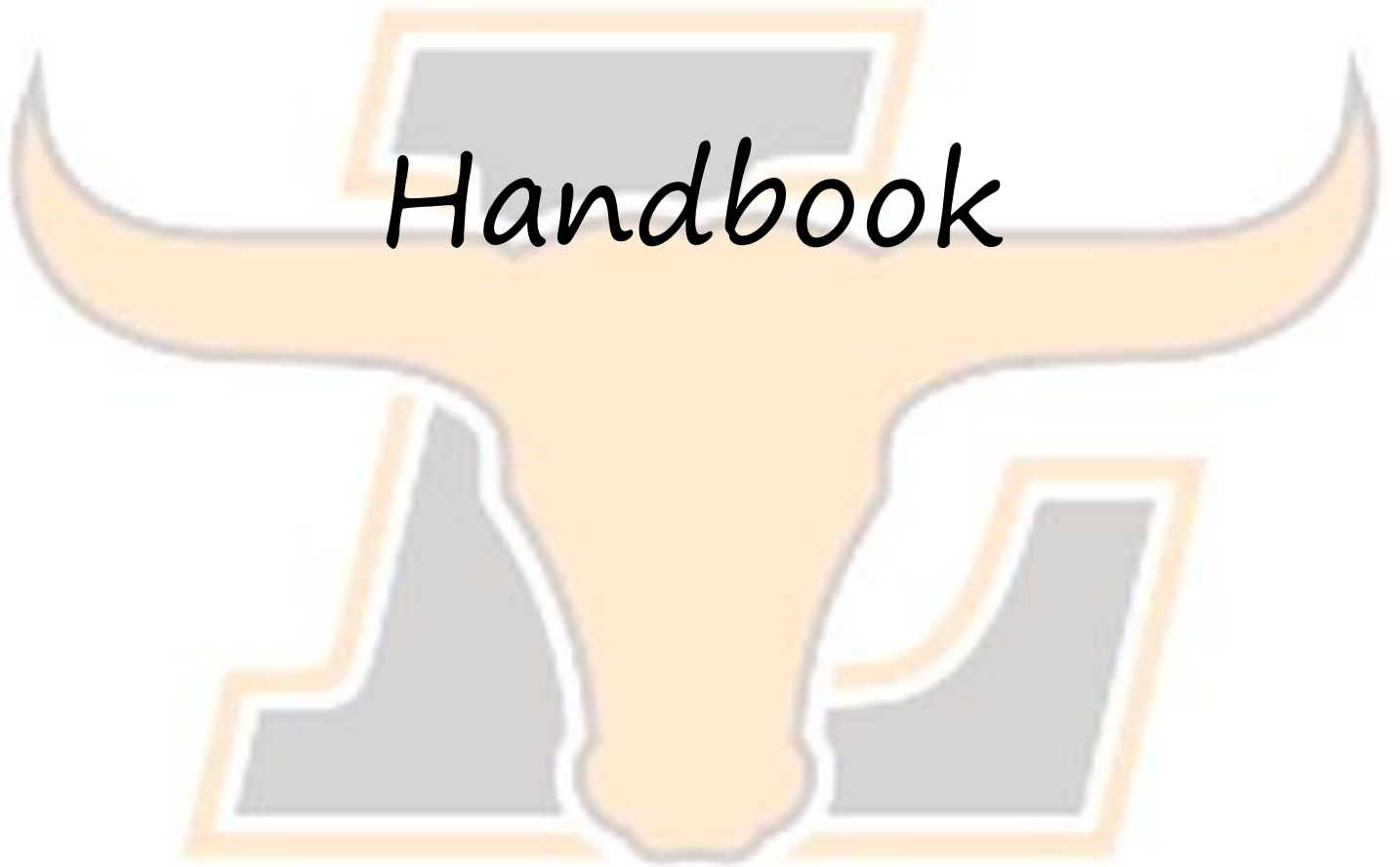


LHS

Track and Field

Handbook



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Our Purpose

Track and Field is an athletic sport in which we participate in numerous games/competitions during the season. This program will provide each participant with: extensive training to improve on skills and be the best athlete they can be, multiple leadership opportunities, a sense of family, occasions to learn and exhibit sportsmanship and citizenship, and assistance in achieving academic excellence. These multiple opportunities help students grow and mature, both physically and emotionally resulting in citizens who embody the LHS motto “Learn, Lead, and Succeed.”

