



**yes prep**

PUBLIC SCHOOLS

**Athletic Handbook**

## TABLE OF CONTENTS

<b>Athletics Profile</b>	
<b>Introduction</b>	<b>3</b>
<ul style="list-style-type: none"> <li>• Mission Statement</li> <li>• Vision Statement</li> <li>• Core Values</li> </ul>	
<b>Athletic Expenses</b>	<b>4</b>
<ul style="list-style-type: none"> <li>• General Expenses</li> <li>• Athletic Participation</li> <li>• Fundraisers</li> <li>• Student-Athlete-of-Concern Action Plan/Tutorial Log</li> </ul>	
<b>Student-Athlete Expectations</b>	<b>3-5</b>
<ul style="list-style-type: none"> <li>• Definition of a Student Athlete</li> <li>• Code Of Conduct</li> <li>• Social Media Policy</li> <li>• Hazing/Bullying Policy</li> </ul>	
<b>Eligibility</b>	<b>6-8</b>
<ul style="list-style-type: none"> <li>• Ages Eligibility Violations</li> <li>• Academic Eligibility Policy</li> </ul>	
<b>Practice/Games Guidelines</b>	<b>8-9</b>
<b>Discipline Policies</b>	
<ul style="list-style-type: none"> <li>• Detention Policy</li> <li>• Suspension Policy</li> <li>• Honor Code Violation Policy</li> <li>• Quitting a Team</li> <li>• Removal from a YES Prep Athletic Team</li> </ul>	
<b>Athletic Dress Policy</b>	<b>9-10</b>
<ul style="list-style-type: none"> <li>• Uniform Care</li> <li>• Game Day Professional Dress Policy</li> <li>• Varsity Letterman Jacket Requirements</li> </ul>	
<b>Parent/Guardian Expectations</b>	<b>12-15</b>
<ul style="list-style-type: none"> <li>• Code Of Conduct</li> <li>• Communication Protocol</li> <li>• Transportation Policy</li> <li>• Late Pick Up Violations</li> <li>• Spectator Expectations</li> <li>• Spectator Conduct Violations</li> </ul>	
<b>Sports Injury Protocol</b>	<b>16-18</b>
<ul style="list-style-type: none"> <li>• When to Seek Medical Treatment</li> <li>• Natasha’s Law – HB 2038</li> <li>• Minor Injury Treatment – RICE</li> <li>• Severe Incident Protocol</li> </ul>	
<b>Athletic Staff Expectations</b>	<b>18-20</b>
<ul style="list-style-type: none"> <li>• Coaching Staff</li> <li>• Athletic Director</li> </ul>	
<b>Agreement Sheet (to be torn out and turned in to coach)</b>	<b>21</b>

## INTRODUCTION

This handbook will represent the core beliefs and ideals by which YES Prep Public School will operate its athletic program. All campuses within the YES Prep Public Schools Athletic programs are in compliance with the mandatory state and federal statutes establishing standards for equality as stated in Title IX. Listed below is a portion of the Education Amendments of 1972 which prohibits sex discrimination in federally assisted educational programs.

*No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.*

Listed below is the YES Prep Athletic Department Inclusion Policy:

*YES Prep supports the participation of transgender students in all athletic activities in a manner that is consistent and uniform with their gender identity, irrespective of the gender listed on the student's record or identification documents. YES Prep's Athletic Director, in conjunction with the Chief Executive Officer, will make a decision in accordance with these Guidelines.*

We believe our athletic program to be an extension of the overall YES Prep Public School experience. As we build our athletic program, we encourage all students to participate. Participation in the YES Prep Public Schools Athletic program, however, is a **privilege not a right**. That privilege is earned by each student-athlete through his or her adherence to the rules and policies set forth in this handbook.

### MISSION STATEMENT

The mission of the YES Prep Public Schools Athletic Department is to provide a rigorous athletic program which complements a challenging academic program in an unconditionally supportive environment. The Athletic Department uses a values-based approach to develop responsible leaders who demand excellence from themselves and their teammates on and off the field.

### VISION STATEMENT

The YES Prep Athletics Program will be an integrated part of campus academics and culture by supporting college readiness and character development through competitive team sports.

### CORE VALUES

The values learned through the YES Prep Public Schools Athletic Program will promote character growth; thus, preparing students to become more productive leaders of the community. The YES Prep student-athlete will learn certain intangible characteristics and values such as:

- Commitment
- Responsibility
- Discipline
- Humility
- Teamwork
- Respect
- Integrity
- Leadership

## **YES ATHLETICS GOVERNANCE**

YES Prep Public Schools are mainly governed by the [Texas Charter School Academic and Athletic League \(TCSAAL\)](#) for grades 9-12 and the Houston Charter Athletic League (HCAL) for grades 7-8.

### **EXPENSES**

*Participating in YES Prep Athletics is a choice and a privilege. Please be aware that there will be expenses associated with your student's participation and that these expenses vary from team to team and are nonrefundable.*

#### **GENERAL EXPENSES**

- Certain teams will require mandated purchases, such as parts of the game uniform, entry into athletic contests, etc.
- You should always expect to pay an entry fee in cash at the door – this fee may vary from school to school
- **Payment Plans:** It is the responsibility of the parent/guardian to contact the Athletic Director in advance of the deadline if a payment plan is needed. Failure to pay on agreed upon dates could result in suspension of student-athlete from sport.

