentimented," Friends Academy is a Quaker, coeducational, independent, college preparatory school serving 775 students from age three through the twelfth grade.

The school's philosophy is based on the Quaker principles of integrity, simplicity, patience, moderation, peaceful resolution of conflict, and a belief that the silence and simple ministry of the "gathered meeting" brings the presence of God into the midst of busy lives. Friends Academy is committed to developing a diverse community whose members value excellence in learning and growth in knowledge and skill, a genuine commitment to service and ethical action, and a realization that every life is to be explored, celebrated, and enjoyed in the spirit of the Religious Society of Friends.

Friends Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities available to students at the school. Friends does not discriminate on the basis of race, color, religion, sexual orientation, gender, national or ethnic origin in the administration of its educational policies, admissions policies, financial assistance program, and athletic and other school-administered programs.

Strong Minds.
Kind Hearts.

# FRIENDS ACADEMY
## 2016-2017

| | |
|---|---|
| Andrea Kelly | Head of School |
| Alan Quackenbush | Director of Physical Education and Athletics |
| Aggie Jones | Administrative Assistant, Athletic Department |
| Mark Schoeffel | Principal of Upper School |
| Deborah Schoman | Associate Head of School, Principal of Middle School |

**Athletic Hotline:** 516-393-4299

**Section 8 Website**

http://www.nassauboces.org/athletics

**For Schedules and Updates**

Friends Academy Website:

www.fa.org/athletics

http://schedules.schedulestar.com/Friends-Academy-Locust-Valley-NY/

# Welcome

Dear Parent/Guardian and Student-Athlete:

Welcome to the Friends Academy Interscholastic Athletic Program. The Friends Academy "Quakers" are members of Section VIII of the New York High School Athletic Association.

Described in the following pages are the goals and philosophy, policies, procedures, and expectations of our Middle School and Upper School Interscholastic Athletic Programs and is an attempt to answer most questions you may have. Parents and student-athletes are encouraged to carefully read through this book.

Research indicates a student involved in team activities has a greater chance for success during adulthood. Many of the character traits required to be a successful participant are those that will help promote success in life, after high school and college.

We hope the information provided within this handbook makes both the student-athlete's and the parent's experience with the Friends Academy Interscholastic Athletic Program more enjoyable.

If you have any questions or concerns about the information in this booklet or interscholastic athletics in general, please contact me at 516-393-4265.

Sincerely,
Alan Quackenbush
Director, Physical Education & Athletics

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# I. ATHLETIC TEAMS/SEASONS

## UPPER SCHOOL SPORTS

### Fall Girls Sports

Cross Country
Field Hockey
Soccer
Tennis
Crew

### Fall Boys Sports

Cross Country
Football
Soccer
Crew (Varsity only)

### Winter Girls Sports

Basketball
Winter Track
Cheerleading
Squash

### Winter Boys Sports

Basketball
Winter Track
Ice Hockey
Squash

### Spring Girls Sports

Crew
Golf
Lacrosse
Softball
Track

### Spring Boys Sports

Crew
Golf
Lacrosse
Baseball
Track
Tennis

## MIDDLE SCHOOL SPORTS

### Fall Girls Sports

Field Hockey
Soccer
Cross Country

### Fall Boys Sport

Football
Soccer
Cross Country

### Winter I Girls Sports

Volleyball
Ice Hockey

### Winter I Boys Sports

Basketball
Ice Hockey

### Winter II Girls Sports

Basketball
Ice Hockey

### Winter II Boys Sports

Volleyball
Ice Hockey

### Spring Girls Sports

Lacrosse
Softball
Track

### Spring Boys Sports

Lacrosse
Baseball
Track

## II. PHILOSOPHY OF ATHLETICS

The quality of the athletic program, its inclusiveness of each individual and the equity between the boys and girls programs reflects our Quaker values. This philosophy of the school is deeply connected to the mission of our athletic program. Athletics contribute to the moral, social, and physical education of our students. Teamwork, commitment to excellence, and sportsmanship are the foundation that each team is built upon.

Friends Academy is committed to hiring coaches who are positive role models. These teachers who coach and coaches who teach contribute to the complete education of the student/athlete.

