

UME Preparatory Academy Athletic Handbook 2015-2016

This handbook is a description of the details concerning athletics at UME Preparatory Academy, and applies to athletes in the UME Preparatory Academy athletic program grades seven through eleven.

-Table of Contents-

Philosophy

- Message from the Athletic Director
- Shared Beliefs
- Mission

Standards for Eligibility

- Paperwork
- Grades
- Attendance
- Financial

Team Conduct/Rules

- Appearance
- Facilities
- Character
- Attendance
- Tryouts
- Changing Sports
- Awards
- Seasons
- Miscellaneous

Travel

- Report
- Driver
- Extra Riders

Uniforms/Equipment

Player Expenses

Appeals

Sports Offered

Forms to be returned to the Athletic Department for athletic participation

- Pre-Participation Bus Travel Authorization Form
- Pre-Participation Emergency Information Form
- Pre-Participation Risk and Release of Liability Form
- Pre-Participation Parent and Player Policy Packet
- Pre-Participation Medical History
- Pre-Participation Physical Exam
- Pre-Participation Sports Sign-Up Authorization Form

-Philosophy-

Message from the Director of Athletics

The athletic program at UME Prep provides a variety of interscholastic athletic teams in which students are encouraged to participate. The athletic program delivers opportunities for the student-athlete to engage in interscholastic competition with integrity and a spirit that honors the high behavioral standards of the Academy. Life lessons are learned through team participation, and the values of work ethic, humility and reliability; good sportsmanship, self-motivation and self-discipline, commitment, and perseverance are stressed to each team member. The athletic program values safe and fair play and has an appreciation for playing to win and being gracious in victory and defeat.

Shared Beliefs

UME Preparatory Academy believes that quality education includes the opportunity to participate in athletics. The athletics program is extracurricular only in the sense that student involvement is a voluntary privilege, and requires an investment of considerable time outside the school day. Therefore, with these opportunities available, students are expected to represent the school with exemplary behavior wherever they go.

It is vital that each student involved with the athletic program realize that no matter how formidable the opposition, the team competes to win. Every athlete should strive to be first. They are to be coached and are to play in such a way as to compete for victory, and expect to have victory. Though, winning is the goal, there are valuable lessons and opportunities for growth to be gained in losing as well.

Mission

The mission of the Athletic Department is to provide a quality athletics program by developing student athletes who display a strong work ethic, understand the value of teamwork, and demonstrate a competitive spirit with sportsmanship facilitated through authentic learning experiences in a safe, equitable, supportive, child friendly environment.

-Sports Offered-

UME Prep competes in TCSAAL (Texas Charter School Academic & Athletic League) and TCAF (Texas Christian Athletic Fellowship).

A list of sports offered by the Academy:

- Jr. High & Varsity Cheer (summer/fall/winter)
- Jr. Varsity & Varsity Girls Volleyball (summer/fall)
- Jr. High & Varsity Boys Flag Football (summer/fall)
- Varsity Girls & Boys Cross Country - Jr. High Girls & Boys may participate (fall)
- Varsity Girls Basketball - Jr. High Girls may tryout (fall/winter)
- Jr. High & Varsity Boys Basketball (fall/winter)
- Jr. High & Varsity Girls & Boys Track & Field (winter/spring)
- Varsity Girls & Boys Golf - Jr. High Girls & Boys may participate (spring)
- Varsity Girls Soccer - Jr. High Girls may tryout (spring)
- Varsity Boys Soccer - Jr. High Boys may tryout (spring)
- Varsity Girls Softball - Jr. High Girls may tryout (spring)
- Varsity Boys Baseball - Jr. High Boys may tryout (spring)

-Student Standards for Eligibility-

Each student participating in the athletic program will be required to meet certain minimum standards in the area of academics.