About this Handbook

The purpose of this handbook is to provide information about the LHS Track and Field program that will be useful to its members. Included are the general guidelines and expectations of the program that members are to abide by. While this handbook seeks to be a guide for the majority of the situations that student-athletes and parents will encounter throughout the season, at times, unforeseen circumstances may warrant the modification or addition of a policy. For this reason the coaching staff reserves the right to modify this handbook to meet the needs of the program when necessary.

Academics

- All athletes are students first and their primary concern should be to their academic success. Student-athletes and their families should look carefully at the time commitment required of Track and Field and determine if they will be able to maintain the expected academic standards while participating in LHS athletics.*
- Coaches will check the grades on a regular basis throughout each semester and will work with the student-athletes, teachers and (if necessary) parents to establish the best plan for academic success.*
- At the discretion of the coach, student-athletes may be required to attend study hall and are expected to use that time to complete homework, meet with teachers for additional support and/or complete make up work or missed tests/quizzes.*

- At the end of each semester academic eligibility will be determined by the office of the Athletic Director in accordance with GHSA policy. If a student-athlete fails more than two classes during a semester and is determined to be academically ineligible, he/she will be dismissed from the team. See the section on *Dismissal* for additional information.

Attendance

- It is important that student-athletes realize the level of commitment that is necessary to make a team successful. Attendance at all practices, games/competitions and events is not only crucial, but also mandatory. Absences jeopardize the integrity of the team and hinder its success.
- Attending all practices, games, events, competitions and fundraising activities is mandatory! Jobs are not an excuse to miss any event. Please schedule regular doctor visits, personal vacations/activities around the track and field calendar. If there is a conflict, contact the coach at least 24 hours before a missed event; PRIOR if the conflict has been planned ahead of time.
- Absences will only be considered excused in the following circumstances:
 - Funeral or death in the family
 - Personal illness/accident (resulting in absence from school)
 - School events required by a class (note from teacher/sponsor needed)All other absences will be considered unexcused.
- If a student-athlete is absent from school, he or she may not participate in any sport activity that day. You are considered absent for the day if you miss 2 or more blocks
- If a student-athlete is going to be absent from practice or a scheduled event, he/she must notify the coach before missing! Consequences may still apply to the absence.
- Student-athletes who are absent for more than 2 practices/events in a row should provide a doctor's note in order to be excused (see the section on *Illness and Injury* for additional information).

Booster Club

The Track and Field Booster Club is an active organization made up of parents and community members who support the Lanier Track and Field program. We urge every family to join and help support our student-athletes. The purpose of the Track and Field Booster Club is to build and maintain an organization, which, in cooperation with the coaches and student-athletes, will help promote TRADITION, SPORTSMANSHIP and AMBASSADORSHIP in the LHS community. The booster club will also lend support, both volunteer and financial to the Track and Field program. The booster club will encourage and maintain an enthusiastic interest of parents and community members participating in various activities. The booster club will also organize parent volunteers, support fundraising, promote sponsorship, and encourage excellence, high moral standards and school spirit.

Commitment

- Each student-athlete should be aware of the amount of time track and field requires. It is an honor that requires not only commitment, but also hard work and dedication. Being part of the LHS Track and Field program is a commitment.
- All student-athletes are committed to the program from January 15 to May 22; In addition, track and field students are expected to serve as school ambassadors at other events. In the off-season, student-athletes are encouraged to participate in another sport, and/or support other sports by attending sporting events throughout the year.
- Other commitments include fundraising events and community service events.
- Student-athletes need to be aware that their LHS Track and Field will come first. Jobs, driver's education, outside school activities, etc. need to be considered before joining for track and field. Any outside commitment will not be considered as a reason to miss any track & field practice/event/game. Absences due to outside commitments will result in an unexcused absence.

Student-athletes who are not able to meet the required commitments may acquire consequences for absences including (but not limited to) benching, suspension and dismissal. Attendance and commitment will also be taken into consideration when

awarding Varsity Letters, end of year awards and as a part of tryouts for the following year.