## III. MODIFIED PROGRAM PHILOSOPHY

### MIDDLE SCHOOL, GRADES 7 & 8, ATHLETICS

Middle School athletics enriches each student's school experience by helping to balance his or her academic, physical, and social life. Through physical education and athletics, early adolescents gain and use talents and skills. The goals for our Middle School athletes are to help them understand the value of teamwork, develop skills, and achieve personal satisfaction. In the sixth grade, Friends Academy provides a physical education program that meets four times per week for one hour. Students are taught a variety of movement concepts, motor skills, athletic team skills, and strategies. Physical education teachers provide experiences that enhance both cognitive and affective development.

In the seventh and eighth grades, each student has the opportunity to participate in interscholastic sports during the fall and spring seasons. Some teams will form a core group playing in all games with other team members rotating playing experience in various games. An effort is made to have all athletes who dress for a game play at least half of the game. Occasionally, due to the large number of participants, all athletes will not play one half of a game and all athletes will not dress for each contest. In some sports the rules permit an extra period so that more athletes can compete. We take advantage of this whenever possible.

During the winter season, not all of the students who choose to play interscholastic basketball, ice hockey or volleyball are able to do so since the interest is very high, far exceeding available space. The selection is made according to ability, potential, attitude, and effort. Those students not selected take part in a physical education program designed to improve health and fitness.

Practices occur daily during the school day and occasionally on Saturdays. In addition, some teams may schedule extended practices one or two days a week. In so much as MS athletics satisfies the student's physical education requirement, it is an expectation that each student will attend all practices and games.

## IV. JUNIOR VARSITY PROGRAM PHILOSOPHY

The junior varsity program is intended for those students who display potential for continued development as varsity level performers. Although team membership varies according to the structure of each program, freshmen, sophomores, and occasionally juniors and seniors make up the team.

At this level, athletes are expected to have committed themselves to the program, team, and continued self-development. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, and strategies of team play, in addition to social-emotional development.

To be a member of a successful team, attendance at practice sessions is as important as attendance at games and contests. A coach can never guarantee a player a specified amount of playing time. The coach's decision is based on a number of variables, i.e. on the player's attendance, attitude, skill level, and the game situation.

With the goal of becoming a varsity athlete clearly in sight, a high level of dedication and commitment is expected at the junior varsity level. Participants will practice sometimes six days a week and may practice over vacation periods. It is vital that each player and parent review with his/her coach the team practice and game schedule.

## V. VARSITY PROGRAM PHILOSOPHY

Varsity competition is the culmination of each sport's program.

Squad size at the varsity level can be limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member has a role and is informed of its importance. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed. The coach's decision is based on a number of variables, i.e., on the player's attendance, attitude, skill level, and the game situation.

A sound attitude and advanced level of skill are prerequisites for earning a position on a varsity team, as is the realization that a varsity sport often requires a six-day-a-week commitment. **This commitment is extended into vacation periods for all sport seasons.**

The varsity coach is the leader of that sports program and determines the system of instruction and strategy for that program. The communication among the modified, junior varsity, and varsity programs is the responsibility of the varsity coach.

## VI. CONDUCT AND EXPECTATIONS FOR STUDENT/ATHLETES AND SPECTATORS

### A. THE ATHLETES:

1. Understand that the athletic program is a part of the total educational opportunities offered to all students. Place athletic competition in its proper perspective. It represents only one part of the learning process and should not be pursued to the exclusion of everything else.

2. The athlete cannot possess/use tobacco, alcohol, or illegal drugs.

3. Accept victory with grace and defeat with dignity. Poor winners or losers do a disservice to themselves and to their team. Always remember that as part of a team you represent not only yourself but your school.

4. Set an example in word and deed, both on and off the playing area. Remember that as an athlete you assume a role of leadership and that the young look at you as a role model. An athlete understands and abides by the rules and respects his/her opponents and those who officiate the game.

5. Observe training regulations and strength and conditioning requirements, to ensure safety, injury prevention and better personal performance in contributing to the team effort.

## B. SPECTATORS AND PARENTS:

The expectation of modeling good sportsmanship and behavior is the same for our spectators and parents, as it is for our athletes. Spectators and parents are expected to adhere to the **Nassau County Section VIII Code of Conduct for Spectators.**

1. Fans should respect officials, coaches, and players and extend all courtesies to them.

2. Be respectful of those times when players need total concentration, such as free throws in basketball and serving in volleyball. Refrain from feet stomping, calling out, and the use of noise makers during those times. However, we do expect our fans to be loud and supportive of our teams.

3. Be mindful that second guessing a coach publicly or to your child can undermine the special relationship of players and coaches. Do everything possible to support a healthy relationship between a player and his/her coach.

