

**Spartanburg Prep School  
Athletic Policy Manual**



*Nulli Secundus*

## **PURPOSE**

To establish the policies for participation in athletics at Spartanburg Preparatory School (SPS) that are to be enforced by the SPS athletic administration and coaches and adhered to by the parents and student athletes

## **INTRODUCTION**

Students in grades 6<sup>th</sup> through 8<sup>th</sup> are eligible to participate in school-sponsored sports here at SPS. Studies have shown that being on an organized sports team builds students' character and helps with becoming a responsible young adult.

## **MISSION STATEMENT**

The mission of the Spartanburg Preparatory Athletic Program is to build students into strong individuals both on and off the playing surface. By working together for one common goal we hope that when you leave SPS, you can go out and be a positive contributing person in society.

## **PHILOSOPHY**

We believe that an exemplary athletic program is an extension of the classroom. As such, athletics offers students an opportunity to develop and grow physically, intellectually, emotionally, and socially. The positive benefits that participation in athletics include, but are not limited to self-esteem, self-discipline, self-confidence, and the development of team spirit. Further, participants learn the values associated with competition and benefit from the experience of both winning and losing. For the participating athlete, these experiences provide an integral part of the foundation needed to be a productive citizen capable of leading a full and enriched life.

## **MEMBERSHIP**

SPS is a member of the Carolina Middle School Conference (CMSC). We also adhere to the policies and regulations set forth by The South Carolina High School League (SCHSL).

The organization and administration of the interscholastic athletic programs are the responsibility of the Athletic Director and the coaches with the approval and support of the Head of School.

SPS Athletic teams represent the school, its mission, and the values of Charter School education.

Coaches, student-athletes, faculty, parents, and fans are expected to bring greater pride to themselves, their families, Spartanburg Preparatory School, and the community by their conduct and participation in the interscholastic sports program.

The athletic program is an optional experience in which students may or may not choose to participate. By electing to participate in this program, the student athlete must respect and abide by this regulation. Each student athlete and parent or guardian will be issued a copy of the Athletic Policy Manual that must be reviewed and signed by the student athlete and parent or guardian. This must be turned in as part of the Athletic Clearance Packet before the student can participate in any athletic program.

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The following sports programs are available for the middle school student and provide interscholastic competition with other public, private, and charter school teams:

### MIDDLE SCHOOL SPORTS

<b>SEASON:</b>	<b>FALL</b>	<b>WINTER</b>	<b>SPRING</b>
<b>BOYS:</b>	Cross Country Soccer Dance Team	Basketball Cheerleading Dance Team	Golf
<b>GIRLS:</b>	Volleyball Cross Country Cheerleading Dance Team	Basketball Cheerleading Dance Team	Golf Soccer

### **GENERAL GUIDELINES FOR ATHLETICS AT SPS**

Coaches at SPS understand the time and commitment it takes for everyone to be successful during each season. Therefore it is important that both the coaches and parents understand the rules and regulations of this handbook. Each team/coach will follow these guidelines, unless changes are approved by the Athletic Director.

### **PRACTICE GUIDELINES**

All middle school teams are permitted to practice up to 4 days per week for 90 minutes per day. No practices are permitted on Sundays.

In-season sports at SPS take precedence over all other sports (club teams, AAU teams, etc.) that the student athlete may be participating in. If a conflict arises, it is expected that the student athlete will attend the school practice/game. If the student-athlete chooses otherwise, he/she may face team penalty as much as being removed from the school team by the coach with approval from the Athletic Director.

Student athletes participating on a SPS team whose season is still in progress may not participate with the next season's team until that current season has officially ended, even if they have left the team. Permission must be granted from the current season's coach in order to participate in the next season's sport prior to the current sport's completion.

**Winter Sports Teams:** All winter sports teams are required to schedule 5 consecutive days off during the Christmas break.

## **STUDENT- ATHLETE ELIGIBILITY (PRE- SEASON)**

NO ATHLETE WILL BE ALLOWED TO PRACTICE OR PARTICIPATE IN ANY ATHLETIC EVENT UNTIL THESE FORMS ARE RETURNED COMPLETE AND THE ATHLETIC CLEARANCE CARD IS ISSUED:

Student-athletes MUST have the following paperwork submitted to the Athletic Director prior to the first day of tryouts:

SCHSL Forms (Pre-Participation Physical Evaluation (History Form), Pre-Participation Physical Evaluation (Physical Examination Form), Parents Permission and Acknowledgement

Valid copy of student birth certificate

Transcript/ Copy of the last completed semester's report card

All other documents required completing the Athletic Clearance Packet

Students will be prohibited from trying out for a team if all necessary paperwork is not on file in the athletic office.