- Student-Athletes who choose to quit before the conclusion of the season are not eligible to participate in any other sport until track and field season concludes. Financial obligations made by the student-athlete before **his/her** decision must still be met and any payments made will not be refunded.

Communication

Communication is vital for a successful program. Email, Group Text and our website will be the primary form of communication. While email and texting are efficient methods of communication, it should be noted that coaches are busy with teaching duties during the school day and will not be able to respond to emails and texts immediately. In addition, whenever possible, student-athletes should talk to coaches face to face (instead of just texting) regarding absences or other important issues.

Coaches will communicate:

- Requirements for the students and the team
- Locations, dates, times of practices, games, and events
- Team requirements including special equipment, uniform, team rules/regulations, tea, expectations, travel arrangements and off-season expectations, etc.

Parents should communicate:

- Concerns regarding a **son/daughter** directly to the coach at the appropriate time and place

Issues appropriate for discussion:

- Student plan for success
- Student behavior
- Student safety

Issues not appropriate for discussion with the coach:

- Playing time
- Other student-athletes

If at any time a student-athlete or parent feels he/she needs to discuss a problem or complaint, please follow the appropriate channels:

- Allow 24 hours following an athletic contest
- Student-athlete to Coach
- Parent to Coach
- Parent/ Coach to Athletic Director
- Parent/ Coach to Principal.

Failure to adhere to the proper chain of command may result in a delay of your problem being resolved.

Conduct

A LHS student-athlete takes on the role of a respectful and disciplined athlete who should be a model for his/her peers at all times – in school, outside of school, in the community and on social media sites. This is a very visible position and your peers are watching you. Along with this position comes a great deal of responsibility, good work ethic, and a spirit of cooperation with parents, coaches, other student-athletes, and other students. Each student-athlete will be held to these high standards both in and outside of school. The coaches will determine consequences should inappropriate or unacceptable conduct occur. This is including but not limited to extra conditioning, benching, suspension and dismissal. The discipline process begins when each member is selected for a team and continues through tryouts of the following year.

Discipline

Student-athletes will be notified by the coach when consequences must be given. “Benched” means sitting out during a game/competition (*in uniform/out of uniform*) without communication to anyone except their coach. Discipline actions will be decided by the coaches based on the violation.

Level One Offense

- 1.1 Late to meeting, practice, game, or event
- 1.2 Forgetting part of practice/*game/competition* uniform

- 1.3 Being late for deadlines
- 1.4 Wearing a LHS uniform improperly
- 1.5 Loaning/Lending LHS team apparel to friends/ non-team members

Level One Consequences

***The coach may decide to issue one or all of the consequences listed below.

- ✓ Physical Conditioning as given by the coach
 - ✓ Community service: 2 hours
 - ✓ Benching for a portion of a *game/competition*
-

Level Two Offenses

- 2.1 Teacher complaint about a student's behavior/grade in the classroom
- 2.2 Being disrespectful to any coach
- 2.3 Being disrespectful to a teammate
- 2.4 Skipping/Missing a practice, *game/competition* or event for a reason that is unexcused or without prior notice
- 2.5 Continuously committing level one offenses

Level Two Consequences

***The coach may decide to issue one or all of the consequences listed below.

- ✓ Physical conditioning as given by your coach
 - ✓ Community Service: 5 hours
 - ✓ Benching from one *game/competition*
-

Level Three Offenses

- 3.1 Breaking ANY MAJOR LHS school rule
- 3.2 Threats made to injure another person

- 3.3 Inappropriate social media behavior.
 - Including sexual content, drugs, alcohol, and/or threatening content.
- 3.4 Committing level one and two offenses a total of 5 times.
- 3.5 Committing level two offenses a total of 3 times.

Level Three Consequences

***The coach may decide to issue one or all of the consequences listed below.

- ✓ Physical Conditioning as given by your coach
- ✓ Community Service: 10 Hours
- ✓ Benching for *game/competition*
OR
- ✓ Dismissal from the team

Dismissal

Student-Athletes who are dismissed are ineligible to participate in any other sport until Track and Field season concludes. Financial obligations must still be met and will not be refunded.