#### **ATHLETIC PARTICIPATION FEE**

In order to provide a quality athletic experiences, we ask that each parent/guardian pay a non-refundable Athletic Participation fee at the start of every season. This fee is going directly towards facility and transportation costs. This fee needs to be paid in full by the designated due date assigned by the Athletic Department.

- Athletic fee maximums for student-athletes will be \$75 for the 1<sup>st</sup> sport, and may vary for additional sports played for the rest of school year. This amount should not exceed \$150 in total. Any additional charges, such as fees for award banquets or supplemental athletic gear, must be optional.

#### **FUNDRAISERS**

- Fundraisers are an integral part of the success and longevity of the Athletic Program.
- All student-athletes are expected to participate in fundraisers set forth by the YES Prep Athletic Department.
- Those who wish to not participate in athletic fundraisers must notify the Athletic Director in advance and pay the specific amount that they were required to fundraise.

### **STUDENT-ATHLETE EXPECTATIONS**

#### **DEFINITION OF A YES STUDENT-ATHLETE:**

A YES Prep athlete is student that demonstrates strong academic and cultural leadership through athletics. All student-athletes are held to expectations that support one common mission. Athletes are expected to incorporate team values and ideals on and off the playing field by developing strong character and positive leadership. Student-athletes represent not only their school but their district and community. It is a privilege to be a YES Prep athlete and not a right.

#### **THE YES PREP STUDENT-ATHLETE AGREES TO:**

- Have medical and parental clearance before participating in any sport.
- Complete the NFHSlearn [Captain's Training Course](#) before participation in any game/meet.

- This should be completed in a student-athletes first season of participation in athletics and only needs be completed once.
- Stay eligible.
  - Maintain a passing grade average on **ALL** your classes.
  - Complete and turn in **ALL** assignments ON TIME.
- Follow all campus policies.
  - Avoid decisions that result in detention and/or suspension
- Be present and on time to all practices, games, and events.
  - Notify your coach in advance of being late or absent, and bring a written pass or note to the coach afterward
- Take care of **ALL** school issued equipment and uniforms and return them in good condition.
- Be in attendance for 50% of classes in any said day, in order to be able to participate in a game or practice.
- Be prepared for all practices and games.
  - Bring practice uniform (this includes proper athletic shoes) on days of practices.
  - Bring game uniform(s) on game days.
- Participate in required fundraisers and service projects the Athletic Department puts in place.
- Take care of your body, this includes reporting all injuries to coach (in or out of school), and seeing a physician if injury gets worse.

**CODE OF CONDUCT:** *As a YES Prep student-athlete, I agree to abide by the following:*

1. Conform to the behavioral norms of the school and act in a responsible manner with regards to the rules and regulations established in the YES Prep Student Handbook and YES Prep Athletic Handbook.
2. Respect the game, play fairly and follow its rules and regulations.
3. Show respect for authority to the officials of the game and of the league.
4. Be courteous to opposing teams and treat **ALL** players and coaches with respect.
5. Respect the privilege of the use of public facilities. This includes *leaving a place better than you found it*.
6. Respect drivers and transportation vehicles. Failure to act appropriately on the bus will result in suspension of the bus and missed games and/or practices.
7. Demonstrate good sportsmanship before, during and after **ALL** practices and games.
8. Help parents and fans understand the league philosophy so they can watch and enjoy the game.
9. Be modest when successful and be gracious in defeat.
10. Do not steal another person's belongings.
11. Refrain from the use of drugs, tobacco, alcohol, steroids, and abusive language during season. Failure to do so could result in immediate removal from the athletic team.
12. Use social media responsibly.

## **SOCIAL MEDIA POLICY**

The Internet allows people to communicate with each other in ways that were not available in the past. As a representative of your school, it is always important to remember that your actions can and will affect others. Being a student-athlete is a big responsibility and people within the community look at you as a reflection of your program. Good sportsmanship extends well beyond the playing or practice field. You must be conscientious of what you say about your athletic program, school and others.

Under no circumstances is it okay for anyone affiliated with the Athletics department to write or post anything on your page that could be interpreted as negative or derogatory towards a coach, teammate, official, opponent or any other individual. Consequences will be handled at the discretion of the AD/Coach and school administration. Consequences at minimum will be a period of suspension from the team determined by the AD and can range all the way up to expulsion.

## **HAZING/BULLYING POLICY**

State law and YES Prep Public Schools forbids any student-athlete from engaging in an activity which involves hazing or bullying. The term bullying can be defined as unwanted, aggressive behavior that involves a real or perceived power imbalance that intimidates others. The term hazing can be defined as any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person's consent or lack of consent. A student-athlete who is found to have hazed or bullied another student will result in suspension or expulsion from YES Prep Public Schools/Athletic Team. For further information on YES Prep's bullying policy, please refer to the YES Prep Student Handbook.

## **ELIGIBILITY FOR ATHLETIC PARTICIPATION**

### **GENERAL AGE ELIGIBILITY FOR ATHLETIC PARTICIPATION**

Only student-athletes in grades 7-12 are eligible for participation in YES Prep Athletics.