The student must follow these guidelines to become eligible to participate in practice and contests, as an athlete or student manager/statistician:

- A student must have these forms on file with the athletic department before clearance is given to participate:
 - Pre-Participation Bus Travel Authorization Form
 - Pre-Participation Emergency Information Form
 - Pre-Participation Risk and Release of Liability Form
 - Pre-Participation Parent and Player Policy Packet
 - Pre-Participation Medical History
 - Pre-Participation Physical Exam
 - Pre-Participation Sports Sign-Up Authorization Form
- Students are required to maintain a 70% cumulative average for each grading period as well as maintain no less than a 70% average in any one subject. Students that have a grade below 70% will remain ineligible for interscholastic sport competition and practice until it has been determined by the teachers

and coaches involved along with the Athletic Director that he/she has indeed met and/or surpassed the baseline criteria for participation.

- Also, the work ethic grade which accompanies each academic grade per class is to be held and maintained no less than an 80% average to be and remain eligible to participate in extracurricular athletic events.
- Students that fail to meet the academic or work ethic standards will be placed on a two week suspension period. During that time students will not participate in practice sessions or contests, as this time will be dedicated to raising his/her grade. The exact dates of the suspension will be set by the Athletic Director and/or Superintendent based on the day grades were checked. A grade check will be made after two weeks from the reported grade failure. At this time a review will be made of the grade(s) to determine if the student will be declared eligible to compete once again or dismissed from the team.
- Students must be present at school each game day and at all enrolled classes in order to participate in practice or contests. Individuals with extenuating circumstances may be excused by the Athletic Director. It is the responsibility of the student/parent to notify his/her coach or the Athletic Director if and when a situation arises.
- A student must be in good standing with the school in the particular area of participation. This means that school owned uniforms/equipment checked out by a participant in any sport and any athletic fees are his/her responsibility. The loss or misuse of uniforms/equipment or failure to pay athletic fees will be the financial obligation of the participant/parent. Participants will not be allowed to continue competition, start a new sport, or receive awards until that obligation is fulfilled.

-Team Rules and Conduct-

The student that chooses to participate in the athletic program is in a unique position. This position will be observed by many other schools, parents, guests, peers, teachers, media, and the public at large.

Each coach is responsible for the conduct of the members of his/her team. Not every situation can be foreseen and therefore some rules and issues will be dealt with as they arise. The coach will explain team rules and player conduct and penalties for both minor and major infractions of the rules in the following areas:

- A participant's appearance in any sport is required to be neat, clean, well groomed, and in proper uniform for games and practices.
- Dressing rooms and all team areas will be kept clean.
- A participant will exhibit respectful behavior, for example
 - A participant will not steal or use another's property without permission of the owner.
 - A participant will not use obscene or vulgar language, or profanity.
 - A participant must completely abstain from the use of ALL alcohol, tobacco products, and drugs (including legal or illegal drugs as well as anabolic steroids). ZERO TOLERANCE WILL BE APPLIED.
- A participant must adhere to the conduct and dress codes as stated in the UME Prep student handbook for the entire calendar year.
- A participant must be ready to show maximum effort, cooperation, and support for coaches and other team members.

- A participant is expected to attend all scheduled practices, contests, and meetings whether or not school is in session. If it is necessary to miss any practice or contest, prior arrangements must be made with the coach. Participants may be dismissed from the team after any unexcused absences.
- Unexcused absences are those which are for personal benefit.
- Excused absences will include but are not limited to:
 - Personal illness
 - Death in the family
 - Extremely severe weather
 - Family vacations that are planned and reported to the coach prior to the first contest of the season.
 - Approved faith based activities, with advanced notice.
- Ill or injured athletes who are able to attend school are expected to attend practice sessions. At the coach's discretion, a student who is ill or injured may be excused from a practice or contest with the approval of the Athletic Director.
- Any non-emergency absences from practices or contests will be considered unexcused.
- An unexcused absence from a practice will make that athlete ineligible for the next contest.
- An unexcused absence from a contest will make that athlete ineligible for the next contest.
- A participant will know the procedures and criteria for attempting to make a team, if cuts are to be made.
- All equipment must be turned in from a previous sport to begin practice in the next sport unless the participant is involved in overlapping sports.
- Each participant will receive a certificate for team participation. High School and Junior High participants are eligible to receive the Female and Male Athlete of the Year Award and the Athletic Work Ethic Award. An Athletic Courage Award will be awarded to one High School student and one Junior High student per year. Requirements for participants to earn a Varsity Letter are listed in this handbook. Varsity and Junior Varsity participants are eligible to earn All-Region and All-State Athletic honors and All-State Academic honors from TCSAAL. Varsity participants are eligible to earn All-District and All-State honors from TCAF.
- The athletic season will run from the date of the first scheduled practice until the Monday after the last contest. Participants must complete the entire season to be eligible for awards and honors (unless injury occurs). Participants are expected to commit for the entire seasons program in the sport(s) they select, including tournaments, playoffs, and any other team commitment.
- In addition, the participant may be required to adhere to any other rules and requirements adopted and enforced by the coach, and approved by the Athletic Director and/or Superintendent.
- Any student that quits a sport during that sport will not be allowed to participate in any other sport until the sport they were playing is finished. By quitting a sport, a participant forfeits his/her opportunity for post-season awards and honors.

