



**TUSCALOOSA ACADEMY**

**ATHLETIC HANDBOOK**

**2008 - 2009**

## Tuscaloosa Academy 2008-2009 Athletic Department Directory

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Basketball (Girls)	Christine Parsons	758-4462 x 157	cparsons@tuscaloosaacademy.org
Cheerleading Coach	Amy Cochrane		acochran@varsityspirit.com
Cheerleading Coach	Lisa Brantley	758-4462 x 106	lbrantley@tuscaloosaacademy.org
Cheerleading (PW)	Abbie Reed	758-4462 x 513	areed@tuscaloosaacademy.org
Cross Country	Dan McDaniel	758-4462 x 196	dmcdaniel@tuscaloosaacademy.org
Football (V & JV)	Wayne Brantley	345-0082	wbrantley@tuscaloosaacademy.org
Football (PW)	Billy White	758-4462 x 149	bwhite@tuscaloosaacademy.org
Golf	Scott Taylor		
Soccer	Matt Lowery	758-4462	
Softball	Billy White	758-4462	bwhite@tuscaloosaacademy.org
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Track and Field	Don McDaniel	758-4462 x 196	dmcdaniel@tuscaloosaacademy.org
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# **Tuscaloosa Academy**

## **Athletic Philosophy and Objectives**

### **Philosophy**

Athletics should function as an integral part of the total curriculum. Athletics play an important part in the life of Tuscaloosa Academy. Young people learn a great deal from their participation in interscholastic athletics. Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team in our athletic department. Athletics also play an important part in helping the individual student develop a healthy self-concept as well as a healthy body. Athletic competition adds to our school spirit and helps all students develop pride in their school.

### **Objectives**

- To provide a positive image of school athletics at Tuscaloosa Academy.
- To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship.
- To provide a superior program of student activities that includes appropriate activities for every student.
- To create a desire to succeed and excel.
- To develop high ideals of fairness in all human relationships.
- To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- To be socially competent and cooperate within a set of rules, this gaining a respect for the rights of others.
- To help student athletes recognize the privilege of participation and their responsibilities to their school, their sport, their community and themselves.
- To promote school spirit and help all our students, faculty, staff, and parents develop pride in Tuscaloosa Academy.

### **Affiliations**

Tuscaloosa Academy is a member in good standing with the Alabama Independent School Association (AISA). As a member of the AISA, we agree to abide by all of the rules and regulations of the Association.

# **Alabama Independent School Association (AISA)**

From the beginning, the AISA has continued to gain recognition throughout Alabama as a strong, well-organized educational association. Today we face the very real challenge of not only maintaining our current image, but also improving it whenever possible. Nowhere are we more exposed to the general public and media than during athletic competition between our member schools. Therefore, it is imperative that we exhibit good sportsmanship at all times, thereby demonstrating the true class and character of AISA.

All student-athletes must meet the following minimum requirements at each grade level to be eligible for interscholastic athletics.

- Seventh grade students must have passed the sixth grade the previous academic year, and have been promoted to the seventh grade.
- Eighth grade students must have passed the seventh grade the previous academic year, and have been promoted to the eighth grade.
- Ninth grade students must have passed the eighth grade the previous academic year, and have been promoted to the ninth grade.
- Seventh and eighth grade students must pass five (5) subjects the first semester to be eligible for the second semester.
- Tenth through twelfth grade students must have passed six (6) new Carnegie units during the previous academic year to be eligible for the first semester. Note: A minimum of four (4) core curriculum credits must be included in this requirement. Ninth through twelfth grade students may earn and/or retain second semester eligibility by passing 2.5 new Carnegie units during the first semester of the current year. Note: A minimum of one (1) core curricular credit must be included in this requirement.
- A student-athlete repeating any seventh or eighth grade will be ineligible, regardless of the reason for repeating. Students in grades 9-12 will follow the AISA Academic requirements.

A senior transferring to an AISA member school must have met all of the State Department of Education and AISA requirements. These requirements include the passing of all required credits and all required parts of the Alabama High School Graduation Examination. If the transferred 12<sup>th</sup> grade student enters an AISA member school, meets all credit requirements and does not pass all required sections of the AHSGE, the student will be ineligible.

Before participating in athletics and/or cheerleading, a student must have a current physician's statement, medical history form, certified Birth Certificate, Social Security number, a parent's permit to participate, and a medical treatment form on file in the administrator's and/or athletic director's office.

