

# MACON EAST ACADEMY

## ATHLETIC HANDBOOK

### 2019 - 2020



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School Office Number

	334-277-6566	
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# Athletic Handbook

Macon East has a long and rich tradition in sports, and its success can be attributed to dedicated and experienced athletic staff and coaches, skilled and motivated student athletes, and encouraging and supportive parents. The athletic program is an integral part of the educational process. The purpose of the program is to motivate students to develop mutual interests, promote spirit and achievement, and improve their physical abilities and knowledge of sports. Competitive athletics emphasizes the importance of scholastic achievement and the development of sportsmanship, health and fair play in the participants and spectators.

Participation in athletic teams involves considerable time for practices and games, strenuous physical effort, and commitment. Each sport is a specialized form of learning experience, and as such, entails numerous responsibilities. Students who try out for any sport should be aware of these responsibilities and willing to assume them.

All qualified students may try out for membership on sports teams. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director, is final. Ordinarily, the administration will not intervene in non-selection decisions. Parents are encouraged to help their children understand that not everyone is selected.

Each athlete will be charged a \$25.00 participation fee for each sport they participate in.

In order for our Athletic programs to be successful, the Athletic Committee reviews Foundation member's participation concerning Athletic event work sessions and slots. Foundation members who fail to meet the minimum number of required slots will be subject to a fee of \$50.00 per slot.

## Objectives of the Macon East Athletic Program

- To provide a positive image of school athletics at Macon East.
- 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, thus 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 Macon East Academy.

### **Affiliations**

Macon East 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.

### **Coaches Information**

#### **Code of conduct for coaches:**

As leaders of impressionable young people, all members of the Macon East coaching staff should recognize their potential impact on the youth they lead, both for good and bad, and act accordingly.

#### **Within that context the coach shall:**

1. Be positive in speech and action.
2. Be enthusiastic in their coaching endeavors.
3. Be a role model with regard to speech and action in dealing with officials, other athletes, coaches, and parents.
4. Be a teacher both by word and deed.
5. Be honest and up front with parents and athletes at all times.
6. Give clear and concise statements as to expectations for the team and individual members.
7. Be consistent in the application of all rules for the team.
8. Take care of all school equipment.
9. Show respect for all athletes within his/her program as well as those in other programs, or not in an athletic program
10. Promote all endeavors of the total athletic program.
12. Strive to make every squad member feel like an important part of the team.
13. Be prompt and appropriately dressed for all practices and games.
14. Make certain that goals of the team are well known.
15. Promote pride in the Macon East athletic program.

#### **Coaches shall refrain from:**

1. The use of profanity at any time.
2. Placing their hands inappropriately on a student for any reason.
3. Smoking or using tobacco products in the presence of athletes.
4. Any action or word which could be construed as "off color" or to encourage the use of alcohol, drugs, or tobacco products.
5. Criticizing other coaches or players in front of team members.

#### **Duties and responsibilities of coaches:**

In order to promote and facilitate individual programs all coaches shall:

1. Encourage all students who are interested in doing so to participate in a program of their choosing.
2. Publicize their sport for the benefit of the team and individual athletes.
3. Take proper care of all equipment and facilities and encourage athletes to do the same.
4. Make an effort to create a program developmental in nature designed to enable each athlete to meet his/her fullest potential.
5. Coordinate his/her program with others in such a way as to best meet the needs of his/her program without requiring his/her athletes to choose between two teams or areas of interest.
6. Condition his/her athletes in such a way as to allow them to be competitive, and to provide opportunities for year round conditioning.
7. Keep abreast of current trends of his/her respective sport by reading, attending clinics when possible and interacting with other coaches.
8. Use good judgment and provide proper care for all athletic injuries.
9. Call in all sports scores and see that such scores are available for the media after each contest.
10. Demonstrate the highest level of sportsmanship at all times and not harass or otherwise show disrespect to game officials, coaches, or athletes from other teams.
11. Not pressure athletes to participate in one sport and not another, or berate other teams.
12. Not allow an athlete to practice until the required physical exam, and parental permission, is on file in the athletic director's office.
13. Adhere to all AISA rules with regard to practice and games and make these rules known to all players.
14. Help deserving athletes contact colleges when scholarship possibilities exist.
15. Call to the athletic director's attention any matter relating to the athletic department in general or his/her program in particular. Coaches should feel free to offer any suggestion he/she feels will serve the best interest of the program.
16. Keep accurate statistics, which might help students or teams receive special recognition and maintain records of games played, quarters, etc. for the purposes of lettering and eligibility.
17. Follow the "chain of command".
18. Attend all pep rallies and athletic banquets which involve his/her team members.