4. Refrain from second guessing the coach and verbally giving advice from the sidelines or bleachers.

5. Please understand that our school is responsible for the conduct of our spectators, whether at home or away.

6. Friends Academy is a smoke-free campus.

**Officials are the proper authorities to make decisions regarding rules and their interpretations; these decisions should be accepted and respected. Please refrain from loud criticism of the official's calls. It distracts our athletes from focusing on the game and it reflects poorly on you and on our school.**

**Friends Academy reserves the right to prohibit a parent or spectator from attending games because of unsportsmanlike behavior.**

## VII. ATHLETIC DEPARTMENT POLICIES

### Athletic Awards

Athletic Awards are based on department policy and coaches' criteria. Student-athletes have the opportunity to earn team or individual awards, i.e., letters, certificates, and plaques.

Section VIII also gives individual and team awards.

At the end of each varsity and JV team's season, the team has a gathering for giving out its awards. **Athletes** and **coaches** come together to bring closure and recognition to their season. Middle School teams have a school assembly at the end of their season.

JV Team Members receive a JV certificate for each JV team they are on. Varsity Team Members receive a Varsity certificate for each varsity team they are on and they also receive the following:

1st year – Chenille red "F"
2nd year – Pin
3rd year – Silver foil
4th year – Plaque

### Athletic Trainer

The Athletic Trainer provides emergency service for student-athletes and develops prevention strategies through appropriate training methods and physical conditioning programs. To ensure proper follow-up after an injury, the trainer often consults with parents, the school nurse, and/or the student's physician.

Any student-athlete under treatment by a private physician or who has missed five consecutive days of practice due to any injury, must have written permission from his/her physician in order to return to active status in the sports program.

### Benefits of Conditioning

The benefit of strength training and conditioning in athletics is to allow athletes and teams to compete at the highest level while minimizing risk for injury. Risk for injury increases when athletes become fatigued and/or have not attained a minimal strength level that allows them to meet the demands of their sport. It is important for our student-athletes to develop a lifestyle that incorporates regular exercise and training year-round. Developing adequate levels of cardiovascular endurance, muscular strength, and flexibility are important goals for everyone involved in the athletic program. With this philosophy, it is clear that practice sessions are considered an important piece of a team and individuals preparation; a

well-conditioned team is usually a successful team.

It is strongly recommended that those athletes who can do so, participate in the Sports Fitness and Conditioning Program offered during the summer. For more information, please contact the Athletic Office.

### Community Service

Community service is a vitally important part of the student's total educational experience. It is up to each head coach's discretion to either excuse interested student-athletes once a week for after-school participation in the community service program or to work with the Co-coordinator of Community Service in executing a team service initiative.

### Equipment and Uniforms

It is the responsibility of the student-athlete to return to the coach all equipment and uniforms issued. Failure to return equipment/uniforms results in the student-athlete paying for the missing articles, and jeopardizes his/her participation in the next season. Failure to return equipment/uniforms will result in that student's account being billed for the missing articles, and jeopardizes his/her participation in the next season.

### Facilities Usage Policy

Requests for the use of any athletic facility outside of a scheduled and organized Friends Academy activity must be made to the Director of Athletics. An application for facility usage must be executed prior to the event, by fully completing and submitting the Application for Facility Usage Form, including all required support documentation. Requests will be considered only for those programs at the youth level (8th grade and below), which are deemed mutually beneficial to the school and community. If approved, these programs must also be supervised by an employee of Friends Academy. It is not acceptable for any individual member or members of the community to access the facilities at any time without prior approval or without proper supervision.

### Family Vacations

Parents are encouraged to schedule their family vacations at times that do not conflict with their student-athlete's practices or games. Student-athletes who miss practice or competition for any reason may have their position or playing time adjusted. The athletic department makes every effort to inform parents and student-athletes of the season's schedule as far in advance as possible.

## Hazing

The Friends Academy Athletic Department expects all of its athletes to refrain from any form of hazing. There are to be no team initiations. ALL team members are expected to share in the responsibility of preparing equipment, supplies, etc., for games and practices.

## Injuries

It is the student-athlete's responsibility to immediately report to his or her coach any injury. Follow-up with the athletic trainer should take place as soon as possible to ensure appropriate treatment and rehabilitation.

