

MEMORIAL DAY SCHOOL

**ATHLETICS  
HANDBOOK**

**2016-2017**

## **PURPOSE OF THIS MANUAL**

Policies and procedures are important to the organization and operation of any agency. This handbook was prepared for the purpose of consolidating within one volume, a general overview of the policies applicable to the operation of the Athletic Department at Memorial Day School.

This handbook is special in that it represents a unique athletic program. Many of the participation principles on which the program was founded at Memorial Day School are the same as those recommended for all wholesome recreational activities. Others arise from our mutual experiences in the unique setting of the Georgia Independent School Association (GISA), the Savannah Parochial Athletic League (SPAL), and Memorial Day School.

The information contained herein is to serve as a guide for the administrative staff, the coaching staff, faculty, athletes and their parents.

## **ENROLLMENT POLICY FOR ATHLETIC PARTICIPATION**

The policy of Memorial Day School is that no individual may participate in any school-sanctioned activity unless that individual is enrolled as a student in the school for the appropriate year. The reason for this policy is that only properly enrolled students are covered under the school's liability insurance policy. School sanctioned activities include all try-outs for athletic teams, summer team camps or camps otherwise recommended by the school, and any informal or formal conditioning or practice sessions.

## **SUPPLEMENTAL ACCIDENT INSURANCE**

During the first few days of school, Memorial Day School shall offer a supplemental accident insurance program. It is recommended that any student-athlete participating with our athletic teams not covered under a family health and accident plan, consider enrollment with this program.

## PHILOSOPHY

Memorial Day School subscribes to the belief that every child should have an opportunity to participate.

An athletic program can offer many opportunities for a school to guide and develop the interests and abilities of young people.

It can develop in its participants such qualities as pride, courage, dedication, alertness, resourcefulness, ambition and maximum effort, in addition to improving physical well-being.

It can create a feeling of unity and spirit within a school's student body. The warm feeling of belonging and sharing good times with others goes a long way in creating a favorable learning environment.

A good athletic program serves as a focal point for wholesome adult interests in a family setting, and it stimulates community pride. It can provide a healthy and controlled outlet for involvement by parents and create and maintain friendship among those who support the school.

Athletics at Memorial Day School is considered to be an integral part of the school's program, providing learning experiences that will help students physically, mentally, emotionally and spiritually.

Throughout the school year, a broad range of athletic endeavors will be offered at the middle and high school levels depending on participation commitments from student-athletes and parents. Lady Matadors may be offered cheerleading, volleyball, swimming, softball, basketball, cross-country, soccer, clay target sports and track. Boys may be offered to compete in football, swimming, basketball, baseball, cross-country, soccer, clay target sports and track. Other teams may be added in the future.

Student-athletes, participating at the Varsity, Junior-Varsity and Middle School levels, may participate in more than one sport in a season only after consideration is granted by the Head of School and Athletic Director. Requests to participate in more than one sport are heard from the student-athlete and coaches involved. This policy precludes any student-athlete from being overburdened by practice and/or game participation and leaves sufficient time for academic studies. It also prevents coaches from forcing student-athletes into unhappy choices during a season.

There is a place for every child in our athletic programs. Our coaches encourage participation at all levels and from every student. Big and tall or short and slight, if you want to play and are willing to practice hard, there is a place for you as a Matador of Memorial Day School.

## **GEORGIA INDEPENDENT SCHOOL ASSOCIATION**

Memorial Day School is a member of the Georgia Independent School Association (GISA).

The purpose of the GISA (Interscholastic) is to promote academic excellence among member schools and to promote, develop, direct, protect and regulate interscholastic athletic and literary relationships among member schools; and to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities.

The GISA is the governing board that establishes rules and regulations that must be followed regarding academic eligibility, codes of conduct, and other monitored disciplines. As such, the GISA establishes certain criteria that all member schools subscribe to. Changes are made by democratic decisions at regularly scheduled statewide meetings.

Admission prices for athletic contests, for example, are set by the GISA. Member schools must subscribe to this fee schedule. However, there are ranges of admission prices, so you may encounter one school charging the maximum for admission at their school, while another school charges a dollar less.

Athletes, coaches, and fans must strictly adhere to rules of conduct. Any report of misconduct can result in severe penalties for the member school including a monetary fine and suspension from further competition. It is imperative that every athlete, every coach and every parent or fan from Memorial Day School conduct themselves in the best sportsmanlike manner during athletic competitions.

All athletic competition takes place under the rules and regulations of the National Federation of State High School Athletic Association except softball, tennis and golf. Softball uses the Amateur Softball Association Rule Book. Tennis uses the United States Tennis Association Rule Book. Golf uses the U.S.G.A. Rules of Golf.

## CONDUCT OF ATHLETES

Memorial Day School athletes will conduct themselves in a sportsmanlike manner at all times. Conduct unbecoming that of a representative of Memorial Day School can result in a game ejection, game suspension of any further competition by that athlete for a particular season, or an indefinite suspension to compete in any sport.

