

**CEDAR CREEK
SCHOOL**

**ATHLETIC
HANDBOOK**

The Cedar Creek athletic program shall be conducted in the accordance with guidelines outlined in the LHSAA Handbook, the District Bylaws, and the school administration. The Athletic Director shall address questions pertaining to athletic personnel, student athletes, or athletic programs.

To the Parent:

This material is presented to you because your son/daughter has indicated a desire to participate in interscholastic athletics and you have expressed your willingness to permit him/her to compete. Your family interest in this important component of our school program is gratifying. We believe that participation in sports provides a wealth of opportunities and experiences, which assist students in personal development.

We are concerned with the educational development of these young people through athletics and feel that a properly controlled, well-organized sports program can meet students' needs for self-expression, social, mental and physical growth. It is our intent to conduct a program that is educationally sound in purpose and will enhance each student's personal growth.

A student who elects to participate in athletics is voluntarily making a choice of self-discipline and self-denial. These are the reasons we place such stress on good training habits. Failure to comply with the rules of training and conduct means elimination from the program. This concept of self-discipline and self-denial is tempered by our responsibilities to recognize the rights of the individual within the objectives of the team. There is no place in high school athletics for students who will not discipline their minds and bodies for rigorous competition. We are striving for excellence and do not want our athletes to compromise with mediocrity.

Our staff has committed to certain responsibilities and obligations in regards to your son/daughter. Those responsibilities are as follows: (1) to provide adequate equipment and facilities, (2) to provide well trained coaches, (3) to provide appropriate training and preparation, and (4) to provide fair contests with skilled officials.

Likewise, we feel that you have committed yourselves to certain responsibilities and obligations. We would like to take this opportunity to acquaint you with specific policies that are necessary for the well-organized program of athletics.

It is the role of athletic department to make rules that govern the spirit of competition for the school. These rules need a broad basis of community support, which is achieved only through communication to the parent. It is our hope to accomplish this objective through this athletic publication for students, parents and coaches.

To the Athlete:

Being a member of the Cedar Creek athletic team is a fulfillment of an early ambition for many students. The attainment of this goal carries with it certain traditions and responsibilities that must be maintained. A sound athletic program is not built overnight; it takes the hard work of many people over many years. As a member of an interscholastic squad of Cedar Creek School, you have inherited a wonderful tradition in which you are challenged to uphold. We desire to win, but only with honor to our athletes, our school, and our community. Such a tradition is worthy of your best effort.

It will not be easy to contribute to such a tradition. When you wear the colors of your school, we assume that you not only understand our traditions, but you are also willing to assume the responsibilities that go with them. However, the contributions you make should be a satisfying accomplishment to you and your family.

- A) **Responsibility to yourself.** The most important of these responsibilities is to broaden and develop strength of character. You owe it to yourself to derive the greatest benefit from your high school experiences. Your academic studies, your participation in other extracurricular activities as well as in sports, prepare you for life as an adult.
- B) **Responsibility to your school.** Another responsibility you assume as a squad member is to your school. Cedar Creek cannot maintain its position as having an outstanding school unless you do your best in the activity in which you engage. By participating in athletics to the maximum of your ability, you are contributing to the reputation of your school.

You assume a leadership role when you are on athletic team. The student body and citizens of the community know you. You are on stage with the spotlight on you. The student body, the community and other communities judge our school by your conduct and attitude, both on and off the field. Because of this leadership role, you can contribute significantly to school spirit and community pride. Make Cedar Creek proud of you and your community proud of your school, by your consistent demonstration of these ideals.

- C) **Responsibility to others.** As a team member you also bear a heavy responsibility to your home. If you never give your parents(guardians) anything to be ashamed of, you will have measured up to the ideal. When you know in your heart that you have lived up to all of the training rules, that you have practiced to the best of your ability everyday, and that you have played the game “all out,” you can keep you self-respect and your family can be justly proud of you. The younger students in school are watching you. They will copy you in many ways. Do not do anything to let them down. Set good examples for them.

ATHLETIC DEPARTMENT PHILOSOPHY

The athletic staff of Cedar Creek School has dedicated itself to the development of the total student athlete. Both the physical and psychological growth of each person is conscientiously considered when planning and implementing our athletic program.

The coaching staff is aware of the individual needs to youth today as well as the social implications of being able to work as a member of a team. Students will be given the opportunity through extensive training, good equipment and good coaching to reach their maximum potential, athletically, if they dedicate themselves to the program.

Our goals are to produce young people who have the capacity to be successful citizens in our highly competitive society. We are committed to achieve this goal. We also want students to leave Cedar Creek and be able to say that they were proud to have been part of Cedar Creek Athletics.