*The sole purpose of eligibility rules and contest regulations is to keep competition equitable and to maintain activities in proper perspective. According to TCSAAL standards, students are eligible to represent their school in interscholastic activities if they:*

- Are full-time, day students in the school, and have been in regular attendance at the school since the 6<sup>th</sup> class day of the present school year, or have been in regular attendance for 15 or more calendar days before the contest or competition,
- **High School:**
  - Are less than 19 years of age on or before September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year
  - Have not graduated from high school.
- **Middle School:**
  - Are less than 15 years of age on or before September 1 preceding the contest or have been granted eligibility based on a disability that delayed their education by at least one year
  - Students in 6<sup>th</sup> grade will not be allowed to participate in any sports offered on campus by the Athletic department.
  - Students who turned 15 years old on or before September 1 and are not labeled SPED, 504, or LEP are too old to compete at the middle school level. These students must play up at the high school level.

### **ACADEMIC ELIGIBILITY POLICY**

All student-athletes, whether in middle school or high school, are required to complete grade checks on designated YES Prep Eligibility Grade Check dates. All student-athletes will have grade checks at both the 6-week and 3-week check dates. This allows both the student-athlete and coach know their current academic standing.

## Report Card Check: LOSE / REGAIN ELIGIBILITY

- If passing ALL classes on Report Card – academically eligible all term until the next 6-week check
- If a student-athlete is failing a class on a designated 6-week YES Prep grade check date, he/she will not be allowed to participate in athletic events until the grade is brought up to passing level (70% or higher) in ALL classes at the next designated 3-week grade check.
- If failing – academically ineligible for 3 weeks; lose eligibility the following week (date listed in red on grade check calendar).
  - Said student-athlete is not allowed to play in interscholastic games.
  - Said student-athlete should follow “Ineligible Student-Athlete guidelines on the next page

## Progress Report Check: REGAIN ELIGIBILITY ONLY

- ALL athletes, regardless if passing at 6-week check, will complete the 3-week grade check.
- Players cannot lose eligibility due to progress reports.
- Was failing, now passing – regain eligibility the following week
- Was passing, now failing – academically eligible to participate in athletics

## ADVANCE PLACEMENT (AP) “BUMP” – HIGH SCHOOL ONLY

- If a student-athlete failed an Advanced Placement class at the time of a designated TCSAAL grade check, they will be allowed to “bump” up their grade by ***10 points***.
- Allowed to use grade “bump” in ***one*** AP class, ***once*** per athletic season.
- Athletic Director or campus administrative team has discretion to deny the AP Bump.
- This MUST be documented with the Athletic Director and reported to Senior Athletic Director at the eligibility roster check.

## GRADE CHANGE REQUESTS

- Student-Athletes should NEVER request a grade-change from a teacher unless they can provide evidence of inaccurate grades.
- Grade change requests must be communicated with the Athletic Director in advance.
- Honoring grade changes is at the discretion of the Athletic Director.

## GUIDELINES FOR INELIGIBLE STUDENT-ATHLETES

- Student-athlete is expected to attend offered tutorials and/or seek extra help in particular subject.
- Student-athlete should attend all practices and games to support team unless attending tutorial or other requirement on established action plan.
- Student-athlete *is allowed* to practice with team.
- On game days, student-athlete should wear professional dress; may sit on bench, or help under coach and/or athletic director guidance.
- Transportation or attendance requirement for ‘away’ games is up to AD & Coach discretion.
- In-eligible student-athletes should never miss class for any athletic-related event.
- **Any student-athlete who fails two consecutive 6-week (RC) grade check dates will be removed from athletics for the remainder of the season.**

## ***Student-Athlete-Of-Concern Action Plan/Tutorial Log Guidelines***

- *Coaches and/or Athletic Director will determine how to support student-athletes-of-concern on a one-on-one basis.*
- A student-athlete-of-concern is defined as any student-athlete who has either failed a class or has a grade of 75% or lower in any class at the time of a designated grade check.
- These student-athletes may be given an action plan/tutorial log every week which they will be responsible to turn in to their coach weekly.
- Said student-athletes will be expected to attend tutorials per individual athletic support log.

## **PRACTICE / GAME GUIDELINES**

1. Student-athletes must notify the coach in advance if he/she will miss a practice or a game.
2. Each student-athlete is allowed up to **three** unexcused absences and **five** total absences per athletic season.
  - a. If absence is unexcused (ex. Wall Street, Detention, etc.):
    - i. Student-athlete is not allowed to participate in sport until confirmation of absence is received (staff or parent note, doctor note, etc.).
    - ii. Student-athlete will engage in consequences up to the coach's discretion.
    - iii. Student-athlete will not start in the next game.
  - b. If the absence is excused (ex. Tutorials, making up a test, etc.):
    - i. It's up to the coach's discretion how the situation will be handled.
3. Any absences past allowance will result in said student-athlete's removal from team.
4. Unsportsmanlike conduct will result in the reduction of playing time.
  - a. Basketball- technical fouls will result in removal from the game
  - b. Soccer- yellow cards are at the discretion of the Athletic Director

## **DETENTION POLICY**

- Student-athlete is expected to serve detention the day they receive it.
- Student-athlete is not allowed to participate in any athletic event the day they earn a detention.
- Student-athlete is subject to be removed from their athletic team if he/she receives **three** in any given season (removal from team will be determined by AD and Senior AD).

## **SUSPENSION POLICY**

- Student-athlete is not allowed to participate nor attend ANY athletic practice or event during the duration of an in or out of school suspension. This includes after-school on the day they complete their suspension.
- There will be an additional one-game suspension beyond the completion of the suspension.
- Student-athlete may be subject to additional consequences depending on the severity of the offense up to removal from their athletic team (removal from team will be determined by Dean of Students, Athletic Director, and Senior AD).