G.I.S.A. (Interscholastic) regulations state:

*If a player or coach is ejected, that player or coach will be automatically suspended from the remainder of that game and the next game in that particular sport at that level, whether it is regular season, region or state play-off and, further, the school will be required to forward to the GISA Office a mandatory fine of at least \$50 per occurrence. If there are no more remaining games in the sport the ejection occurred, then suspension would be served in first or next game of next sport of participation. Any fan or other person who is associated with the school and is ejected from a game will also require the school to pay a mandatory fine of \$50 and suspend that person from at least one game for each ejection (when a player, fan or coach is ejected, that person must be removed from the playing and seating area (i.e.: gym, stadium, or ball field, etc.) and must not be seen or heard during the period of suspension.*

All student-athletes are to present themselves with appearance indicating good grooming habits and in accordance with school policies.

Individual coaches may ask a particular team to dress "uniformly" during travel from Memorial Day School to the contest site. That decision is the responsibility of the individual coach.

The use of any tobacco products, alcohol, or other controlled substances or drugs is in violation of Memorial Day School student discipline policy and is punishable under the policies stated in the student handbook.

Any student-athlete found in violation of this policy will be immediately suspended from further team participation and be reported to the Head of School for evaluation and further disciplinary action as deemed necessary. During that suspension, the athlete will not be allowed to practice with the team nor attend a contest.

Any athlete who has been elected or appointed team captain will be required to relinquish his / her honor upon violation of these guidelines.

## **CONDUCT OF FANS**

It is every parent's right to participate with his or her child in school activities. Memorial Day School invites parents to become involved with our athletic programs. However, at any time where a parent's involvement compromises the entire team, the Head coach may ask the parent to leave the playing area and / or have them removed.

Parents are requested to assist the coaching staff to assure that all school policies are adhered to during any contest, practice session or school related activity. This department is extremely sensitive to the strict policy on non-use of tobacco products, alcohol or other controlled substances or drugs. Violations of these rules could result in immediate suspension or expulsion from Memorial Day School.

Fans must conduct themselves in accordance with good sportsmanship and GISA rules and regulations.

An unruly fan may be removed and fined if necessary and could be banned from further attendance at athletic contests.

# GEORGIA INDEPENDENT SCHOOL ASSOCIATION CODE OF GOOD BEHAVIOR

## PREAMBLE

While the preponderant majority of schools, and all associated with each school, clearly and consistently exhibit appropriate sportsmanship year-in and year-out, it is incumbent upon each to continue to insure that all are aware and attempt to stimulate fair play, friendly rivalry, and good sportsmanship among contestants, schools, and communities. Toward that end-goal, the Georgia Independent School Association provides the following guidelines to help each school attain these goals, especially with respect to establishing norms of exemplary sportsmanlike behavior during all association events.

1. All school personnel (i.e. coaches, assistants, students, teachers, etc.) are expected to set a positive example of good sportsmanship by both their demeanor, personal example, and leadership at all times.
2. Each year (and more often, if necessary) students and all other fans (especially parents) should be informed what behavior is acceptable and that which is not acceptable during all competitive school events.
3. Every student athlete, coach, and official is to be treated with honor, dignity, and respect before, during, and after each athletic or literary event
4. Fans (including students) are encouraged to cheer and applaud the accomplishments of their favorite team. (This can be done in so many wholesome ways without use of profanity or other improper language, harassment gestures, or other actions which can cause embarrassment to the school.
5. When the contest is over, it is over. Period. Any complaints must be filed according to the association rules and regulations.
6. It is the host school's responsibility to provide (and insure) that all participants, fans, and officials can attend any event in safety without undue or improper harassment etc. from opposing school fans, police, etc.
7. Persons who do not behave properly (or who have violated this code or broken laws, etc.) are to be warned and asked to leave the premises. (In case of law violations, these matters need to be handled by the security personnel, taking appropriate action as may be deemed necessary.)
8. Ultimately, the school head is at all times (home and away) totally responsible and accountable for all actions of his/her teams, coaches, students, and fans. With proper leadership, all associated with the school are expected to know and exhibit good sportsmanship, proper acceptable behavior, and manners becoming a host or guest at any event.

## STUDENT - ATHLETE ELIGIBILITY

Participation with one of our athletic teams is an extracurricular activity and all athletes will be held responsible for completing their work on time. Student-Athletes will be required to obtain their assignments from their instructors prior to missing any class time because of game day travel. Due-dates for missed work and / or exams will be at the discretion of the classroom instructor.

Academic eligibility is defined in the GISA Interscholastic Rules & Regulations manual that is published annually. Memorial Day School continuously monitors student-athletes to assure compliance with these rules. A copy of the regulation is on file with the Athletic Director and in the main office.

*A student who has passed in 5 unit subjects for the first semester (approximately one-half of the academic school year) is eligible for the second semester. A student who passes in 5 unit subjects, or their equivalent, for the second semester or for the year is eligible for the following year.*

*Of the 5 unit subjects, 3 units MUST be in the following subject areas: language, Science, Social Studies, Mathematics, and Business Education. Excluded from any credit are the following: teacher's aide: office aide: or their equivalent.*

**ATTENDANCE:** Athletes are required to attend classes the day of a game or attend classes the day before a game when that game day falls on a school holiday or weekend. Attendance is defined as present for 4 full periods.

Athletes not in attendance during the school day will not be permitted to participate in any team activity that day - including practice.