In case of infractions of the above stated rules, the coach of the sport may place the student athlete on probation (meaning contests) or suspension (meaning practices and contests) until the matter is resolved. After the coach has met with the athlete at least one time to explain the disciplinary action, and the requirement is understood by the student, the matter will be considered resolved. This meeting will take place within three school days of the probation or suspension. This meeting may involve parents, unless exclusion from the sport is the penalty, in which case the parents must be involved. The coach will be responsible for notifying the Athletic Director of any intention to exclude or suspend a student from a sport prior to the meeting with the student athlete and his\her parents.

-Travel-

Participants are expected to travel to practices in transportation provided by or arranged by the school, unless a participant is licensed to drive their own vehicle and has been cleared to drive with the Athletic Director and Superintendent. Participants are to be picked up by parents after all practices and contests, unless they drive themselves. In case of family inconvenience, other arrangements may be made with the coach. Athletes who drive to practice and contests will only be allowed to carry siblings. Written permission signed by a parent for an athlete to drive to and from practice and contests must be turned in to the Athletic Director before team tryouts. Special arrangements for athletes carrying other passengers to and from practice and contests must be expressed and signed by a parent from both parties. Also, a form releasing UME Prep of liability must be signed and turned in before anyone drives themselves or others to any scheduled team tryout, practice, or contest.

Participants currently are to rely on parent transportation to and from all contests, unless they are licensed to drive themselves.

- For school day practice travel, all participants should report to the designated vehicle(s) promptly for departure. Failure to arrive in a timely manner for departure to practice will lead to suspension from the team. A coach will use his/her discretion if circumstances arise.
- The driver of the team vehicle is the ultimate authority, and all students must submit to his\her instructions.
- No extra riders (non-team members) will be allowed to ride in any school provided vehicle(s).
- Coaches will always travel to practice locations with their team on a bus and remain after practice until the last participant is picked up.

Any participant who does not comply with the above-mentioned travel rules will be subject to punishment by his/her coach or the Athletic Director.

-Uniforms/Equipment-

The athlete will be held financially responsible for any lost or misplaced uniforms/equipment. The cost of any uniform/equipment returned in a condition in which it cannot be reissued will be charged to the athlete; this includes uniforms that have been improperly laundered or cared for. The cost of any deliberate mutilation of school property will be charged to the athlete. Athletes will not be allowed to continue in or begin a new season until all financial obligations have been cleared. Uniform/equipment replacement costs will determine the amount for which the athlete will be held accountable.

-Player Expenses-

The participant will be required to pay an athletic activity fee for participation (excluding team managers) in every sport. The fee may vary from sport to sport. The athletic activity fee helps the school off-set costs to run program. The participant's game uniform(s) are supplied by the athletic department, but the participant may be required to furnish their own practice uniform. Practice uniforms should comply with P.E. class uniform

policy or be described by the coach. Participants will be expected to furnish their own socks, shoes and other needed items for the sport in which they are competing. Criteria for shoes will be provided by the coach.

Special wraps, braces, or supports must be provided by the participant. Any participant who is asthmatic, or is subject to any other limiting factor, should provide their own medical treatment. Additional personal expenses may be incurred while the team is traveling (i.e., eating expenses, lodging, etc.). These costs are to be covered by the participant, unless special arrangements are made.