## **HONOR CODE VIOLATION POLICY:**

- Student-athlete must complete all requirements and be cleared by school administration before rejoining team.
- There will be an additional one-game suspension beyond the completion of the consequence.

- Student-athlete may be subject to additional consequences depending on the severity of the offense up to removal from their athletic team (removal from team will be determined by Dean of Students, Athletic Director, and Senior AD).

### **QUITTING A TEAM**

If a student-athlete quits a team during the athletic season, they will not be allowed to tryout and/or play for any other athletic team for a calendar year. This policy is directly tied to the **commitment core value** as stated on page 5 of this handbook.

1. Student-athletes are expected to sit out from all athletics programming for one year from the date he/she quits the team.
2. Parents/guardians will be notified by either coach or athletic director to discuss repercussions of quitting a YES Prep athletic team.
3. The student-athlete will have a meeting with the coach and/or Athletic Director the following season to determine eligibility based on commitment.
4. Quitting a team due to unforeseen circumstances or parent request will be determined by AD/Coach and be handled on a one-on-one basis.

### **REMOVAL FROM A YES PREP ATHLETIC TEAM**

If a student-athlete is removed from a YES Prep athletic team by either a head coach or the athletic director, said student-athlete will not be allowed to participate in other sports for a calendar year. A meeting between student-athlete, parent/guardian, coach, and athletic-director will take place.

## **ATHLETIC DRESS POLICY**

1. Each student-athlete must dress out in the practice uniform required by coach.
  - a. Failure to dress out in the required uniform will result in said student-athlete receiving an unexcused absence and not participating in practice.
2. Each student-athlete must wear the proper athletic shoes as mandated by coach to both practices and games.
3. Each student-athlete must bring the correct game uniform(s) on game days. Failure to do so may result in student-athlete not playing in the game at discretion of coach/AD.
4. **Student-athlete MUST PAY FOR THE REPLACEMENT UNIFORM if uniform is either not returned or returned damaged**
  - a. Failure to do so will result in ineligibility of student-athlete to participate in any other sport offered by athletic program.
  - b. Student-athlete may face further disciplinary actions as determined by athletic director, grade level chair, dean of students, or school director.
    - i. After school detention will be given for every day the uniform is outstanding.

### **ATHLETIC UNIFORM CARE**

Each student-athlete will be issued an official YES Prep Athletic game uniform. These Athletic uniforms are extremely expensive and it is important they be handled with tremendous care so they can last for future years.

1. Athletic issued uniforms are to be worn on game days only.
2. Wash uniform in **cold** water with a **mild detergent** after **every** athletic contest.
  - a. Hand-wash; or gentle cycle

3. **Do not use fabric softener** – *This ruins the fabric of the uniform*
4. **Air dry only** - Do not place uniform in dryer with heat.
5. Carry uniform in a separate bag on game dates. This will help protect the uniforms from random stains, tears, etc.

**Remember: “Cool wash, hang dry, no bleach”**

If athletic game-day uniform is returned damaged, or not returned at all, then student-athlete will be responsible for the replacement uniform. The Athletic Department will send home an invoice with the cost of the replacement uniform. Additional consequences will also be given (detentions, etc.)

### **GAME DAY PROFESSIONAL DRESS POLICY**

*Student-athletes are expected to dress professional throughout the season as a way to represent and promote their athletic team, school, district, and community. If student-athlete is uncertain about what is acceptable, professional formal business attire for school, then please ask coach or Athletic Director.*

- ***If clothing fails to meet the acceptable professional dress standards, the student-athlete will be asked to change into the school uniform and may lose the privilege to participate in the athletic game.***
- Student-Athletes should travel in professional dress or school-issued, matching athletic uniforms.
- Managers and Ineligible players should remain in professional dress for duration of travel and event.

## PROFESSIONAL DRESS GUIDELINES

	<u>ACCEPTABLE</u>	<u>UNACCEPTABLE</u>
<b>Pants/ Skirts</b>	<ul style="list-style-type: none"> <li>• Dress pants, slacks or suit pants</li> <li>• Dress skirts of appropriate fit and length</li> <li>• Neutral colors preferred (tan, brown, black, grey, navy)</li> </ul>	<ul style="list-style-type: none"> <li>• Any pants that are classified as informal.</li> <li>• This includes jeans, sweatpants, joggers, exercise pants, shorts, overalls, leggings, and any spandex or other form-fitting pants such as people may wear for exercise or biking.</li> <li>• Excessively tight or short skirts</li> </ul>
<b>Tops</b>	<ul style="list-style-type: none"> <li>• Dress shirts; blouses; button-down</li> <li>• Nice polo</li> <li>• Nice dresses of appropriate fit and length</li> <li>• Dress sweaters or sweater vest</li> </ul>	<ul style="list-style-type: none"> <li>• Excessively tight shirts or dresses</li> <li>• No casual dresses (t-shirt material, etc_</li> <li>• Tank tops, midriff tops (with or without an undershirt),</li> <li>• Shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans;</li> <li>• Halter-tops, tops or dresses with bare shoulders or plunging necklines</li> <li>• Sweatshirts and t-shirts.</li> </ul>
<b>Shoes</b>	<ul style="list-style-type: none"> <li>• Dress shoes, dress boots, heels</li> <li>• Must be closed toe!</li> </ul>	<ul style="list-style-type: none"> <li>• Athletic shoes, tennis shoes, flip-flops, sandals, sneakers, boat shoes (such as Sperry's) slippers, or any other casual shoe</li> <li>• Open toed shoes are not acceptable at school</li> <li>• Dress heels more than 3 inches</li> </ul>
<b>Accessories</b>	<ul style="list-style-type: none"> <li>• Tasteful jewelry and scarves are encouraged</li> <li>• Ties/bowties encouraged</li> </ul>	<ul style="list-style-type: none"> <li>• Excessive makeup, perfume, and cologne is unprofessional</li> </ul>
<b>Hats, Head Coverings</b>	<ul style="list-style-type: none"> <li>• Tasteful headbands or hair ties are acceptable</li> <li>• Religious and cultural head coverings</li> </ul>	<ul style="list-style-type: none"> <li>• Hats and bandanas are not appropriate at school</li> <li>• Other headgear is typically not appropriate for school</li> </ul>