Eligibility and attendance policies will be strictly adhered to. Although an athlete may not be eligible to participate in a game situation, the athlete may be required to travel and/or sit with the team.

Any student-athlete who is under discipline by the Head of the School, or Division Head may not be eligible.

The Head of the School has the prerogative to weigh the discipline process with the advantages (or disadvantages) of participation and thus make a final determination regarding eligibility.

## RESPONSIBILITY

Athletes should set a positive example at all times.

Younger children have a tendency to "look-up" to our athletes. These young men and women are role models for our future "Matadors", therefore, an awesome burden is placed on them whether they asked for it or not. Setting a good example for others is paramount.

Athletes are held to the same standards as all other students. Student athletes have the privilege of wearing "game jerseys" on the day of the game and being dismissed early to go to a game.

Being a member of a team carries with it some responsibilities outside of those that are clearly defined. YOU become responsible to your team. If YOU fail to show up for a practice or a game, you have let them down. If YOU conduct yourself in anything other than the proper manner, YOU could cause reprisals for the entire team, letting them down again. For example, if you are unprepared for a game because you chose to "party" the night before YOU are letting your team down.

Responsibilities of an athlete are not just measured in performance. There are responsibilities of good judgment and other responsibilities in being a part of a team.

Athletes are to be held accountable for class work the same as other students. During the season, Head Coaches may get an evaluation on each student-athlete by requesting one from a Division Head. A study hall, supervised by one of the coaching staff, may be put in to place for student-athletes (in or out of season) who have failed to turn in assignments or failed examinations.

Athletes are required to attend classes on game days, except when announced by the Head of the School. Game trips are not to cause students to miss an excessive number of classes. If counseling with the classroom instructor warrants, the student-athlete may be forced to miss a game trip because classroom absences or academic performance have caused their grade to fall below passing.

Athletes are responsible for any malicious damage done to locker rooms, equipment, uniforms, or any school property due to their negligence. Uniforms that are lost will be paid for at the school's invoiced amount. The cost of these damages must be paid in full prior to any records being issued at the end of the school year.

## **PRACTICE AND GAME ATTENDANCE**

Student athletes are expected to attend all practices and games. It is the responsibility of the student athlete to organize his or her time and priorities so that commitments to both academics and athletics are fulfilled. It is also the responsibility of the student athlete to notify classroom teachers of absences from class at least one day prior to the absence when the absence is caused by an athletic contest. The student athlete is responsible for make-up work resulting from such an absence. All student athletes are expected to be at school on time the day following an athletic contest. A concerted effort is made to schedule games so that a minimum of class time is missed.

Any team member who is injured but able to attend school is expected to be at all practices and games unless personally excused by the head coach. Physical limitations do not preclude an athlete from being able to assist the team in some manner.

Further regarding practice and game attendance, student athletes are expected to attend all practices and games unless an illness, death in the family or another significant event precludes their presence. If a student athlete absolutely must miss a practice session or a game, the head coach must be notified at least a day in advance when possible. If no prior notification occurs, the coach immediately will call the parents of the student athlete to make them aware that an absence has occurred. If excessive absences occur, a student athlete may be dismissed from the team. Parents must be fully aware that their child's position on the team will be in jeopardy if there are unexcused absences from practices and or games.

*OUT-OF-SCHOOL SUSPENSION:* If a student is given an "Out-Of-School Suspension", then he or she will be considered to have missed a day of school and therefore will not be allowed to participate or attend any team practice, game or event.

### **VACATION / BREAK POLICY:**

No games or practices will be scheduled on Good Friday, Easter Sunday, Christmas Eve and Christmas Day.

Student-Athletes and their families need to familiarize themselves with their team's schedule of games and practices prior to committing to being a part of that team. Student-Athletes will be expected to attend ALL PRACTICES & GAMES during their season. When athletes miss practices and games during school holidays, the coach will determine the consequences on principles of fairness to players who attended and the importance of conditioning. These consequences may include a reduction of playing time to dismissal from the team.

## **COSTS OF BEING AN ATHLETE**

While attempting not to place an unfair burden on athletes, Memorial Day School has been fortunate to have an active parent body that continues to raise much of the funds needed to support our athletic programs. However, athletics is an expensive extra-curricular activity.

Athletic uniforms can be costly. It is the department's responsibility to attempt to purchase the best possible uniform for the most reasonable price. Please keep in mind that manufacturers are constantly changing the styles and colors that are offered to us. Quite often when we go back to a manufacturer for additional or replacement uniforms, they cannot supply them, thereby making the older uniforms obsolete.

For the most part, the school supplies uniforms that are purchased through funds raised by our PTO / Booster clubs. Certain sports may require practice uniforms or portions of uniforms to be purchased by the athlete. These items belong to the athlete and are kept by the athlete after the season is complete.

Uniforms that are supplied by the school shall be returned to the school at the end of the season. During the time that the athlete has the uniform in his or her possession, it is to be properly washed and maintained. Any damages, other than normal wear and tear, will become the responsibility of the athlete to replace or pay for their replacement.

Travel can be the single most expensive portion of a team's budget. Whenever possible, Memorial Day School transports their athletes to and from competition in school owned vehicles. Parents are encouraged to follow the team as a sign of support.