### **Disciplinary Procedures**

All coaches will be expected to adhere to the policies set forth in the Athletic Handbook as well as the Faculty and Staff Handbook. Coaches who fail to follow these school policies will be disciplined in accordance to the discipline procedures set forth in the Faculty and Staff Handbook

#### **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 AISA Athletic Committee.

With the exception of Baseball/Softball Coaches, on first ejection, there is no additional penalty other than the ejection itself. Subsequent ejection policies, A-C, will follow further ejections.

All fines will be paid by the coach subject to review by the Athletic Director and Headmaster. All ejections will be reviewed by the Athletic Director and Headmaster and may involve additional sanctions or amendments to existing sanctions.

Player/ Parent: If a player or a parent is ejected, and fined, from any AISA event, that person is responsible for paying the AISA fined amount within 30 days.

## **Coaching Roles**

### **Expectations of the Varsity Head Coach:**

- Serves as coordinator for all teams in his/her program, from junior high to varsity.
- Oversees the program and assistant coaches to assure the compliance with guidelines set in the Athletic Handbook.
- 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 Macon East Administration, Board of Trustees and the AISA.
- It is the responsibility of the coach to make sure that all player guidelines are enforced.

Additionally, Varsity Head Coaches are to prepare and submit the following to the Athletic Director:

1. A roster for each team
2. A game schedule for each team
3. A complete practice schedule for each team
4. Physicals for all players, using the appropriate AISA form

### **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 as outlined in the Athletic Handbook.

## **Evaluations**

Athletic Director (AD):

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. The AD will report on this discussion to the Headmaster.

## Junior Varsity Cutting Policy

Junior Varsity athletics at Macon East will have a “no-cut” policy when there is sufficient interest in a particular sport. Those students in grades 7-9 who would like to be on a JV team will be provided the opportunity to do so. Being a member of an athletic team is no guarantee of playing time during athletic contests. When appropriate, “B” teams, consisting of mostly younger players, will be developed and may play a separate schedule. **\*\*\* This policy does not apply to Cheerleading.** Junior varsity cheerleaders must score a certain number in order to be on the competition squad. If they do not score high enough, they will still be on the squad, but not be able to go to camp nor can they compete at the state cheer competition. They will still be able to cheer at all games and pep rallies.

## Facilities

### Locker Rooms:

Coaches are to see that these areas are supervised as long as any of their team members are present. All athletes are to use the locker room to change and store personal belongings.

### 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.

### Usage:

It is the responsibility of the coach to make sure that no student is allowed to use any of the facilities at Macon East without proper supervision. Current Macon East students and alumni will have priority to use our facility. Groups and other organizations can use the facility with proper permission from the Athletic Director and proper insurance coverage for their activity. 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.

## Responsibility of the Student-Athlete

Education for you as a student/athlete must be your first responsibility. The achievement of the best education you are capable of achieving is our goal for you. Macon East feels athletics plays a significant part in your total educational development. With this decision, you as an athlete must assume certain responsibilities to achieve the educational and athletic values, that is to say:

1. Striving to achieve sound citizenship and desirable social traits, including emotional control (verbally and physically), honesty, cooperation, dependability, and respect for others and their abilities.