*For additional information, visit the AISA website, [www.aisaonline.org](http://www.aisaonline.org)*

# **Tuscaloosa Academy**

## **AISA Policies and Regulations**

### **Introduction**

From the beginning, the AISA has continued to gain recognition throughout Alabama as a strong, well-organized educational association. Today we face the very real challenge of not only maintaining our current image, but improving it whenever possible. Nowhere are we more exposed to the general public and media than during athletic competition between our member schools. Therefore, it is imperative that we exhibit good sportsmanship at all times, thereby demonstrating the true class and character of AISA.

AISA coaches and student athletes must always present themselves as models of what the AISA strives to achieve in its athletic programs. Concurrently, our parents and fans must be constantly reminded that they also represent their school before the public and therefore must abide by the rules of good sportsmanship.

### **IT IS THE RESPONSIBILITY OF EACH SCHOOL BOARD, ADMINISTRATOR AND THEIR COACHING STAFF TO BE SURE THAT:**

1. Everyone representing the school is well-mannered, well-groomed, and properly attired.
2. Their athletes meet all AISA eligibility requirements.
3. All AISA athletic policies and procedures have been followed.
4. Their faculty, parents, and students have been educated as to the importance of good sportsmanship and conduct.
5. Fan control is maintained, taking all measures to accomplish it, by both the host and the visiting school.
6. AISA game officials are properly protected and respectfully treated as they perform their duties.
7. Alcoholic beverages or people under the influence are not allowed into an AISA sports arena, onto an AISA playing surface, or into an AISA dressing room before, during, or after an AISA athletic event.
8. Recognizable security is on site at all AISA sanctioned athletic events.
9. No derogatory or slanderous statements, signs, posters, or other displays.
10. Professional procedures are followed in the handling of athletic injuries.
11. The Risk Management Program for local level sports program has been implemented and is understood.
12. Each student-athlete has on file a current physician's statement, medical history form, Birth Certificate, Social Security Number, Parent's Permit to Participate Form, and a Consent to Treat Form.
13. The school's sports program is drug free.
14. All AISA schools that participate in athletics must have at least two coaches certified in Sports Safety.
15. Automated External Defibrillators – AED  
All AISA member schools are required to have at least one (1) AED unit on site. These units should be available and readily accessible during the school day and at all school sponsored activities and events.

# **Tuscaloosa Academy**

## **AISA Policies and Regulations**

### **AISA Student Appearance Policy**

- I. Body Art
  - A. Students may not participate in AISA state level events and/or activities with exposed permanent body art (tattoos).
  - B. Students may not participate in AISA state level events and/or activities with exposed temporary body art which is insensitive, derogatory, and/or deemed inappropriate by state officials.
  
- II. Body Decorations/Piercing

Students may not participate in AISA state level events and/or activities with exposed body decorations (piercing). Exemption: Females may wear no more than one earring per ear. \*Note! No jewelry or body decorations are allowed at any level in AISA athletics.
  
- III. Facial Hair / Hair Styles etc.

Students may not participate in AISA state level events and/or activities with:

  - 1) Facial hair below the lobe of the ear and/or below the nose.
  - 2) Spiked and/or other non-traditional hairstyles deemed inappropriate by state officials.
  - 3) Unnatural and/or non-traditional coloration of the hair.

AISA state officials will be the final authority to determine acceptable dress and appearance at state level events and/or activities. Failure to comply will result in disqualification from the scheduled event or activity. \*Note! The direct responsibility to enforce compliance with the above stated policies is delegated to the school's headmaster.

### **AISA Athletic Committee Procedures**

The school's head administrator may submit a written request to the AISA office for a ruling and/or interpretation concerning athletic policies and procedures contained in the AISA handbook. All communication to the AISA must go through the Headmaster.

If a parent or coach has a concern that the AISA needs to address, he/she should contact the Athletic Director who will discuss the issue with the Headmaster. The Headmaster will determine what course of action should be taken. Under no circumstance should a coach or parent contact the AISA.

# Tuscaloosa Academy

## Student-Athletes

### Expectations

- Sportsmanship – emphasis on competing fairly rather than winning at all cost.
- Positive attitude – placing the team’s needs before your own.
- Hard work – giving everything you’ve got at all times.
- Commitment – devoted to the team from preseason training until the end of the season while maintaining academic responsibilities.
- Cooperation – submitting to authority of coaches and officials, demonstrating self-control, and working with teammates to accomplish the team goals.
- Mutual Respect – for coaches, teammates, opponents, spectators, and officials.
- Integrity – demonstrate truth and honor in everything you do.