Student-athletes will face possible dismissal at the coach(es) and /or athletic director's discretion for the following:

- Ineligibility due to grades per GHSA rules
- Use of tobacco, alcohol, or drugs
- Arrest
- Fighting or participation in a fight
- Inappropriate or serious misconduct
- Inappropriate social media usage.
 - FACEBOOK, TWITTER, INSTAGRAM, SNAP CHAT PICTURES WILL COUNT AS PHYSICAL PROOF!

Financial Information

- A payment plan has been set for the year. If you need to make other arrangements please see the booster club treasurer as soon as possible. **DO NOT WAIT** until the last minute.
- Payments must be made by each due date for the student-athlete to be able to receive all track and field items.
- All student-athletes must be current with their financial obligations to receive new items.
- If a student-athlete quits the team or is dismissed from the team for any reason, no refunds will be made, and the student-athlete is still responsible for any fees not yet paid.
- Student-athletes and their parents are financially responsible for all uniform items and/or equipment issued and are responsible for the payment for repair or replacement costs in the event of loss or damage to these items.
- Unpaid fees will be reported to the school and will become part of the student's financial responsibility to be cleared before graduation.
- Cash payments can be made to the booster club president or treasurer at booster club meetings or other planned payment days. **DO NOT** give payments directly to coaches or school personnel.
- Checks should be made payable to: Lanier Track and Field and turned in to the booster club president or treasurer.

Fundraisers

- All student-athletes will be expected to participate in fundraising activities. Parents will also be asked to help out. All funds raised applied towards bettering our program.

Holidays

- In the event that the season overlaps a holiday/break, the expectation is that the student-athlete be present for all practices/contests.

- If there is an extenuating circumstance, it is the athlete's responsibility to communicate in advance with the head coach.
- The head coach may assign consequences for missing practices/contest.

Injury and Illness

- Student-athletes should report injury or illness to their coach immediately. Student-athletes who are injured may be referred to the school's Athletic Trainer for evaluation and rehabilitation. The Athletic Trainer or the student-athlete's doctor will determine if he/she is "fit to participate" and will issue a note to be given to the coach regarding the physical status of the student-athlete. The student-athlete is required to follow up with the Trainer or doctor and will only be allowed to "return to play" with the written approval of the Trainer or doctor.
 - Head Athletic Trainer: Laura MacLaren
 - Contact at лмаclaren@gwinnettmedicalcenter.org
- Student-athletes who are injured (but able to attend school) are still required to attend each mandatory event including all practices and competition. Injured student-athletes who do not attend mandatory events will be considered absent and unexcused.
- Student-athletes who are absent from school due to illness should not participate in after school activities including practices and events. Student-athletes who are present at school but leave after school due to illness and do not attend practice may be considered absent and unexcused. Contact your coach, face to face (not by text) to discuss your illness and absence.
- If a student athlete is absent from practice or an event due to illness for more than two days, a doctor's note is required.

Lettering

- Varsity Track and Field may earn one letter per season.
- All letters are awarded at the End of Year banquet.
- Varsity Track and Field must:

- *Attend and participate in (90%) of all practices, games, competitions and mandatory activities (excused and unexcused absences count in this percentage)*
- *Complete (5 hours) community service hours*
- *Attend at minimum (2) non-season events*
- *Not have any level 3 offenses*
- *Conduct themselves in a manner that reflects positively on our team, school and community at all times*
- *Be in good academic standing*
- *The final decision is at the coach's discretion.*

Playing Time

Playing time is not guaranteed and is at the sole discretion of the coaching staff.

Refer to the communication policy

Safety

We will follow all GHSA rules to insure the safety of student-athletes

- *All participants must have a current physical and concussion forms on file with the athletic office, and have participated in the concussion baseline test.*
- *Because of the nature of high school athletics, there is an inherent risk associate with participation.*

Refer to parental consent page of physical form

Social Media

Representing Lanier High School and the Athletic Department is an honor and a privilege provided to a select group of individuals. Along with that privilege comes a set of expectations and responsibilities. You are held to a higher standard and are recognized locally because you choose to represent Lanier and your respective sport.

