CITY UNIVERSITY SCHOOL of LIBERAL ARTS

ATHLETIC HANDBOOK



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Welcome!

Participation on an athletic team can be a rewarding and meaningful educational experience that enhances a child's secondary education. It is important that scholar-athletes understand the time demands, responsibilities, high levels of dedication and sacrifices required when making this kind of commitment. The following information defines the interscholastic policies and procedures for all scholar-athletes participating in City University School of Liberal Arts' athletic programs. The Athletic Department hopes this document provides parents and scholar-athletes with a better understanding of our philosophy, goals and policies. Please refer to the following information when a question about your child's athletic experience arises.

Philosophy of Athletics at City University:

At City University School of Liberal Arts, we consider athletics to be an integral part of the educational experience. Athletics provides opportunities that will help scholar-athletes develop physically, mentally, and emotionally. We view the competition of athletics as a healthy, educational and physiological activity because it challenges each scholar to excel, to discover his or her physical limits, and to work cooperatively with team members. While winning is a natural goal in the pursuit of excellence, the principles of good sportsmanship and the enjoyment of competition take precedence at all times and enhance the educational value of contests.

Governing Bodies:

City University School of Liberal Arts is a member of the Shelby County Interscholastic Athletic Association (SCIAA), whose purpose is to organize, regulate and promote interscholastic athletics for secondary schools in Tennessee. As a SCIAA school, City University School of Liberal Arts abides by the minimum standards set forth by this organization. Please note that these are minimal standards and member schools may enforce stricter standards, which City University does in many instances.

City University Athletic Team Information

Standards for Participation:

In order to participate in organized athletics, all scholar-athletes must be enrolled in City Universi	ty
School of Liberal Arts, have a current physical examination on file with the Athletic Department a	anc
school nurse, and satisfy all academic requirements for eligibility.	

school nurse, and satisfy all academic requirements for eligibility.
An up-to-date physical examination must be on file with the Athletic Dept. and school nurse prior to the start of trying out for the team. If the physical exam expires in April, the schola athlete will need to provide an updated physical to the school in order to resume athlete participation. All physicals are valid for 12 months from the date of the physical. A license health care provider must sign all physicals.
Scholar-athletes, team managers, cheer and dance team participants must meet the satisfaction of all eligibility requirements of the Shelby County Interscholastic Athletic Association (SCIAA) and City University School of Liberal Arts.
Program Goals:
Though the unique nature of each sport dictates its specific objectives, all teams will attempt to:
 Emphasize the development of basic skills, appropriate attitudes, values and team concepts. Allow as many scholar-athletes as possible to participate and share the experience and benefits derived from team membership.
Participation is generally limited to the most highly skilled players and those with the ability to interact constructively with other players for team success. The coaching staff will determine the level of play for each scholar-athlete based on what would be most beneficial to the development and progress of each player and team. It should be understood that playing time could be limited.
Athletic Offerings:

Ath

Fall Sports

The fall season begins sometime around August 20th and ends in late October. Teams that qualify for the post-season tournament may participate into the month of October. Informational meetings will be held in August. The following sports compete in the fall:

Golf (Girls and Boys)
Girls Volleyball

Winter Sports

The winter season begins the Monday after Thanksgiving and ends in late February. Teams that qualify for the post-season tournament may participate into the month of March. Informational meetings will be held in August and September.

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	heerleading ance
_	g season begins the third Monday of March and ends in late May. Teams that qualify for leason tournament may participate into the month of June. Informational meetings will be
\Box G	irls/Boys Track & Field
At the hig	thest level of athletic competition in high school athletics, athletes and parents should be following concepts to be emphasized:
\Box D	eveloping a high level of proficiency in the physical skills of the sport
□ Н	aving the coach's evaluation of an athlete's attitude, skills, and determined playing time
\Box D	eveloping sophisticated strategies, situation analyses, and other mental aspects of the sport
\Box $S_{\mathbf{f}}$	pecifically defining an individual athlete's role within the team concept
□ Fo	ostering maximum commitment to the athletic team
\Box U	nderstanding and valuing the physical conditioning components of one's sport
\Box U:	nderstanding the importance of individual sacrifice for the good of the team

