

# Charlotte Secondary School



## Student Athlete Handbook

### **Athletic Mission Statement**

The purpose of Charlotte Secondary School Athletics is the pursuit of excellence in character, academics, and culture. While we aim to compete at a high level athletically, this will come secondary to our mission of developing integrity and leadership, as well as cultivating a growth mindset and resilience within our student-athletes.

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The Athletic Department of Charlotte Secondary School is excited that your child has displayed an interest in being a part of our athletic program. Becoming a member of an athletic team provides opportunities for the student athlete to grow in areas such as physical fitness, sportsmanship, teamwork and character. Being part of an athletic team requires hard work and dedication from not only the athlete, but the parent/guardian.

### **Athletics/Extracurricular Participation Policy**

Extracurricular activities include ANY athletic team, middle school or high school, that represents Charlotte Secondary School in competition. To be eligible to tryout and remain eligible to participate for any sport or extracurricular competition at Charlotte Secondary School, students must meet the following criteria:

- All students must be enrolled in Charlotte Secondary School to participate
- All students must be in good discipline status through the entire time of their respective sport season or extracurricular activity. This means that if a student is suspended for any period of time, his/her status as a team member may be revoked by the Coach or Administration. The student is not allowed to participate or attend any sport or extra-curricular events during the time of suspension. Violations of CSS behavior policy are subject to review by the Administration and may cause a student to be placed on probation or removed from the team.
- All students absent or removed from school for more than half of the day of a contest for any reason may not be in the contest that school day. In order for a student to be able to participate in a contest, the student must be present for a half day of school. Please review the Attendance section of the handbook for specific times.
- Student athletes must receive a health screening each year (395 days) by a duly licensed physician, nurse practitioner or physician assistant.
- Any athlete who quits a team voluntarily, not including medical reasons, could potentially forfeit being eligible to participate in CSS athletics for a period of one year as determined by administration. This one-year period also applies to any athlete who has been dismissed from a team by a coach or administration.
- Parents and students are responsible for monitoring the progress of their grades throughout the quarter.
- A participation fee (per sport season) must be paid prior to the first contest in each sport season.
- Concussion Forms must be completed and on file for each school year.

## **Middle School Athletic Eligibility Requirements**

### **6th-8th grade**

- Must meet local promotion requirements
- A student who is promoted from 5th to 6th grade automatically meets the requirements for the first semester.
- Must have earned a 70% across all classes during the previous semester (beginning second semester). Students must maintain the average of 70% across all classes during the season to maintain eligibility. The student must also have a passing grade in every class.

## **High School Athletic Eligibility Requirements**

- Must meet local promotion standards.
- Must have earned a \*2.0 GPA from previous semester (beginning second semester).
- Must have passed 3 out of 4 classes during the previous semester (beginning second semester).
- Must be currently enrolled in at least one-half of the minimum academic course load.
- Must be in attendance at school for at least one-half of the instructional day.
- Shall not participate if he/she becomes 19 years of age on or before August 31 of said school year.

## **Exceptional Children grades 6th -12th**

The 70% average eligibility rule will be waived if (1) the IEP goals are being met; (2) satisfactory progress is being made in mainstream classes, and (3) has the Head of School's recommendations.

## **Forms to Turn in Before Tryouts**

- Charlotte Secondary Athletic Participation Form
- Sport Physical Examination Form
- Eligibility Consent to Participate Release Form
- Gfeller-Waller Concussion Form
- Insurance Notice and Release Form
- Student Athlete Uniform Contract

## **Athletic Offerings**

### **Fall Sports**

Boys Soccer (MS/HS)

Girls Soccer (MS/HS)

Boys Cross Country (MS/HS)

Girls Cross Country (MS/HS)

## Girls Volleyball (MS/HS) Fundamentals and Training

### **Winter Sports**

Basketball

Cheerleading

### **Spring Sports**

Boys Track

Girls Track

7 on 7 Football

### **Sports Pre-Participation & Medical Examination Forms**

In order to be eligible for practice or participation in interscholastic athletic contests, the student must receive a medical examination once every 395 days by a duly licensed physician, nurse practitioner, or physician assistant, subject to the provisions of G.S.90-9, 90-18.1, and 90-18.2. You can find the recommended Sports Pre-participation and Medical Examination Form at

<http://www.nchsaa.org/pages/464/health-safety-sports-medicine/>. The student athlete must submit the physical form along with the concussion statement, NCHSAA athlete participation form (high school athletes only), and the signed student athlete handbook to the office prior to the first day of practice or tryouts. The student shall not participate in any tryout, practice session or contests until the completed physical has been turned in.

### **Medication Responsibilities**

Charlotte Secondary School coaches must adhere to the CSS medication administration policy found in the Student Handbook for all athletic events including tryouts, practices, & contests.