Only those students who are officially enrolled at SPS are permitted to work out/practice with a school sponsored SPS team when school is in session.

Only those students who are officially enrolled at SPS are permitted to participate on an SPS school sponsored athletic team.

Per South Carolina High School League rules, transfer students and/or students that reside outside of Spartanburg County (who are entering 8<sup>th</sup> grade), are possibly ineligible. Please notify the Athletic Director as soon as you are aware that a student, who has not attended SPS during the past 365 days, is interested in playing on your team.

## **REGULATIONS FOR ELIGIBILITY**

Students in grades 6<sup>th</sup>-8<sup>th</sup> are eligible to try out for sports teams here at SPS.

Coaches have the right to cut a player if he/she feels that it will not be in the best interest of that student to participate.

Each player is expected to attend practice unless given permission prior to that practice by his or her coach, and the Athletic Director approves the absence. Any player missing practice without prior notice will be subject to loss of playing time or removal from the team.

All athletes are expected to be on time for practice.

Each player is expected to attend every game and team function throughout the entire season.

Communication concerning practice cancellation, game cancellation, or any update from the team will come from the Athletic Director unless established differently by the coach and the Athletic Director at the beginning of the season.

## **ATTITUDE**

Players must always keep an attitude that is positive and promotes growth as a whole.

All athletes, coaches, parents, students, and fans will be expected to conduct themselves in a positive, sportsmanlike, and appropriate manner at all times.

If a coach is ejected from a game and the school is fined, the coach will be responsible for paying the fine.

Fans that are disruptive or disrespectful will be escorted from the premises and may also be banned from attending future games, matches, or meets.

SPS will aim to be regarded as excellent hosts and act appropriately to all visiting teams.

## **ACADEMIC**

In order to be eligible to participate on a school sponsored team for SPS for a six-week period following the initial six-week period of a school year; a student must not have a recorded grade average lower than a 70 on a scale of 0-100 in any course for that preceding six-week period. A student whose recorded six-week grade average in any course is lower than 70 at the end of a six-week period, shall be suspended from participation in any extracurricular activity, even during the succeeding three-week period. If the student is passing all classes at the three-week mark, the student may regain eligibility.

Students must maintain a "C" average in their core subjects (Math, Science, English, and Social Studies). Student's who do not meet these requirements will be placed on an academic probation contract for a period of two weeks. If after two weeks the student has not improved their grades, they will be removed from the team. Any student failing a core class will be removed permanently regardless of the grades in the other core subjects. The Athletic Director and Coach have the right to remove any student from an athletic team if they feel that it is hurting a student academically.

## **BEHAVIOR**

As an SPS student athlete, you will conduct yourself in an orderly fashion. The first referral an athlete receives will result in a player reprimand at the discretion of the coach, with the approval of the Athletic Director. The second referral will result in a player missing the next scheduled game, meet, or match. The third referral will result in a player being permanently removed from the team. At any time these steps can be forgone due to the severity of the offense.

## **CODE OF CONDUCT FOR THOSE INVOLVED IN THE ATHLETIC PROGRAM**

The conduct of a student athlete is closely observed by many elements of our society and it is important that this behavior always be exemplary. Student athletes must think of themselves as leaders; therefore, a student athlete has certain obligations and responsibilities to the team, the school, the home, and to the community.

### **ON THE FIELD, THE STUDENT ATHLETE:**

Is under control at all times, exhibits poise and composure regardless of the situation.  
Is respectful to officials.  
Is modest in victory and gracious in defeat.  
Does not use profanity.

### **AT SCHOOL AND IN THE COMMUNITY, THE STUDENT ATHLETE:**

Follows all school rules and regulations.  
Works hard to promote pride with other students in his/her school and community.  
Displays appropriate appearance and behavior before fellow students, teachers, administrators and the public at all times.

### **IN THE CLASSROOM, THE STUDENT ATHLETE:**

Meets the academic standards as established by Spartanburg Preparatory School.  
Is respectful toward teachers and fellow students.  
Maintains a good attendance record.  
Is not Truant from class.