There are many decisions made on a regular basis by members of our coaching staff that may include which athletes should start a contest, which athlete should play at what position, and the amount of playing time an athlete will be given. Only members of our coaching staff make these very difficult coaching decisions after weighing a considerable number of factors. Generally, the most competitive, skilled team members will play the major portion of contests; however, teams cannot be successful without committed substitutes. These athletes must work as hard as they can to help make their respective teams as competitive as possible and be ready at all times to step forward to compete. They must also demonstrate the perseverance and commitment to strive to advance to a starting role.

Winning within the rules of sportsmanship and fair play.

Team Tryouts/Selection:

During the tryout period, each coach will provide an explanation of his/her expectations. It is the duty of the scholar to demonstrate to the coach that they can fulfill these expectations. If a scholar is not selected for a team, he/she may contact the coach personally for an explanation. Scholar-athletes who are not selected are encouraged to explore other City University athletic opportunities on teams that have not finalized their rosters. Please note that a scholar-athlete participating in any sport must have at least 10 days of practice before competing in an official game. For this reason, an athlete will not be allowed to join a team after its third official practice without the approval of the Athletic Director and Coach. Switching sports is also not allowed after the first contest. The coaching staff of each sport has the sole responsibility for selecting members of the team, determining the level of play, and apportioning the amount of playing time for each scholar-athlete.

Commitment:

Each member of an athletic team MUST:

Commit to being present at all team activities, including conditioning, tryouts, practices,
meetings and contests with other schools.
Dedicate himself/herself to the task of becoming an excellent team member and citizen.
Strive to continually improve as a scholar-athlete.
Demonstrate pride in team performance and in himself/herself as a member of a team.
Exhibit a willingness to listen to the Coach and perform all duties of the sport(s) with
enthusiasm and zeal.

Game/Practice Sessions:

Practices are held daily for approximately 1 to 1 ½ hours, or as appropriate to the activity. Some practices and games may be held on weekends. Most practice sessions do not begin before 4:00 PM, with an exception for Thursdays. Any team member who must be late or miss practice, games, or meetings must consult his/her coach in advance. Practice and game schedules, particularly in the case of winter and spring sports, include school vacation weeks. Scholar-athletes and families should take this into consideration when deciding to try out for our teams.

Parents should plan to pick scholars up at the time indicated by their Coach. During practice season, Coaches are required to stay with scholar-athletes until you pick them up. Although scholar-athletes should be picked up after each game/contest at the time indicated by the Coach, those who are not picked up after a game/contest will have to wait outside by the East side of the building (Commons entrance). No one is allowed to enter the school building after a game/contest.

Absence Policy:

<u>Unexcused absences</u> from practices may jeopardize a scholar-athlete's chances of retaining a position on the team, and/or playing time at the coaches' discretion. Scholars-athlete with an unexcused absence will not be allowed to practice or play on the day of the absence.

Excused absences from practices may impact a scholar-athlete's position on the team and playing time, not as a punitive measure, but for the safety of that individual, fairness to the rest of the team, and strategic reasons.

Team Captains:

Captains are elected by team members and/or appointed by coaches. Prior to the selection, coaches will inform the team members of the selection criteria and obligations of the position. The position of team captain or officer is one of honor, leadership, and responsibility. As a result, scholar-athletes serving in that capacity are expected to conduct themselves in an exemplary manner both in and outside of school. Any scholar who is involved in a violation of City University's rules (including the SCIAA Drug Rule) and regulations resulting in a suspension from school, or any scholar who is found to be involved with drugs, alcohol, weapons, fighting or crimes outside of school will lose the ability to serve as captain or to be appointed or elected to the position of captain of any school-sponsored team for the period of one calendar year. Any sitting captain of a City University team

will have that position withdrawn and will be ineligible to serve and play for a period of one calendar year.