When it is determined that the game site is too distant, and that travel time is longer than usual, a chartered bus will be employed. In order to share the burden of this expense, athletes are often asked to contribute towards the charter fees. On occasion, the coaching staff may opt to spend the night on the road. Athletes are again asked to share the cost of the motel room. It would be a rare occasion (perhaps State playoffs, etc.) where it is necessary to both charter and spend the night.

The costs of being an athlete vary from sport to sport. Each participating student-athlete's family will be responsible for their proportionate share of the sport specific budget as determined by the Booster Club officers and the Athletic Director.

## **ATHLETICS SUSTAINING FEE**

During the March 2013 Board of Directors' meeting, an Athletic Sustaining Fee to begin with the 2013-2014 school year was approved.

The intent on this fee is to assure that we can continue to sustain our athletic programs at the level and above that we have become accustomed to by having the funds readily available to pay the departments expenses for officials, travel, field expense, etc. These funds are not intended to be used for uniforms or equipment leaving that task to our coaching staff and parents through approved fund raising activities.

Each sport has been designated as either a "major" or "minor" sport. Because we are approaching our athletic program as a "PROGRAM" rather than individual sports, the fees collected may not be designated solely to one sport but to cover the costs of our entire program throughout the year.

Major sports are Football, Basketball and Baseball. Minor Sports are Cheerleading, Softball, Volleyball, Swimming, Soccer, Track, Clay Target Sports, and Golf.

At the beginning of each season, each athlete will be required to have a completed physical on file with the athletic office. This is an 8-page document to include a Player-Parent Commitment form. BEFORE participating in any conditioning, practice or contest, the Sustaining Fee MUST BE paid in full and a completed physical on file in the athletic office. Athletic Sustaining Fees are non-refundable as they are indicative of the player's and parent's commitment to participate in that particular sport.

All equipment and uniform purchases will be done through team fund raising **ONLY AFTER** approval from the Athletic Director and Head of School. All fund raising activities **MUST BE** placed on the school calendar and approved by the Board of Directors.. All monetary transactions will be handled through the school's business office.

## **SCHOOL-ISSUED UNIFORM POLICY**

School-issued game uniforms, equipment, practice uniforms and other related team wear are to be used only as or with a team related function.

Rainwear, warm-ups, pre-game shirts, wind suits, etc., are not to be worn during the school day without administrative approval. Uniform items issued by the school are not to be worn or used by the individual during any non-school activity.

Student-Athletes will be required to care for and return all equipment to the Head Coach of their respective sport. Failure to do so in a timely manner as determined by the Athletic Director will result in a fee comparable to replacing the lost equipment. This price may be much higher than the original cost due to replacing a single item of equipment.

## TEAM RULES

During your first days of practice, your coach will discuss team rules with you.

Missing practices, not dressing out for practice, bad conduct, etc., will be met by a variety of different disciplines. You should have a clear understanding of what will be expected of you, and of what you can expect.

## TEAM UNIFORMS

The Athletic Department will approve all team apparel and uniforms. Please check with the Athletic Director before purchasing any athletic apparel. Only those uniforms and / or athletic clothing from approved sources will be allowed to be worn to school, athletic travel and or athletic contests. DO NOT shop other websites other than those approved in advance.

## WHEN YOU QUIT A TEAM

### T E A M ...

TOGETHER EVERYONE ACCOMPLISHES MORE !!

When you are part of a team. . . everyone is counting on each other. You count on your teammates to do their part, and they count on you to do yours. Once an athlete has committed to being a part of a team, quitting that team during the season becomes a serious issue.

A student-athlete quitting a team has the obligation to confer with the head coach and Athletic Director prior to leaving the team. He or she **MAY BE** prohibited from participating in another sport, including practice sessions, for 12 calendar months.

A student-athlete that quits a team will not be considered for any major end-of-the-year award.

## MEDICAL EXAMINATION

It is the responsibility of each athlete on the varsity level to have a certified medical examination before the first official practice.

Medical examinations are valid for 12 months and are required by GISA to be on file in the Athletic office.

**At the beginning of each season, each athlete will be required to have a completed physical on file with the athletic office. This is an 8-page document to include a Player-Parent Commitment form. Before participating in any contest, the Sustaining Fee MUST BE paid in full. No player will be allowed to participate in any activity once the season has begun unless the physical is complete and all funds have been collected.**

## HIPAA

Passed in 1996 by the U.S. Health and Human Services Department, the *Health Insurance Portability and Accountability Act* (HIPAA) protects the confidentiality of personal health information and restricts most disclosure to the minimum needed for intended purposes.

This ruling affects the way that a Certified Athletic Trainer can communicate with coaches and how information about an athlete's injury is stored, accessed and conveyed.

Because it is important that a coach share in this information on a limited basis, it has become necessary for all student-athletes and their parents to sign an Authorization for Release of Medical Record Information form as enclosed at the end of this handbook.

No student-athlete will be permitted to participate in any activity until this form is on file in the Athletic Director's office.

## TEAM TRAVEL - TRANSPORTATION

Memorial Day School provides transportation for all student-athletes and cheerleaders to and from athletic contests at the varsity level.