**ON ATHLETIC TRIPS, THE STUDENT ATHLETE:**

Is an ambassador for his/her home, school and community and will act accordingly.  
Dresses appropriately and in good taste.  
Refrains from misconduct while traveling to and from athletic events.  
Remains with the other members of the team or squad at all times when attending away events.

**PHYSICAL CONDITION, THE STUDENT ATHLETE:**

Maintains good physical condition for prevention of injuries and optimum performance.

Shall not sell, use or possess alcohol or any beverage that contains alcoholic content of any amount, controlled substances, anabolic steroids, or illegal drugs or sell and/or abuse legal or prescriptive drugs at anytime, including but not limited to school hours, evenings, weekends, school holidays, and vacation periods such as Thanksgiving, Winter Break, Spring Break and Summer Break.

Small amounts of alcohol may be consumed as part of an off-campus religious ceremony, sanctioned by the student athlete's church or religious community.

Shall not sell, use or possess tobacco or tobacco look-alikes.

**SERIOUS BREACH OF CONDUCT:**

A serious breach of conduct such as, but not limited to, habitual truancy, assault, theft, larceny, may also be cause for disciplinary action. The Athletic Director, or his designee, has the discretion to use the necessary disciplinary procedures if there is a serious breach of conduct by a student athlete.

**DISCIPLINARY ACTIONS AND NOTIFICATION OF PARENTS**

A student athlete who violates the code of conduct of this policy manual will be subject to discipline as provided by the rules and regulations of the particular athletic program.

When a violation of the Code of Conduct occurs, the parent or guardian will be notified immediately as to the specific violation, recommended sanction, and the right to a meeting, if requested.

**ALL DISCIPLINARY ACTIONS FOR VIOLATIONS OF THE CODE OF CONDUCT SHALL BE BASED ON FACTUAL KNOWLEDGE.****TOBACCO USE**

Tobacco violations will result in the denial of participation in interscholastic competitions. First violations prohibit game participation in any capacity; however, the athlete may participate in practices. Reinstatement will be contingent upon the student athletes' compliance with the requirements of the Athletic Director and the Head Coach. Athletes who violate the tobacco restriction may qualify for and be granted an athletic letter.

## **REMOVAL AND REINSTATEMENT**

A student-athlete, who violates the SPS Athletic Policy Manual, shall be immediately “removed” from further participation in the current interscholastic sports program for the rest of the season. This removal includes all practices and games.

The removal shall remain in effect until the next sports season in which the student athlete wishes to turn out. In order to be eligible to participate in another interscholastic sports program, the student athlete shall meet with a Review Board consisting of coaches, the Athletic Director, and the Head of School to request approval to participate. The Review Board will recommend to the Athletic Director appropriate action to be taken in the student athlete’s case after considering all evidence, information and recommendations, including any by intervention specialists. The school Athletic Director shall have final authority at the building level as to the student athlete’s participation in the interscholastic sports program. The Head of School shall have final authority at the building level as to the student athlete’s involvement in day-to-day school activities.

## **ABSENCES**

A student athlete who is absent from school will not be allowed to participate in athletic activities that day.

A student athlete must sign in by 11:30am and remain in school for the remainder of the day to participate in that day’s athletic activities.

A student who leaves school due to illness may not return at the end of the school day to participate in athletic practices and/or games.

A student-athlete must serve an issued detention on the day that the detention was issued. Exceptions can only be granted by the school administration.

## **STUDENT- ATHLETE ELIGIBILITY**

South Carolina High School League rules state, transfer students and/or students that reside outside of Spartanburg County (who are entering 8th grade), are possibly ineligible. Please notify the Athletic Director as soon as you are aware that a student, who has not attended SPS during the past 365 days, is interested in playing on one of our teams.

## **TEAM TRY-OUTS/ SELECTION PROCESS**

All students wishing to participate on an SPS sponsored sports team will be required to tryout for that particular sport. The tryout/selection process will be established by each coach in conjunction with the Athletic Director and appropriately communicated prior to the start of the tryout process. Large numbers may require the coach to conduct a selection process as necessary. Final team rosters will be determined after an assessment by the coaching staff.



## **TRANSPORTATION TO GAMES**

Transportation to away games will be provided in the following ways:

- Charter bus
- SPS small bus
- SPS large bus
- SPS van
- Student athletes are expected to travel home from away games via the same mode of transportation that was used to transport the student athlete to the game. The coach AND the Athletic Director must approve exceptions to this rule at least 24 hours in advance.