### **Concussion Awareness**

On June 16th, 2011 the Gfeller-Whaller Concussion Awareness Act was signed in an attempt to educate student athletes, parents, coaches and first responders on the symptoms and expectations related to concussions. In order to meet these regulations, student athletes as well as their parent/guardian are required to read and sign the *Concussion: Information for Student-Athletes & Parents/Legal Custodians* document included in this packet. This is an annual requirement for participation in Athletics at School. The document is meant to help educate families on the symptoms and obligations associated with concussions. *Information regarding the Gfeller-Waller Concussion Awareness Act can be found at [HERE](#)*

<https://gfellerwallerlaw.unc.edu/>

## **Insurance Coverage**

It is recommended that players be covered by adequate medical and accident insurance. A Lifetime Catastrophic Liability Insurance plan is available to middle and high school athletes through the North Carolina High School Athletic Association.

## **Attendance at Athletic Practices and Games/Meets**

Students are expected to be in attendance during both contests and practice sessions. Students must be in attendance at least one half of the school day in order to participate in practice or contests during the same day or evening. If a student is not in attendance due to illness, injury or other required school or family commitment, the student should make prior arrangements with the coach for an excused absence. Students will be excused from team practices and/or contests during regular school vacation periods. It is the expectation of the coach and athletic department that the student will notify the coach at least 2 weeks prior to the excused absence.

A participant who fails to attend a regularly scheduled practice session or contest and receives an unexcused absence may be withheld from the next scheduled contest. If an additional unexcused absence occurs, the participant may be dismissed from the team for the remainder of the sport season. Excused and unexcused absences may affect a student athlete's playing time as new plays, stunts and formations may have been missed.

Students absent from athletic practice for five or more consecutive days due to illness or injury must receive a medical release from a physician licensed to practice medicine before remittance to practice or contests. Students with potential head injuries must receive a medical release by a physician licensed to practice medicine before remittance to practices or contests.

## **Uniforms**

Student athletes are responsible for the care, security and use of uniforms and any sports equipment provided by Charlotte Secondary School. Athletic participants will be responsible to pay the replacement fee for equipment items issued for use by CSS that are deemed abused or not returned. Student athletes will be withheld from athletics in succeeding seasons and all school events and field/overnight trips until this obligation is met.

## **Inappropriate Actions, Behaviors and Conduct**

The Coach, Athletic Director and Administration reserve the right to deny athletic participation to any student whose inappropriate actions or conduct are not specifically covered in this handbook or individual team rules.

Unsportsmanlike conduct, insubordination, inappropriate behavior/conduct in school or at home or away contests, etc. are not representative of Charlotte Secondary School students, teachers or families and will not be tolerated. Exemplary actions, behavior and conduct is expected from all parties in attendance. Any student, parent, or individual that exhibits unsportsmanlike conduct or inappropriate behavior will be barred from any additional athletic events that season. A second offense in subsequent seasons will result in the barring of said individual from any athletic contests involving CSS for the rest of the school year.

## **24 Hour Rule**

Charlotte Secondary School parents and coaches will be expected to follow a 24-hour rule in regard to communicating with one another. CSS coaches are competitive, and CSS parents are passionate about their children. There may be times when coaches and parents disagree about playing time, position, strategy, or any number of things. The appropriate time to discuss these matters is not immediately following an athletics contest. As a result, parents should not contact a coach within 24 hours of any such contest. Once the 24-hour window has passed a parent may request a meeting with the coach in order to discuss the disagreement. Parents and coaches should remain cordial and respectful during any such meeting.

## **Travel and Transportation**

Coaches will provide parents with expected arrival times for practice, games, meets and meetings. It is expected that parents will respect the coaches' time and are prompt in picking up their children. Coaches are expected to stay with students no more than 30 minutes past the anticipated arrival time that was given to the parents. Any issues with parents failing to pick up their child on time will be handled by the Athletic Director and/or the Administration and the student's ability to participate in practice and future games may be jeopardized. Athletes can ride with coaches and volunteers with a current Background Check and signed CSS Athletic Carpool Waiver

## **Participation Fees**

Charlotte Secondary School is committed to offering athletic programs to our middle school and high school students. A \$75.00 participation fee will be required from all middle school and high school student athletes per sport. Families with multiple students participating in the same season will be required to pay \$125.00 This fee is to help cover the costs of field and court rentals and meet entrance fees.

Payment for high school and middle school sports will be due immediately following team tryouts. All fees must be paid prior to the first practice.

There will be no refunds of the participation fee unless the student athlete suffers a season ending injury prior to the midpoint of the season, which precludes them from participating in one-half of the regular scheduled season. A refund will also be granted to students who have been deemed academically ineligible before the mid-point of the season.

A paid fee does not guarantee playing time or control over any conditions of the team. Parents/guardians who need financial assistance or are unable to afford these fees should contact the Head of School.