Members of an athletic team **must** ride to their athletic contest with their respective teams. Only when it is absolutely necessary, and approved by the Athletic Director in advance, will privately owned vehicles be allowed to transport varsity athletes to and from contests.

Athletes may be granted permission to ride home from an athletic contest with their parent or another student's parent **only when** a signed permission slip is turned in to the Head Coach **prior** to the team's departure from Memorial Day School.

No student-athlete will be permitted to ride home with another student or minor, even with parental permission.

When traveling by school owned vehicles, player passengers will be responsible for cleaning out the vehicle upon their arrival on campus.

## TRAVEL DRESS

A student athlete's appearance is expected to be neat and clean at all times during the season as per the Memorial Day School dress code. When students are traveling to an away contest either in or out of town, they are expected to dress in an appropriate way as set by the Head Coach of each program in cooperation with the Athletic Director

## DEPARTURE TIMES

The Head Coach and Athletic Director will determine departure times for out-of-town trips, taking into consideration travel time, desired arrival time, meals and breaks.

Athletes will be instructed to arrive prepared to leave a minimum of 15 minutes prior to departure time. Athletes will be considered "late" if they arrive anytime after the designated time. Delaying the team's departure involves more than the individual and this will be dealt with seriously. Depending on the individual team rules, the penalty for arriving late could include losing a starting position, playing time, game suspension or other consequence.

## OVERNIGHT TRIPS

On occasion, it becomes necessary to plan an overnight trip. These trips place a tremendous amount of responsibility on the coaching staff since they are charged with the liability of supervision of student-athletes in an austere environment. Therefore, the following policies will be vigorously enforced on any overnight trip:

- *Student athletes will be housed at a reasonably priced motel or other such facility. Student-athletes may be asked to assume the cost of this expense.*
- *Student-athletes will be assigned to rooms by the coaching staff, normally with four individuals per room. The list of these assignments will not be distributed until arrival at the facility.*
- *"Pay-per-view movies", long-distance phone calls, or any other expenses normally charged to a room are strictly prohibited, and when possible will be disconnected from all student-athletes' rooms.*
- *Male students may not visit a female student's room, nor may a female student visit a male student's room.*
- *Prior to any "curfew", all doors and curtains are to remain open unless permission is granted by the Head Coach in charge. (i.e.: cold weather, changing of clothing, room is unoccupied except for student-athlete sleeping).*
- *Students will remain with their team and not depart the premises. Meals will be eaten at a prescribed time and attended by all team members.*
- *After curfew, any student needing to leave their room must first contact their coach for permission.*
- *Parents and other non-students will be reminded of school policies and consequences that they may incur. At the discretion of the Athletic Director or Head Coach, a search of luggage or rooms may be conducted at any time.*
- *At an appropriate time, the coaching staff will conduct a room check to assure that no damage has been done to the facility and that the occupants of each room have left the room in a reasonable manner.*
- *Any student found in violation of any school policy or team rules will be immediately suspended from play and will face further disciplinary action by the Head of School.*
- *All student-athletes will be responsible for having a permission slip signed by themselves and their parents prior to being allowed on any overnight trip. (example attached)*

## **SPORTS AWARDS PROGRAMS**

Memorial Day School shall announce various sports awards programs during the course of the school year to recognize individual and team accomplishments. These programs can be held in the school sanctuary or in other locations as recommended and decided upon by the coaching staff.

### **ANNUAL END-OF-THE-YEAR AWARDS**

Several annual awards are presented to student-athletes who participated at the varsity level at the High School Honors Ceremony at the end of the school year.

#### **Scholar Athlete / Highest GPA (Male & Female)**

Scholar Athlete / Highest GPA of the Year: Recognizing an athlete, who has lettered in a minimum of one sport in two of the three sport seasons for a minimum of two school years and, has the highest GPA of any other male or female athlete eligible for this award. The athlete must have also maintained an outstanding discipline record. The name of the recipient is brought to the final coaches meeting for approval.

#### **Most Unselfish Athlete (Male & Female)**

The Most Unselfish Athlete awards are presented annually to a senior girl and boy for contributions that might otherwise go unrecognized. The recipients of this award by virtue of their presence, participation, dedication and enthusiasm have significantly enriched the Memorial Day Athletic programs

#### **Athlete of the Year (Male & Female)**

Recognizing an athlete, who has lettered in at least one fall, one winter and one additional sport at the varsity level, for a minimum of two school years and, in addition to excellence in athletics, has consistently maintained an outstanding discipline record. The name of the recipient is brought to the final coaches meeting for approval. Seniors will be considered before lower classmen.

Additional consideration is given to those athletes who have earned All-Region and All-State honors in their sport and who have demonstrated high moral character on the field of competition as well as in the classroom.

This student should be a good representative of Memorial Day School as well as their team.

When warranted and recommended by the coaching staff, this award may be presented to more than one athlete.

## **EARNING YOUR VARSITY LETTER**

Establishing criteria for making a particular team and or the number of students on a given team is the responsibility of the athletic director and the respective head coach.

Each sport has its own criteria for the earning of a varsity letter.

Eligibility requirements for Varsity Football are restricted to high school grades 9 -12.

Eighth grade students who participate at the varsity level may earn their varsity letter at the conclusion of the season.