### Code of Conduct

- Team members are expected to be at all practices, meetings, and games.
- Student use of drugs, tobacco, or alcohol will not be tolerated. *This policy* applies on and of campus and before, during, and after the playing season. Disciplinary action will be taken for any violations.
- Any serious violation of school policies may result in suspension of athletic participation and/or removal from the team.
- Students suspended from school will not be allowed to participate in athletic events while they are on suspension.
- The head coach will determine travel attire to away games. All team members are expected to dress according to team policies.
- The team uniform is school property and must be returned within one week of the conclusion of the season.
- A student-athlete in poor standing academically will jeopardize his/her athletic status. The Athletic Director will meet with the individual student, his/her teacher(s), and head coach to decide further action.
- Students-athletes are expected to complete coursework on schedule. Makeup exams and tests, extra help, and incomplete work that interfere with practices or games are considered to be, and will be treated as, unexcused absences.
- TA student-athletes are expected to be examples of sportsmanship and conduct. Displays of anger and use of profanity toward teammates, coaches, opponents, and fans will not be tolerated.
- Each coach will establish additional rules pertaining to that team sport.

# Tuscaloosa Academy

## Sportsmanship

### Spectators

Tuscaloosa Academy enthusiastically supports spectator opportunities for the student body. Fan participation enables our students to identify with the school and develop feelings of pride, importance and loyalty. Spectators attending TA athletic events are expected to provide an environment of respect, dignity, and civility for all of our guests. We do not accept the use of profane or vulgar language or any form of disrespectful treatment of our guests (opponents, visiting teams, officials, etc.).

Artificial noisemakers are not permitted at athletic events. Only signs and banners that have been pre-approved by the Athletic Director will be permitted. The Athletic Director will determine proper location for the signs and/or banners.

The sale or distribution of newspapers, brochures, candy, food/drink, raffles, flyers, memorabilia or promotional materials at the site of a Tuscaloosa Academy athletic event without the advance written approval of the Athletic Director is prohibited.

### Parents

The behavior of spectators reflects upon the reputation of our school and community. Parents should remember this at all times and adhere to the following guidelines:

- Show respect for the opponent in every way possible;
- Show positive support for both teams;
- Know and understand the rules of the game;
- Maintain self-control at all times;
- Recognize and acknowledge good performances on either team;
- Allow the coach to do his job. He/She needs to be the only person coaching the players. He/She should also be the only person having any discussion with the game officials;
- Support game administrators when attending athletic events.

Being the parent of a student-athlete is a short-lived privilege. Parents' involvement with their child's athletics should be enjoyable and a great experience. Support of parents is vital to the student-athlete and the school. For a rewarding and memorable experience, the following are suggestions on a being a supportive parent of a student-athlete:

- Make every effort to attend games/events/matches. Your presence is important to your child.
- Be positive and uplifting. Being a part of a team is a rewarding experience for student-athletes. Do not let playing time determine the happiness of you or your child.
- Always be supportive of the coaching staff in front of your student-athlete. Nothing will destroy teamwork quicker than student-athletes doubting the abilities of their coaches. If you have concerns, please discuss them at an appropriate time with the coach. After you have talked with the coach, if you still have concerns, please contact the Athletic Director.

- Become involved with other parents. Many lifelong friendships are formed between parents of student-athletes on a team. Talk positively with other parents about the athletic program at TA. If you hear a rumor or have an area of concern, contact the coach or Athletic Director for clarification.
- Having high expectations for our student-athletes is normal and healthy. In our efforts to achieve these goals, we must also be realistic. Not everyone will receive a college scholarship, nor should the lack of offers be perceived as a measuring stick for success. Our athletic staff will guide and support those who wish to pursue collegiate careers. Our goal however is for our student-athletes to be placed into opportunities to succeed. Success by our student-athletes will always be the driving force behind our coaching staff.

An athlete alone does not dictate the success of our athletic program. A coach does not dictate the success of our athletic program. Our fans alone do not dictate the success of our athletic program. An official or umpire does not even dictate the success of our athletic program. It is all of us working together as a team that dictates the success of our athletic program.

