

Keystone Prep High School

2017-2018

Athletic Handbook



This handbook has been developed to provide a guide to the policies and procedures of the Keystone Prep Athletic Department. We ask all coaches, parents and athletes to read this booklet. We ask everyone involved in the program to demonstrate a positive, respectful and sportsmanlike approach to all activities that are a part of the school athletic experience. If you have a general concern or suggestion for the Athletic Department, please feel free to call Randy Keck, Athletic Director, at 813-264-4500.

MISSION

The athletic program at Keystone Prep provides students with opportunities to learn and grow through competition and cooperation which are essential aspects of the athletic endeavor. Keystone athletes develop character, self-discipline, determination, self-confidence, teamwork and sportsmanship through their participation in the program. All members of the school's athletic community pursue these goals with a sense of the joy in the journey that is consonant with the school's mission.

AFFILIATIONS

FHSAA

All Keystone Varsity sports compete in the FHSAA. Accordingly, we are bound by all the rules and regulations of the FHSAA.

PLAYER ATTENDANCE STANDARDS

EXCUSED ABSENCES are those which are either (1) unforeseen emergencies or (2) are family/personal/school obligations which cannot be done at any other time and are cleared with the coach at least one week in advance. It is very important that every player attend EVERY practice or it hurts the rest of the team.

Examples:

- Unforeseen family emergency – Funeral, illness.
- Doctor's appointment related to injuries incurred while playing.
- School activities (e.g. retreats, tutoring sessions, or other club/class events) or family obligations (e.g. weddings, confirmations) which are approved by the coach at least one week in advance and cannot be done at any other time.
- Illness – absent from school with a note or call from a parent.

UNEXCUSED ABSENCES are those which are (1) emergencies where the coach is not given proper communication, (2) events that could have been avoided or planned for a different time, (3) family/personal/school obligations which were not cleared at least one week in advance.

Examples:

- at school but ill – needs to still attend practice even if not participating
- detention
- family vacations during the season
- school activities which are not cleared one week in advance
- routine medical or dental appointments
- homework: students have a daily homework lab

It is up to the discretion of the Coach in dealing with unexcused absences. Some of the consequences are: loss of playing time, extra work after practice, dismissal from team.

If a student is excused from participation in P.E. for physical/medical reasons, he or she may not participate in after-school sports practices or games.

Athletes are expected to be at school on days of games. If an athlete is not at school on the day of a game, then that athlete will not be allowed to participate in that game. Special circumstances will be taken into consideration by the coach and/or school administration.

On Game day an athlete must attend a minimum of 5 classes in order to be eligible to participate in athletic competition that same day.

TARDIES: Excessive tardies, either excused or unexcused, can result in suspension or removal from the team.

- Excused tardies are those which were out of the player's control.
- Unexcused tardies are those which resulted due to lack of planning or could have been avoided.

Consequences for tardiness: At the coach's discretion.

MEDICAL ISSUES: If a student has a medical condition, follow prescribed protocol prior to participation.

AWARDS

LETTERING

Varsity students will receive a Letter if they complete a full season. It is not considered to be full participation unless a player is present at a minimum of 90% of all practices and games. If injured during the season, a player is expected to remain with the team in a support role and is required to attend practices and games in order to receive a Letter. Letters will not be awarded for partial participation.

ELIGIBILITY REQUIREMENTS

ACADEMIC

Varsity students: must maintain a cumulative 2.0 grade point average. Only **semester** grades count and any change in eligibility will be determined at the end of the semester.

PHYSICAL

Students must have an annual physician's exam completed on the FHSAA EL2 form (provided by the school). An exam is valid for one year after the exam date. Students must also turn in a completed EL3 (FHSAA Consent and Release) form, and an EL3CH (FHSAA Concussion and Heat Related Illness) form in order to be eligible.

BEHAVIOR

Players must act according to both the Keystone Prep Student Handbook, this handbook, and their own team handbook. Violations of any document may result in either suspension or removal from the team. Any athlete caught using or distributing illegal drugs or alcohol will be removed from the athletic program immediately and will remain

ineligible for the remainder of the school year. Reinstatement to participate the following school year is not guaranteed. Any fine levied on Academy by the FHSAA due to an athlete's behavior, will be paid by the athlete/athlete's family.