## Managers

Students in Grades 10-12 can choose to be a team manager. If the coach and student agree, the manager is a member of the team and thus attends every practice and game. The manager, must participate in the Managers Program, which meets after school, twice a week under the guidance of the Athletic Director, is in lieu of physical education and satisfies the P.E. requirement. If a team manager wishes to only be at games, then he/she must attend physical education class.

## Nutrition

It is up to each individual athlete to take responsibility for his or her own health and fitness. In order to reach peak performance in athletics, student-athletes, parents, and coaches need accurate information on how to properly fuel and nourish the body. An athlete who comes to practice and skips breakfast or lunch or limits fluid intake is NOT going to reach his/her potential and it will affect performance of the team as a whole. The following are suggestions to sound nutritional choices:

* Eat more complex carbohydrates, they are the primary fuel for sports.
* Eat moderate amounts of protein.
* Eat less high fat foods.
* Always stay well hydrated, especially in hot weather.
* Maintain a healthy body composition.
* Replace carbohydrates used for energy during training and competition.
* Eat an appropriate pre-practice/pre-competition meal (mostly carbohydrates).
* Drink plenty of liquids.
* Avoid caffeine and dairy prior to activity.

* Do NOT skip breakfast! Eat 4 or 5 small meals throughout the day.
* Avoid chemical supplements (unless doctor prescribed). Eat real, whole foods.
* Physical and mental demands of preseason require extra attention to eating and drinking.
* Speak to the Athletic Trainer and coach with questions specific to your performance/dietary needs.

### Athletic Forms

Student-athletes must submit their athletic forms through Magnus Health, which is accessible through the password-protected Parent Portal. Each athlete is required to have a current physical exam (within 1 year of competition), digitally sign the Sports Consent Form and Sports Interim Form and attest that they have read the Concussion Letter.

### Physical Education Requirement

Upper School student-athletes who are on a junior varsity or varsity team do not take physical education during that season. **If for any reason the student-athlete is no longer on a team, he/she must immediately attend physical education class.**

Upper School students in grades 10-12 may complete the application for a PE Alternative, valid for one season only. Before doing so, a discussion with the Athletic Director must occur to determine whether or not the outside activity fits the departmental criteria.

### Practice Sessions

**Student-athletes are expected to attend all scheduled practice sessions and games unless excused by the coach in conjunction with the parent.** Every sport requires a specific number of practice sessions that each student-athlete must attend before he/she is eligible to compete in a scrimmage or contest. Practices are held during school days, weekends, and vacations. Start dates for each season for the upcoming year will be sent out during the previous spring and included on the Athletic webpage. (Football begins earlier.) Winter teams practice during Thanksgiving and Christmas vacations, and may include February vacation if a team qualifies for the playoffs. Most spring teams practice during spring vacation. Parents and athletes should always communicate early if there is a concern regarding vacation practices.

## Risks

The athletic program is conducted, first and foremost, with the safety of its participants in mind. However, student-athletes and parents must be aware that there are risks of injury inherent in athletic participation.

## ImPACT Concussion Baseline Screening

All rising 9th grade student-athletes as well as any other athletes who are new to Friends Academy and participate in a contact sport, will complete an ImPACT concussion baseline screening assessment. This tool is designed to provide a baseline assessment should the athlete suffer a head injury in the future. The 6-step "Return To Play" protocol is outlined in Section IX and is initiated ONLY after the athlete's physician has cleared them to begin this protocol and the athlete has returned to baseline.

## School Attendance

Student-athletes must be in school in order to participate in after-school practices or games. In rare cases and after review of the specific circumstances, permission to participate may be granted to students not in attendance by the Principal or Director of Student Life. Reasons that constitute an excused absence are found in the Student Handbook.

## Sports Specialization

The Athletic Department is philosophically opposed to sport specialization. We encourage student-athletes to play as many sports as they can. Each sport will enhance their overall athletic ability and help them be better in their best sport. If the student-athlete is feeling pressured by coaches to play only one sport, or being pressured to play an out of season sport, they should speak with the Athletic Director.

If a student chooses to exclusively participate in an outside athletic program in the same sport and season as Friends Academy offers a competitive interscholastic team, he/she forfeits all rights and privileges afforded to a Friends Academy athlete (including but not limited to use of the Friends Academy name in competition, PE Alternative Qualification and Departmental Awards.)

## Student Accident Insurance Coverage

The school provides mandatory student accident insurance coverage through the Insurance Company of North America for students in Play Group through 12th

grade. The plan provides benefits coverage of up to $100,000 for reimbursement of out-of-pocket medical and dental expenses due to accidental injury. Coverage is for accidents as a result of a school-sponsored and school-related activity or interscholastic sporting event, whether on or off campus.

