

VETERANS HIGH SCHOOL ATHLETIC HANDBOOK



A RESOURCE GUIDE FOR
COACHES, PARENTS, & ATHLETES
2019-2020

VETERANS HIGH SCHOOL
340 PINEY GROVE ROAD
KATHLEEN, GA 31047
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LETTER FROM THE ATHLETIC DIRECTOR

Veterans High School is excited that your child has expressed interest in being part of our athletic program. Participation in high school athletics provides a wealth of opportunities and experiences that will impact a student for life.

A student who chooses to participate on an athletic team at VHS is making a choice of dedication and commitment. Great work habits, sacrifice, and discipline are an essential part of this process. In allowing your son or daughter to participate in the Warhawk athletic department you and your child are committing to major responsibilities that are a necessary part of success as we coach and teach these young student athletes.

The athletic department is responsible for providing the opportunity to compete at the highest level and to provide the best possible conditions in which your child can succeed at that level. Part of this responsibility is to make rules that govern our athletic department. Therefore, we have put together this athletic handbook for the benefit of everyone involved in the Warhawk athletic department.

It is the purpose of this handbook to set forth the operating procedures for the students, parents, and athletic staff at VHS. It is hoped that a ready reference such as this handbook will facilitate the process of seeking information about administrative policies and procedures as well as provide a framework within which the athletic department will operate smoothly and efficiently.

We hope the information contained in this handbook will make you and your child's athletic experience at VHS enjoyable and memorable for years to come.

Go Warhawks!

Milan Turner

Athletic Director/Head Football Coach

The following sports are offered at Veterans High School:

Season	Boys	Girls
Fall	Football Cross Country	Softball Cross Country Volleyball Cheerleading
Winter	Basketball Wrestling Swimming	Basketball Cheerleading Swimming
Spring	Baseball Tennis Golf Track Soccer	Tennis Golf Track Soccer

REQUIREMENTS FOR PARTICIPATION

A student that wishes to participate on an athletic team at VHS must have the following:

- a sincere desire and commitment
- adherence to all state, county, and school policies
- Permission to Treat form on file
- Insurance form on file
- Pre-participation Physical Evaluation form on file
- Concussion Awareness form on file
- Heat Policy & Procedures form on file
- All eligibility requirements satisfied

All required forms MUST be completed and turned in BEFORE the athlete may tryout or practice.

GHSA ELIGIBILITY REQUIREMENTS

In order for a student to be eligible to participate in extracurricular activities, he/she must have passed or be passing 5 out of 7 classes from the previous semester.

In order for a student to be eligible to participate in extracurricular activities, he/she must be on track for graduation. In short, for a student to be on track, he/she must have earned five (5) Carnegie units following their freshman year (ninth grade), eleven (11) Carnegie units following their sophomore year (tenth grade), and seventeen (17) Carnegie units following their junior year (eleventh grade) in high school.

Other State Policies:

1. Once entered into the 9th grade, a student has four years of continuous eligibility (8 semesters).
2. To be eligible a student must not have attained his/her 19th birthday prior to May 1st preceding the year of participation.
3. The student must be taking at least 7 subject credit hours during the present semester.
4. A transfer student who established eligibility at his or her former school in grades 9-12 shall be immediately eligible at the new school IF: the student moved simultaneously with the entire parent unit or persons he or she resided with at the former school, and the student and parent(s) or persons residing with the student live in the service area of the new school. It must be apparent that the parent(s) or the persons residing with the student, as well as the student, have relinquished the residence in the former service area and have occupied a residence in the new service area.

If you have any questions regarding eligibility call the Athletic Director or visit the Georgia High School Association website at WWW.GHSA.NET.

PARENT/COACH COMMUNICATION

Appropriate concerns to discuss with coaches:

1. The mental and physical treatment of your child
2. Ways to help your child improve
3. Concerns about your child's behavior or grades

Coaches are professionals. They make judgment decisions based on what they believe to be best for all students involved, the team as a whole, and what they see in practice each day. As you have seen from the list above, certain things can be and should be discussed with your child's coach. Other things, such as those listed below, must be left to the discretion of the coach.

Issues not appropriate to discuss with coaches:

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

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position.

When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern:

1. Call to set up an appointment.
2. If the coach cannot be reached, call the Athletic Director.
3. ***Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this type do not promote resolution.***

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

1. Call and set up an appointment with the Athletic Director to discuss the situation.
2. At this meeting the appropriate next step can be determined.

GRIEVANCE PROCEDURE

When problems arise between parents and coaches that are out of the ordinary, the parent should first approach the athletic director. The athletic director will listen to the problem and try to reach an amicable solution to the problem. If a solution is not possible, the athletic director will then involve the principal. The Board of Education will ask any parent if they have first had a meeting with the school administrators before hearing any complaints linked to athletics. Please follow these procedures when you have a problem. This will save time and enable us to reach a solution to the problem.

NCAA ELIGIBILITY CENTER

For athletes who plan on continuing their athletic career beyond the high school level please make use of The NCAA Eligibility Center. The eligibility center will certify the academic and amateur credentials of all college bound student-athletes. For more information please visit WWW.NCAACLEARINGHOUSE.NET or call 877.262.1492.