Through social media, you are now being monitored by more individuals than ever before, including Lanier fans, fans of opposing teams, GHSA, and members of the media. Everything you do in these forums should positively represent the name on the front of our jerseys as well

as the name of the person wearing those jerseys. Used irresponsibly social media can be a quick way to destroy your reputation in 140 characters or less!

This resource provides some tips and suggestions for using social media responsibly and effectively.

DO understand that who you have listed as Followers or Friends is a reflection on you.

DON'T put anything on social media that you would not want your family, your future employers, those reading the front page of the paper, or the whole world to see.

DO think before you post, tweet or retweet – Will this positively reinforce my reputation and the reputation of the school?

DON'T post offensive language, personal attacks or racial comments.

DO ask questions if you are not sure what you are doing is ok.

DON'T post when you are emotional, like right after a game. You are more likely to say something you will regret.

Any posting on a social media site which is offensive, in violation of state or federal law, in violation of institutional policies, or in violation of GHSA rules is prohibited and may be subject to disciplinary action as outlined below.

1. Student-athletes are provided Social Media Guidelines which outline appropriate uses of social media and those uses which may violate the athletic department's social media policy.
2. In the event that a student-athlete's social media account is found in violation of the policy either through (a) a review of the student-athlete's social media page by a staff member or (b) a posting which is brought to the attention of the athletic department by a third party, the athletics department reserves the right to impose discipline which may include one or more of the following:

- a. A conference with the student-athlete's coach and/or parent to discuss the infraction;
- b. A written reprimand;
- c. A suspension from competition;
- d. A suspension from all team activities;
- e. Removing the student-athlete from the team.

The severity of the discipline will be based on the seriousness of the infraction and whether there have been previous offenses by the student-athlete.

Sportsmanship

The following are rules about sportsmanship from GHSA and should be followed by all student-athletes while in uniform and out of uniform.

- **Cheer for Your Team Not Against the Other Team!**
 - Sportsmanship is the banner of every great team!!!!
 - Respect other athletes.
 - No “degrading remarks” or discouraging other teams via facebook, twitter, face to face etc.

Summer Participation

Summer participation is an **Expectation**.

- Every athlete must be a current or pre-enrolled student at Lanier High School.
- Every athlete must have a current physical on file with the Athletics Office.

Supporting other teams

- A goal of every LHS program is to support our school and teams in any way possible. In order to ensure that each track and field athlete is fulfilling this obligation, **ALL** student-athletes must attend **(2)** non-season events.

Transportation

- Student-Athletes must ride to and from games and competitions with the coach on the bus unless otherwise communicated.
- Coaches are required to stay with participants until their ride arrives. Parents should make timely arrangements so that coaches are not waiting with athletes.
- Coaches will wait no longer than **(20)** minutes after a practice or cheer event for parent before issuing consequences.
- Student-athletes must follow all bus rules including, but not limited to: no standing, no talking on the phone, no music without headphones, no loud talking/yelling, no food or drink on the bus.
- If it is communicated that there is a need to carpool with a coach, other student-athletes, or with a parent, an Alternate Transportation Form must be on file.

Tryouts (if applicable)