ATHLETIC CODE OF CONDUCT

All athletes shall abide by a code of ethics, which will earn them the honor and respect that participation and competition in the program affords. Any conduct that results in dishonor to the athlete, the team or the school will not be tolerated. Acts of unacceptable conduct, such as, but not limited to theft, vandalism, disrespect, immorality or violations of the law, tarnish the reputation of everyone associated with the athletic program and the school.

The Athletic Department believes that students who are selected for the privilege of membership on teams should conduct themselves as responsible representatives of the school. In order to assure this conduct, coaches enforce a Code of Conduct. Members of teams must always serve as exemplars in high moral character and must demonstrate appropriate academic commitment, which is expected of all students. As recognized team players, members are expected to exhibit appropriate behavior during the season or out of season, in uniform or out of uniform, on campus or off campus.

The school has, as one of its primary goals, academic education of all students; therefore, each coach has the obligation to encourage students to perform within reasonable academic standards.

All student athletes are expected to be present at school. As stated in the Cedar Creek Student Handbook, the administration reserves the right to limit participation of students in cases of nonattendance at school.

Rule enforcement will be consistent and immediate. School officials are not expected to police off-campus, non-school activities unless the violation is brought to public attention or is sufficiently severe to bring discredit upon the organization.

Each coach has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practices, curfew, dress, and general conduct of participants during practices, contests, trips, etc. Rules set by the individual coach must be in writing and approved by the Athletic Director and communicated to the student participants before the activity begins.

Students suspended from school will not be allowed to participate in athletics while they are on suspension.

The Head of School/Assistant Head of School in addition to the penalties imposed by the Code of Conduct, such infractions will also be subject to school disciplinary action policy.

Individual and team success in sports results from commitment. The extent to which young athletes are able to make such commitments reflects their maturity as well as their dedication to family, friend, school, and team. Make that commitment!

ATHLETIC DEPARTMENT POLICIES

- 1) **Participation** – Any student/athlete may participate on as many sports as he/she shall choose. At no time shall a coach try to influence an athlete to choose one sport over another.
- 2) **Dropping or transferring sports** – Quitting is an unacceptable habit. A quitter may lose the privilege of participating in athletics. On occasion, however, an athlete may find it necessary to drop a sport for a reason. If this is the case, the following procedure must be followed:
 - a) Consult with the Head Coach of that sport
 - b) Report situation to the Athletic Director
 - c) Check in all equipmentIf an athlete chooses to quit on his/her own accord, he/she may not participate in another sport until the completion of the sport he/she quit, including any and all playoff games.
- 3) **Equipment** - School equipment checked out by the student/athlete is his/her responsibility. He/she is expected to keep it clean and in good condition. Loss of any equipment is the athlete's financial obligation.
- 4) **Missing practice** – An athlete should always consult his coach before missing practice. Missing practice or a game without permission or good reason is unacceptable and consequences may be incurred.
- 5) **Travel** - All athletes must travel to and from out-of-town athletic contests in transportation provided by the school unless the parents make prior arrangements for an exceptional situation.
 - a) Athletes will remain with their team and under the supervision of a coach when attending away contests
 - b) Athletes that miss the bus will not be allowed to participate in the contest unless there are extenuating circumstances.
 - c) Dress should be appropriate and in good taste.

- 6) **Attendance** - Students missing school for reason other than illness must have an excused absence in order to participate. Athletes must have attended at least half of the school day in order to participate. Final authority for infractions of this rule will rest with the Principal. Students absent from school on Friday with a contest the following day (Saturday) will not be eligible to participate unless the principal excuses the absence.
- 7) **Release from class** - It is the responsibility of athletes to see their teacher the day before the classes they may miss because of an athletic contest. All work shall be made up at the convenience of the teacher.
- 8) **Grooming and Dress Policy** - A member of an athletic team is expected to be well groomed. Appearance, expression and actions always influence people's opinions of athletes, the team, and the school. Members of a team have made a choice to uphold certain standards expected of athlete in this community. When attending games, either home or away, all athletes must follow the dress guidelines as set forth by the Head Coach. All dress policies for athletes must meet or exceed the standard dress code policies of the school. No extreme hair coloring or styles, as determined by the administration, will be allowed for athletes. Athletes may not have any facial hair, except in special cases (ie. No Shave November Charity).
- 9) **Vacation Policy** – Vacations by athletic team members during a sport season are discouraged. Parents/athletes wishing to do so may wish to reassess their commitment to being an athlete. In the event of an unavoidable absence due to vacation, the athlete must contact the Head Coach to discuss the situation and be willing to assume the consequences related to his/her status on that team.
- 10) **Team Selection** - In accordance with our philosophy of athletics and our desire to see as many students participate in the athletic program as possible, we encourage coaches to keep the number of athletes necessary to balance the integrity of their sport. Time, space, facilities, equipment, personal preference and other factors will place limitations of the most effective team size for any particular sport.
- 11) **Reporting of Injury** - All injuries that occur while participating in athletics should be reported to the trainer or coach. Once a physician has treated an athlete, the athlete must obtain the doctor's permission to return to the activity.
- 12) **Locker Room Regulations** –
 - a) Roughhousing and throwing towels or other objects are not allowed.
 - b) The last person to use showers must see that they are turned off.
 - c) Coaches and assigned players only are allowed in the locker rooms.
 - d) No glass containers are permitted.
- Weight Room Regulations** –
 - e) Shirts and shoes must be worn at all times.
 - f) No one is to be in the weight room without staff supervision.
 - g) All students must be under the supervision of the instructor assigned.
 - h) Lifters must work with a partner.
 - i) Replace all weights on racks immediately following use.
 - j) Do lifts correctly. Warm up properly.
 - k) No chewing gum, candy, food or drinks allowed.
 - l) No tobacco of any type is allowed.