LETTERING POLICY

Student athletes at VHS are eligible to receive a letter under the following conditions:

- participation in more than 50% of the contests played, OR
- being a part of the team for three or more years and having participated in all pre-season and post-season workouts, OR
- athletes who develop their skill, display a good attitude, and give full effort to the activity will be considered; given at the discretion of the coach

The determination of whether or not a letter is awarded to a student participating in a varsity sport is the responsibility of the head coach in each sport. Each coach will work with the athletic

director to make sure the criteria for lettering are met. A student may be awarded a letter by completing the season in a varsity sport; it should be earned through dedication and commitment to that sport and by making a significant contribution to the total team effort throughout the entire season. For students that letter in multiple sports, sport specific logos will be provided to the student, and then they will be provided with bars for those letters for multiple years of earning a varsity letter in that sport.

EQUIPMENT

All athletic department issued equipment will be the responsibility of the athlete throughout the entire season of that sport. It is expected to remain clean and in good condition. If any equipment is lost or does not perform correctly it is the responsibility of the athlete to notify the coach, who will then assess the repair or replacement. Loss of any athletic department issued equipment is the athlete's financial obligation.

FORFEITING ACHIEVEMENTS

Quitting is an intolerable habit to acquire. An athlete who quits a sport may lose his/her privilege of participation in athletics. On occasion, however, an athlete may find it necessary to drop a sport for a good reason. If this is the case, the following procedure must be followed:

1. Talk with your immediate coach and then the head coach.
2. Report the situation to the Athletic Director.
3. Check in all issued equipment.

An athlete who follows proper procedure to drop a sport may participate in another sport once the dropped sport's season is completed. If a student quits a sport, or is dismissed from a sport for disciplinary reasons, he/she must return all items that he/she received from the VHS Athletic Department. Students who quit a sport or are dismissed from a sport will not receive refunds for fees, equipment, or other items purchased for that particular sport. If a student quits a sport without following proper procedures, he/she will be placed on athletic probation. Athletic probation means a student may not participate in any sport until that sport's new season begins the next year. If a student athlete is dismissed from a team due to a discipline problem, he/she may appeal to the coaches and athletic director for reinstatement.

DRESS CODE FOR ATHLETES

- Athletes should be cleanly groomed.
- Hats and head scarves, hair nets, stocking hats, sweatbands, combs, picks, hair curlers and bandannas are not to be worn on or in heads at school or on team trips.
- No earrings are to be worn in boys' ears on team trips during activity season.

- Athletes should be presentable when traveling to athletic events. They should be properly dressed when traveling to and from all athletic events. Appropriate dress will be prescribed by the head coach.
- No jewelry during participation in athletic events or games.
- No jewelry during practice.
- Athletes should be fully dressed at all practices. Shorts, sweatpants, wind pants, etc. should be pulled up and worn properly. Shirts should be worn at all time during practice. Proper shoes should be worn during practice. Flip-flops, sandals, shower shoes, etc. are not proper footwear for practice.
- Athletes should be fully dressed in the weight room or during weight training sessions. Proper attire in the weight room is the same as when at practice.
- No earrings or jewelry should be worn in the weight room or during weight training sessions.
- Cell phones and music devices should not be used during practice or weight training sessions.
- Players and teams should be uniform during athletic events.

ATTENDANCE POLICY FOR ATHLETES

A student athlete must attend at least half of the school day to be able to participate in that day's practice or game. 7:45 a.m. until 11:00 a.m. or 11:00 a.m. until 2:45 p.m. constitutes half a day. Playing athletics requires student athletes to make a commitment to participate in scheduled practices in order to develop their skills. If an athlete is going to miss a scheduled practice the head coach for the sport should be notified by the player or parent. Documentation should also be provided to the head coach from the parent or a physician explaining the reason for the athlete missing practice.

There will be consequences for unexcused absences:

- 1st unexcused absence: running & missed playing time
- 2nd unexcused absence: running & full game missed
- 3rd unexcused absence: dismissed from team

ISS/OSS POLICY FOR ATHLETES

- Any student athlete suspended from school cannot participate in the athletic program while the suspension is in effect.
- Any student serving In-School Suspension is not allowed to practice. The student may attend and watch practice, but they are not allowed to participate.
- Any student serving In-School Suspension the day of a game is not allowed to play unless it is the student athlete's last day of ISS.

TRANSPORTATION

Students involved in all extracurricular activities at Veterans High School will be provided transportation to and from all events. In cases where parents will transport athletes to or from an athletic event, proper approval and documentation must be on file with the head coach of that particular sport and approved by school administration in advance. There will be no car pools. Students will not be allowed to travel to or from sporting events unless it is with their immediate family. The athletes at Veterans High School will have a bus provided by the school or by the Houston County Board of Education. All drivers will be properly trained and approved. These buses routinely undergo inspections and are the safest way for your son or daughter to get to and from events.