TEAM MANAGER: As an integral, non-playing member of a team, managers may also be recognized for the valuable role they play. All managers must:

Adhere to all general rules and regulations of athletes.
Fulfill all duties as outlined by the coach and Athletic Director
Adhere to all rules and regulations that bind scholar-athletes.

Conflict Resolution:

Athletic involvement can be highly emotional and issues about playing time, team selection, honors and awards can arise. It is very important that these issues be addressed as soon as possible, and as directly as possible, so that they can be resolved promptly. The following model will be used when a problem arises:

STEP ONE: Personal Contact between Scholar-Athlete and Coach

As a general rule, the *individual scholar-athlete* should present the issue as soon as possible to the coach. If personal contact is not practical, a scholar-athlete may ask his/her team captain to talk with the coach. If these recommended routes are not <u>successful</u>, the scholar-athlete's parent(s) should contact the coach at an appropriate time. Times to be avoided are:

Prior to or immediately after a competition
During a practice session
During a time when other scholar-athletes may be present or when it may be readily apparen
to others that a discussion is taking place
At a time when it is apparent that there would not be sufficient time to provide for a complete
discussion

Usually the best solution is to ask the coach either over the phone, via email or in person if an appointment could be made to discuss the issue. A parent or scholar-athlete could also contact the coach via the Athletic Office. *It is strongly recommended that the scholar-athlete join their parent(s) at this meeting to ensure that all sides of the issue can be thoroughly discussed.*

STEP TWO: Personal Contact between Coach, Scholar-Athlete and Athletic Director

If a satisfactory resolution is not reached through direct contact with the coach, the scholar-athlete and/or parent(s) should contact the Athletic Director. As a courtesy, the coach should be informed that this contact is being made. If this discussion does not result in a satisfactory conclusion, then a meeting will be scheduled involving all concerning parties in an attempt to reach a satisfactory resolution. It is very important for all scholar-athletes and their parent(s) to know that <u>any comments</u>, <u>concerns</u>, <u>or issues raised to the Athletic Director will be addressed with the coach</u>. Issues concerning coaching personnel may or may not be communicated to others.

STEP THREE: Scholar-Athlete - Administration Contact

If there is not a satisfactory resolution, the scholar-athlete and/or parent(s) should contact the High School Campus President. As a courtesy, the Athletic Director should be informed that this contact is being made. While there is no guarantee, that all parties will agree with all resolutions or findings, a thorough, respectful airing of different perceptions and experiences can lead to more productive relationships and clearer understandings in the future.

As parents, you are encouraged to request a conference with the coach if you have appropriate concerns or questions, however, please do not approach a coach before or after a practice or contest to request a meeting. These can be emotional times for both parents and the coaching staff. Meetings during these times often do not bring resolution. It is important that meetings be scheduled and planned by both parties. Please call or e-mail a coach to request a meeting. It is important that both the coach and parent have a clear understanding of each other's role. When a conference is necessary, the following procedures should be followed to help promote a resolution to the issue or concern:

- 1. The player should request a meeting with the coach to address the concern. If possible there should be two coaches in the meeting.
- 2. If the parent(s) and player do not feel the concern was addressed, the parent(s) may schedule a meeting with the coaches. The parent(s), player and coaches should attend.
- 3. If parent(s) and player do not feel the concern was addressed completely the parent(s) may schedule a meeting with the Athletic Director. All of the participants must be in attendance with Athletic Director.
- 4. If the parent(s) and player do not feel the concern was addressed completely, the parent(s) may schedule a meeting with the President. All participants should be in attendance with the President, who is final arbiter.

If a parent or community member has a question or concern regarding a general athletic issue or procedure, they should first address the Athletic Director.

City University Vacation Policy Governing Athletes:

Winter Vacation

No games or practices will be scheduled on December 24 or 25. It is expected that scholar-athletes will be available during the December/January winter vacation for practices and/or games.