### The Coach

The primary purpose of the coach is to teach and promote the moral ideals of sportsmanship and ethical conduct. In addition, coaches are responsible for developing physical conditioning and sports specific skills.

All Friends Academy coaches are hired by the Athletic Director with the approval of the Division Principal and the Head of School. Each coach is responsible for guiding their student-athletes through practices, scrimmages, and games appropriate to their age and level of play. These activities are conducted so that the physical welfare, health, and safety of the participants are protected and fostered.

### Tobacco/Drugs/Alcohol

The Friends Academy Athletic Department expects all team members to observe the team's training rules. Drugs, tobacco of any kind, and alcohol use have a negative effect on athletic performance and one's health. They should not be used. The use of these by a team member harms the individual athlete, the entire team, the coach, and the school. As is stated in the school handbook, students cannot possess/use tobacco, alcohol, or illegal drugs.

### Transportation

Transportation to all school contests is normally by school bus or van. Team members are required to travel to and from the contest with the team. In **unusual circumstances**, with written parental permission and approval by the Athletic Director, a student may drive to and from a game. **The final decision will be made by the Athletic Director**. All students must return to school with the team, unless picked up by a parent or there is written permission or phone permission to go home with another adult. On weekend games or on games at night, when students go home directly after school, they can meet the team at the game. He/she should communicate their plans with the head coach.

In the sport of crew, team members must travel to and from regattas with the team. Any variation in this requires prior written approval by the Head Crew Coach and the Athletic Director. To be considered for approval a written request must be submitted to the Athletic Department at least 48 hours before the event.

### NYSPHSAA State Tournaments

Should a team participate in a post-season state tournament, they are required by the NYSPHAA and Section 8 to travel as a team via the transportation that is provided by Section 8. Athletes and parents are expected to honor this requirement should the situation arise.

## VIII. MEDICAL CLEARANCE

### Getting ready to play:

1. All student-athletes are required to submit for approval, a physical exam form, sports interim form, digitally sign the parent-consent form, and acknowledge the concussion letter. These forms must be submitted through Magnus Health, which is accessible through the Parent Portal.

a. The private physician form must be uploaded and MUST contain height, weight, blood pressure and urine results. In addition, it cannot be more than one year old.

b. The Sports Interim form must be completed and digitally signed and MUST be dated within 30 days of the start of the season.

c. The Parent Consent form must be digitally signed.

d. The Concussion Letter must be read and acknowledged by clicking "Yes".

All forms can be found at the Magnus Health website. The student-athlete is not permitted to practice or play in an interscholastic sport without submission AND approval of these forms.

## IX. CONCUSSION MANAGEMENT AND RETURN TO PLAY POLICY

On July 1st, 2012 NYS enacted a law titled "The Concussion Management Awareness Act." This act outlines rules and regulations related to students who sustain a concussion, also known as a mild traumatic brain injury (MTBI), at any school sponsored related event or activity.

The long term risks and consequences of repeated head injuries and the guidelines established by the State have led to the formation of our return-to-play protocol following concussions. With the formation of our policy, the family physician's clearance is one part of several measures we use for a student's readi-

ness to return. These protocols were developed in conjunction with our school's athletic trainer, school nurse, school physician and the NYSPHSAA return to play protocol. These protocols are based upon the newest international recommendations for management of head injuries and represent "best practice" by the New York State Public High School Athletic Association and locally by Section VIII Athletics.

As of August 2012, Friends Academy has initiated the ImPACT Testing for an athlete which establishes a baseline to aid in managing suspected head injuries. If an athlete receives a head injury, they will be required to take a post-injury test. Both the baseline test and the post-injury test data can be given to either a family doctor and/or the school's chief medical officer to help evaluate the injury.

If a student receives any type of head injury during an athletic practice or contest they will not be allowed to resume the activity that day. Accordingly, when a student sustains a head injury diagnosed as a concussion, he/she must be medically cleared by a private physician and remain completely symptom-free for at least 24 hours before a return-to-play is allowed. Thereafter, there is a mandatory six day graduated return-to-play schedule that must be followed. If any post concussion symptoms return, the student should will drop back to the previous level of activity, then re-attempt the new activity after another 24 hours have passed. A more gradual progression may be considered based on individual circumstances and a private medical provider's or other specialist's orders and recommendations.