Cost of letter jackets becomes that of the athlete. This is an article of clothing that the athlete can wear for many years. Athletes will be asked to place their order for their letter jacket immediately following that sports season.

In keeping with the spirit that all students are welcome to participate, managers and statisticians will also be eligible to earn their varsity letter at the conclusion of the season.

When you order your letter jacket, you will want to personalize it with your playing number sewn on the upper portion of the right sleeve.

Your full name should be embroidered on the right breast of the jacket. Nicknames are permissible.

The only official Memorial Day School Letter Jackets are to be purchased from:

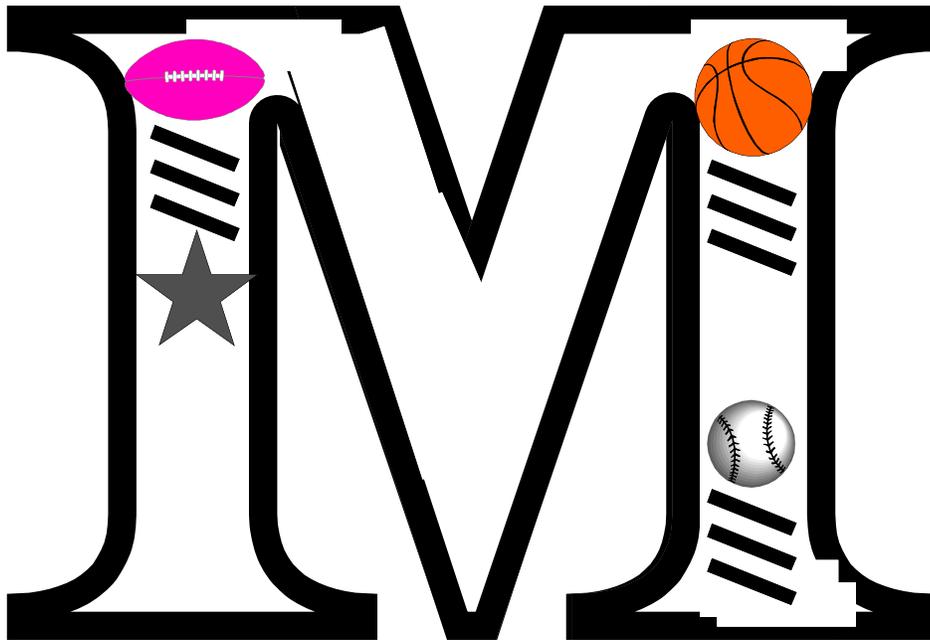
**THOMPSON'S SPORT SHOPS**  
5 Mall Annex - Oglethorpe Mall  
Savannah, GA 31406

**see the following page for details on  
designing your Memorial "M"**

## YOUR MEMORIAL LETTER

Your varsity letter is awarded along with your first “sport emblem”. The “M” is sewn on to the left breast area of the jacket.

The sports emblem represents each first year the varsity letter is earned. After your initial year of earning a letter in a particular sport, you will receive a “bar”. If you are chosen as a captain for your team, you will receive a “star” for that sport.



This varsity letter shows that the athlete has lettered 4 years for football, basketball & baseball, while being named captain of the football team.

Your coach will assist you in designing your varsity “M”.

Special patches for All-Region, All-State, Region or State Champions should be sewn on the left sleeve.

## APPROVED ADMISSION CHARGES FOR GISA INTERSCHOLASTIC EVENTS

	REGULAR SEASON	REGION / STATE PLAY-OFFS
BASEBALL	\$ 6.00	\$ 7.00
BASKETBALL	\$ 7.00	\$ 8.00
CHEERLEADING	\$ 6.00	\$ 7.00
CROSS COUNTRY	\$ 5.00	\$ 6.00
FOOTBALL	\$ 7.00	\$ 8.00
SOCCER	\$ 6.00	\$ 7.00
SOFTBALL	\$ 6.00	\$ 7.00
SWIMMING	\$ 6.00	\$ 7.00
TRACK QUALIFICATION ROUND	\$ 6.00	\$ 7.00
VOLLEYBALL	\$ 6.00	\$ 7.00

NOTE: GISA PASSES ARE HONORED. ALL OTHERS, INCLUDING STUDENTS IN GRADES 1 AND UP, MUST PURCHASE ADMISSION TICKETS.

Memorial Day School students are provided free admission to all home athletic events as part of the Student Activity fee.

\*\* Admission Prices are subject to change

## APPROVED ADMISSION CHARGES FOR SPAL INTERSCHOLASTIC EVENTS

### *ARTICLE VI: MISCELLANEOUS*

#### 5. ADMISSION FEES

All sports will have a maximum admission charge that will be determined by the membership and will be uniform throughout the league. Playoff fees may be higher, but an amount approved by the league membership.