- m) No horseplay or profanity.
 - n) No abuse of equipment.
- 13) **Conflicts in extracurricular activities** - The athletic department recognizes that each student has the opportunity for a broad range of experiences in the area of activities, and to this end, will attempt to schedule events in a manner to minimize conflicts. Students should notify the faculty sponsors/coaches involved immediately when a conflict arises.
- 14) **College Recruitment Policy** – In the event an athlete should be contacted personally by a college recruiter: he has an obligation to work through his coach and the athletic department. Coaches should be contacted as soon as possible. College recruitment information is available in the Guidance Department. NCAA standards are available.
- 15) **Training Rules and Regulations** – Medical research clearly substantiates the fact that the use of tobacco, alcohol, steroids and any type of mood altering substances produce harmful effects on the human organism. You cannot compromise athletic participation with substance abuses. A student who wishes to experiment with such substances should remove himself/herself from the team before he/she jeopardizes team morale, team reputation and team success and does physical harm to himself/herself.

The community of Cedar Creek is concerned with the health habits of student-athletes and is convinced that athletics and the use of these substances are not compatible. It is also a fact that when students have a strong interest to participate in athletics, their desire to use these substances is greatly reduced.

Students have to decide if they want to be athletes. If you do wish to be an athlete, you must make the commitment in order to be a competitor. A big part of this price is following a simple set of training rules that the department of athletics believes is fair.

- a) Use of tobacco - Research emphasizes that use of tobacco is physically harmful to young adults. The use of tobacco, in any form, is discouraged and is not allowed at Cedar Creek School or at any Cedar Creek event.
- b) Alcoholic beverages – There is no way to justify athletes using alcoholic beverages, even though social pressure may be hard to resist. The people who would like to draw the athlete into their drinking sessions will be the first to criticize the athlete if he does not come through in a game.
- c) Drugs – Simply stated, drug abuse is the consumption of any chemical substance or the smoking of some plant derivatives for the purpose of mood modification. The use or misuse of drugs is a serious social and medical problem. Students with a strong sense of purpose have no need for mood modification. All use of illegal drugs including alcohol, steroids, supplements and others is strongly discouraged and is not allowed at Cedar Creek School.

PENALTIES FOR VIOLATIONS

Due to the serious nature of violations to these training rules, the coach involved, the Athletic Director, the Assistant Head of School, and/or the Head of School shall meet to determine the penalty according to the degree of the infraction. The penalty could range from extra work after practice, suspension during the season or succeeding season, permanent denial of participation, or even expulsion.

GUIDELINES – COACHES AND SPIRIT SPONSORS

Each Head Coach or Sponsor is responsible for the overall administration of his/her sport and/or program.

A. The Head Coach/Sponsor must be well versed in Cedar Creek’s overall philosophy.

It is important to win, but also is important to build character and instill proper values in our student-athletes. Each head Coach/Sponsor is expected to formulate his/her own personal philosophy in keeping with the overall school philosophy and mission and see to it that this philosophy guides that program.

B. The Head Coach/Sponsor must oversee and supervise assistant coaches, including JV and middle school coaches.

This includes teaching, encouraging, advising, and guiding those coaches so that they are equipped to help our student athletes be the best that they can be, both as persons and as athletes.

1. Assistant Coaches should perform those duties assigned to them by the Head Coach.
2. Assistant Coaches are never to set team policy or dismiss players from a team.
3. All coaches are to follow the chain of command:

Head of School

Athletic Director

Head Coach Head Coach Head Coach

Asst Coach Asst Coach Asst Coach

C. The Head Coach/Sponsor must assume responsibility for the following areas either by performing them personally or by delegating that responsibility to an Assistant Coach.