No day may be skipped to speed up the process of full return-to-play. No exceptions will be made to this re-entry process for any reason due to the risk for re-injury.

This protocol applies to mild concussions which are the first for an athlete. More serious concussions, for example, if there is any loss of consciousness, and subsequent concussions carry more risk and require a longer process. In these cases, the protocol will be individualized and determined by the athletic trainer, private physician and school physician working together. The school physician has the final authority to clear students to participate in or return to athletics and physical education classes.

All final decisions about clearance for school athletics will be determined by the school physician.

Adherence to this protocol helps ensure the health and safety of the student-athlete and their safe return to play and competition. Assistance and cooperation in educating the child in the importance of following a graduated re-entry to play following a head injury is important in this process.

**Protocol: Day 1 begins after 24 hour symptom free period and private medical release.**

**Phase 1** - low impact, non-strenuous, light aerobic activity such as walking or riding a stationary bike. If tolerated without return of symptoms over a 24 hour period proceed to;

**Phase 2** - higher impact, higher exertion, and moderate aerobic activity such as running or jumping rope. No resistance training. If tolerated without return of symptoms over a 24 hour period proceed to;

**Phase 3** - Sport specific non-contact activity. Low resistance weight training with a spotter. If tolerated without return of symptoms over a 24 hour period proceed to;

**Phase 4** - Sport specific activity, non-contact drills. Higher resistance weight

**Medical Clearance for Return-To-Play Following Head Trauma**

1. Name of Student: _____
2. Date of concussion (head trauma): _____
3. Loss of consciousness: Yes No
4. Date of private physician clearance: _____

*Return to play staging begins after the private physician's clearance. Approximately 24 hours for each stage is required. The athlete will return to the previous stage if symptoms develop.*

| Stage | Asymptomatic (no signs or symptoms of a concussion) *(date and initials of examiner)* |
|---|---|
| **Phase 1**- low impact, non-strenuous, light aerobic activity such as walking or riding a stationary bike. | P F Date:____ P F Date:____ P F Date:____<br>Reason for failure:<br>Initials 1._____ 2._____ 3._____ |
| **Phase 2**- higher impact, higher exertion, and moderate aerobic activity such as running or jumping rope. | P F Date:____ P F Date:____ P F Date:____<br>Reason for failure:<br>Initials 1._____ 2._____ 3._____ |
| **Phase 3**- Sport specific non-contact activity. Low resistance weight training with a spotter. | P F Date:____ P F Date:____ P F Date:____<br>Reason for failure:<br>Initials 1._____ 2._____ 3._____ |
| **Phase 4**- Sport specific activity, non-contact drills. Higher resistance weight training with a spotter. | P F Date:____ P F Date:____ P F Date:____<br>Reason for failure:<br>Initials 1._____ 2._____ 3._____ |
| **Phase 5**- Full contact training drills and intense aerobic activity. | P F Date:____ P F Date:____ P F Date:____<br>Reason for failure:<br>Initials 1._____ 2._____ 3._____ |
| **Phase 6**- Return to full activities without restrictions with approval of the school physician. | School physician signature and date: |

training with a spotter. If tolerated without return of symptoms over a 24 hour period proceed to;

**Phase 5** - Full contact training drills and intense aerobic activity. If tolerated without return of symptoms over a 24 hour period proceed to;

**Phase 6** - Return to full activities without restrictions with approval of the school physician.

## X. ATHLETIC PLACEMENT PROCESS

Exceptional eighth graders may be permitted to try out for a varsity or JV team under the State Education Department Program called Athletic Placement Process. However, the Athletic Department strongly encourages our students to compete with students of their same age and grade. The procedure to follow is listed below.

**STEP 1:** Only the Varsity head coach of the program, after discussion with the Middle School coach, can recommend that the student be considered for Athletic Placement Process.

**STEP 2:** The coaches would then speak to the athletic director and the Middle School Principal and present their rational for athletically placing the student. The Athletic Director and Middle School Principal would then meet to decide whether to continue the process.

**STEP 3:** The 7th grade or 8th grade advising team, the Middle School and Upper School coaches of that specific sport, the Middle School Principal, Athletic Director and the student's advisor meet. They discuss the various pros and cons of the student's advancement to compete at the varsity and junior varsity level. These include, but are not limited to, the psychological, social and academic implications of such a move. If this group doesn't recommend going to Step 4, the child may not be Selectively Classified.