### VARSITY LETTERMAN JACKET REQUIREMENTS\*

Student-athletes who make a varsity athletic team are eligible to purchase a letterman jacket if the below minimum requirements were met during athletic season. *\*Campuses may have additional policies and requirements for letter-jackets*

- Zero school suspensions
  - In School Suspension
  - Out of School Suspension
- Zero Honor Code Violations
- Maintained academic eligibility throughout entire season

- Attendance of a minimum of 90% of the season
- **Two year commitment** – sports that only offer varsity status (JV teams are not offered)
- **Schools that offer JV teams** – athletic director’s discretion of either two-year commitment or one-year commitment of varsity

If student-athlete meets the above requirements, then the Athletic Director will send home a memo detailing the specifics of purchasing a varsity letterman jacket.

**NOTE: THE COACH AND/OR ATHLETIC DIRECTOR WILL HANDLE ANY OTHER VIOLATIONS NOT LISTED IN THIS HANDBOOK ON A ONE-ON-ONE BASIS.**

## PARENT/GUARDIAN EXPECTATIONS

**PARENT/GURADIAN PLEDGE:** *I recognize that parents/guardians are the most important role models for their children and that amateur athletics help to develop a sense of teamwork, self-worth and sportsmanship. I encourage my child to play by the rules and respect the rights of others. I understand it is important to enforce rules of play and set conduct standards as necessary components in athletics and life. I will at all times encourage my child to demonstrate commitment to their team, play by the rules, respect the coaches and game officials' decisions and not criticize a game official's ruling during or after an athletic contest.*

### THE YES PREP PARENT/GUARDIAN AGREES TO:

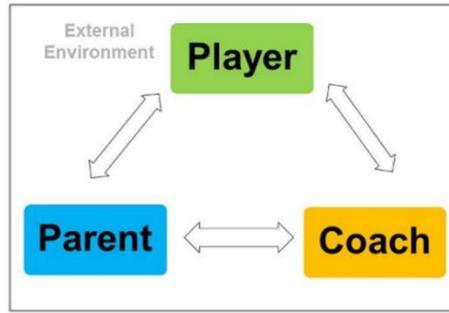
- Provide written proof of an up-to date physical of your student-athlete prior to tryouts.
- Sign all necessary forms to allow your student-athlete to participate in a sport.
- **BE INVOLVED!** Support your student-athlete and the team by coming to the games or by helping out the team in any way you can.
- Pick up your student-athlete promptly after games and/or practices.
  - a. Call Coach *in advance* if you will be late.
  - b. Make arrangements if you cannot pick up your student-athlete on time.
- Make sure student-athlete participation fee are paid prior to season or by the set due date by the campus AD.
- Check to make sure your student-athlete has completed all academic assignments.
- Call or email your student-athlete’s teacher/coach if there are any questions or concerns.
  - a. If your issue or concern has not been resolved within 48 hours, contact the athletic director.
- Participate in fundraisers the Athletic Department put in place.

### CODE OF CONDUCT: *As a YES Prep Parent/Guardian, I agree to abide by the following:*

1. Encourage good sportsmanship by demonstrating positive support for all players, coaches, fans and officials at games, practices and other sporting events.
2. Place the well-being of student-athlete before a personal desire to win.
3. Advocate a sports environment for my student-athlete that is free of drugs, tobacco, alcohol and abusive language, and refrain from their use during youth sporting events.
4. Encourage my student-athlete to play by the rules and respect the rights of other players, coaches, fans and officials.

## PARENT / COACH RELATIONSHIPS

## Coach – Parent Relationship



Both parenting and coaching are very difficult vocations. By establishing an understanding between coaches and parents, both are better able to accept the actions of the other and provide a more positive experience for everyone. Parents have the right to know, and understand, the expectations placed on them and their children. Coaches have the right to know that if parents have a concern, they will discuss it with the coach at the appropriate time and place.

### ***Communication parents should expect from their child's coach:***

- Coach's philosophy.
- Expectations the coach has for your son or daughter, as well as other players on the team.
- Locations and times of practices and contests.
- Team requirements, i.e., fees, special equipment needed, school & team rules, off-season expectations.
- Procedures that will be followed if your child becomes injured during participation.

### ***Communication coaches expect from parents:***

- Concerns regarding their son or daughter expressed directly to the coach at the appropriate time and place.
- Specific concerns in regard to the coach's philosophy and/or expectations.
- Notification of any schedule conflicts well in advance.

As your child becomes involved in interscholastic athletics, they will experience some of the most rewarding moments of their lives. It's important to understand there may be times when things do not go the way you or your child wishes. These are the times discussion with the coach is encouraged.