SPORTSMANSHIP

Sportsmanship is defined by Merriam-Webster as being conduct becoming to one participating in a sport, including but not limited to: fairness, respect for one's opponent, and graciousness in winning or losing. Each Academy athlete at all levels is expected to always exhibit good sportsmanship. Failure to do so may result in suspension or expulsion from his/her team.

CLUB SPORTS/TRAVEL TEAMS

Keystone Prep believes that a student-athlete's primary commitment during their season (after family obligations and academics) is to the Keystone Prep Athletic Program and the team for which he/she plays. Please take your child's Keystone Prep athletic schedule into account when scheduling sports-related activities outside of school. Missed practices and games due to Club/Travel participation will be considered unexcused, and can be subject to disciplinary action imposed by the Keystone Prep coach. Club/Travel activities include but are not limited to external teams, fitness training, and personal instruction.

EXTRA ACADEMIC HELP

Student-Athletes are allowed to miss a portion of practice to receive extra academic help due to classroom struggles. The student must inform the coach before going to extra help and make arrangements to attend the remaining portion of the practice. However, receiving extra academic help is not excused when it is due to a student not turning in classwork or homework. If too many practices are being missed because of extra help, the athlete may need to re-think participation. The coach and Athletic Director may intercede with this decision.

TRANSFER ELIGIBILITY “GOOD CAUSE” POLICY

One of the exceptions under Florida Law that allows a student who transfers schools to continue participating in the same sport at the new school is the “authorized for good cause” circumstances set out in our policy below. “Good cause” includes but is not limited to the following:

- Move to a new residence by the student (with a person/persons with whom he/she has been previously living);
- Transfer of school within the first twenty days of school;
- Undue hardship.

ATHLETIC TEAM TRYOUTS

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program while at Keystone Prep, we have a no-cut policy for our students. However, the Coach has the authority to cut or dismiss an athlete from a team if it is in the Coach's opinion that allowing the athlete to participate on the team would be detrimental to team unity or to the safety of the athlete, the Coach, or the other athletes on the team. For Varsity sports, home school students are subject to tryouts, and it is at the discretion of the coach whether or not to allow them on the team. We strive to maximize the opportunity for all of our students.

EXPECTATIONS OF VARSITY TEAM LEVEL

VARSIY SPORTS

Varsity teams primarily consist of athletes in grades 9-12. Playing-time is not guaranteed. There may be times when athletes do not participate in game action. An athlete who quits a sport after the season has begun may not join a different Keystone Prep sport during that season.

LETTERING IN A VARSITY SPORT

In order to receive a letter in a particular sport, an athlete must participate on the team for the entire season. If injured during the season, an athlete is required to attend all team events for the remainder of the season. An injured student must be dressed in appropriate team attire.

MISCELLANEOUS

EQUIPMENT AND UNIFORMS

It is the student's responsibility to care for the equipment and team uniforms issued. At the end of the season, team equipment issued to the student must be returned within one week of the last contest and any damaged, not returned or lost items will be billed to the student's account. In general, uniforms should be washed in the gentle cycle in **cold water**, colors separated and **hung to dry**.

SUPERVISION

Students using any athletic facility must be under the direct supervision of a Keystone Prep coach. Under no circumstances can any workout be unsupervised. Individual workouts must be approved and supervised by the athlete's coach, assistant coach, or Athletic Department personnel assigned to that facility.

TRANSPORTATION

All athletes must ride the bus or other approved transportation to and from all contests unless prior approval is attained. All riders must remain securely seated at all times. Proper conduct is required on the bus at all times. Parents may drive students home from games if the Coach allows, but must notify the coach in charge each time. The windows on the bus must be placed in the closed position at all times, and the bus must be kept clean and free of trash.

WEATHER

All teams will hold practice rain or shine, although it is at the discretion of each coach to cancel a practice in extreme inclement weather. In the case of bad weather, the athletic department will make a decision as soon as possible and notify the athletes. If a game is canceled the students will notify parents as soon as possible. Parents attending away venues in threatening weather should first check with the specific coach to see if the game has been cancelled.

FEES

BILLING

Students will be billed a participation fee prior to the first contest. Fees are not refunded to students who quit their respective team after the first game.

VARSIY SPORTS FEES \$250 PER SPORT

Cross Country
Boys Basketball
Girls Basketball

Track and Field

*Home School Athletes are charged \$250 per sport.