# Tuscaloosa Academy

## Guidelines & Procedures for Coaches

### Academics

- Students must be in school 5 periods to participate in practices or games that day, unless prior arrangements have been made with the administration.
- Because of travel to away games, it may be necessary for athletes to leave school prior to normal dismissal times. The student-athlete is responsible for any missed work and should work with the teacher to make up work within the time limits set by the teacher.
- Student-athletes should plan their time so that they devote sufficient time to their academic workload and so that their involvement in an athletic activity does not interfere with their studies. Academic commitments must be met before athletic events take place. Coaches should discuss these requirements with the athletes and monitor their success.

### Adding a Sport

If there is interest in starting a new program or sport, please inform the Athletic Director immediately. Proper planning will be vital to assuring the success of new sports and programs.

### AISA Ejection Rule

Coaches:

- (a) First Ejection – a warning or reprimand plus a \$250.00 fine.
- (b) Second Ejection – a suspension for one game plus a \$500.00 fine.
- (c) Third Ejection – a suspension for the remainder of the season plus a fine to be determined by the Athletic Committee.

With the exception of Baseball/Softball Coaches, on first ejection, coach will be confined to the dugout. Subsequent ejection policies, A-C, will follow further ejections.

### Awards Banquet

End of the season awards banquets should be scheduled and publicized prior to the start of the season. Coaches should communicate the date for the Banquet with the parents at the preseason meeting.

### Budget/Finances

All budgets must be submitted to the Athletic Director for approval by the Headmaster and Board of Trustees. Each coach should submit a budget for the school and needs from TAKS for the upcoming school year by April 30<sup>th</sup> each year.

### Camps

All money received for athletic camps that are sponsored through the school should be handled through the Business Manager. Receipts, checks for camp items, and payment for coaches should all be made through the financial secretary. An itemized list of expenses, including payment for coaches working the camp, should also be submitted to the Financial Secretary & Athletic Director. 20% of money collected (gross) from the camp will be paid to the school.

### **Certified Athletic Trainer**

DCH SportsMedicine provides TA with a Certified Athletic Trainer for the benefit of its student-athletes. Responsibilities include the prevention, identification, evaluation, treatment, referral, and rehabilitation of TA athletic injuries. Communication between the Athletic Trainer and athletes, coaches, parents, and outside physicians is essential to providing effective health care. The Athletic Trainer should see an injured athlete as soon as possible. Coaches should be aware of all injuries to their players and any related restrictions regarding their participation. The Athletic Trainer will also inform that Athletic Director of any injury that prohibits a player from participating.

### **Coaching Roles**

Expectations of the Varsity Head Coach

- Serves as coordinator for all teams in his/her program, from middle school to varsity.
- Oversees the program and assistant coaches to assure the compliance with guidelines set in the Athletic Handbook.
- Prepares and submits the following to the Athletic Director:
  1. A yearly budget for the School and TAKS
  2. A roster for each team
  3. A game schedule for each team.
  4. A complete practice schedule for each team.
  5. Physicals for all players, using the appropriate AISA form
- Monitors the academic progress of each student-athlete, working with the Athletic Director and faculty to assure the academic success of each student.
- Abides by the policies established by the Tuscaloosa Academy Board of Trustees and the AISA.
- It is the responsibility of the coach to make sure that all player guidelines are enforced.

Expectations of the Assistant Coach or JV Coach

- Specific roles of the Assistant Coach and JV Coach will be determined by the Varsity Head Coach.
- Assistant Coaches/JV Coaches are expected to adhere to the same standards and responsibilities.

### **Evaluations**

Athletic Director - *The Athletic Director will evaluate each coach at the end of his/her season.*

*These evaluations are to be used as a tool for positive reinforcement and constructive criticism. The AD and the coach will set up an appointment to discuss the past season and strategies for future success of the program.*

Athletes – *At the end of each sport's season, the AD will meet with the athletes from that sport. A form will be given to the athletes to evaluate the season and the coaching staff. The intent of this form is to provide information to help our athletic department succeed.*

Parents – *At the end of each sport's season, the AD will email an evaluation form to parents.*

*Parents will be asked to give feedback on the season and the coaching staff.*

Parent and Athlete evaluations will be anonymous and each coach will have the opportunity to read through the evaluations at his/her meeting with the Athletic Director.