Athletic activity fee to be paid per sport:

- Jr. High & Varsity Cheer - under \$500
- Jr. Varsity & Varsity Girls Volleyball - \$75
- Jr. High & Varsity Boys Flag Football - \$75
- Varsity Girls & Boys Cross Country - \$30 (TCSAAL only), \$50 (TCSAAL & TCAF)
- Varsity Girls Basketball - \$75
- Jr. High & Varsity Boys Basketball - \$75
- Jr. High & Varsity Girls & Boys Track & Field - \$30 (TCSAAL only), \$50 (TCSAAL & TCAF)
- Varsity Girls & Boys Golf - \$50
- Varsity Girls Soccer - \$75
- Varsity Boys Soccer - \$75
- Varsity Girls Softball - \$75
- Varsity Boys Baseball - \$75

-Varsity Letter-

The criteria for earning the UME Preparatory Academy varsity letter have been established by coaches and the Athletic Director. We believe that, for students at our school, earning a varsity letter should require evidence of commitment to team.

All participants in each sport must qualify themselves by meeting the following criteria:

- Attend and participate in ALL practices unless excused by the coach.
- ALWAYS listen to and obey the instructions of the coach/coaching staff.
- Act in a respectful manner throughout the entire season towards ALL teammates, coaches, officials, faculty, parents, and property.
- Abide by contest rules and display the proper conduct set forth in this handbook and the UME Prep Student Handbook.
- Not be placed on academic or behavioral suspension.

Additional criteria required:

Criteria to earn a varsity letter in the following sports: Flag football, volleyball, basketball, soccer, baseball, and softball. (The participant must)

- Compete against the highest grade levels of competition.
- Attend all contests unless excused by the coach.

- Complete the entire season as an active member by contributing as much as possible toward the success of the team.

Criteria to earn a varsity letter in cheerleading: (The participant must)

- Cheer at over 90% of all varsity level contests in which cheerleaders are required.

Criteria to earn a varsity letter in cross-country: (The participant must)

- Compete against the highest grade levels of competition.
- Compete in all cross-country meets/road races or score points in the TCSAAL or TCAF State Championship Cross-Country Meet.

Criteria to earn a varsity letter in track & field: (The participant must)

- Compete against the highest grade levels of competition.
- Compete in the North Texas Open Track & Field Meet and the North Texas Regional Qualifier Track & Field Meet or qualify for the TCSAAL State Championship Track & Field Meet. And/or compete in the TCAF Division 1 Track & Field Meet Championships and qualify for the TCAF State Championship Track & Field Meet.

Criteria to earn a varsity letter in golf: (The participant must)

- Compete in an interscholastic golf tournament against the highest grade levels of competition.

The Athletic Director ultimately reserves the right to provide or withhold a varsity letter to participants.

-Appeals/Conflict Resolution-

Appeals on decisions or rule interpretation by a coach concerning policy or procedure may be made using the following guidelines:

- The appeal should be made no later than two school days following the incident or issue at hand.
- The appeal should be made in an email, listing any grievances and possible solutions.
- The appeal should be sent first to the coach. Only after the appeal has first been made to the coach, will the issue be addressed by the Athletic Director. Ultimate decisions will be made by the Athletic Director and in conjunction with the Superintendent.

NOTE: Problems with coaches and their coaching decisions should never be addressed prior to, during, or immediately following a game. Behavior like that is completely inappropriate. The heat of the moment is no time to handle a problem rationally. If you should ever wish to discuss your child's athletic skill development or playing time, please first send an email to the coach.

-General Notes-

Tryouts may or may not be a part of the process to determine teams. There will be no set number of participants designated for any team, as teams will be as large or as small as need be. Coaches, working in conjunction with the Athletic Director ultimately determine rosters for teams.

Once teams are determined:

Season schedules with game dates, locations, and times will be distributed to team participants and posted on the UME Prep website under Athletics promptly once received by the Athletic Department. Participants will receive a hand typed game day/night itinerary from their coach for each contest outlining the date of the contest, location, arrival time, opponent, proper uniform, and so forth.