## **PHYSICALS**

The Carolina Middle School Conference and the South Carolina High School League require that all students who participate in interscholastic athletics must pass a physical examination from a licensed physician who certifies that the student is physically fit for interscholastic competition. Each student is encouraged to have his/her own family physician conduct the examination. Since the family physician has access to the individual's case record file, our school feels that this procedure offers greater protection for the athlete. If there is no family physician associated with the student- athletes family, an urgent care facility or minute clinic can preform an acceptable sports physical exam.

## **EXAMINATIONS MUST BE TAKEN DURING THE 12-MONTH PERIOD PRIOR TO PARTICIPATION IN THE SCHOOLS' INTERSCHOLASTIC ATHLETIC PROGRAM.**

The examination will be valid for a period of one year from date of examination. The "PRE-PARTICIPATION HISTORY AND PHYSICAL EXAMINATION" form can be obtained from the Athletic office, or from the schools website athletics' page. The student must take this form to the physician when reporting for the physical exam. All athletes must have an updated physical on file with SPS before they can try-out or participate with an athletic team. Physicals are current for one whole year. Each athlete must have a physical on file before they can try out for a sport. After the physician completes the form, the parent/legal guardian will then need to return the completed form to the school, along with the physical permission form, to be kept on file.

## **UNIFORMS**

The athlete is required to turn in all school owned uniform articles to the coach at the of each game, match, or meet to be washed. BEFORE you are allowed to leave, all articles MUST be accounted for. Student athletes will be held financially responsible for any uniforms or equipment that is not returned to the school. Student athletes are not to alter the uniform without permission from the Athletic Director. If uniforms are not returned, the school has the authority to bill the parent for that uniform and/or hold that students report card until the uniform is returned.

## **PROPER ATTIRE**

SPS student athletes will follow the dress codes and grooming policies established by the school.

At no time are athletes permitted to practice or play without shirts.

Game day attire for student-athletes will be decided by the Coach and with the approval of the Athletic Director.

Athletes must wear appropriate practice attire. Shorts and shirts must be of appropriate length. At no time should the midriff and/or undergarments be visible. Shirts should meet the shorts.

The Athletic Director must approve clothing purchased by a team. This includes team shirts, warm-ups etc. Acceptable color options are: Navy, Kelly Green, White, and Gray.

## **ISSUES/ CONCERNS**

The following chain of communication should be followed if a parent or student/athlete have any/all issues or concerns:

- 1) The parent should initiate conversation with their child, if not satisfied, then
- 2) The parent should ask their child to meet with the coach, if not satisfied, then
- 3) The parent should email the coach to set up a meeting, if not satisfied, then
- 4) The parent should email the Athletic Director to set up meeting

## **IMPORTANT INFORMATION**

Parents **are not** to confront a coach before or immediately after a game or practice. If a parent needs to speak with a coach concerning an issue or problem, the parent should email the coach and schedule an appointment with the coach.

## **SUBSTANCE ABUSE POLICY**

The SPS Athletic Department will follow the same guidelines that are contained in the SPS Parent/Student Handbook.

## **SAFETY**

The athletic department shall abide by the following guidelines and procedures for dealing with:

Proper prevention and management recommendations for Community-Acquired MRSA Infections (CA-MRSA) – **The National Athletic Trainer's Association** recommendations and guidelines.

Guidelines for dealing with the prevention and treatment of heat-related illness from the **National Federation for High Schools (NFHS)**.

Guidelines for dealing with a concussion provided by the **National Federation for High Schools (NFHS)**, in conjunction with **The South Carolina High School League (SCHSL)**.

Lightning protocol provided by the **National Federation of High Schools (NFHS)** rules book.

The Nurse/ Athletic Director has the final say regarding whether an athlete who is injured may re-enter a game or participate in a game and/ or practice. In the event neither one of those are present, the final say will come from the head coach.

## **LETTERMAN JACKET GUIDELINES**

Spartanburg Preparatory School athletes may purchase a letter jacket with their last name and class year after successfully completing their third season in a school sponsored sport. For example, students successfully completing 3 sports their 6<sup>th</sup> grade year would be eligible to purchase a jacket at the end of the spring sports season. Another example would be a student athlete that completes their sport for the 3<sup>rd</sup> consecutive season would be eligible to receive an athletic letter after the 3<sup>rd</sup> season has ended. The Head Coach for each school-sponsored sport will provide a list to the Athletic Director of all athletes who finish the current season in good standing. The Head Coach for each school-sponsored sport will provide a list to the Athletic Director of all letter recipients.