UNIFORM REPLACEMENT SCHEDULE

Uniforms for each sport are replaced and updated according to a schedule determined by the Athletic Director. Uniforms for most sports are replaced/updated on a three-year cycle.

THE ROLE OF THE PARENT

The role of the parent in the education of a student is crucial. The support shown in the home is often manifested in the ability of the student to accept opportunities presented at school in the classroom and through co-curricular activities.

A person who demonstrates good sportsmanship is a true leader in the community. As a parent of a student at Keystone Prep athlete your goals should include:

- * Realizing that athletics is part of the educational experience, and the benefits of involvement go well beyond the final score of the game.
- * Encouraging our students to perform their best, just as we would urge them on with their class work, knowing that others may turn in better or lesser performances.
- * Participating in positive cheers or comments that encourage all of our students, and avoiding all cheers or comments that taunt or intimidate opponents, their fans and officials.
- * Learning, understanding and respecting the rules of the game, the officials who administer them, and their decisions.
- * Respecting the task that our coaches face as teachers, and supporting them as they strive to educate our youth. As a parent, coaching from the sidelines during a contest or practice is inappropriate and is solely the role of the coach.
- * Respecting our opponents as fellow students, and acknowledging them for striving to do their best.
- * Working within the framework of the school operating procedures for fundraising, purchasing, travel, and other related activities.
- * Developing a sense of dignity under all circumstances.
- * Be a fan, not a fanatic.

You can have a major influence on your child's attitude about academics and athletics. The leadership role you take in sportsmanship will help influence your child and our community for years to come.

GUIDELINES FOR PARENTS

The coaches and athletic staff need the support of the parents. We ask that the parents remember the following:

Good sportsmanship is expected from everyone at Keystone Prep. The coaches and players are expected to and are held accountable for representing the Academy with dignity and integrity. We expect the same high standards of behavior from the parents. The Keystone Prep Athletic Department thanks you for your support in these very important areas of communication and sportsmanship.

Not all players get the same playing time. The nature of school athletics and competition means we try to put the best team on the court or field. It is the coach's job to decide who the most qualified players are so the team gets its best chance at success. Part of any player's maturation process includes putting one's personal desires aside for the betterment of the team.

Coaches are to be treated with the same respect accorded any other professional. Coaches put in many hours for very little financial compensation -- they do it because they are committed educators who enjoy the students and the sport. It is important that any conversations at home regarding the coaches or their decisions are put in a positive tone. We expect you and your child to treat his/her coach with respect.

Certain behaviors are considered inappropriate and unacceptable by Keystone Prep. The school and Athletic Department reserve the right to remove or refuse admission to persons who exhibit such behaviors. The school and the Athletic Department also reserve the right to dismiss a player from the program if that player's parent exhibits inappropriate behavior, such as:

- Repeated berating, humiliating or taunting of our coaches or players;
- Repeated berating, humiliating or taunting of our opponent's coaches, players or spectators;
- Repeated berating and harassment of game officials;
- Racist, sexist, or profane remarks directed at anyone.

If you have any concerns about your child's coach or your child's athletic participation on a team, we ask that you use this procedure and follow the listed steps in this order until you feel the issue is resolved.

1. **Have your child speak to the coach.** Sometimes the coach is unaware of your child's concern or feelings. It is important that we work with our students in teaching them how to effectively communicate with adults and advocate for themselves.
2. **Arrange an appointment to speak with your child's coach.** Our coaches will respond to you as quickly as possible.
3. **Arrange an appointment with, call, or write to the Athletic Director.** The Athletic Director will investigate the situation promptly.
4. If you followed the above three steps and still feel the issue has not been adequately addressed or explained, arrange an appointment to meet with your division head.

PLEASE DO NOT ATTEMPT TO CONFRONT A COACH BEFORE OR AFTER A CONTEST OR PRACTICE. THESE CAN BE EMOTIONAL TIMES FOR BOTH PARENTS AND COACHES. MEETINGS OF THIS NATURE RARELY PROMOTE RESOLUTION. IT IS BETTER TO CALL THE COACH AND ARRANGE AN APPOINTMENT TO MEET.

POSITIVE COACHING

Keystone Prep is committed to the principles of Positive Coaching and does not condone a "win-at-all-cost" mentality. A win-at-all-cost coach has only one goal—to win. A Positive Coach shares that goal (wants to win) but has a second goal that is even more important—to use the sports experience to help young people learn “life lessons” and positive character traits that will help them be successful throughout their lives.