\*\* Admission Prices are subject to change

## LIGHTNING SAFETY POLICY

Lightning is a dangerous phenomenon. Our athletic teams that practice and compete outdoors are at risk when the weather is inclement. In order to minimize the risk of injury from a lightning strike to a Memorial Day School athlete, coach, support staff or fan, the Athletic Department has developed this *Lightning Safety Policy*. In order to monitor lightning, the staff at Memorial Day School will utilize both our portable SkyScan Lightning Detector and the *Flash-Bang* method. The Head Coach or faculty member in charge of any outdoor activity will have the responsibility to monitor the weather and make the decision to suspend the activity in the event of imminent lightning. The decision to suspend activity will be based on:

A. Two subsequent readings on the SkyScan Lightning Detector in the 3-10 mile range regardless of visible lightning.

B. Utilization of the *Flash-Bang* method revealing lightning within 6 miles determined by a count of 30 seconds or less between the flash of lightning and the bang of thunder.

### **Flash-Bang Method:**

1. Count the seconds from the time the lightning “flash” is sighted to when the clap of thunder “bang” is heard.

2. Divide this number by five to obtain how far away (in miles) the lightning is occurring. For example: if fifteen seconds are counted between seeing the “flash” and hearing the “bang”, fifteen divided by five equals three. Therefore, the lightning is approximately three miles away.

A. Each five seconds equal one mile.

B. If the time between seeing the “flash” and hearing the “bang” is between 15-30 seconds (3-6 miles), teams should take precautions and seek shelter.

**PRIOR TO ACTIVITY:** It should be identified who will be in charge of monitoring the weather. This person should notify visiting coaches and officials or any other faculty member present at the activity.

**ANNOUNCEMENT:** Once it has been determined that there is a danger of a lightning strike, and either method (A or B) have been used to verify this, the Head Coach or faculty member in charge of the activity will notify all participants, support staff, and fans of their findings.

**EVACUATION:** Immediately following the announcement of the suspension of the activity, all athletes, coaches, officials, support personnel and fans will be asked to evacuate to an enclosed grounded structure.

**REMEMBER:** If adequate shelters are not available, seek a flat area where you will not be the highest object, crouch down wrapping your arms around your knees and lower your head until the storm passes. DO NOT stand in water. Automobiles and Golf Carts will not protect you from a lightning strike.

**RESUMPTION:** Resumption of the activity may be announced when there has been determined two consecutive readings of lightning strikes 20 miles away on the SkyScan and / or 30 minutes has passed since any lightning strike occurred within the 6-mile range using the *Flash Bang* method.

## HEAT GUIDELINES FOR ATHLETICS

1. If the heat index is 80-94 degrees, athletes should be watched closely for any heat distress and frequent water breaks should be taken.
2. If the heat index is 95-100 degrees, 10-minute breaks should be taken every hour, water breaks every 10 minutes and athletes should be under careful supervision from coaches and trainers. Practice must be kept to 120 minutes or less.
3. If the heat index is 101-105 degrees, athletic practices should be modified such as football practice in shorts, should pads, and helmets only. Frequent water every 10 minutes and rest breaks must be held. Athletes should be able to get water at any time and should be under extreme supervision from coaches and trainers. Practice time must be kept to 120 minutes or less..
4. If the heat index is 106-110 degrees, further modifications must be made, such as football practice in helmets, t-shirts and shorts. Water breaks should be taken every 10 minutes and athletes should be able to get water at any time. Frequent rest breaks must be taken and athletes should be monitored at all times for heat distress. Practice times must be kept to 90 minutes or less.
5. If the heat index is 111 degrees or greater, then practice will be suspended or postponed until later in the evening, held indoors at the coach's discretion with suggestions made by the athletic trainer. When a practice or event is "black flagged" (which means the heat index is 111 or higher that day), no outdoor practice may begin until the athletic director or athletic trainer communicates to the head coach that conditions are acceptable and the heat index is below 111 degrees. All appropriate guidelines should be followed based on the reading at the time.

## CONCUSSIONS

Concussions are caused by rapid changes in speed resulting in sudden head movement, and especially by blows to the head.

Unconsciousness is not always a sign of a concussion, but can be.

Frequent signs are dizziness, being incoherent, nausea, and especially headaches.

If an official brings an athlete over to the Head Coach and states “*Coach, this player is showing symptoms of a concussion,*” the official is basically relieving the officiating crew of any liability and shifting any liability to the Head Coach and or School, if this player re-enters the game. Officials are being told to have another crew member with them as a witness.

Head Coaches and Administrators are to have the athlete checked out by medical personnel prior to re-entry. Medical personnel can be defined in a great many ways, including but not limited to Doctors, Nurses, PAs, Trainers and EMTs. If no medical personnel are available, the Head Coach **WILL NOT** reenter the player unless that player’s parents have been spoken to and have granted permission for their athlete to reenter the contest or the player has sat out of competition for a minimum of 15 minutes without showing any further symptoms of a concussion.

This policy will be in effect for all contests and all practices.

Nationwide many more concussions occur during practice than during games, where there is an even greater chance of not having medical personnel present.

*A copy of this and subsequent forms will be made available in the school office.*

## MEMORIAL DAY SCHOOL ATHLETIC DEPARTMENT

### PERMISSION TO TRAVEL

I understand that from time to time my child \_\_\_\_\_, Grade \_\_\_\_\_, may have an opportunity to participate in trips that will take him / her away from the campus. I understand that these trips will be under the direct supervision of a faculty member(s) of Memorial Day School and that my child will be transported in a school owned or contracted, or designated vehicle.