Spring Break Vacation

While practices will be optional for coaches to call on the Friday before the start of Spring Break vacation through the Monday of Spring Break vacation, scholar-athletes can expect practices/games to be scheduled for the remainder of Spring Break vacation.

End of Summer Vacation

Scholar-athletes are expected to be present on the first day of practice. If a scholar-athlete is not at practice/tryouts, he or she may jeopardize his or her chances of making the team.

When	scholar-athletes miss practice during vacation weeks, coaches will determine the consequences
based	on:
	Principles of fairness to players who attended all scheduled practices
	The importance of conditioning
	Professional discretion

If a player misses more than five days of practice, he or she will need to meet with the Athletic Director, who will determine that player's eligibility.

Sportsmanship Policy:

City University School of Liberal Arts expects all parties present at a contest to display the highest possible level of sportsmanship. Players, coaches, and spectators should treat opponents, game officials and visiting spectators with respect at all times. City University reserves the right to warn, censure, place on probation or suspend (for up to one calendar year) any player, team, coach, parent or school official determined to act in a manner contrary to the standards of good sportsmanship. Spectators who do not adhere to standards of good sportsmanship may be asked to leave the contest and/or be prohibited from future contests. If you are not sure what consists of good sportsmanship, please follow this simple rule: Cheer for your own team, but do not belittle opposing teams and officials.

Three important Rules pertaining to scholar-athletes should be noted:

- 1. A player "thrown out" of a game will, at a minimum, miss the next game.
- 2. A player "thrown out" of two games during the same season is disqualified for one full calendar year.
- 3. Striking or assaulting an official will result in disqualification for one full calendar year.

School Athletic Equipment Policy:

Scholar-athletes are responsible for and expected to maintain proper care of all uniforms and equipment issued to them and return these items at the completion of the season. Scholar-athletes are responsible for payment of any lost, stolen or damaged uniforms/equipment. Each piece of the uniform/equipment not returned will be assessed at a rate comparable to the current replacement cost. Additionally, those scholar-athletes will not be allowed to participate in another sport and grades/report cards/transcripts will be withheld.

All scholar-athletes are required to wear the full uniform and white socks during all contests.

Transportation Policy:

When City University provides transportation to and from athletic events, scholar-athletes are required to utilize that transportation. The members of the athletic staff feel it is in the best interest of team unity that everyone travel together and share the game experience. As the "guardian" during these trips, the athletic staff must be able to account for the whereabouts of all scholar-athletes and

insure their safety. It is expected that our scholar-athletes will conduct themselves appropriately while using the appropriate transportation. Any misconduct will result in a penalty including and up to dismissal if warranted. Scholar-athletes will be responsible for any damages to the property of the appropriate transportation and subsequent costs to repair or replace parts.

In the event that there are extenuating personal circumstances or games are scheduled consecutively and a parent wishes to take responsibility for the transportation of his/her son or daughter, it is required, barring unforeseen circumstances, that the parent/guardian provide written notice to the coach requesting the exception 24 hours in advance. A parent/guardian must also present himself/herself to a member of the coaching staff, informing the coach that his/her child is leaving with him/her. Scholar-athletes may then ride with their parent/guardian. Scholar-athletes may not ride with other scholar-athletes or anyone else other than their parent/guardian.

Shelby County Interscholastic Athletic Association (SCIAA) Rules:

I.) Eligibility Rules:

SCIAA and City University scholar eligibility requirements for participation in high school athletics are very detailed. SCIAA regulations have been condensed here in an attempt to highlight the most important rules and regulations. If the information below does not answer specific questions please contact the Athletic Director. A complete copy of the SCIAA Rules can be found at www.SCIAA.digitalsports.com.