**STEP 4:** The Athletic Director would then send a letter home to inform the parents of the process and to see if the parents are interested in pursuing selection classification. A form would have to be filled out by the parents giving permission for the student to move forward with the process and to have a tryout with the Upper School team.

**STEP 5:** The school physician or the family's own physician does the screening process to determine the Developmental Rating of the student.

**STEP 6:** The physical fitness test is taken by the student. The five-item test is administered by a physical educator who is not the coach of the team for which the student is being evaluated.

**STEP 8:** The coach of the sport the child is being athletically placed for must fill out a Sports Skill Evaluation.

**STEP 9:** The Athletic Director mails notice to all schools and section officials announcing the student's approval to participate in the Athletic Placement Process and listing his/her athletic performance scores.

**STEP 10:** The athlete participates in the tryout period for the varsity or junior varsity team. If the athlete doesn't meet the requirements during the tryout they don't make the team.

## XI. Sports Specialization

The Athletic Department is philosophically opposed to sport specialization. We encourage student-athletes to play as many sports as they can. Each sport will enhance their overall athletic ability and help them be better in their best sport. If the student-athlete is feeling pressured by coaches to play only one sport, or being pressured to play an out-of-season sport, they should speak to the Athletic Director.

## XII. COMMUNICATION

Our goal is to develop open lines of communication where our parents and coaches work in partnership in developing our student/athletes. A valuable benefit of athletics is to have the student/athlete learn how to communicate with his or her coaches. Whenever scheduling conflicts interfere with the student's ability to attend practice, he or she should make direct (verbal) communication with the coach as opposed to e-mail or texting. This communication should take place as far in advance as possible.

**Communication you should expect from your student/athlete's coach:**

1. Location and times of all practices and contests.
2. Team requirements and rules.

**Communication coaches should expect from parents:**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Only positive remarks as a spectator at a contest.
4. Written requests regarding pick up by another parent or the students driving to/from a practice or game. (See page 15)

**Communication between student/athlete, parent and coach:**

1. As your son/daughter becomes involved in the program at Friends Academy, he/she will experience some of the most rewarding moments of his/her life. It is important to understand that there also may be times when things do not go the way you or your child wishes. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for the athlete, parent, and the coach. Meetings of this nature do not promote resolution. At these times, parents are encouraged to urge the student/athlete to discuss any problems at an appropriate time directly with the coach and/or captains.

2. There are situations that may require a conference between the coach and the parent and/or student/athlete. When these conferences are necessary, the coach or parent should call to set up an appointment. In the event the coach cannot be reached, the coach or parent should follow up with an e-mail.

3. If the parent feels that the meeting with the coach did not provide a satisfactory resolution, an appointment can be scheduled with the Athletic Director to discuss the situation.

## XIII. BECOMING A COLLEGE ATHLETE

High school athletes should call upon coaches and other members of the Athletic Department to work with them and their college counselor in the process of applying to colleges.

The coach and counselor working together with the student/athlete and his/her parents are an effective team in guiding those student/athletes interested in playing collegiate sports.

Typically the process is best begun early and involves the following steps:

* Student/athlete expresses interest in collegiate athletics to his/her coach and college counselor.
* Student/athlete should set up a meeting with the coach to discuss his/her potential to play sports at the collegiate level.
* Based upon the student's ability and performance, the coach will recommend the appropriate level of play and will review the student/athlete's athletic resume.
* Coaches may provide further support for the student/athlete in the application process by writing letters of recommendation and contacting college coaches when appropriate.

It is important for student/athletes and their parents to take the initiative and responsibility of pursuing the student/athlete's desire to play college sports. While the college counselor and coach will provide assistance in the form of evaluations, resumes, and letters of recommendation, the student/athlete and parents remain the driving force in this process by initiating meetings, developing a resume, contacting colleges, and meeting application deadlines.

### RESOURCES THAT MAY ALSO BE HELPFUL THROUGHOUT THIS PROCESS ARE:

**"Guide for the College-Bound Student-Athlete"**
— NCAA: https://www.ncaapublications.com/p-4434-2016-17-ncaa-guide-for-the-college-bound-student-athlete-sold-as-a-package-of-25.aspx

**"Get Recruited"**
— Wayne Mazzoni: http://getrecruited.net

**"NYSPHSAA Recruiting Webinar Registration"**
— http://www.formstack.com/forms/?1220730-6Q12R0i03U

**"2016-17 Guide for the College-Bound Student-Athlete"**
— http://www.fa.org/uploaded/athletic_documents/CBSA17.pdf

## NCAA Eligibility Center

Many college athletic programs are regulated by the National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules on eligibility, recruiting, and financial aid. The NCAA has three membership divisions — Division I, Division II, and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If you are planning to enroll in college as a freshman and you wish to participate in Division I or Division II athletics, you must be certified by the NCAA Eligibility Center (http://www.eligibilitycenter.org). All students should read the recruiting rules that are posted on the NCAA website (www.ncaa.org). The Eligibility Center ensures consistent application of NCAA initial-eligibility requirements for all prospective student/athletes at all member institutions.