I request that my son / daughter be allowed to attend such field trips.

I also authorize any medical treatment in case of an emergency, and agree that I am responsible for the cost of such treatment.

The undersigned agrees to release, hold harmless and indemnify Memorial Day School, its agents, representatives and employees from all claims, damages, or other liabilities for injuries to my son / daughter which are not the result of gross negligence, intentional neglect, or willful or wanton conduct by the school, or its agents, representatives, or employees.

**PLEASE COMPLETE THE FOLLOWING: EMERGENCY CONTACT TELEPHONE NUMBERS**

\_\_\_\_\_  
FATHER'S NAME (OR GUARDIAN)

\_\_\_\_\_  
MOTHER'S NAME (OR GUARDIAN)

( ) \_\_\_\_\_  
HOME PHONE

( ) \_\_\_\_\_  
HOME PHONE

( ) \_\_\_\_\_  
WORK PHONE

( ) \_\_\_\_\_  
WORK PHONE

**MEDICAL OR PHYSICAL CONDITION:**

Please list any medical or physical conditions the trip supervisors should be aware of here to assure all participants have a safe and orderly trip:

\_\_\_\_\_  
\_\_\_\_\_

MEDICATION: \_\_\_\_\_ DOSAGE: \_\_\_\_\_

\_\_\_\_\_  
NAME OF PRESCRIBING / TREATING PHYSICIAN

\_\_\_\_\_  
PHONE

OTHER SPECIAL NEEDS: \_\_\_\_\_

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT or LEGAL GUARDIAN

*A copy of this and subsequent forms will be made available in the school office.*

## The Athlete's Pledge

Individual and team success in sports results from commitment. The extent to which young athletes are able to make such commitments reflects their maturity as well as their dedication to family, friends, school, and team. Your coach already has made a similar kind of commitment. For these reasons, we ask you to read and agree to the following:

***As an athlete at Memorial Day School, I promise:***

1. To be a worthy representative of my teammates and coaches, abiding by school and community expectations and reflecting my team's values of commitment and hard work.
2. To maintain my health and fitness levels by following the training rules as prescribed by my coach
3. To reflect the knowledge that a commitment to victory by me and by my teammates is nothing without the commitment to hard work in practice.
4. To attend every practice unless excused by my coach.
5. To understand that my future as a responsible adult relates more to my academic than my athletic activities.
6. To find the time to satisfy my family relationships and responsibilities.
7. To accept the responsibilities of team membership: cooperation, support of my teammates, shared responsibilities, positive interaction, and mutual respect.
8. To act maturely by expressing my feelings and ideas intelligently and appropriately.
9. To reflect my belief that true strength involves gentleness and that even the toughest athlete is sensitive to others.

***I have read the above statements and promise to live up to them:***

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF ATHLETE

*A copy of this and subsequent forms will be made available in the school office.*

## **The Parent's Pledge**

***As the parent of an athlete at Memorial Day School, I promise:***

1. Promote sportsmanship above all else.
2. Always cheer in a positive manner.
3. Remember that children play to have fun, for the game is for the youth, not adults.
4. Be supportive of all participants, coaches, and officials before, during, and after the game.
5. Not embarrass my child by yelling at coaches, players, or officials during or after a game.
6. Not coach my child or other players from the sideline, so that they understand that the coach is the only one who gives instructions.
7. Praise my child and others for playing fair and trying hard.
8. If I must talk with the coach, I will wait to a non-game day and then will schedule an appointment.

***I have read the above statements and promise to attempt to live up to them:***

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PARENT / GUARDIAN

*A copy of this and subsequent forms will be made available in the school office.*

## MEMORIAL DAY SCHOOL

### AUTHORIZATION FOR RELEASE OF MEDICAL RECORD INFORMATION

Patient Name: \_\_\_\_\_  
Last First M.I.

Street Address: \_\_\_\_\_

City: \_\_\_\_\_, Georgia Zip Code: \_\_\_\_\_

Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number: \_\_\_\_-\_\_\_\_-\_\_\_\_\_

I hereby authorize (Memorial Day School / Memorial Health / SportsOne) to release information from my medical record for the purpose of payment, treatment, or operations to any individual or organization requesting information.

This authorization is subject to any limitations you designate below:

\_\_\_\_\_

**Disclosure Requiring Special Consent:** My signature below specifically authorizes the release of health care information relating to the testing, diagnosis, or treatment for:

- HIV / Aids Virus
- Mental Health / psychiatric disorders
- Sexually transmitted diseases
- Drug / Alcohol abuse /treatment

**Patient Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If patient is unable to sign, please indicate such and the authority to act of the person who is signing for the patient:

**Parent / Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This authorization shall be valid for the duration of the school year. It is subject to revocation by the patient at any time except to the extent that action has been taken in reliance thereon. If treatment is rendered for HIV, AIDS, Hepatitis, psychiatric and / or alcohol / drug abuse, this release will be restricted to a one-time release of information only. Please be aware that once we disclose this information per your instruction, the information is subject to re-disclosure and may no longer be protected by the HIPAA of 1996. I understand that a photocopy of this authorization shall be as valid as the original. I know that I, or my authorized representative, may receive a copy of this authorization upon request.