Section 1: Enrollment and Attendance

To be eligible, scholars shall be regularly enrolled, in regular attendance, and carrying at least five full courses or the equivalent. A scholar is eligible to participate in golf and volleyball prior to the beginning of school if the scholar is enrolled at the school and meets all other eligibility requirements.

A scholar shall not participate in athletics during any semester unless he/she is duly enrolled on or before the 20th day of the semester. This rule shall not apply to transfer scholars who have met the attendance requirements in the school last attended.

A scholar must attend school in order to play in a game the same day. See the Athletic Director for any exceptions.

Section 6: Eight-Semester Rule

A scholar, once enrolled in the 9th grade, has eight (8) semesters of athletic eligibility. Attendance of 40 school days of any semester shall be regarded as a "semester" under this rule. If a student participates in athletics during a period of attendance of any number of days less than 40, he/shall be charged with a semester of attendance.

A scholar who registers for two or more ninth grade subjects after having completed one school year in the eighth grade shall be classified as a high school scholar for athletic purposes.

The seventh and eighth semesters of athletic eligibility shall be consecutive.

Section 9: Age Limit

No scholar shall be eligible to participate in any athletic contest during any school year if he/she becomes 19 years of age on or before August 1. The age rule may be waived for the Tennessee School for the Blind when this school is competing with other schools for the blind, provided such schools are permitted by their state associations to waive the age rule in competing with other schools for the blind.

Drug and Alcohol Policy:

Regardless of the location or time, it is an outright violation for a scholar to use, consume, possess, buy/sell or give away any beverage containing alcohol (including products such as wine coolers or beer); any tobacco product (including e-cigarettes); marijuana; steroids; or any controlled substance.

NOTE: It is not, however, a violation for a scholar to be in possession of a legally defined drug specifically prescribed for the scholar's own use by his or her doctor. It should be clearly understood that any gross violation of this rule, e.g., being intoxicated and/or disorderly, could result in immediate dismissal from the team.

NOTE: Possession of any alcoholic beverages, tobacco products, marijuana, or any other controlled substances on school property will be referred to the Memphis Police Department for prosecution for violation of City University's rules. Possession of any controlled substances on school property will result in criminal prosecution for violation of Tennessee State Laws.

The minimum PENALTIES are:

<u>First offense</u>: Suspension from representing the school for the next consecutive interscholastic contests totaling 25% of all interscholastic contests in that sport. All fractional parts of an event will be dropped when calculating 25% of a season. Scholar-athletes will be required to attend all practices and team meetings during that time. During this time frame, the scholar may not represent the school in scrimmages or jamborees.

<u>Second and subsequent offenses</u>: Suspension from representing the school for the next consecutive interscholastic contests totaling 60% of all interscholastic contests in that sport. All fractional parts of an event will be dropped when calculating 60% of a season.

Penalties shall be cumulative each academic year, and a penalty period will extend into the next academic year. If the violation occurs outside a season of competition or if the penalty period is not completed during the season of violation, the penalty will carry over to the scholar's next season of actual participation, which may affect the eligibility status of the scholar during the next academic year.

POSSESSION OF, USE OF, OR BEING UNDER THE INFLUENCE OF ALCOHOL OR ANY CONTROLLED SUBSTANCE WHILE REPRESENTING CITY UNIVERSITY AT PRACTICES, GAMES, OVERNIGHT ATHLETIC TRIPS, ETC. WILL RESULT IN IMMEDIATE DISMISSAL FROM THE TEAM.

Loyalty to the School Team Bona Fide Team Member

A bona fide member of the school team is a scholar who is consistently present for, and who actively participates in, all high school team try-outs, practices and competitions. Bona fide members of a school team are prohibited from missing a high school practice or competition in order to participate on a non-school activity/event in any sport recognized by the SCIAA. Any scholar who violates this standard becomes ineligible for the next two contests or two weeks (whichever is greater) and is ineligible for the SCIAA tournament (s) for that season.

City University Hazing Rules:

Hazing; organizing or participating; hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by the school and be imprisoned in a house of correction by the Memphis City Police.