### ***Appropriate concerns to discuss with a coach:***

- The mental and physical treatment of your child.
- What your child needs to do to improve.
- Concerns about your child's behavior.

It is very difficult to accept your child is not playing as much as you may hope. Coaches make decisions based on what they believe is in the best interests of all students participating. As you can see from the list above, certain things can and should be discussed with your child's coach. Other things, such as those listed next, must be left to the discretion of the coach.

### ***Issues NOT appropriate for discussion with your child's coach:***

- How much playing time each athlete is getting.

- Team strategy.
- Play calling.
- Any situation that deals with other student-athletes.

There are situations that may require a conference between the coach and parent. These are not discouraged, as it is important for each party to have a clear understanding of the others' position. When these conferences are necessary, the following procedure is suggested to help promote resolution to the issue.

***If a parent has a concern to discuss with the coach, the following procedure should be followed:***

- Call the coach to set up an appointment.
- If the coach cannot be reached, call the athletic director and ask him or her to set up a meeting with the coach for you.
- Think about what you expect to accomplish as a result of the meeting.
- Stick to discussing the facts, as you understand them.
- Do not confront the coach before, during or after a practice or contest. These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution of the situation, but often escalate it.

***What should a parent do if the meeting with the coach didn't provide satisfactory resolution?***

- Call the athletic director to set up a meeting with the athletic director, coach, and parent present.
- At this meeting, an appropriate next step can be determined, if necessary.

Students' involvement in co-curricular activities has been proven to increase their chances of success later in life. We hope the information contained in this handout helps make that experience more enjoyable for everyone involved.

**TRANSPORTATION POLICY**

- Parents must sign a transportation release indicating who may pick up and transport their child to and from athletic events.
- Coaches will not allow persons not listed on the transportation release to pick up and transport a student-athlete.
- If circumstances occur in which parent needs their child transported by a person not on the release list, the parent must provide documentation in writing (text message or email is acceptable) stating that their child has permission to ride with that person.

**LATE PICK UP GUIDELINES**

Please be mindful of the coach's personal time by picking up your student-athlete at the designated time.

1. **Practice Days:** Picked up within thirty minutes from the end of practice.
2. **Game Days:** Picked up within fifteen minutes of arrival to campus (away games).
  - a. Student-athletes will call parents at the time of departure from away game.

<b>Offense No.</b>	<b>Action by Athletic Department:</b>	<b>Consequence:</b>
<b>1<sup>st</sup> Offense:</b>	<ul style="list-style-type: none"> <li>• Warning letter sent home</li> <li>• Signed by student-athlete and parent/guardian due next day</li> </ul>	<ul style="list-style-type: none"> <li>• Verbal Warning</li> </ul>
<b>2<sup>nd</sup> Offense:</b>	<ul style="list-style-type: none"> <li>• Phone call by coach explaining the third offense will result in meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Partial suspension from next game</li> </ul>
<b>3<sup>rd</sup> Offense:</b>	<ul style="list-style-type: none"> <li>• Meeting between player, parent, coach, and Athletic Director</li> <li>• Contract explaining 4<sup>th</sup> offense will result in removal from team</li> </ul>	<ul style="list-style-type: none"> <li>• Suspension from team until meeting takes place</li> <li>• Suspension from next eligible game</li> </ul>
<b>4<sup>th</sup> Offense:</b>	<ul style="list-style-type: none"> <li>• Phone call by coach or Athletic Director</li> </ul>	<ul style="list-style-type: none"> <li>• Removal from team</li> </ul>

**\*Athletes will be released from the team at the Coach/AD discretion for late pick up violation.**

## **BEHAVIOR EXPECTATIONS OF SPECTATORS**

*As a YES Prep fan and spectator, I agree to abide by the following rules:*

- Remember that you are at the contest to support and cheer for your team, and to enjoy the skill and competition and show respect for the opposing players, coaches, spectators and support groups.
- Use only cheers that support and uplift the teams involved. Recognize and show appreciation for an outstanding play by either team.
- Remember that school athletics are a learning experience for students and that mistakes are sometimes made. Praise student-athletes in their attempt to improve themselves as students, as athletes, and as people, just as you would praise a student working in the classroom.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student-athlete, and admire their willingness to participate in full view of the public.
- Do NOT bring in outside food into playing arena. Snacks will be provided by the Home's team concession stand.
- Admittance is a privilege to observe the contest, that will be taken away without refund if you violate the spectator expectations.
- Game officials, school administrators, or officers will remove unruly fans from a contest facility and can prohibit them from attending future contests due to undesirable behaviors.
- Animals present a risk to the health and safety of our student athletes. Please ensure that if you bring your animal to an OUTDOOR competition that allows animals to be present, this animal is on a leash and under your control. You are not permitted to bring any animal into an INDOOR competition.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) before, during, and after the game on or near the site of the event (i.e. tailgating).

- Be a positive role model at events through your own actions and by censuring those around you whose behavior is unbecoming.

## **SPECTATOR CONDUCT VIOLATIONS**

Spectator expectations are listed in detail above. All fans, including immediate family members, students, and staff will be held accountable to these expectations in the following ways.