COACHING EXPECTATIONS & REQUIREMENTS

Coaches are, first and foremost, educators and must work in coordination with the parents, who are the primary educators of their children. At all times, coaches must exemplify the mission of the school and serve as role models for student-athletes to emulate and ensure that athletic programs embody the characteristics prevalent at Veterans High School.

Goal Setting

When working with Veterans High School student-athletes, a successful coach will work towards goals in the following three dimensions: team, personal, and school.

Team Goals

Veterans High School coaches build a team by:

1. Creating a positive and memorable experience that will be cherished by the student-athlete for the rest of his/her life.
2. Teaching the specific and unique skills of a sport to the very best of his/her abilities by using all means, methods, and resources available.
3. Teaching the skills of healthy competition that will prepare athletes and the team to succeed.

Personal Goals

Veterans High School coaches will help student-athletes grow as individuals by:

1. Modeling character, sportsmanship, self-discipline, and a strong work ethic.
2. Appreciating the moments of playing throughout a season, at times of winning and losing.
3. Becoming a lifelong learner of their sport.
4. Maintaining perspective in and throughout all athletic endeavors, realizing teachable moments exist in all experiences.
5. Fostering positive relationships with all school community stakeholders.

School Goals

Veterans High School coaches contribute to the school community by:

1. Infusing the school mission in all athletic activities.
2. Promoting academic excellence as an essential component in the development of student-athletes.
3. Committing to effective communication with administrators, teachers, parents, and athletes.
4. Supporting the development of student-athletes as leaders and role models in the greater school community.
5. Creating a culture of school unity and spirit as exemplified through sportsmanship, positive fan participation, and respect for all.

COACHING RESPONSIBILITIES

1. Supervise athletes at all times:
 - Students are not to be left alone in locker room or on field.
 - Stay with students until they are picked up/enter their vehicles when leaving from practices/games.
 - Students should not be in the weight room without a coach there to monitor workouts.
2. Complete all online rules clinics that are required by the Georgia High School Association. If a clinic is not completed prior to the deadline set by the GHSA, the coach that did not complete the clinic will be responsible for paying the fine administered by the GHSA.
3. Head coaches are responsible for scheduling varsity, junior varsity, & 9th grade games. Contracts should be given to the athletic director when completed.
4. Head coaches should get copies of physicals and permission to treat forms from the athletic director. These documents should be taken to all games.
5. Eligibility should be checked on athletes prior to season starting. Coach Hardy, assistant AD & director of football operations, will handle all eligibility issues, including transfers.
6. All bus requests and request changes should be turned in for buses to be scheduled in a timely manner. Head coaches without a CDL are responsible for finding a driver to transport their athletes.
7. Coaches are responsible for keeping athletic facilities clean. All athletic facilities should be kept clean and presentable. That includes all locker rooms, offices, weight room, gym, and fields.
8. Inventory reports should be completed and turned in to the athletic director at the end of each sport's season.
9. Gender Equity Report should be completed and turned in to the athletic director at the end of each sport's season.
10. If a sport needs to use the gym or weight rooms for any reason, it should be scheduled through Coach Miranda.
11. **The activity bus must be checked out through Coach Tallant.** Whoever uses the activity bus is responsible for refueling it for the next coach to use. Do not return the activity bus low on fuel. Failure to refuel properly will be at the personal cost of the prior activity bus user.

12. All athletic programs are encouraged to have fundraisers. However, all fundraising activities require the approval of the athletic director and principal.
13. No athletic program or Booster Club should take out a loan from a bank without the approval of the athletic director and principal. If a loan is approved by the AD and principal, a budget and payment plan that accompanies the loan are required.
14. Condition athletes properly.
15. Assess athletes' readiness for practice and competition.
16. Have planned instruction for every practice.
17. Teach sportsmanship.
18. Provide proper equipment.
19. Select, train, and supervise assistant coaches.
20. Meet with athletic director as deemed necessary to discuss team or other observations.
21. Participate in quarterly Signing Day event. VHS will hold a quarterly Signing Day event that will be placed on the school event calendar.
 - This event will be conducted by the athletic director and will take place on scheduled dates.
 - The head coach is responsible for verifying and obtaining documentation in writing of the student-athlete's awards package; such documentation must be provided to the athletic director.
22. Send all publicity of wins and region/state accolades and appropriate pictures for publicity to the athletic director and the principal.

2019-2020 Signing Dates

First Quarter: Wednesday, October 30, 2019 – 2:00, auditorium
Second Quarter: Wednesday, December 18, 2019 – 2:00, auditorium
Third Quarter: Wednesday, February 5, 2020 – 2:00, auditorium
Fourth Quarter: Wednesday, April 15, 2020 – 2:00, auditorium

Georgia High School Association Sportsmanship Statement

"The GHSA and its member schools have made a commitment to promote good sportsmanship by student/athletes, coaches, and spectators at all GHSA sanctioned events. Profanity, degrading remarks, and intimidating actions directed at officials or competitors will not be tolerated, and are grounds for removal from the event site. Spectators are not allowed to enter the competition area during warm-ups or while the contest is being conducted. Thank you for your cooperation in the promotion of good sportsmanship at today's event."