Please help us promote the three Keystone Prep themes which have the power to “transform youth sports so that sports can transform youth.” The three themes, which are explained on the following pages, are:

1) Redefining “Winner”

In professional sports (which are entertainment), there is only one goal—to have the most points at the end of a contest. However, in youth sports (which is education), there is a **second goal**: to produce young people who will be **winners in life**. We want to produce confidence and a team spirit in our young student athletes, not just win games. Keystone believes in building character and leadership qualities are very important as well.

To help our children get the most out of competitive sports, we need to redefine what it means to be a "winner." Winners

- Make maximum effort.
- Continue to learn and improve.
- Refuse to let mistakes (or fear of making mistakes) stop them.

Here’s how you can help:

- a) Be supportive. Don’t let your student miss practice or quit when the work gets tough.
- b) Let your child know you appreciate it when he or she tries hard even if unsuccessful.
- c) Ask rather than tell. Try to get your child to talk about his/her play rather than telling him/her what you think about it. Ask open-ended questions to get him/her to talk (e.g., "What was the best part of the game for you?").
- d) Recognize that Mastery is hard work. Let the coaches constructively criticize your child's play without personalizing it.
Tell your child you are proud of him or her regardless of the outcome of the game.

2) Filling the "Emotional Tank"

Research shows that the home team wins about 60% of the time because of the emotional support a team receives when it plays in front of its own fans. We want our players to have a **portable** home team advantage that they can take wherever they go. Be the best cheerleader for Keystone Prep regardless of the outcome.

The key is the “**Emotional Tank**.” Like gas tanks in cars, we all have Emotional Tanks that need to be filled to do our best.

There will be times when you need to correct and criticize. Research has shown that a “Magic Ratio” of 5:1 (praise to criticism) is ideal. When the ratio drops much below 5:1, children become discouraged (their tanks become drained!). Help us achieve this Magic Ratio with your child.

Here’s how you can help:

- a) Fill your child's Emotional Tank. Encourage them regardless of what happens in the game.
- b) Try not to give your child a lot of advice (which after a tough game can seem like criticism, which drains a person's tank). Remember, it's difficult to do well with a low tank. When they make a mistake, you might say, "Don't worry. Let's get the next one. You can do it." After tough losses, it's often helpful to acknowledge feelings of disappointment. For example, you might say "I can imagine you must be disappointed to have lost." Remind them what others think is not important. What is important is what coach thinks
- c) Use the "3-Pluses-and-a-Wish" technique. Before you give advice, find three good things about your child's performance. Phrase the advice as a wish:
- You really tried hard in the game today (Plus #1).
 - I also saw you filling your teammate's Emotional Tank after he made a mistake (Plus #2).
 - And that play you made toward the end of the game shows how much you are improving (Plus #3).
 - I wish you wouldn't get down on yourself when you make a mistake.

If you can't come up with three pluses, don't say the wish because then it may drain his or her emotional tank rather than fill it.

- d) Remember the Magic Ratio*. Praise your child about 5 times for every time you criticize. If you do, she will be better able to hear your criticism without becoming defensive.

* It's called the Magic Ratio because magical things happen when we get close to it with our children.

3) Honoring the Game

Sportsmanship may seem like an out-of-date concept today when professional athletes and coaches act in ways we would not want our children to imitate. We intend to reverse this trend by "Honoring the Game."

Honoring the Game gets to the ROOTS of the matter, where ROOTS stands for **respect** for

- Rules
- Opponents
- Officials
- Teammates
- Self

- **Rules:** We don't bend the rules to win. We respect the letter and spirit of the rules.
- **Opponents:** A worthy opponent is a gift that forces us to play to our highest potential. We try our hardest to win, but not at the expense of demeaning our opponents.
- **Officials:** We treat officials with respect even when we disagree.
- **Teammates:** We never do anything that would embarrass our team.
- **Self:** We try to live up to our own standards regardless of what others do.

Here's how you can help:

- a) Let your players/children know that you want them to honor the game. Discuss the meaning of each element of ROOTS with your athletes.
- b) Be a good role model. Honor the Game when you attend games. Cheer both teams when good plays are made. If, in your opinion, an officiating mistake is made, be silent! Use this as an opportunity to think about how difficult it is to officiate a game perfectly.
- 3) Encourage other parents to Honor the Game.