## Your Responsibility as a Prospective NCAA Student /Athlete

It is your responsibility to make sure the Eligibility Center has the documents that are required, to certify you. These documents are:

- Your completed and signed Student Release Form and fee
- Your official transcript mailed directly from every high school you have attended
- Your ACT or SAT scores
- Foreign Student Application (If you attended a secondary school outside the United States for all or a portion of your 9th-12th grades, different evaluation procedures must be applied.)

Prospective college athletes should pick up an eligibility form from our College Guidance office in the spring of his/her junior year.

## Checklist for athletes who hope to compete in college

### 9th grade

_____ Maintain good grades, citizenship, and attendance at school

_____ Pursue sports at the highest level (in your school and/or in travel program)

_____ Explore your strengths in clubs and other extracurricular programs

_____ Record details and stats of performance for athletic resume

_____ Begin serious participation in a strength and conditioning program

### 10th grade

_____ Maintain good grades, citizenship, and attendance at school

_____ Pursue sports at the highest level (in your school and/or in travel program)

_____ Record details and stats of performance for athletic resume

_____Continue to participate in a strength and conditioning program

_____ Explore ways to increase your exposure (travel team, camps, showcases, etc.)

_____ Prepare profile for tournament and showcase play

_____ Reach out to coaches on tournament list via e-mail to let them know you will be playing and that you are interested in their institution

_____ Decide whether a video from games is needed and make plans for filming or work on editing tape

_____ Take PSAT if offered in your school

### 11th grade

_____ Maintain good grades, citizenship, and attendance at school

_____ Strength and conditioning training…this should now be part of your lifestyle

_____ Study and take PSATs and schedule SATs or ACT in spring

_____ Research on-line to get information on college teams (i.e. league, ranking, Division I, II, or III, talent of individual players, number of seniors or underclassmen in your position, reputation of coach, etc.)

_____ Write and send letters via e-mail to coaches to let them know you are interested

_____ Respond to all letters you receive after Sept. 1st

_____ Complete on-line recruiting forms if appropriate

_____ Begin making appointments to meet coaches when you visit colleges

_____ Register with NCAA at www.ncaaclearinghouse.org for eligibility in college

_____ Obtain copy of transcript from college guidance office to show to coaches

## Sample Letter to Potential Coach

Dear Coach (look up name online or in NCAA book in college office),

I am writing to introduce myself as a potential athlete for your team. I am currently a junior on the Varsity (crew, lacrosse, tennis, etc.) team at Friends Academy and believe that I could make a significant contribution to the program at (University name). I am a tall, strong athlete (or other physical attributes) who trains year around to prepare for my sport. I am determined and motivated to work hard and compete to the best of my ability. I have competed at the top level in high school in numerous (games, meets, regattas, etc.) and received distinction in the following (races, seasons, games, etc.) as a (100m athlete, forward, coxswain, shortstop, etc.): list them. For further details on my athletic honors please refer to my enclosed resume.

I am an excellent student and am confident that (school name) would be a good place for me to pursue my academic goals. My grades are in the (X to X range and my PSAT scores are X Verbal and X Math (or include other scores or note when you will have scores). I am taking a challenging curriculum with AP or honors courses (or other distinguishing details of your program). I am interested in humanities (or another general field of study) and hope to major in English (or other major) in college. (If you are undecided, you can simply say that you are interested in X and Y and hope to get a good liberal arts education.)

As a talented student/athlete, my goal is to find a school that will challenge me and give me a chance to contribute to the overall life of the school. I am hopeful that your school will give me that opportunity. Thank you for your consideration. I look forward to hearing from you in the near future.

Sincerely,
Bill Jones

**Attach resume and include your contact information (e-mail, phone #, address) and coaches' information as well.*

Strong Minds.
Kind Hearts.

FRIENDS ACADEMY

Founded 1876

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