2. Maintaining academic and eligibility standards established by Macon East and the AISA.
3. Showing respect for authority and property while learning the value of hard work and sacrifice.
4. Learning the attainment of physical fitness through good health habits.
5. To have the desire to excel to your potential.
6. To be willing to accept leadership roles instilled in the athletic programs.
7. To follow guidelines and regulations established by the Macon East and the AISA.

### **Academic Expectations**

- Students must be in school 4 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 they devote sufficient time to their academic workload and so 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.

### **Macon East Student Athlete Appearance Policy**

#### **I. Body Art**

- A. Students may not participate in Macon East athletic events and/or activities with exposed permanent body art (tattoos).
- B. Students may not participate in Macon East athletic 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 Macon East athletic 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 Macon East athletic events and/or activities with:

- A. Facial hair below the lobe of the ear and/or below the nose.
- B. Spiked and/or other non-traditional hairstyles deemed inappropriate by state officials.
- C. Unnatural and/or non-traditional coloration of the hair.

The Headmaster or Athletic Director will be the final authority to determine acceptable dress and appearance at Macon East events and/or activities. Failure to comply will result in disqualification from the scheduled event or activity.



## **Praise and Complaints**

If a parent has a praise or complaint regarding any of the athletic programs, they are first asked to address this with the coach. If the complaint is not resolved, you are asked to complete a Praise or Complaint form found on the school website. Once submitted, your complaint will be given to the Athletic Director who will then distribute it to the Athletic Committee for review. After a reasonable period of time, you will receive a response from the Athletic Director. This process allows the school to track and resolve issues in a timely manner. Anonymous complaints will not be addressed.

## **Parent/Coach Communication**

Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child. This begins with clear communication from the coach of your child's program.

### **Communication you should expect from your child's coach:**

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements, i.e. practices, special equipment, out-of-season conditioning, etc.
5. Procedure followed should your child be injured during participation.
6. Discipline that may result in the denial of your child's participation.

### **Communication coaches expect from parents:**

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concerns with regard to a coach's philosophy and/or expectations.

As your children become involved in the programs at Macon East, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

### **Appropriate concerns to discuss with coaches:**

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

It is very difficult to accept your child's not playing as much as you may hope. Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things must be left to the discretion of the coach.

**Issues not appropriate to discuss with coaches:**

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue or concern. **If a parent meeting is needed with a coach it may be required that the student athlete be present for the meeting.**

**If you have a concern to discuss with a coach, the procedure you should follow is:**

1. Call to set up an appointment with the coach. Their cell phone and e-mails are at the beginning of the handbook.
2. If the coach cannot be reached, call the Athletic Director. A meeting will be set up for you.
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

What a parent can do if the meeting with the coach did not provide satisfactory resolution:

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. Call and set up an appointment with the Headmaster to discuss the situation.

### **Spectators**

Macon East 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 Macon East 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 Macon East athletic event without the advance written approval of the Athletic Director is prohibited.

### **Certified Athletic Trainer**

Macon East will facilitate access to a Certified Athletic Trainer for the benefit of its student-athletes. Responsibilities include the prevention, identification, evaluation, treatment, referral, and rehabilitation of Macon East 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.

## **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.

## **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

## **Practices**

No practices will take place on a Sunday without permission from the Athletic Director and Headmaster.

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.

## **Summer Workout Program**

Both male and female athletes at the Varsity as well as the JV level will be expected to complete the summer workout program. This program is conducted through the Macon East coaching staff, and will require as specified number of workouts to be completed to be eligible for the upcoming season. Details for these workouts will be given out in May of 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 used for away games. 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 for the school. If parents' cars are needed to transport athletes, it will be the coach's responsibility to make the needed arrangements. 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.

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.

### **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 up lifting. 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 Macon East. 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.

Since research indicates a student involved in co-curricular activities has a greater chance for success during adulthood, these programs have been established. Many of the character traits required to be a successful participant are exactly those that will promote a successful life after high school. We hope the information provided within this pamphlet makes both your child's and your experience with the Macon East athletic program less stressful and more enjoyable.

An athlete alone does not dictate the success of our athletic program. A coach alone 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 at dictates the success of our athletic program.