## **Facilities**

**Locker Rooms** - *See that these areas are supervised as long as any of your team members are present. All athletes are to use the locker room to change and store personal belongings. When locker rooms are not supervised, they should be locked.*

**Maintenance** - *Each coaching staff is responsible for the basic maintenance and cleanliness of all facilities used by their program. The school cleaning service will assist in cleaning of facilities.*

**Security** – *The Head Coach will be responsible for the securing of all facilities in use by his/her program. Coaches involved in the last event of the night should make sure the front gate is secured.*

**Trainer's Room** - *The trainer's room is only for athletes who need medical attention. The rules established by the trainer must be followed. The supplies in this room are intended for the use of the trainer and or coach and are not readily available to the students. This is not a room where student athletes hang out. Any student who does will be asked to leave.*

**Usage** – *It is the responsibility of the coach to make sure that no student is allowed to use any of the facilities at Tuscaloosa Academy without proper supervision. Only students at Tuscaloosa Academy or alumni will be allowed to use our facility. Groups and other organizations can use the facility with proper permission from the Athletic Director. Usage from outside groups must be placed on the school calendar in order to avoid scheduling conflicts.*

**Weight Room** - *Coaches must supervise their athletes at all times. There will be no exceptions. Straighten up the facility and lock securely upon leaving.*

## **Game Management**

- The athletic director (or other member of the administration in his absence) will administer all home events. A member of the administration will also be present at events away from campus.
- The coach, with the assistance of the athletic director, will be responsible for set-up for home events.
- Coaches will be responsible for seeing that the facilities are secured and lights are turned off at the conclusion of home events.
- In case of an emergency situation involving a participant or spectator, the athletic director or administrator in charge will perform the following:
  1. Seek professional help from the certified athletic trainer and/or paramedic services on site.
  2. Seek professional help from among the spectators.
  3. Work with coaches and parents to determine if emergency assistance should be called. Emergency assistance will be called if any doubt exists as to the seriousness of the injury.
  4. Stay in the area of the injured participant or spectator and designate others to make necessary calls.
  5. Designate an adult to accompany the injured participant to the hospital if his/her parents are not in attendance.
  6. Every effort will be made to contact the parents of the injured participant immediately.
  7. Coaches will continue involvement in injury situations either by phone or visiting the hospital when the game is concluded and his responsibilities have been met.

## **Injuries**

The following procedures should be followed regarding injuries:

- Minor injuries – the trainer will care for the athlete. Be sure to check with the trainer about the status of the player. Also touch base with the athlete. Be sure to make the Athletic Director aware of the injury, in writing or by email, within 24 hours.
- Injuries requiring a doctor or hospital visit – notify the Athletic Director immediately or if he cannot be reached contact an Administrator. Parents should obviously be notified.

## **Junior Varsity Sports**

Varsity coaches should have an active partnership with your JV program. If you are a JV coach, it is expected that you will work with your varsity coach. A successful program must have cooperation between both teams. As a varsity coach you need to support your JV coach and his/her athletes because they are your future.

## **Media**

Each coach should contact the media following each game or competition. Publicity is important to our school so please be sure to notify the media about each game result, win or lose. A coach may find it helpful to appoint another coach or parent to take on this responsibility. Please contact the AD and the Director of Communications about any special events or newsworthy stories so that they can contact the appropriate media outlets.

## **Parent Involvement**

Please inform the Athletic Director of any parent complaints and he/she will do the same for you. All coaches are expected to handle complaints in a mature fashion and listen to what the parent has to say. If you ever feel a situation warrants intervention, contact the AD immediately

## **Practices**

- Practices taking place in the gym will need to be coordinated with other coaches and school events that require the use of the gym.
- Coaches should clearly establish rules for attending and missing practices. Violations of these rules may cost an athlete playing time and could get them dropped from a team.
- Be aware of family and worship times on Sundays and Wednesdays. Due to limited space, it may be necessary to practice Basketball on Wednesday and Sunday evenings. We will make every effort to vary the schedule so that no one team will always practice during those evening times.

## **Pre-season Meetings**

It is required, as soon as possible and before practice begins, the varsity coach of each sport meets with all student-athletes under his/her guidance and parents to discuss the following:

- (a) Safety requirements ~ Facility rules/policies
- (b) Team rules ~ Schedules ~ Transportation arrangements
- (c) Uniforms and equipment
- (d) Costs (Spirit Packs, Travel, Camps, Championship Rings, etc.)
- (e) Off season workouts