The term "hazing" as used in this section, shall mean any conduct or method of initiation into any scholar organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any scholar or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such scholar or other person, or which subjects such scholar or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Failure to report hazing

Whoever knows that another person is the victim of hazing and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate adult or law enforcement official as soon as reasonably practicable. The school shall punish whoever fails to report such crime.

Athletic Code of Conduct:

Daily Attendance:

Any scholar-athlete absent from school the day of a scheduled game or practice session will not be allowed to participate in that game or practice. A scholar must be in school for a minimum of 5

hours in order to participate. Scholar-athletes who cut class or do not fulfill their Saturday School responsibilities will also be ruled ineligible for participation.

Scholar-athletes in "Good Standing":

All athletes must be a scholar in "good standing" in order to participate in athletics. "Good standing" is defined but not limited to:

Adherence to school rules that regulate behavior and attendance
Respectful behavior towards all members of the school community

A scholar is considered not to be in good standing during the season of play/activity if he/she has a suspension, misses Saturday Schools or cuts class. A scholar found not to be in good standing might be denied the privilege of participating in an interscholastic sport or extracurricular activity. Team members that receive a disciplinary referral will be required to sit out for games per referral (Ex. If a team member received two disciplinary referrals, he or she will be required to sit out two games). After three disciplinary referrals, an athletic probation will be issued. If such behavior continues, the scholar will be dismissed from the team – no exceptions.

Academic Duty:

Scholar-athletes will plan their time so that they will devote sufficient energy to their studies to ensure their grades reflect their true abilities. All scholar-athletes must maintain a 2.5 GPA or better with no N's or U's in conduct. Scholars receiving unsatisfactory conduct (N's or U's) will be referred to the Athletic Director and handled on a case-by-case basis.

Taunting:

Taunting, either as an active team member or as a spectator, at a sporting event is forbidden and may lead to suspension or elimination from the team.

Honesty and Integrity:

Honesty is expected at all times. Stealing and lying will not be tolerated on any level and is subject to due process. These acts will result in immediate dismissal from the team. Any individual who is found in possession of another individual's personal property will forfeit his or her privilege to participate on any City University athletic team for at least one full year. Participation on a City University athletic team after the one-year suspension will be contingent upon the outcome of a hearing comprised of City University School of Liberal Arts' administration and the Athletic Director.

Representation:

Scholar-athletes are considered representatives of the school at all practices, contests and events. Scholar-athletes will conduct themselves properly when traveling as they represent the community, school and team. Profanity is forbidden.

Respecting the Spirit of the Game:

Scholar-athletes will realize that sports officials are present for the purpose of insuring games are fair and safe contests for all participants to engage in. Sports officials will be shown courteous respect at all times. Scholar-athletes will also not employ illegal tactics to gain an advantage.

Respect for the Coaching Staff:

Scholar-athletes will understand that their coaches have their best interests in mind as they plan and guide the athletic team. They will obey the specific rules of the coach/handbook and will refrain from the behavior of taking matters in their own hands (i.e. talking back to the coach, speaking out of turn with the coach, disrespecting their coach or coaches from other teams at City University) when facing a dilemma.

Respect for school buildings and grounds:

We urge you to support City University Athletics by:

Scholar-athletes will understand that damage to the school building, grounds, or school equipment will result in immediate suspension from the team. The length of such suspension will depend on the severity of the damage as determined by the Athletic Director and Coach. Please note that cleats are not to be worn in the building. Scholars are required to wear appropriate shoes and gear while practicing or playing in their respective sport.

FINAL MESSAGE TO ALL SCHOLAR-ATHLETES, SPECTATORS AND PARENTS:

	Attending sporting events.
	Lending positive support to our teams and coaches.
	Encouraging all players without regard to their role on the team.
	Helping other spectators and parents maintain an appropriate, sportsmanlike attitude.
	Showing respect for the authority of the game officials.
	Enjoying the City University athletic experience