The awarding of an athletic letter is based on the guidelines set up by the letterman guidelines and the respective head coach in his or her sport. These guidelines may include items such as the student athlete's attitude, effort, dedication, participation in practices/games and overall contribution to the team.

First time athletic letter winners will receive a chenille letter and a pin that represents the sport in which the letter was earned. Student-athletes will receive the letter only once during their Spartanburg Prep athletic career. The student athlete will receive a gold bar for every year after the first that a letter is earned. If the student-athlete letters in another sport during their Spartanburg Prep athletic career, they will receive a pin that represents the sport in which the letter was earned. Captain's pins will be awarded to team captains.

To be eligible to receive a jacket, an athlete **MUST** have participated in the sport that they are receiving the jacket in. "Participation" is defined as entering the game, match, or meet. It is up to a coach's discretion to award a jacket to an athlete who has been loyal to the program. All athletes must end the season in **GOOD STANDING** to be eligible to receive a jacket.

### **The requirements for Athletic letters cover all sports:**

Must be in good athletic and academic standing, complete the season, and be eligible academically.

Injured players may receive a letter if, in the opinion of the head coach, he/she would have participated enough if they had not been injured, and also served the team in some capacity while injured.

Show marked improvement during the season from the previous season.

Be of good character, a teammate, and team player.

Attend all practices, games, meets or matches unless excused by the Athletic Director, coach, or certified physician.

Contribute to the team's success.

Regular member of the highest-level team at SPS.

At the discretion of the head coach, with the approval of the AD.

**In addition to the general letter requirements, the following sport requirements will also contribute to the varsity letter awarding:**

**BOYS SOCCER**

Play in one-half of the overall contests that are part of the team's season.

**CROSS COUNTRY**

Placing within the top seven (7) in over one-half of all scheduled meets.

**VOLLEYBALL**

Play one-half of total seasons games.

**BOYS BASKETBALL**

Play in one-half of the total number of the season's games.

**GIRLS BASKETBALL**

Play in one-half of the total number of the season's games.

**CHEERLEADING**

Active cheerleaders must participate in one-half of the events scheduled for the cheer squad. This includes, but is not limited to: school sponsored games, matches, meets, pep rallies, promotional engagements, and community outreach programs.

It will be the coach's discretion for a participant who does not meet the above requirements due to a long-term or season-ending injury.

**DANCE TEAM**

Active dancers must participate in one-half of the events scheduled for the cheer squad. This includes, but is not limited to: school sponsored games, matches, meets, pep rallies, promotional engagements, and community outreach programs.

It will be the coach's discretion for a participant who does not meet the above requirements due to a long-term or season-ending injury.

**BOYS GOLF**

Have a final yearly average finish of seventh (7<sup>th</sup>) or higher in the overall conference standings at the end of the season.

**GIRLS GOLF**

Have a final yearly average finish of seventh (7<sup>th</sup>) or higher in the overall conference standings at the end of the season.

**GIRLS SOCCER**

Play in one-half of the overall contests that are part of the team's season.

An Athletic Awards Ceremony will be held for all sports teams at the end of the school year.

**Possible expansion in 2017- 2018**

**Equestrian  
Track and Field  
Tennis**

**ADMINISTRATION OF THIS REGULATION**

THE ADMINISTRATION OF THIS REGULATION IS THE RESPONSIBILITY OF THE ATHLETIC DIRECTOR, THE COACHING STAFF, AND THE HEAD OF SCHOOL.

**Scott Monosso**

**Athletic Director**

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# SPARTANBURG PREP JAGUARS

I, \_\_\_\_\_, And I \_\_\_\_\_  
the parent and/ or legal guardian of said student, have read and understand the rules, regulations, and responsibilities as a Spartanburg Preparatory School student-athlete and/ or parent. I also understand that by not following these rules and guidelines, it could result in the disqualification of the student-athlete, and/ or the parent or guardian from attending SPS athletic events. Also, it could result in the dismissal from the team that the student is on.

\_\_\_\_\_  
Student-athlete Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

Desired sport(s) to participate in \_\_\_\_\_ / \_\_\_\_\_

## Coaches:

Coach's Printed Name: \_\_\_\_\_

Coach's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Sport Coaching: \_\_\_\_\_ Season: Fall Winter Spring

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_