(f) End of the season banquet or team party

(g) Contact Information

### **Professionalism**

#### Relationship to Athletes

- *Require that athletes call you Coach, Mr., Mrs., or Miss as appropriate. Keep a professional distance between yourself and your athletes.*
- *Please carefully consider the language you use when speaking to or in the vicinity of any of our students, parents, and members of the community. Vulgarity by our coaches will not be tolerated. Remember that Tuscaloosa Academy is an educational institution first and foremost and that you are now part of a team of educators. The language and habits that your student-athletes observe will undoubtedly become a part of their make-up. If you lose control of your emotions, it is difficult to expect the athletes under your direction to maintain theirs.*
- *It is important that we avoid finding ourselves in a closed room with just one other athlete. While there may be times this is unavoidable, such as talking about something that should only be done in private, it is in your best interest not to put yourself in the position of being alone. Always keep a door open to protect yourself and the athlete.*
- *As a coach you are liable if your athletes are involved in "hazing". This type of behavior is not considered as team building. As coach of the team you are responsible for the safety of all your athletes. If one of your athletes commits hazing to another athlete, regardless of the circumstances, it is wrong and will be dealt with.*

*Specialization – It is the right of a student to pursue whatever extra-curricular activity he/she desires. Therefore, it is forbidden for any coach to set any standard regarding the student's choice in participation in multiple sports, or other school extra-curricular activities. This includes placing direct or indirect pressure on a student to choose one sport over another exclusively, by alluding that their status on the team may not be favorable if he/she chooses to play other sports. Cooperation and support of other coaches and teams is expected.*

*Sportsmanship - As the people "out front," coaches have a unique opportunity to impact the future health and support of high school athletics. Because the values we seek from athletics cannot exist without good sportsmanship we can insure support from educational institutions only if those involved in high school athletics promote the highest sportsmanship possible.*

*Good sportsmanship does not happen accidentally. It takes a lot of hard work, a great deal of courage, and dedication to stand up and tell people when they are wrong or take the extra time to make sure things happen correctly. As coaches this is one of our most important responsibilities and if we are successful in this, we will have attained a more lasting mark than any championship could bring.*

### **Schedules**

All game and practice schedules must be reviewed by the Athletic Director prior to publication. Any changes that need to be made should also be given to the Athletic Director as soon as possible.

### **Seventh Period Athletics/Study Hall**

- Student-athletes involved in an "in-season" sport will be allowed to practice during 7<sup>th</sup> period. Coaches will be responsible for the attendance of their athletes during this period.

- It is the Head Coach's responsibility to inform the study hall teacher and AD when athletes should be in study hall rather than practicing for athletics.

### **TAKS**

Tuscaloosa Academy Knight Supporters (TAKS) is the booster club of TA Athletics. TAKS is dedicated to the promotion and enhancement of all athletics by working in cooperation with the athletic department and the Headmaster to provide additional funds and volunteer help. Each sport has at least one representative on the TAKS Board. Any requests for TAKS should go to the AD and then the TAKS representative for your sport to be presented to the TAKS Board. In accordance with the Athletic Strategic Plan (2008), a list of items needed for the upcoming school year and their costs should be turned in to the AD by April 30<sup>th</sup> each year.

### **Transportation**

- No athletic team or team member will be transported in private cars unless prior approval is given in writing by the Athletic Director. Buses will be chartered for away games or the school buses will be used. On rare occasions, for nearby trips, parents may be used to transport students. In some situations, athletes may return home with their parents if the parent is present and the coach is notified.
- The Athletic Director will arrange transportation with the Bus Company and/or the school. If parents' cars are needed to transport athletes, it will be the coach's responsibility to make the needed arrangements. Coaches should provide a trip itinerary to the AD at least two weeks in advance if using a charter bus.
- After returning with the bus, it is the coach's responsibility to make sure the bus is clean.

### **Uniforms & Equipment**

Coaches are responsible for the inventory, care, and storage of uniforms and equipment. Each sport should have a well-developed system for accounting for all uniforms and equipment both in and out of season. A sound inventory of all uniforms and equipment should be updated every year and kept on file in the Athletic Office.

Coaches should establish a plan to ensure that all protective equipment meets certification standards and that inspection and needed maintenance or replacement of the equipment is carried out in a timely manner. This plan should be in the Athletic Office for review. The plan should also establish guidelines for the proper fitting of equipment and who is responsible for seeing that the equipment is correct for each athlete.

### **Weather Safety**

- At the first sighting of lightning, a school administrator, an official in charge of the contest, or head coach will immediately suspend an outdoor athletic contest or practice in progress. Waiting thirty minutes after the last flash of lightning is required before the athletic contest may be resumed.
- In the event of a tornado warning, athletes on the playing fields or in the field houses should proceed immediately to the locker rooms in the Gym. Spectators should go to the art room in the Lower School or line the hallways in the Lower School.