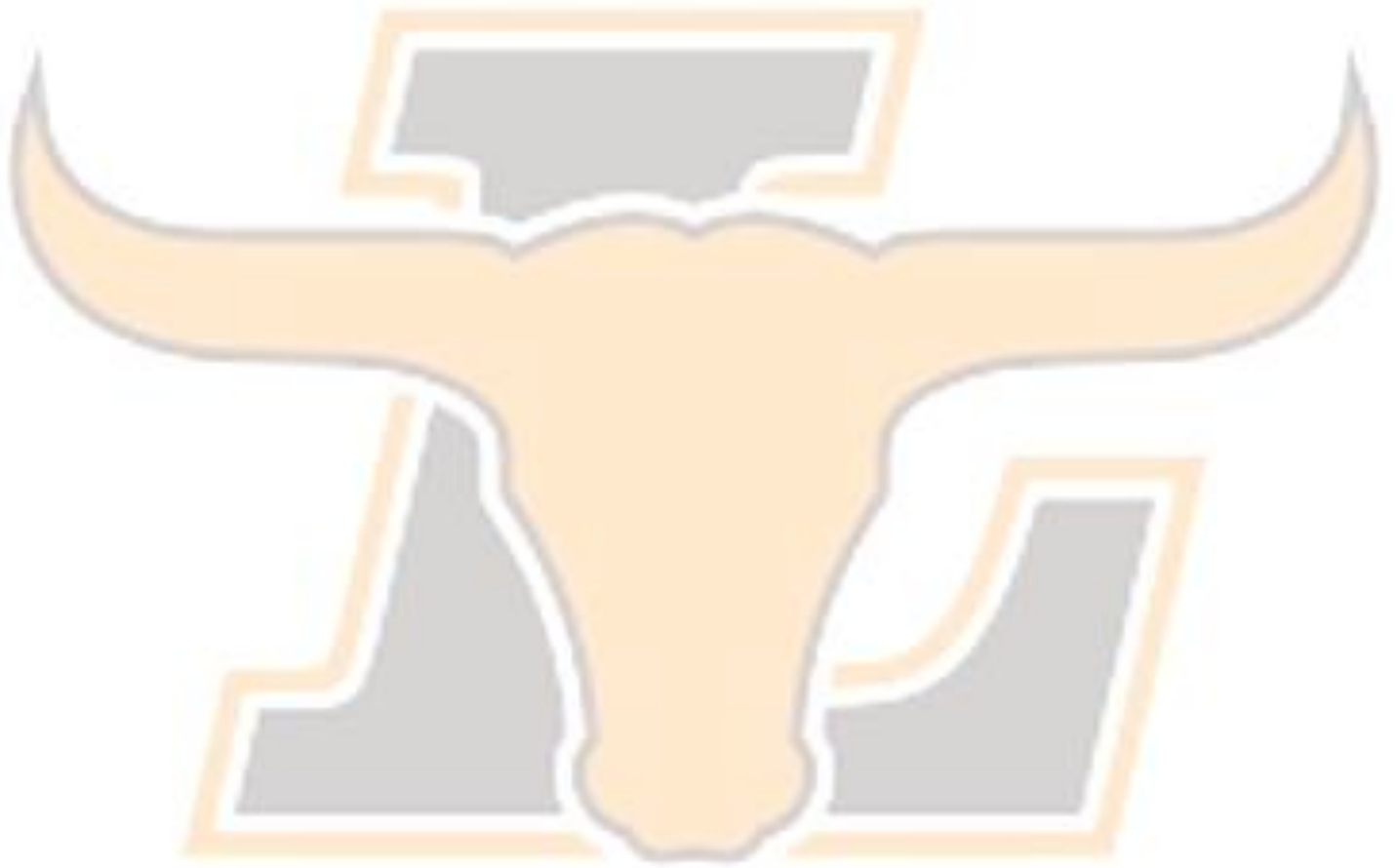
All decisions are final and are at the sole discretion of the coaching staff.

- If there are concerns, refer to the *Communication Policy*

Uniforms

- Uniforms are to be treated with the utmost in care.
- If they are lost, damaged, or stolen, the student-athlete is responsible for purchasing a new uniform.
- Do not loan out or swap uniforms. You are responsible for the uniforms assigned to you.

- *Uniforms should be worn only in conjunction with school events specified/approved by the coach. Uniforms should be worn, neither in nor outside of school, without the coach's approval.*
- *Student athletes should arrive at school with all necessary pieces of the uniform to depart for games/competition. (uniform, shoes/cleats, warm up, etc.)*
- *Incomplete uniforms at game/competition may lead to benching.*



LHS Consent & Constitution Acknowledgement

Student-athletes should realize that being a Track and Field at Lanier High School is a tremendous opportunity and privilege. We are looking for quality participants that we feel confident will represent our program with impeccable character and the utmost respect. All student-athletes will work together as a whole at all times (practice, games and other events). We are looking forward to creating and/or polishing leadership abilities in your child and look to you for support and reinforcement at home. If you have read, understand and agree to abide by the policies of the Lanier High Track and Field Program, please sign below. Thank you and we look forward to working with you in the upcoming year.

Parent/Guardian Signature

Date

Student-Athlete Signature

Date