<b>Offense No.</b>	<b>Action Taken by Athletic Department</b>
1 <sup>st</sup> Offense	Verbal warning from Athletic Director during event. Spectator will be allowed to remain at the event if they continue to demonstrate appropriate, positive behavior <b>and this will be documented.</b>
2 <sup>nd</sup> Offense	Second offense may occur during the same event as the 1 <sup>st</sup> offense or at a subsequent event. After a second offense, the spectator will be removed from the event <b>and this will be documented.</b>
3 <sup>rd</sup> Offense	Following a second offense and removal from event, if a spectator continues to not meet expectations at a subsequent event, they will no longer be allowed to attend any school athletic events. If spectator refuses to comply, their child will be removed from the athletic program.

**YES Prep Public Schools is committed to creating a safe and secure environment for all of our students. This commitment extends beyond the classroom and into all of our after-school activities. We ask that all parents act in a respectful and courteous manner while attending any YES Prep sporting event. If YES Prep staff believes that a parent is acting in a way that puts any of our students in danger or creates an uncomfortable environment, they will be asked to leave. This includes, but is not limited to, yelling obscenities, arriving at a sporting event inebriated, smelling of alcohol, smelling of marijuana, or harassing in any way the opposing team. YES Prep reserves the right to call the police if a parent does not leave after being asked to do so by YES Prep staff.**

## **SPORT INJURY PROTOCOL**

If a student-athlete is injured during an athletic event, the coach will notify the parent/guardian immediately. If said student-athlete needs to be taken to a medical facility then your primary insurance must be used first (this includes Medicaid and/or CHIP). *Not having medical insurance does not automatically guarantee your student athlete coverage by YES Prep medical insurance.* Please contact the Coordinator Student Health and Wellness, Nelly Martinez Figueroa, for any and all questions regarding the sport injury protocol of YES Prep Public Schools. [Nelly.Martinez@yesprep.org](mailto:Nelly.Martinez@yesprep.org)

### **When to Seek Medical Treatment**

It is advised to seek professional treatment if any injury is severe. A severe injury means having an obvious fracture or dislocation of a joint, prolonged swelling, or prolonged or severe pain. While many common acute

injuries can be controlled with these four simple steps, especially when combined with over-the-counter pain relievers, more serious conditions may require surgery or physical therapy.

### **Medical Emergency Procedure:**

1. 911 is dialed.
2. Parent is contacted if not present at competition.
3. Incident report is completed by AD or coach.
4. Parent & school representative rides in ambulance.
5. Medical insurance claims are filled out by parent.

### **NATASHA'S LAW – HB 2038**

Natasha's Law requires public high schools to create a concussion oversight team (COT) to serve as a resource to each school. Baylor College of Medicine serves as our primary Concussion Oversight Team for YES Prep Public Schools. A COT includes at least one certified physician and is responsible to develop the Return-to-Play protocol that all coaches must follow. Having pre-established guidelines allows coaches to avoid outside pressure and ensures that decisions are made with the player's best interests at heart.

In addition, any student showing signs of a concussion must be immediately removed from play and examined by a member of the concussion oversight team.

If it is determined that the player did suffer a concussion, he or she cannot participate in athletics until a doctor on the concussion oversight team has cleared the student to play. The doctor and parent must complete the *Concussion Management Protocol Return to Play Form* and turn in to the Athletic Director before said student-athlete is allowed to return.

Lastly, Natasha's law mandates coaches complete a two-hour educational training course covering the prevention, symptoms and long-term effects of concussions every two years. Concussion symptoms can sometimes take days or weeks to develop and this additional training, combined with the medical experience of the concussion oversight team, will increase coaches' ability to recognize and properly diagnose a concussion on the sidelines.

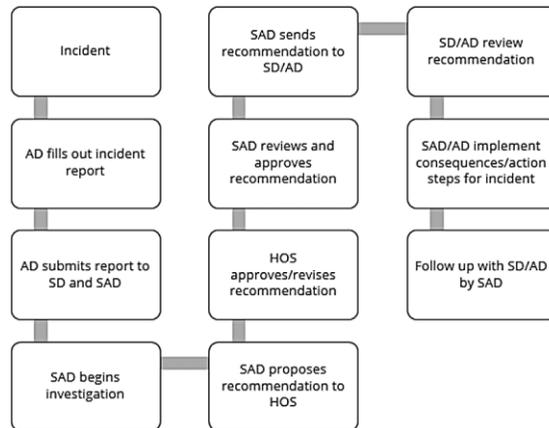
### **Minor Injury Treatment - RICE**

These four components are prescribed by many health professionals for early treatment of acute soft tissue injuries, such as: sprain, strain, Bone injury or cramp.

R.I.C.E (Rest, Ice, Compression, and Elevation)

- Rest: Reduce or stop using the injured area for 48 hours. If you have a leg injury, you may need to stay off of it completely. Ice: Put an ice pack on the injured area for 20 minutes at a time, 4 to 8 times per day. Use a cold pack, ice bag, or a plastic bag filled with crushed ice that has been wrapped in a towel.
- Compression: Compression of an injured ankle, knee, or wrist may help reduce the swelling. These include bandages such as elastic wraps, special boots, air casts and splints. Ask your doctor which is best.
- Elevation: Keep the injured area elevated above the level of the heart. Use a pillow to help elevate an injured limb.

## SEVERE INCIDENT PROTOCOL



## **ATHLETIC STAFF EXPECTATIONS**

We believe that the coach plays an important role on and off the field for his/her student-athletes. Coaches are committed to their development as mentors and in their knowledge of the game. The coaches will commit to the highest degree of professionalism before, during, and after the season in all interactions with students, parents, fellow staff and officials. There are guidelines to which our coaching staff are expected to adhere in order to ensure the safety and development of our student-athletes.