1. Scheduling of games, meets, matches, etc.
2. Purchasing and maintaining uniforms and equipment.
3. Maintaining fields, courts, etc.
4. Procuring and paying officials.
5. Transportation to and from games, including clean up of busses used immediately upon returning.
6. Preparing field or court for games. This also includes items such as restrooms, bleachers, stadium, PA system, scoreboard, etc.
7. Supervision of locker rooms and dressing areas. A coach must be present in the locker room when students are present.
8. Cleanliness and daily upkeep of facilities to include locker rooms, bathrooms, dressing areas, offices, training rooms, and weight rooms.
9. Seeing that all equipment is secured, all lights off, and all buildings, gates, etc are locked before leaving campus after games or practices.
10. Making sure that there is adequate supervision for all activities involving the team to include practices, weight room workouts, games, and travel.
11. Teaching athletes proper techniques so as to avoid injury.
12. If an injury does occur, making sure adequate treatment is performed and follow up procedures are followed.

D. Each Head Coach/Sponsor must familiarize himself/herself with all Louisiana High School Athletic Association rules and guidelines concerning that sport or any other governing authority and make sure that all coaches abide by all rules at all times.

1. The Head Coach must attend all necessary and required LHSAA clinics and meetings.
2. The Head Coach/Sponsor must be sure all required forms are completed and submitted and filed by all athletes prior to competition. These forms include, but may not be limited to:
 - a. LHSAA eligibility forms and master list
 - b. Birth Certificate
 - c. Physical
 - d. Athletic Participation/Parent permission Form
 - e. Substance Abuse/Misuse forms for LHSAA and Cedar Creek
 - f. Precautionary Statement
3. The Head Coach/Sponsor is responsible for monitoring athletes' grades on a regular basis. They should work with the teachers and athletic director to help with students who are not making appropriate grades.

E. Each Head Coach/Sponsor is responsible for the financial aspects of their sport.

1. Each Head Coach/Sponsor is responsible for administration of their sport's budget and non-budget. They are responsible for making purchases necessary for their sport, but within reason to maintain financial responsibility.
2. The Head Coach/Sponsor is responsible for the gate and concession receipts. They are responsible for adequate control over how the money is handled and that it is secured to prevent possible theft.
3. Each sport is allowed one fundraiser per year for their sport. All fundraisers must be pre-approved by the development office. There are forms available for this process.

F. CDL

All full-time, faculty coaches are required to have a valid commercial driver's license (CDL) with the proper level and endorsements to drive passengers on a school bus. This is a necessary part of the coaching job since you will be responsible for the transportation of your players. In addition, you may be asked, in certain situations, to help the school by driving a bus route, field trip, or other function. Cedar Creek School will compensate the coach for the required physical exam required for obtaining the license and for the future physical exams needed to retain the license. Cedar Creek School will compensate the coach for all fees incurred in obtaining the license that are part of the initial testing process. Cedar Creek School will compensate the coach for the cost of the initial license and for all renewals of the license as long as the coach is employed with the school.

G. Each Head Coach/Sponsor will be responsible for other miscellaneous duties that include, but are not limited to, the following:

1. The Head Coach/sponsor must determine lettering policies and other awards for his/her sport. They may also be responsible for conducting an awards banquet as is applicable for the sport.
2. All coaches must work well with the media. All stats and game reports should be submitted to all possible media outlets. We must see that Cedar Creek School's teams and its athletes get publicly recognized when it is deserved.
3. We must do everything possible to help Cedar Creek students get athletic scholarships.
4. Coaches must have well organized practice plans.
5. All coaches must teach the fundamentals of the game.
6. All coaches must inform student-athletes of team and school expectations and see to it that all athletes adhere to these policies.
7. All coaches must be a positive role model for all students at all times.
8. All coaches must be sure that public demeanor and decorum will always reflect positively on the school and the athletic department.
9. All coaches must refrain from the use of profanity.

10. All coaches must be very careful to never berate or harass a student by using inappropriate comments.
11. Be a Team player – Practice what you preach!

F. Protocol in Dealing with Parent Conferences Involving Athletic Teams

1. Conferences with all parents shall use the same guidelines as used in our handbook for teacher/parent conferences, including keeping a record of the discussion.
2. The Head Coach/Sponsor of each sport is the only one to have private meetings with parent(s). If an assistant is to be involved in the meeting the Head Coach/Sponsor, Athletic Director, and/or Head of School must be present. If needed or requested, the Athletic Director and/or Head of School may be present at all parent conferences.
3. It is strongly encouraged that all conferences include the parent(s) and student athlete at the meeting so everyone is involved in the discussion and all sides are heard and quoted accurately.
4. If a Head Coach/Sponsor is approached directly after an athletic contest they are encouraged to set all conferences and discussions to at least 24 hours after the contest has been concluded.
5. A parent(s) reserves the right to require the Athletic Director and/or Head of School to be present at all conferences with the Head Coach/Sponsor