### **Athletic Grievance Policy**

All problems, concerns or complaints must be addressed in private at a time previously scheduled with the coach. Concerns should not be addressed in front of the other student athletes and must first be addressed to the coach at an agreed upon time and location. If closure is not reached between the parent and coach, then the following grievance address structure should be followed:

1. Coach of Sport
2. Athletic Director
3. Head of School
4. Board of Directors

### **Tryouts**

Roster sizes will be determined by the Athletic Director and Head Coach of the sport. Students are strongly encouraged to be at each tryout session and must be in attendance for AT LEAST one tryout session to be deemed eligible to make a team. An athlete who does not make a team may try out for another sport provided that the tryout for that sport has not already been completed. Athletes are allowed to play only one sport at a time during a season. Only students who are currently enrolled at Charlotte Secondary may attend tryouts.

### **Playing Time**

One of the most emotional issues surrounding an athlete's involvement in athletics is playing time. Although attendance, attitude, commitment, effort and ability all play a role in determining playing time, it is ultimately the coach's decision. At Charlotte Secondary School, our sports teams are competitive and playing time is not equal across the team. It is the responsibility of each coach to decide who starts a contest, what position the athletes play and how long they should play. All students, parents and community



members are asked to respect this model and the coach's decision. If a parent or student has a concern about their playing time in a match, a meeting should be scheduled with the coach to discuss the issue. If the parent or student is not satisfied with the resolution, the parent or student should follow the grievance policy set forth in this handbook.

### **Inclement/Hot Weather Guidelines for Outdoor Sports**

All outdoor sports should follow the Inclement/Hot Weather Guidelines found [HERE](#):

[https://www.nchsaa.org/wp-content/uploads/2015/03/heat-guidelines\\_0.pdf](https://www.nchsaa.org/wp-content/uploads/2015/03/heat-guidelines_0.pdf)

These guidelines are reviewed/revised annually by the Sports Medicine Advisory Committee of the NCHSAA.

### **School Disciplinary Action**

Students currently under suspension at Charlotte Secondary School will not be permitted to practice or play in games. Students on their second suspension in the school year will not be permitted to play in the next game. At any point in time a student may be removed from the team for disciplinary reasons.

### **Student/Parent Coaches Expectations**

#### **Student Responsibilities**

1. Come to practice fully prepared and dressed appropriately
2. Come to all practices and games on time
3. Respect the coach at all times
4. Respect your fellow teammates, opponents and the officials at all times
5. Focus and give 100% effort at every practice and game
6. Represent Charlotte Secondary School well at all athletic activities
7. Maintain academic eligibility

#### **Parent Responsibilities**

1. Ensure your child attends practices fully prepared and dressed appropriately
2. **Pick up your child after every practice and game on time.** Respect the coaches and their time in this manner
3. Respect the coach's decisions at all times
4. Respect your child's teammates, their opponents and the contest officials at all times
5. Represent Charlotte Secondary School well at all athletic activities
6. Volunteer as needed at games and practices
7. Volunteer for fundraisers

## **Coaches Responsibilities**

1. Be on time at all practices and events for the team
2. Come prepared to run an efficient and effective practice for all of the athletes on the team
3. Act fairly without favoring students during practices
4. Develop strategies and formations that will benefit the team as they strive for success
5. Give 100% effort at every practice and game
6. Respect your student athletes, their opponents and the contest officials at all times
7. Ensure at least two adults are at every practice or game
8. Escalate parent or student issues to the Athletic Director and then Administration in a timely manner
9. Confirm officials for all contests hosted by Charlotte Secondary School
10. Stay until the last child is picked up by a parent
11. Monitoring grades per the eligibility requirements.

## **Extracurricular Substance Abuse Policy**

The use and/or possession of tobacco, alcohol and illegal drugs, including performance-enhancing products, are prohibited. If use of such substances by a Charlotte Secondary School student participant or athlete is reported to the CSS, the following process will occur:

1. An initial meeting will take place with the Athletics Director or Administration, the School Counselor and the student to discuss the violation.
2. The student's parents/guardian will be notified in a timely manner.
3. The Athletics Director will facilitate a meeting of the student, their parents/guardian and a school administrator to determine the validity of the reported violation and discuss consequences.

If the student is found to have violated the Substance Abuse Policy, the following penalties will be imposed:

**First Offense:** The student will be suspended from active participation with the team for a period of 10 days. The student will attend but not participate in practices/ meetings. Once the suspension has been served, the student will be withheld from participation in the next two athletic contests (if applicable) but will be allowed to practice. The denial of athletic contests cannot be concurrent with the timeframe of the first suspension.

**Second Offense:** Student is removed from the team.

## Signature Page

By signing this document, I acknowledge that I have read and understood the information in this Student Athlete Handbook and that I agree to abide by the policies and procedures within it. A printable copy of this handbook is available on the official Charlotte Secondary School website. A printed copy is available per request.

Student Signature: \_\_\_\_\_

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

Parent Signature: \_\_\_\_\_

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

Coach: \_\_\_\_\_

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

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