### **COACH'S AGREEMENT**

*I am an educator in the growth and development of the student-athlete, and, therefore, shall never place the value of winning above the value of character building. I agree to abide by the following:*

- Behave in a professional and ethical manner at ALL times.
- Serve as a role model for the student-athlete at ALL times.
- Refrain from the use of drugs, tobacco, alcohol, steroids, and abusive language.
- Promote good sportsmanship by exchanging friendly greetings with opposing team coaches both before and after an athletic contest.

### **Coach Responsibilities**

- Knowledge of Sport
  - Lead practice with a plan and purpose
  - Train each student-athlete to meet the physical demands of their sport
  - The coach should be thoroughly acquainted with the rules of the game and will teach the rules to their players
- Management
  - Put the team first, and the individual second
  - **Stay with the team at all times until the last student-athlete has been picked up; if a coach is driving a player(s) home, he/she will need documented permission from the parent and follow campus specific protocols (i.e. call to parent, AD or SD).**

- If a parent is going to transport a student-athlete to and/or from a competition, the coach is responsible for ensuring necessary documentation of pick up and release from liability.
- Communication
  - Inform student-athletes and parents/guardians of ANY last minute changes in the schedule by 12:00pm day of **or as soon as communication is received from the district/league** (for staff members only). If the coach is a part time employee, this could become the responsibility of the AD.
  - Communicate openly and honestly with ALL student-athletes, their parents/guardians, and the AD
  - **Respond within 24 hours to any questions and/or concerns parents/guardians may have regarding their student-athletes**
- Compliance
  - Complete all state and league mandated certifications and trainings.
  - Enforce all of the rules set forth by the athletic department, school, and state.
- Professionalism
  - On practice days, coaches will have appropriate footwear and athletic gear. Clothing should not be too tight (i.e. no leggings, etc.) or appropriate in length.
  - On game days, coaches are professional. **Jeans are not acceptable.** A minimum acceptable indoor outfit includes a polo, khaki pants/slacks and appropriate footwear. A minimum acceptable outdoor outfit includes a polo and appropriate length khaki/shorts and appropriate footwear. Athletic Department issued apparel is also acceptable.
- Relationships
  - Parents
    - Diagnosis and prescription of treatment of injuries is strictly a medical problem and should, under no circumstances, be considered the province of the coach. After proper documentation/communication to AD and action during competition, the coach will refer all injuries to the parents so they are informed and can ensure proper medical attention.
  - Athletes
    - In terms of our relationships with our players, the coach should always be aware of the tremendous influence that is exerted for good or bad.
    - The coach should never place the value of victory above the development of character.
    - The safety and welfare of the players should always be paramount in one's mind and must never be sacrificed for any personal prestige or selfish glory.
    - One of the coach's fundamental responsibilities must be to inspire the players to achieve academic success.

## **Athletic Director**

The primary function of the Athletic Director is to manage and oversee the campus' inter-scholastic athletic program. The Athletic Director is responsible for ensuring compliance with all state and school athletic regulations and administering departmental funds and accounts in a responsible manner. The Athletic Director is also expected to demonstrate a culture of professionalism, sportsmanship and respect at all times. Another function of the AD is to engage in collaboration with all stakeholders to ensure the realization of our mission.

## **AD Responsibilities**

- **Leadership**
  - Manage, support, and develop all full and part-time athletic staff members through consistent coaching and management strategies that lead to increased performance.
- **Management**

- Manage and execute all responsibilities associated with athletic events, such as practice schedules, game schedules, transportation, and officials.
- **Communication**
  - Communicate athletic events, expectations, and concerns in a timely manner to School Directors, parents, and students by following campus communication expectations (staff notes, parent notes, returning phone calls and emails)
- **Compliance**
  - Enforce and implement all rules and policies for students and coaches pertaining to the YES Prep Public Schools and other athletic leagues. This includes compliance such as handbooks, certifications, and acknowledgements.
- **Systems**
  - Manage and develop effective athletic department systems related to operations and financial sustainability. This includes budget management, fundraising, equipment management, and facility management

## **Relationships**

- Parents
  - Up to date practice, game schedules, fundraising (if applicable)
  - Communicate injuries to the parents and provide a copy of the incident report to the parent (if applicable).
- Athletes
  - Up to date practice, game schedules, fundraising.
  - Facilitate yearly collection of all necessary paper work for student-athlete participation in athletics including but not limited to: up-to-date pre-participation physicals, UIL Concussion Acknowledgement, Acknowledgement of Rules, grade checks, and UIL Steroid Agreement.



# YES PREP ATHLETICS



## Parent/Guardian & Student-Athlete Handbook Agreement

We, the undersigned, have received a copy of the YES Prep Student-Athlete Handbook, have read it carefully, and we accept the policies and expectations contained within it.

I, the YES Prep student-athlete, understand that my failure to comply with the expected rules stated within this handbook, as well as, any school and team rules set forth by the coach, may result in disciplinary action, and my ability to abide by these standards of conduct will be a factor in whether or not I am invited to participate in YES Prep Athletics in the future.

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

Student-Athlete Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Student-Athlete Signature: \_\_\_\_\_

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

Parent/Guardian Phone: \_\_\_\_\_

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

### Emergency Contact Info:

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

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